

MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL
South Stoke Village Hall 19:30 Monday 29th October 2018

Members Present:

Chairman Bryan Urbick (BU)
 Vice Chairman Roy McMillan (RM)
 Members Gareth Dean (GD)
 Diana Hathaway (DH)
 Phil Wortley (PW)

Officers Present:

Clerk Laura White (LW)
 Assistant Jenny Welham (JW)

Public and Press: Chris Bertrand, Ian Haslam, Linda Gatto (LG)

18/175 Apologies for absence

Andrew Scrivener

18/176 Declaration of Interests by Councillors on any items on the Agenda

None

18/177 To approve appointments of a new Clerk and Assistant.

BU proposed LW as Clerk and JW as Assistant. RM seconded

Resolved: Unanimous to appoint Clerk: LW and Assistant: JW.

18/178 Public Forum

LG detailed current situation regarding submission of documents to Historic England and ongoing disrepair to the Dovecot. Historic England needs to register the Dovecot as "At Risk" before it can proceed. RM to chase.

18/179 To approve minutes of the Parish Council Meeting of 1st October 2018

Resolved: That the minutes be approved.

18/180 Chairman's announcements

BU detailed interviews of 4 strong candidates has been conducted in response to the vacant position of Clerk. JW has been recruited to assist LW in training, this will be on a consultancy basis.

18/181 Planning Applications – to discuss and agree Council's response to the following planning applications:

1 P18/S3371/HH – The Firs Ferry Road South Stoke: Alteration to detach dwelling from adjacent property and roof alterations to form first floor bedrooms

RM gave brief details of the application and confirmed there were no comments from immediate neighbours on the planning website. PW voiced concerns regarding pitch height and whether a precedent would be set. It was confirmed surrounding properties were of similar or greater pitch height.

Resolved: SSPC has **no objections** to the application. LW to submit

2 P18/S3297/HH - 13 Chapel Close South Stoke Oxfordshire RG8 0JW: Erection of first floor extension at front

RM gave brief details of the application and confirmed there were no comments from immediate neighbours on the planning website. This is a reapplication of a previously granted, now lapsed, Planning Application.

Resolved: SSPC supports the application for the following reasons: It was a previously granted planning application. The plans improve the property, whilst not increasing the footprint, allowing the occupants to enjoy an improved home, without need to leave the village. LW to submit

18/182 To note SODC planning decisions:

P18/S2679/HH - Cleeve House Cross Keys Road South Stoke (SSPC Objected) Granted
Noted

18/183 To review status of CIL demands

CIL payment has been received and has been earmarked for CIL payments. No current demands.

18/184 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.

No report at this time, as the representative is currently ill.

18/185 Community Building Committee – (no approved minutes received for receipt by council). To consider a request by the Committee for an increase in budget for architect’s fees by £4,250.00.

The current budget includes contingency sufficient to meet the increased demands of the architect’s fees. Discussing regarding using current budget up to the end of the consultation. Counter proposal to increase budget by £2000, rather than the £4,250 requested.

Resolved: Buildings subcommittee to use discretion to reallocate funds within their current budget. The budget can be revised at a later date if required.

18/186 Housing Development Project Working Group – to receive an update on activities. To consider a budget for the printing of a Flyer – to be distributed by Project Group members to each SS household on 1st November, reminding Parishioners, of the Open Weekend Housing Development presentation and displays on 3rd & 4th November. To cost not more than 100 pounds and for a budget of £40 for refreshments at the event. (RM)

RM gave narrative on latest meeting with Rectory Homes, discussion of issues arising with the Diocese regarding the current plan and its resolution.

Resolved: Budget agreed for the Flyer and refreshments of not more than £140. To use some Newsletter budget for the flyers.

18/187 Finance

1 To approve the payment’s report and note receipts for September 2018

Resolved: Approved

2 To note the reconciled bank account and reserves balances as at 30 September 2018

Resolved: Noted

3 To review expenditure against budget as at 24th October 2018

Resolved: Noted

4 To consider a further grant to the AC of £1,000.00 to assist with legal fees during the renewed lease for South Stoke Shop (£270 left in current budget)

Resolved: Agreed the additional £1000 to cover costs arising from Parish Council request. £1000 to be paid immediately to the AC, approved by RM, GD & DH. (PW and BU abstaining, having declared interest in this item)

5 To consider a S.137 grant to Be Free Young Carers of £50
Resolved: Approved £50 grant to Be Free Young Carers [BFYC]. LW to contact BFYC for advertising materials to include in the next News Letter.

6 To consider draft budget for 2019-20 and agree revised budget for current year
Unresolved: 2019-2020 Draft budget to be created in a separate Budget 2019-2020 working meeting, to be arranged to facilitate consideration of the budget at the next Parish Council Meeting.
Resolved: Revised 2018/2019 agreed.

18/188 To consider acquisition / registration of land at The Slipway
Resolved: agreed to pursue legal ownership through official channels.

18/189 To receive a report on leasing part of The Park to South Stoke Primary School
 PW to meet with Head regarding what school will require of any lease, including who would provide fencing etc. It was agreed the school would get great benefit from additional land, however any lease must be mindful of the Church requiring access for heavy moving equipment at times.

18/190 To consider a response to SODC's Housing Allocations Policy Consultation 2018
No completed. Delegated to RM, and to be approved by all stakeholders via email.

18/191 To consider / approve a new version of Risk Assessment
Unresolved: To be reviewed during 2019-2020 Draft budget meeting, approval moved to next PC Meeting. JW to provide Woodcote PC Risk Assessment for review / part inclusion.

18/192 To consider / approve a Financial Risk Assessment
Unresolved: To be reviewed during 2019-2020 Draft budget meeting, approval moved to next PC Meeting.

18/193 To review Governance documents – documents numbered 1 to 21 (excluding 12- Risk Assessment subject to previous item)
Resolved: Accepted. LW to Update and renew on PC Website.

18/194 To consider Parish Council communication issues and use of social media (Facebook, twitter)
Unresolved: Consideration moved to next PC Meeting & to include input from Nick Pye.

18/195 To consider purchase of luminous paint for speed humps on access road to the Rec (£50) and to provide to volunteers organised by the AC for painting
Resolved: Paint to be purchased by AC for application to speed humps.

18/196 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.

18/197 To receive items of correspondence and agree actions arising
1 To note emails regarding bell ringing and lighting of the beacon on 11th November
Noted

18/198 Matters for future discussion

Ivy Bushes on the Bier Path - as only a minor cost item and would be within our spending limits and budget BU asked RM to arrange cut-back with Graham Ambler.

BU asked PW to be the Parish Council representative on the Amenities Charity.

18/199 **Next Meeting** –Monday 19th November 2018 at 19:30 in South Stoke Village Hall.

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 29/10/18 To ascertain when the grant monies for the Village Hall / Shop comes in relative to the housing development approval / construction.			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 19/10/18 Ongoing			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 29/10/18 RM to progress with Historic England	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 29/10/18 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		Nov	

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		meantime PW to discuss further with the school. 29/10/18 see 18/189	PW	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 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. 20/8/18 DH set up – others still to be done asap. 1/10/18 Action required by GD, AS and PW to set up email accounts 29/10/18 Ongoing	GD/AS/PW	Nov 2018	Open
18/50	Provision of posts at The Slipway	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. 1/10/18 Ongoing 29/10/18 Three quotes required for more than Ongoing	GD	Nov 2018	Open
18/120	Slipway	Application for Title to the Slipway 20/8/18 Search of Land Registry suggests owned by Christ Church – AS to make further enquiries 1/10/18 AS believes the land is unregistered – for next agenda to consider application 29/10/18 see 18/188		Nov 2018	Open
18/122	School	Letter regarding Events 18/6/18 BU to write letter to Governors 20/8/18 Ongoing 29/10/18 Ongoing	BU	Nov 2018	Open
18/134	Recreation Ground Access	20/8/18 GD to pass details regarding painting of the access road bumps to BU 1/10/18 Ongoing	GD	Oct 2018	Closed

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		29/10/2018 Approved to buy paint.			
18/135	Ditch Ferry Road	Maintenance responsibility 20/8/18 BU to draw up plan of responsibility and discuss with OCC 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. 29/10/2018 Issues with sandbags in ditch, used to hold back the road. Highways Agency considering.	RM	Dec 2018	Open
18/136	Housing Needs Survey	20/8/18 RM / CR to assess quotes and allocate supplier 1/10/18 RM awaiting further quotes 29/10/10 RM still awaiting 2nd quote.	RM	Nov 2018	Open
18/139	Bank Signatory	20/8/18 DH to be added as a signatory 1/10/18 Ongoing 29/10/18 DH, PW, LW to be added to signatory / Banking access.	BU	Nov 2018	Open
18/143	WW1 Tree	Identify site and order tree 1/10/18 See minute 18/170 29/10/2018 Note to be added to the next Newsletter to ask for donations and site suggestions. To speak with Harry and Mike the Church Wardens also.	DH	Nov 2018	Open
18/167	Community Shop	RM to register shop as a Community Asset after discussing with the Shop 29/10/18 RM has spoken with Geoff Ward, to be considered at the next Shop Board meeting on 13th November.	RM	Nov 2018	Open
18/168	Reseeding Spoil	PW to ask the AC if they would help with seeding the spoil following ditch digging. 29/10/18 To be completed by the School PA.	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
18/170	Phone box	DH and working party to repurpose the Phone box. LW to liaise with Colin Ratcliff regarding the £1 purchase from BT of the Phone box.	PW DH	Nov 2018	Open
18/171	Perch and Pike	To investigate registering the P&P Public House as a community asset. RM advised that SODC had confirmed that the P&P had now been re-registered as a Community Asset.	RM	Oct 2018	Closed

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
18/172	Risk Assessment	PW to produce revised Risk Assessment based on current draft and Woodcote PC version.	PW	Nov 2018	Open