

**MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL**  
**South Stoke Village Hall 19:30 Monday 17<sup>th</sup> December 2018**

**Members Present:**

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

**Officers Present:**

Clerk Laura White (LW)

**Public and Press:**

Pat Melia (PM), David Kennedy (DK), Geoff Ward (GW), Margaret Lane (ML),  
Chris Bertrand (CB), Ian Haslem (IH), Stuart McKay (SM), Kevin Flynn (KF),

**PC.18.12.1 Apologies for absence.**

Andrew Scrivener

**PC.18.12.2 Declaration of Interests by Councillors on any items on the Agenda.**

None

**PC.18.12.3 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.**

CB: hoped all of the councillors had received his views on the housing development.

**PC.18.12.4 To approve minutes of the meeting of 19<sup>th</sup> November 2018.**

**Resolved:** Approved, All except GD, who was not in attendance.

**PC.18.12.5 Chairman's announcements.**

To announce, Gareth Dean has supported the PC for longer than originally intended, but now needs to resign. BU thanked Gareth for his thoughts, ideas and support and assured him the PC would welcome him back in the future when his other commitments allowed.

**PC.18.12.6 Planning Applications – to discuss and agree Council's response to the following:**

**PC.18.12.6.1 P18/S3872/FUL - Icknield Farm House, OX10 6AS**

**Proposal: Steel portal framed agricultural building.**

RM: has spoken to both Mr. Hildred on the telephone and "Justin" at the biodigester plant. RM was taken on a tour of the site and it was explained what the new building is for and number of workers being detailed as 1.5 being additional help to support the workload associated with this additional building.



**Proposed:** No Objection, but to raise concerns regarding any undesirable smells and question regarding the building of an agricultural building being constructed on non-agricultural land.

**Resolved:** Agreed, Unanimous.

**PC.18.12.7 To review status of CIL demands**

No Change

**PC.18.12.8 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.**

Received

**PC.18.12.9 Community Building Committee – to receive update.**

**To receive approved minutes of meeting 23<sup>rd</sup> October 2018.**

GW: regarding the consultation:

The feedback (60 forms received) has now been analysed.

Generally: strong support for the community building, those rejecting doing so because it is dependent on the housing on the Glebe. General preference for a single cranked building. Also comments on the building being too high and too big. Most people want the building out of line of sight of the Cross Keys Road, and therefore pushed back in to the 9m covenant line. Some comments regarding high projected costs

The CBC has asked the shop board for justification on the requirements for a café.

The CBC has also asked the AC to justify the need for a new hall and whether the current hall could meet the developing needs of the village.

As minuted in the CBC meeting of 3<sup>rd</sup> Dec 2018. DK and BU took the action to investigate the 9m covenant area on the recreation ground. Since that decision, the legal advice has shown the covenant is only for the benefit of one plot of land and not adjoining plots and therefore, may be possible to use some of this land for the build.

Regarding the current hall, it is 2y since the last structural assessment action taken to update structural report and verify if any builders would be willing to work on the current hall due to the restricted access H&S etc.

PW: raised the concern this body of work needs to be done by the AC, not the CBC, and assured the work would be given a priority despite the AC not meeting as regularly as the CBC.

**Proposal:** To receive the minutes of the 23<sup>rd</sup> Oct of the CBC



**Resolved:** approved, unanimous.

**PC.18.12.10 Housing Development Project Working Group – to receive an update on activities**

After the housing development open weekend a number of feedback forms were received, IH analysed the comments, in outline: approximately 23% of eligible parishioners gave comment (based on electoral roll).

Looking at all the submitted forms 47% in favour of the development, 46% against, 7% don't know.

Looking at only forms WITH names and addresses 54% in favour of the development, 37% against, 9% don't know.

Looking at those without valid addresses, 46% in favour of the development, 38% against, 7% don't know.

Other comments included, lack of information regarding the value of the contribution to communities building project, the parking, and amount / requirement for affordable housing.

Number of houses in the development was discuss at length and a motion will be put forward for discussion at the next meeting (RM).

[DK & GW left]

RM: Rectory homes have put forward an alternative layout for access to the 25 homes plan, with access off the main Wallingford Road, next to 1 Glebe Cottages. IT is presumed this revision has been driven by both cost, of widening Cross Keys Road and the reduced visibility at the junction to the Wallingford Road, due to the very narrow visibility splay.

**PC.18.12.11 Amenities Charity – to receive an update on activities.**

PW: The steps in to the Glebe: Martin Bullock has said to be aware of the soil, as it may contain wires. Suggest maybe build up the slope rather than dig in to the soil.

**PC.18.12.12 Finance**

**PC.18.12.12.1 To approve the payment report and note receipts for November 2018**

**Resolved:** Approved, unanimous (payments)

**Resolved:** Approved, unanimous (reciepts)

**PC.18.12.12.2 To note the reconciled bank account and reserves balances as at 07 December 2018.**

**Resolved:** Approved, unanimous.

**PC.18.12.12.3 To consider and approve the revised budget for 2018/19 and the budget and precept for 2019-20.**



**Proposed:** Approve the estimate for the rest of the year; Approve the budget for 2019/2020.

**Resolved:** Approved, unanimous.

**PC.18.12.12.4 Approve payments to date for December**

To approve all December Payments in the January PC meeting.

**PC.18.12.14 To consider additional budget for the Stand (£520), Battery Charger (£110) and Data Collection (£250), to support the speed sign purchase as approved in Parish Council meeting on 19<sup>th</sup> November 2018.**

BU: has applied for the £2300 grant, decision to be made early 2019.

**Proposed:** to approve the spend of £880, to support the speed sign purchase. This budget cannot be spent until the £2300 grant is awarded.

**Resolved:** Approved, unanimous.

**PC.18.12.15 To consider the response to the initial defibrillator enquiry with the London Hearts Charity**

LW: gave a summary of the communications with London Hearts Charity.

**Proposed:** to pursue installation of a defibrillator in the telephone box.

**Resolved:** Approved, DH to take on, and look at over the next 6 months. Contingent upon resolving purchase of the phone box and fundraising.

**PC.18.12.17 To consider / approve a Financial Risk Assessment**

**Resolved:** Approved, unanimous.

**PC.18.12.18 To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.**

See Action List

**PC.18.12.19 To receive items of correspondence and agree actions arising**

**PC.18.12.19.1 Network Rail Electrification Infrastructure Planting Mitigation**

RM: various people/properties have had letters from Network Rail about various pieces of land. With regards the SSPC, the main area to be considered are the park and boundary of said park along the railway embankment. Network have said they have spoken to ChCh, but have acknowledged they need to discuss with the PC.

**Proposed:** to write to all of the line side properties and ask if they have received a similar letter and their response to the letter.

**Resolved:** LW: to write to each of the lineside residents. RM to liaise with LW regarding which houses and letter content. RM to attend the proposed Network Rail working group in February.

**PC.18.12.20 Matters for future discussion.**

None



- PC.18.12.21 Confidential Business - To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.**  
**Resolved:** Approved, Unanimous.
- PC.18.12.22 To consider legal advice received and response to Diocese regarding Memorandum of Agreement.**  
The advice was discussed and actions taken to seek further legal advice prior to approval of the Memorandum of Agreement at the next meeting.
- PC.18.12.23 To confirm the date and time of the next Meeting: Monday 21<sup>st</sup> January 2019 at 7.30pm in South Stoke Village Hall**  
Agreed

Chairman Closed the meeting at 21:38

**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>CBC</b>	Community Building Committee
<b>ChCh</b>	Christ Church
<b>CIL</b>	Community Infrastructure Levy
<b>NWR</b>	Network Rail
<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>	<p><b>Standing Agenda Item</b></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> <p><b>17/12/18 See Minutes</b></p>	RM	Jan 2019	Open
	<b>Network Rail &amp; Electrification Infrastructure</b>	<p>The line between Didcot and Reading is now electrified. Gantry consultation: [previous completed actions deleted]</p> <p>20/8/18 Meeting to be confirmed soon 1/10/18 see minute 18/156 19/11/18 Ongoing</p> <p><b>17/12/18 ongoing, hope update Q1 2019v</b></p>			Open
17/599	<b>Dovecot Manor Farm</b>	<p>Repairs to Dovecot [previous completed actions deleted]</p> <p>29/10/18 RM to progress with Historic England 19/11/18 RM Chased again, and no response, to continue</p> <p><b>17/12/18 ongoing</b></p>	Historic England RM	Jan 2019	Open
17/596	<b>Footpaths</b>	<p><b>Evidence Gathering for designated footpaths</b> [previous completed actions deleted]</p> <p>21/5/18 RM still collating information</p> <p><b>17/12/18 ongoing</b></p>	RM	Jan 2018	Open
17/624	<b>The Park</b>	<p><b>Meeting with the School to discuss options for the Park.</b> [previous completed actions deleted]</p> <p>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</p>			



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		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. <b>17/12/18 ongoing</b>	PW	Jan 2019	Open
18/13/5	<b>General Data Protection Regs.</b>	(Previous Comments Deleted) 19/11/18 Ongoing <b>17/12/2019 resolved</b>			<b>CLOSED</b>
18/50	<b>Provision of posts at The Slipway</b>	(Previous Comments Deleted) 29/10/18 Three quotes required for more than Ongoing 19/11/18 Still awaiting final quote. <b>17/12/18 RM to take over from GD</b>	RM	Jan 2019	Open
18/120	<b>Slipway</b>	<b>Application for Title to the Slipway</b> 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 <b>19/11/18 BU to discuss with Legal</b> <b>17/12/18 Ongoing, also CB &amp; RM to investigate leaning trees &amp; report to OCC</b>	BU RM	Jan 2019 Jan 2019	Open
18/122	<b>School</b>	<b>Letter regarding Events</b> (Previous Comments Deleted) <b>17/12/18 Ongoing</b>	BU	Jan 2019	Open
18/135	<b>Ditch Ferry Road</b>	<b>Maintenance responsibility</b> (Previous Comments Deleted) 19/11/18 RM emailed today to ask about progress, to chase in a week. <b>17/12/18 Ongoing</b>	RM	Jan 2019	Open
18/136	<b>Housing Needs Survey</b>	(Previous Comments Deleted) <b>17/12/18</b> <b>Note to be added to the newsletter (RM) to ask people to apply to the housing register for affordable homes, if applicable.</b> <b>RM to launch the housing needs survey</b>	RM	Jan 2019	Open
18/139	<b>Bank Signatory</b>	(previous Comments Deleted) <b>17/12/2018 LW: to chase TSB.</b>	BU / LW	Jan 2019	Open



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18/143	<b>WW1 Tree</b>	(Previous Comments Deleted) 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. <b>17/12/18 The saplings are thriving in DH green house and will continue over the winter until an appropriate time to plant them.</b>	DH	Feb 2019	Open
18/167	<b>Community Shop</b>	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 <sup>th</sup> 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. <b>17/12/18 Ongoing</b>	RM	Jan 2019	Open
18/168	<b>Reseeding Spoil</b>	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. <b>17/12/18 Waiting for a weather window.</b>	PW	<b>April 2019</b>	Open
18/169	<b>Steps into The Glebe Field</b>	PW to ask the AC if they would consider as part of a working party. 19/11/18 Ongoing <b>17/12/18 DH to speak with Martin.</b>	DH	Jan 2019	Open
18/170	<b>Phone box</b>	(Previous Comments Deleted) <b>17/12/18 to pursue defibrillator installation through London Hearts Charity, and painting of the Phonebox.</b>	LW DH	May 2019 Jan 2019	Open
18/172	<b>Risk Assessment</b>	PW to produce revised Risk Assessment based on current draft and Woodcote PC version. (Other Comments Deleted) <b>17/12/2018 Meeting to be held 2<sup>nd</sup> Jan 2019</b>	PW	Jan 2019	Open
18/173	<b>Infrastructure</b>	19/11/18 LW and Pat Melia to discuss issues and way forward / plan.	LW PM	Jan 2019	Open



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		<b>17/12/2018 Ongoing, to be discussed Early 2019</b>			
18/174	<b>Website Accessibility</b>	<b>19/11/18</b> To review the website WRT accessibility and compliance with the forthcoming legislation.  <b>17/12/2018 Ongoing</b>	BU, LW	Jan 2019	Open
18/175	<b>Speeding Sign</b>	19/11/18 BU: Inform Highways, RM: discuss with Police, BU to apply for grant from District.  <b>17/12/18, awaiting award of grant, early 2019.</b>	BU	Jan 2019	Open