

MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL
South Stoke Village Hall 19:30 Monday 1st October 2018

Members Present:

Chairman Bryan Urbick (BU)
 Vice Chairman Roy McMillan (RM)
 Members Andrew Scrivener (AS)
 Gareth Dean (GD)
 Diana Hathaway (DH)
 Phil Wortley (PW) From 18/152

Officers Present:

Clerk Colin Ratcliff (CR)

Public and Press: Chris Bertrand, Ian Haslam, Kevin Flynn, John Short, Nick Pye, Richard Staniforth

18/150 Apologies for absence
 None

18/151 Declaration of Interests by Councillors on any items on the Agenda
 DH family pecuniary declaration for item 18

18/152 To consider co-option of Phil Wortley to the parish council
Resolved: That PW be co-opted. Declaration of Acceptance was signed.

18/153 Public Forum
 Contributions taken at agenda items

18/154 Community Building Committee – to receive minutes of meeting held on 5 September 2018.
 Items 10 and 23 brought forward
 Kevin Flynn discussed the issues he had raised in his correspondence at item 23. He had been unaware he was appointed to the CBC and was concerned about effective communication. BU explained some of the protocols involved and publicity given and offered to reply in detail in writing if required. Chris Bertrand said the next meeting was planned for the evening. DH asked that councillors also be informed of the meetings and that they be advertised in the website diary. Nick Pye suggested using Facebook.
 The minutes of 5 September were received.

18/155 Housing Development Project Working Group – to receive an update on activities
 Item 11 brought forward
 RM said a working group meeting had taken place and they had met with the Diocese and associates on 30 August; including Rectory Homes, their preferred developer. A schematic layout and other information will be presented at open days on 3-4 November. A meeting had also been held with a senior officer of SODC Planning to discuss the potential for simultaneous applications with the Community Building.
 BU noted that a week or two later a similar event would be held regarding the Community Building Project

18/156 Railway Action Group – to receive an update on activities
 Item 12 brought forward

Signed:

B. Urbick

Dated: 29 October 2018

Ian Haslam said the group had met with NWR and the Design Advisory Group the previous week. The second phase of plans had been done, next stage is a cost analysis and public consultation. A change in policy for new project works means funding would not be secured.

18/157 Amenities Charity – to receive an update on activities

Item 13 brought forward

Chris Bertrand confirmed the AC were taking back control of the grass cutting contract and hoped the humps would be painted by November (GD dealing). The Village Hall had been redecorated and he requested nothing be stuck on the walls.

18/158 To receive a report on the Speedwatch initiative and consider any future action required.

Item 19 brought forward

CB said he had nothing to add to an email previously circulated to councillors. He suggested something more permanent for the future such as a flashing 30mph sign (for next agenda).

18/159 To approve minutes of the meetings of 20th and 30th August 2018

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

18/160 Chairman's announcements

BU noted that no replacement had yet been found for the Clerk who was continuing to work well past the expiry of his notice period.

18/161 Planning Applications – to discuss and agree Council's response to the following planning applications:

P18/S2679/HH - Cleeve House Cross Keys Road South Stoke: Erection of car port/garden store (Amended Plans)

BU had had discussions with the Planning Officer who noted SSPC's previous comments re planting and turning issues, he had visited the site and found it tight but acceptable. AS couldn't see space for a second vehicle and was concerned about the changes being made piecemeal to this new development. GD was concerned about the plans being for a much larger building than first envisaged and about the loss of screening / planting.

Resolved: That SSPC **Objects** to the application on the same grounds as previously; including the likelihood of reversing onto the road and concerns for planting / screening, and that AS would reply on behalf of SSPC.

18/162 To note SODC planning decisions:

P18/S0991/FUL South Stoke Primary School The Street South Stoke. (SSPC No Obj) **Granted**
Noted

18/163 To review status of CIL demands

None

18/164 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.

Noted. RM suggested he could ask for support from OCC for changing the existing footpath - across the fields from South Stoke to Little Stoke – into a bridleway, to thereby provide a mostly off-road cycleway between South Stoke and both Goring and Wallingford.

18/165 Finance

1 To approve the payments' report and note receipts for August 2018

Resolved: That the report be approved.

- 2 **To note the reconciled bank account and reserves balances as at 31st August 2018**
Resolved: Noted.
- 3 **To review expenditure against budget as at 26th September 2018**
Resolved: Reviewed, no changes.
- 4 **To consider renewal insurance cover is appropriate (year 3 of a 3-year agreement) as detailed in the attached schedule.**
Resolved: That cover in Appendix E was appropriate
- 5 **To consider appointment of an Internal Auditor for 2018-19**
Resolved: That Arrow Accounting be appointed
- 6 **To receive and approve audited accounts for 2017-18**
Resolved: That the accounts at Appendix G be approved.

- 18/166 **Special motion to reconsider adoption of BT telephone Kiosk**
Resolved: To overturn the previous decision and for DH to continue with adoption of the kiosk
- 18/167 **To consider nominating the Village/Community shop as a community asset**
RM had discussed this with SODC a while ago and felt it would be useful if there were planning or other issues in the future.
Resolved: That RM progress an application after discussing with the shop first.
- 18/168 **To consider actions taken and required to prevent future flooding problems at Ferry Road**
DH declared an interest and took no part in this item.
BU explained that Ferry Road and Cross Keys Road issues were technically the responsibility of OCC who had not acted. Cllr Kevin Bulmer will continue to put pressure on OCC Officers. Thanks were given for Mark Hathaway who dug out the ditches. There was discussion about seeding of the spoil on verges.
Resolved: That PW ask the AC if they would help with seeding the spoil.
- 18/169 **To consider a proposal to support a request for steps leading onto The Glebe Field**
RM had received a request from residents to place steps in the bank onto The Glebe Field. It was noted that if development takes place that would be a logical extension to the works. BU suggested an AC working party was due soon and might help.
Resolved: That PW would ask the AC if they would consider it.
- 18/170 **To consider accepting the limited offer of a memorial tree from OCC or to purchase a more suitable one should theirs be unsuitable and to identify a planting location**
It was noted that some potential locations put forward were unsuitable.
Resolved: That DH approach Jamie Turner regarding options for a specimen tree and advice on a potential location.
- 18/171 **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.
- 18/172 **To receive items of correspondence and agree actions arising**
- 1 **To consider email regarding times of committee meetings**

See above at minute 18/154

18/173 Matters for future discussion

PW requested that official communication, including the use of social media, be on the next agenda.

18/174 Next Meeting –Monday 29th October 2018 at 19:30 in South Stoke Village Hall.

The Chairman declared the meeting closed at 9:11 pm

Abbreviations (where used):

AC	Amenities Charity (South Stoke Village Hall and Recreation Ground Charity)
AONB	Area of Outstanding Natural Beauty
CBC	Community Building Committee
CIL	Community Infrastructure Levy
NWR	Network Rail
OCC	Oxfordshire County Council
PCSO	Police Community Support Officer
SODC	South Oxfordshire District Council
SSPC	South Stoke Parish Council

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
	Housing Development Project Working Group	Standing Agenda Item			Open
	Network Rail & Electrification Infrastructure	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 20/8/18 Meeting to be confirmed soon 1/10/18 see minute 18/156			Open
17/599	Dovecot Manor Farm	Repairs to Dovecot [previous completed actions deleted] 19/3/18 RM has written to Historic England – awaits a reply 1/10/18 RM has received more forms to complete	Historic England RM	Nov 2018	Open
17/596	Footpaths	Evidence Gathering for designated footpaths [previous completed actions deleted] 21/5/18 RM still collating information 1/10/18 Ongoing	RM	Dec 2018	Open
17/624	The Park	Meeting with the School to discuss options for the Park. [previous completed actions deleted] 26/4/18 Defer tennis courts due to JV resignation. GD to progress school use potential 21/5/18 ongoing 1/10/18 RM had met with the Head Teacher in July, and the School had responded with the identification of a suggested area – for next agenda to consider in detail. In the meantime PW to discuss further with the school.	PW	Nov 2018	Open
18/13/5	General Data Protection Regs.	15/1/18 Commence use of dedicated SSPC email accounts by all councillors before May 19/2/18 Ongoing			

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		<p>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.</p> <p>21/5/18 details sent, BU set up - awaits completion by others.</p> <p>18/6/18 RM also set up – others to be done asap.</p> <p>20/8/18 DH set up – others still to be done asap.</p> <p>1/10/18 Action required by GD, AS and PW to set up email accounts</p>	GD/AS/PW	Oct 2018	Open
18/50	Provision of posts at The Slipway	<p>19/3/18 approved – GD to liaise with Chris Bertrand</p> <p>26/4/18 Quote obtained – ongoing</p> <p>21/5/18 Three quotes needed due to value</p> <p>18/6/18 Check quote in line with new financial regs.</p> <p>1/10/18 Ongoing</p>	GD	Oct 2018	Open
18/108	Planning Question	<p>7 The Gardens. Question on structure built.</p> <p>18/6/18 Awaits reply from Sovereign Homes</p> <p>20/8/18 – ongoing</p> <p>1/10/18 – reply given to complainant - closed</p>			Closed
18/120	Slipway	<p>Application for Title to the Slipway</p> <p>20/8/18 Search of Land Registry suggests owned by Christ Church – AS to make further enquiries</p> <p>1/10/18 AS believes the land is unregistered – for next agenda to consider application</p>		Oct 2018	Open
18/122	School	<p>Letter regarding Events</p> <p>18/6/18 BU to write letter to Governors</p> <p>20/8/18 Ongoing</p>	BU	Oct 2018	Open
18/134	Recreation Ground Access	<p>20/8/18 GD to pass details regarding painting of the access road bumps to BU</p> <p>1/10/18 Ongoing</p>	GD	Oct 2018	Open
18/135	Ditch Ferry Road	<p>Maintenance responsibility</p> <p>20/8/18 BU to draw up plan of responsibility and discuss with OCC</p> <p>1/10/18 – Part of Work done, and OCC have promised to dig out the ditch – outside November Cottage - before the end of the year. RM to monitor progress.</p>	RM	Dec 2018	Open

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
18/136	Housing Needs Survey	20/8/18 RM / CR to assess quotes and allocate supplier 1/10/18 RM awaiting further quotes	RM	Oct 2018	Open
18/139	Bank Signatory	20/8/18 DH to be added as a signatory 1/10/18 Ongoing	BU	Nov 2018	Open
18/143	WW1 Tree	Identify site and order tree 1/10/18 See minute 18/170	DH	Oct 2018	Open
18/167	Community Shop	RM to register shop as a Community Asset after discussing with the Shop	RM	Nov 2018	Open
18/168	Reseeding Spoil	PW to ask the AC if they would help with seeding the spoil following ditch digging.	PW	Nov 2018	Open
18/169	Steps into The Glebe Field	PW to ask the AC if they would consider as part of a working party.	PW	Nov 2018	Open