

**MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL**  
**South Stoke Village Hall 19:30 Monday 20<sup>th</sup> August 2018**

**Members Present:**

Chairman Bryan Urbick (BU)  
Vice Chairman Roy McMillan (RM)  
Members Andrew Scrivener (AS)  
Gareth Dean (GD)  
Diana Hathaway (DH)

**Officers Present:**

Clerk Colin Ratcliff (CR)

**Public and Press:**

Tanya Seabrook, Derek Goodland, Chris Bertrand, Geoff Ward, Phil Wortley, Mike Thomas.

**18/125 Apologies for absence**

None

**18/126 Declaration of Interests by Councillors on any items on the Agenda**

None

**18/127 Public Forum**

Ref 18/108, Mr Goodland asked if there was any response to his query from the last meeting. RM said he had tried to chase that day, but his contact was unavailable. AS assisted by explaining some of the planning process.

**18/128 To approve minutes of the meeting of 18<sup>th</sup> June 2018**

**Resolved:** That the minutes be approved and signed by the Chairman.

**18/129 Chairman's announcements**

BU noted that CR had given notice and some interviews were taking place. He thanked CR for his time in post.

**18/130 Planning Applications – to discuss and agree Council's response to the following planning applications:**

**P18/S2099/HH - Wallingford Road South Stoke RG8 0JD: Garage/workshop with store above with raised roof following previous approval**

AS stated the footprint was the same as the previously granted application (which had been opposed by SSPC), the roof was slightly raised. There were no objections on the website from neighbours.

**Resolved:** That SSPC had **No Objections** to the application

**18/131 To review status of CIL demands**

Nothing new. Next report due October. There was a consultation just out on SODC's CIL Spending Strategy. Due to the short timescale for replies it was agreed that a response would be discussed via email with RM leading.

**18/132 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.**

Signed:

B. Urbick

Dated: 1 October 2018

Received and noted. BU informed the meeting that Cllr. Bulmer had been recently injured and would likely be out of action for a while.

**18/133 Community Hall Project Working Group – to receive an update on activities and to consider changing the structure of the Working Group to a Council Committee. Proposed Terms of Reference attached.**

BU gave reasons for the proposed change of status and explained the restrictions in the proposed terms of reference on budget and final approval of planning application. Meetings of the Committee would be public and all members required to complete declarations of qualification and registers of interests.

Geoff Ward (GW) updated that stakeholders (AC, Shop and SSPC) were now required to underwrite their full requirements which would then be reviewed. A potential list for grant funding had been drawn up and the group were refining an expression of interest to The Big Lottery. They hope to meet with the Diocese and SSPC by the end of the month and then have a full consultation for village feedback.

Discussion took place about what would be included in the consultation; the current remit is for a combined building; the draft plans have a natural split that could allow development in two stages. It was asked if the consultation could include the cost of a shop alone but accepted this could only be an estimate. BU noted the questions previously raised were about size and disruption not simply cost.

Phil Wortley stated the shop's planning permission runs out soon. GW said a meeting was planned with SODC this month and that issue would be included.

**Resolved:** That the proposed Terms of Reference be amended to rename as the Community Building Committee and that the working group be restructured as a Council Committee with the same members as currently: Bryan Urbick, Geoff Ward, David Kennedy, Maurice Scarratt, Chris Bertrand, Lou Verrill, Shannon Stegeman, Sally Woodall and Kevin Flynn.

**18/134 Amenities Charity – to receive an update on activities and consider signatures to a lease for the Community Shop.**

Item 11 brought forward.

Chris Bertrand said the AC had spent a long time trying to get a shop lease sorted. The AC's solicitors had amended the wording. AS had concerns that SSPC were following the AC's legal advice and not own, CR noted that all advice received by SSPC is firmly that the AC are responsible for management of the land and should sign the lease. BU said he was still nervous but following the amendments from the AC's solicitors, the AC would also now sign.

**Resolved: That BU and RM sign the lease as a deed on behalf of SSPC.**

RM said that at a meeting of the AC a question was asked about painting the bumps across the road – GD will pass details to BU.

**18/135 To consider an email regarding maintenance of a ditch at Ferry Road, The Street junction.**

Correspondence Item 18.1 brought forward.

During previous item it was mentioned that Mark Hathaway had offered the use of a digger to the AC, it was discussed whether it was relevant to this item. DH declared an interest and took no part.

Discussions took place on which sections were riparian and which OCC's responsibility. BU proposed a plan of what is needed should be drawn up and discussed with OCC, Phil Wortley offered assistance.

**Resolved:** That BU lead on developing a plan to progress options

**18/136 Housing Development Project Working Group – to receive an update on activities and consider a proposal to fund a professional Housing Needs Survey, the estimated cost being between £1,700 and £3,000**

Tanya Seabrook had some questions following her comments at the last meeting regarding housing numbers and affordable homes. Cllrs explained the relevant aspects of planning policy and the process gone through to arrive at the current situation. DH noted that the cost of maintaining any land donated would later fall on SSPC.

RM explained the rationale behind a Housing Needs Survey by an external professional organisation. AS asked why SSPC should pay and not the Diocese. RM stated to assist in demonstrating that affordable housing should be allocated to villagers.

**Resolved:** That a Housing Needs Survey should be done and that the decision on which supplier after obtaining quotes would be delegated to RM and CR.

**18/137 Finance**

**1 To approve the payments' report and note receipts for June and July 2018**

**Resolved:** That the report be approved.

**2 To note the reconciled bank account and reserves balances as at 31 July 2018**

**Resolved:** Noted.

**3 To review expenditure against budget as at 15 August 2018 and to consider increase to AC grant funds by £2,000 (carry over of previous year's SODC grant to cover swings)**

**Resolved:** Reviewed – increase of budget head approved to cover grant contribution to the swings

**18/138 To note that The Village Community Shop is now a member of Oxfordshire Community and Voluntary Action Group**

Noted

**18/139 To consider signatories on the bank account (currently BU and AS).**

**Resolved:** That DH be added as a signatory

**18/140 To consider a report on Tree Management in The Park.**

No significant health and safety issues were identified.

**Resolved:** Report noted and that no further action be taken pending decisions on the use of The Park

**18/141 To receive a report on the Henley and District Local TVP Area Forum**

RM had attended a meeting on 13 August, a number of issues were discussed including SSPC's use of the speed detection system. AS asked about the results – approx. 25% of those checked had been speeding and an average of 11 letters sent out each survey.

**18/142 To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.**

See list below - new comments being in bold.

**18/143 To receive items of correspondence and agree actions arising**

**1 See above**

**2 To consider offer of a sapling and plaque to celebrate the end of WW1**

**Resolved:** That the offer would be taken up if a suitable site could be identified. DH dealing.

**3 To consider an email from Trust for Oxfordshire’s Environment regarding biodiversity project grants.**

BU suggested this be placed in the Newsletter to ask for ideas.

**18/144 Matters for future discussion**

Future of the telephone box (missed from cancelled July agenda) – for next meeting.  
RM felt there was confusion over exactly what the Community Building Committee would be consulting upon, just the Hall or including the Glebe development – for next meeting.

**18/145 Next Meeting** – changed to Monday 1<sup>st</sup> October 2018 at 19:30 in South Stoke Village Hall.

The Chairman declared the meeting closed at 10:05 pm

**Abbreviations** (where used):

<b>AC</b>	Amenities Charity (South Stoke Village Hall and Recreation Ground Charity)
<b>AONB</b>	Area of Outstanding Natural Beauty
<b>CIL</b>	Community Infrastructure Levy
<b>OCC</b>	Oxfordshire County Council
<b>PCSO</b>	Police Community Support Officer
<b>SODC</b>	South Oxfordshire District Council
<b>SSPC</b>	South Stoke Parish Council

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
	<b>Housing Development Project Working Group</b>	<b>Standing Agenda Item</b>			Open
	<b>Network Rail &amp; Electrification Infrastructure</b>	The line between Didcot and Reading is now electrified. Gantry consultation: [previous completed actions deleted]  20/11/17 Meeting held with NWR –public consultation potentially Spring 2018. 21/5/18 RAG have asked for confirmation funds are still available for retro-fitting <b>20/8/18 Meeting to be confirmed soon</b>			Open
	<b>Better Road Safety</b>	Summary – SSPC are seeking to improve road safety through the village in discussion with OCC. [previous completed actions deleted]  20/11/17 Larger signs outstanding, MW has asked OCC about speed check area signs. Will be assisting PCSO in Community Speed Check. Lines have been repainted at the crossroads “on the prairie”, but OCC Highways had advised that a staggered junction would not be possible. 21/5/18 Chris Bertrand is taking over speed check coordination, Larger signs still outstanding RM to check with MW 18/6/18 One speed check done, more to follow. AS questioned the use of children - to check with PCSO and Insurers. Done. <b>20/8/18 Speed checks carried out, 25% speeding. Item now completed.</b>			Closed
	<b>Parish Tree Management</b>	The number of location of trees on public land to be identified. RM agreed to continue his work mapping all trees within public areas of the greater part of the Village. 26/4/18 amended to The Park only with a view to a Tree Condition Survey. GD would obtain a quote from local arborist and CR from the Woodland Trust. 21/5/18 Woodland Trust quote approved <b>20/8/18 See item 18/140 above – completed</b>			Closed

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
17/598	<b>Community Hall Project Working Group</b>	<b>Standing Agenda Item 20/8/18 – changed to a council committee. This item now superfluous - closed</b>			Closed
17/599	<b>Dovecot Manor Farm</b>	Repairs to Dovecot [previous completed actions deleted] 19/3/18 RM has written to Historic England – awaits a reply	Historic England	Unknown	Open
17/606	<b>Grass cutting Quotes</b>	Ad-Hoc grass cutting  21/8/17 GD to obtain quotes 18/9/17 GD getting further contacts 20/11/17 GD meeting Graham Ambler soon 18/12/17 Ongoing 21/5/18 – quotes not yet obtained – action now with BU. Procurement levels for discussion at next meeting. 18/6/18 Levels agreed. Quotes to be obtained <b>20/8/18 RM had obtained full details of the ad-hoc grass cutting – within council spending limits, NFA. Item closed</b>			Closed
17/596	<b>Footpaths</b>	<b>Evidence Gathering for designated footpaths</b> [previous completed actions deleted]  21/5/18 RM still collating information	RM	Sept 2018	Open
17/624	<b>The Park</b>	<b>Meeting with the School to discuss options for the Park.</b> [previous completed actions deleted]  26/4/18 Defer tennis courts due to JV resignation. GD to progress school use potential 21/5/18 ongoing	GD	Oct 2018	Open
17/684	<b>Electric vehicle charging points</b>	18/12/17 – GD to draft letter for SODC 19/2/18 Ongoing 26/4/18 SODC replied but GD has further questions, No reply from OCC 21/5/18 further questions sent, no reply yet <b>20/8/18 GD had spoken with relevant people, no further action required. Close.</b>			Closed

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
18/13/5	<b>General Data Protection Regs.</b>	15/1/18 Commence use of dedicated SSPC email accounts by all councillors before May 19/2/18 Ongoing 26/4/18 CR to set passwords and circulate instructions. BU to arrange opt in for email list via Mailchimp only. Any other email lists to be deleted. 21/5/18 details sent, BU set up - awaits completion by others. 18/6/18 RM also set up – others to be done asap. <b>20/8/18 DH set up – others still to be done asap.</b>	GD/AS	Oct 2018	Open
18/50	<b>Provision of posts at The Slipway</b>	19/3/18 approved – GD to liaise with Chris Bertrand 26/4/18 Quote obtained – ongoing 21/5/18 Three quotes needed due to value 18/6/18 Check quote in line with new financial regs.	GD	Oct 2018	Open
18/108	<b>Planning Question</b>	<b>7 The Gardens. Question on structure built.</b> 18/6/18 Awaits reply from Sovereign Homes <b>20/8/18 – ongoing</b>	RM	Oct 2018	Open
18/119	<b>ACV</b>	<b>ACV application on Perch and Pike</b> 18/6/18 New application to be made <b>20/8/18 – application submitted and acknowledged</b>			Closed
18/120	<b>Slipway</b>	<b>Application for Title to the Slipway</b> <b>20/8/18 Search of Land Registry suggests owned by Christ Church – AS to make further enquiries</b>	AS	Oct 2018	Open
18/122	<b>School</b>	<b>Letter regarding Events</b> 18/6/18 BU to write letter to Governors <b>20/8/18 Ongoing</b>	BU	Oct 2018	Open
18/134	<b>Recreation Ground Access</b>	<b>20/8/18 GD to pass details regarding painting of the access road bumps to BU</b>	GD	Oct 2018	Open
18/135	<b>Ditch Ferry Road</b>	<b>Maintenance responsibility</b> <b>20/8/18 BU to draw up plan of responsibility and discuss with OCC</b>	BU	Nov 2018	Open
18/136	<b>Housing Needs Survey</b>	<b>20/8/18 RM / CR to assess quotes and allocate supplier</b>	RM/CR	Oct 2018	Open

Signed:

B. Urbick

Dated: 1 October 2018

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
18/139	<b>Bank Signatory</b>	<b>20/8/18 DH to be added as a signatory</b>	CR/DH	Nov 2018	Open
18/143	<b>WW1 Tree</b>	<b>Identify site and order tree</b>	DH	Oct 2018	Open