



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

Members Present:

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

Officers Present:

Clerk Laura White (LW)

Public and Press:

Tanya Seabrook (TS), Leonie Leggett (LL), Pat Smith (PSm), Pat Melia (PM) Kevin Flynn (KF), Margaret Lane (ML), Paul Stevens (PSt), Nicky Kennedy (NK), Maurice Scarratt (MS), David Kennedy (DK), Geoff Ward (GW), Robert Small (RS), Julie & Stuart McKay (JSM), Lin Woolridge (LWo), Richard Staniforth (RS), Mark Hathaway (MH)

11/18.1 Apologies for absence.

Gareth Dean (GD)
Andrew Scrivener (AS)

11/18.2 Declaration of Interests by Councillors on any items on the Agenda.

None

11/18.3 Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda. With the Chairman's permission, a member of the public may express their point of view on specific items of business. Ten minutes are reserved for this.

BU: Narrative on importance of attendance, encouragement of the public to attend future meetings.

DK: Narrative on being a previous Councillor and a school governor and very rarely thanked and often criticised. The Parish Cllrs are currently having a hard time with a controversial issue, and have generally not been supported. Congratulations and Thank you.

PM: I have recently asked the question: if the housing development goes ahead, can some of the money be used to improve the village (pavements, general condition, broadband, Gas line, speeding problems etc), and was told not possible. Down the line with an additional 25 houses, and estimated 50 cars, 100 people, the general condition of the village will get worse and at a quicker rate. Maybe there should be an additional group running along side?



BU: we have CIL money for these sorts of infrastructure issues, would PM like to volunteer to help with this issue?

PM: keen to join / volunteer in this matter, and to liaise with LW.

11/18.4 To approve minutes of the meeting of 29th October 2018.

PW request delete last sentence of 18/189

Resolved: Subject to change, approve, **unanimous.**

11/18.5 Chairman's announcements.

BU (to the public & press) if people have questions, re: housing, community buildings, etc, please provide comment in writing. Therefore as a PC we can agree and make a common Q&A page.

11/18.6 Planning Applications – to discuss and agree Council's response to the following:

11/18.6.1 The Board of Directors for the Village Shop request permission to proceed with an application to extend their previously granted planning permission (P15.S3699/FUL, granted 21st Dec 2015) for a further 3 years.

Resolved: to support the board of directors of the shop, with permission to proceed with their application, **unanimous.**

11/18.7 To review status of CIL demands

We have received a payment recently and it is there for infrastructure.

11/18.8 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.

Resolved: Everyone has read. No Questions, received **unanimous.**

11/18.9 Community Building Committee – to receive update. (No approved minutes received for receipt by council)

GW provided update: 91 people signed-in on the Open Day, good attendance & so far looks very positive and very useful. Lots of expression of help given. Keeping the consultation open until 1st Dec 2018 and all the information from the display boards is now on the website, along with a feedback from which can be completed and dropped in to 13 Chapel Close.

PW: would have been nice to have (prior to planning application) if there were style options, not just foot print option. Also to see a project plan (gant chart etc) for the project as well as more detail on the funding and ongoing costs. PW would personally like to hear views on the people immediately impacted by the potential development (living immediately next to it), and offered thanks for the efforts by the Community Buildings Subcommittee.

DH requested a hard copy of the display material be made available the shop.

RM: Excellent material displayed and thank you.

BU: Collective Thanks.

11/18.10 Housing Development Project Working Group – to receive an update on activities

RM: The open days were the 3rd & 4th November. 70+ 1st day and 60+ 2nd day. So far have received a lot of responses using the comment form. Suggested to keep the consultation



open until 1st Dec 2018 to coincide with the Communities Buildings Consultation. A hard copy of the display material is available to read in the shop now, also comment forms for the Building Group and copies of the Rectory Homes comment form. All the display Information has also been loaded on to the PC website, along with the comment form. If agreed to extend the consultation period, the Building Group will continue to receive forms, analysis of results will be completed after 1st Dec. Further comments will then be taken in to account where possible, as it might still be possible to amend the Rectory Homes layout which is only in draft form at the moment.

11/18.10.1 To consider a motion to extend the Open Weekend consultation period to run concurrently with the consultation period of the Community Building Project Groups (RM).

Resolved: Motion to extend to 1 Dec, agreed **unanimous**.

11/18.10.2 To consider an increase of the budget, formerly agreed as not more than £140, to £190 to cover additional costs due to the extension of the consultation period.

Resolved: Agreed to increase the Budget to £190, **unanimous**.

11/18.11 Amenities Charity – to receive an update on activities.

None – AC did not attend.

11/18.12 Clerks Items

11/18.12.1 Website Accessibility requirements by Sept 2020.

LW Narrative: on requirement by Sept 2020 for PC Website to be Accessible, re: navigation without use of a computer mouse, readability for text to speech software.

Action: BU and LW to review.

Resolved: Agreed Action: BU and LW to review.

11/18.12.2 Approval of Payments Process – Financial Regulations Document.

LW: Narrative on how the current payments process works, and ways in which it could be streamlined.

Action: Produce draft Financial Regulations Document for the 17th Dec 2018 meeting. To discuss the amendments at Budget Work Shop.

11/18.12.3 Format of meeting minutes including numbering structure.

LW: Narrative on current system does not allow any cross referencing from the minutes to the Agenda for the same meeting. Suggested instead of using the old continuous numbering system for the Minutes, use the Agenda item reference as the Minutes reference.

PW suggested, adding a date, then the number, so that numbers are traceable between specific meetings.

LW to check the Arnold Baker regarding numbering System.

Resolved: Agreed to amend the numbering system as detailed subject to checking of Arnold Baker book, **unanimous**.

11/18.13 Finance

11/18.13.1 To approve the payment report and note receipts for October 2018

Resolved: Approved **unanimous**.



11/18.13.2 To note the reconciled bank account and reserves balances as at 31 October 2018.

Resolved: Approved **unanimous**.

11/18.13.3 Approve payments to date for November.

Resolved: To be Approved after the meeting.

11/18.14 To consider pursuing installation of Defibrillator in the Phone box, through London Hearts charity.

LW: Narrative on discussion with the London Hearts Charity

DH: there have been a lot for suggestions for use of the phone box and could we have a defibrillator ASWELL as whatever it is decided to use the phone box for.

Resolved: Action for LW and DH to discuss, including finalising the contract for transfer of ownership of the phone box.

11/18.15 To consider the use of Speed Sign as proposed by K Flynn and to purchase sign for a budget of £2,600 (inclusive of set-up and security lock), subject to final approval by OCC Highways.

KF Narrative on where idea came from: was traveling through Silchester and saw their mobile speed display sign. KF contacted the Clerk there. They move it around the village. Information from Silchester shows the sign is a mental jog to lower the speed. OCC won't engage with speeding prevention measures in South Stoke, and we (the village) cannot interfere with the Highway. The machine can record data and it can be given to the PCOS. Catches people unaware, and shows as a community we are concerned about speeding etc.

BU: Thank you for the research, it is much appreciated. And fits with what we learned with the speed watch, it makes people slow down when people are there, KB: has committed to £2300 for *something* within the village.

RM: Crowmarsh PC is currently considering the purchase of a similar machine, and RM suggested maybe South Stoke and Crowmarsh could discuss joint ownership.

Discussion on ability to rent the sign to other parishes, if South Stoke bought their own.

BU: Action to inform highways, noting any sign could not be attached to a Highways sign.

BU: Subject to feedback from PCSO (local Police) and Highways

1) Approve the budget subject to feedback from PCSO and Highways [RM by next meeting]

2) BU agreed to apply for the SODC Ward Cllr grant for £2300 to support the purchase.

Resolved: Agreed subject to the above actions, **unanimous**.

11/18.16 To consider Parish Council communication issues and use of social media (Facebook, twitter) (PW)

PW: "Communication Methods" Officially: Newsletter, Website & Meetings. And only 1 is two way communication. Twitter and Facebook are two way, lots of people have them



(Prime Minister etc). Currently have lots of questions in our parish due to the ongoing projects. The village FB page [South Stoke Village Online], is not a PC page. The PC does not have an account or Page. PW believes it would be useful for the PC to have a page, to post information and receive questions (approved before published), giving a place for official, accurate responses.

BU: Had attended a course, where PC's are recommended to not engage with Social media, because all official communication from the PC needs to be approved in a PC meeting, and worries due to data protection and legal issues with the potential of the public freely posting items to an official PC page.

Discussion regarding data retention, asking the Clerk question in a closed forum (other people may have the same question)

Suggestion: a static page, where information is posted and there is a Clerk email address to send questions to.

Proposed: 1 year of Facebook Presence, add to Agenda to discuss in Nov 2019. Static Page, with posting of Questions and answers.

Resolved: Proposal Carried, BU, DH, PW.

11/18.17 To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.

See actions below.

Specific narrative relating to School & Park:

PW had a meeting discuss the areas the school is looking to use, looked at how much land would work best for the school. Currently covers the areas, unfenced and not used by the Allen's for grazing. Must be mindful to keep access at this end for any potential future roadway. School to look at the existing lease with the church to try to make to two leases similar on timing. If the school wanted to relinquish the land of the PC needed to break the lease, need to make sure there are break clauses.

BU: Suggests requesting a document from school in writing of what they want and agree a heads of terms. PW offered to complete the land registry search.

11/18.18 To receive items of correspondence and agree actions arising

11/18.18.1 Potential mostly off-road cycleway between Wallingford & Goring= approx. 9 miles – Cllr Suzanne Bartington.

RM gave narrative on discussion with OCC regarding turning the path between South Stoke and Little Stoke to convert it to a bridal way, to allow cycling, via the Bogey Hole. RM Currently awaiting feedback.

11/18.18.2 OCC Liaison Meetings, next date Thurs 17th Jan, Sonning Common Village Hall, 2pm-5pm.

RM Planning to Attend. He has been before to this type of meeting.

Resolved: LW to book DH in for this meeting.



11/18.19

To confirm the date and time of the next Meeting: Monday 17th December 2018 at
7.30pm in South Stoke Village Hall

Chairman Closed the meeting at 20:46

Abbreviations (where used):

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|-------------|--|
| 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 | <p>Standing Agenda Item</p> <p>29/10/18 To ascertain when the grant monies for the Village Hall / Shop comes in relative to the housing development approval / construction.</p> <p>Open Weekend consultation ongoing - open until 01.12.2018 (see Minute 11/18.10.1)</p> | RM | Dec | Open |
| | Network Rail & Electrification Infrastructure | <p>The line between Didcot and Reading is now electrified. Gantry consultation: [previous completed actions deleted]</p> <p>20/11/17 Meeting held with NWR –public consultation potentially Spring 2018.</p> <p>21/5/18 RAG have asked for confirmation funds are still available for retro-fitting</p> <p>20/8/18 Meeting to be confirmed soon</p> <p>1/10/18 see minute 18/156</p> <p>19/11/18 Ongoing</p> | | | Open |
| 17/599 | Dovecot Manor Farm | <p>Repairs to Dovecot [previous completed actions deleted]</p> <p>19/3/18 RM has written to Historic England – awaits a reply</p> <p>1/10/18 RM has received more forms to complete</p> <p>29/10/18 RM to progress with Historic England</p> <p>19/11/18</p> <p>RM Chased again, and no response, to continue</p> | Historic England RM | Nov 2018 | Open |
| 17/596 | Footpaths | <p>Evidence Gathering for designated footpaths [previous completed actions deleted]</p> <p>21/5/18 RM still collating information</p> <p>19/11/18 ongoing</p> | RM | Dec 2018 | Open |
| 17/624 | The Park | <p>Meeting with the School to discuss options for the Park. [previous completed actions deleted]</p> <p>26/4/18 Defer tennis courts due to JV resignation.</p> | | | |



| Minute | Item | Action/Progress | Action By | Complete/ review date | Status |
|---------|--|---|-----------|-----------------------|--------|
| | | <p>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. 29/10/18 see 18/189 19/11/18 Request from school document of their request, and agree a heads of terms.</p> | PW | Dec 2018 | Open |
| 18/13/5 | General Data Protection Regs. | <p>15/1/18 Commence use of dedicated SSPC email accounts by all councilors 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 19/11/18 Ongoing</p> | AS/PW | Dec 2018 | Open |
| 18/50 | Provision of posts at The Slipway | <p>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 19/11/18 Still awaiting final quote.</p> | RM | Dec 2018 | Open |
| 18/120 | Slipway | Application for Title to the Slipway | | | |



| Minute | Item | Action/Progress | Action By | Complete/ review date | Status |
|--------|-----------------------------|---|-----------|-----------------------|--------|
| | | 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 19/11/18 BU to discuss with Legal | BU | Jan 2019 | Open |
| 18/122 | School | Letter regarding Events 18/6/18 BU to write letter to Governors 20/8/18 Ongoing 29/10/18 Ongoing 19/11/18 Ongoing | BU | Dec 2018 | Open |
| 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. 19/11/18 RM emailed today to ask about progress, to chase in a week. | 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 2 nd quote. 19/11/18 To delay survey to coincide with Rectory Homes Next Pre-App or Planning App, as the Data needs to be collected as close to the application as possible to be relevant. | RM | Dec 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. 19/11/18 All forms to be submitted this week, including changing Bank Account Address. | BU / LW | Dec 2018 | Open |



| Minute | Item | Action/Progress | Action By | Complete/ review date | Status |
|--------|-----------------------------------|--|-----------|-----------------------|--------|
| 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. 19/11/18 We have been given 2 very small saplings and a small plaque. DH to contact the Church regarding a place to plant trees, DH to look after the saplings. | DH | Dec 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 13 th November. 19/11/18 The matter was not raised at the Shop's Board meeting on the 13th. DK undertook to raise at their next Board meeting. | RM | Dec 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. 19/11/18 PW to complete when there is an appropriate weather window. | PW | Dec 2018 | Open |
| 18/169 | Steps into The Glebe Field | PW to ask the AC if they would consider as part of a working party. 19/11/18 Ongoing | PW | Dec 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. 19/11/18 DH: to propose a budget at the next PC meeting for painting of the Phonebox. A painter in the village has volunteered to do the painting. LW & DH to discuss defibrillator and application through London Hearts Charity | LW DH | Dec 2018 | Open |



| 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. 19/11/18 Moved to the Budgeting Workshop. Risk identification section, is possibly lacking. PW ha been referring to the Woodcote RA. | PW | Dec 2018 | Open |
| 18/173 | Infrastructure | 19/11/18 LW and Pat Melia to discuss issues and way forward / plan. | LW PM | Dec 2018 | Open |
| 18/174 | Website Accessibility | 19/11/18 To review the website WRT accessibility and compliance with the forthcoming legislation. | BU, LW | Dec 2018 | Open |
| 18/175 | Speeding Sign | 19/11/18 BU: Inform Highways, RM: discuss with Police, BU to apply for grant from District. | BU RM | Dec 2018 Dec 2018 | Open Open |