

**MINUTES OF THE ANNUAL COUNCIL MEETING OF SOUTH STOKE PARISH COUNCIL**  
**South Stoke Village Hall 19:30 Monday 20<sup>th</sup> May 2019**

**Members Present:**

Chairman Bryan Urbick (BU)  
Members Diana Hathaway (DH)  
Andrew Scrivener (AS)  
Phil White (PWh)  
Victor Meyer (VM)

**Officers Present:**

Clerk Laura White (LW)

**Public and Press:**

Roy McMillan (RM); Nicky Kennedy (NK); David Kennedy (DK); Ian Haslam (IH); Kevin Flynn (KF); James Burrows (JB)

**PC.19.05. 1 To elect the Chairman for the year ahead**

DH: Propose BU  
AS: Second  
Agreed, DH, AS, PWh, VM

**PC.19.05. 2 To receive Declaration of Chairman's Acceptance of Office**

Received

**PC.19.05. 3 Apologies for absence**

PWo

**PC.19.05. 4 To Elect the Vice-Chairman for the year ahead.**

Vice Chairman decision differed, to the Next Meeting, agreed Unanimous

**PC.19.05. 5 To receive Declaration of the Vice-Chairman's Acceptance of Office, and Declarations of Acceptance of Office from the remaining Councillors.**

All Councillor Acceptance of Offices received for the Councillors present.

**PC.19.05. 6 To receive Registers of Members Interest from all Councillors.**

All Received prior to the meeting.

**PC.19.05. 7 Declaration of Interests by Councillors on any items on the Agenda.**

VM: PC.19.05.12.2 as a neighbour (no pecuniary interest)

**PC.19.05. 8 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.**

RM: Parish Transport Representative – RM previously held this role and is willing to continue. The cost to the SSPC would be mileage expenses.

**Resolved:** Agreed, RM to remain transport representative, Unanimous.

The vegetation growth on the junction of Ferry Road and the Wallingford Road, and along the Ditch on Crosskeys Road. LW – To contact Graham Ambler to



ask him to cut it back in mid June as usual if not done by OCC beforehand.

**Resolved:** Agreed, Unanimous.

**PC.19.05. 9 To approve minutes of the meeting of 25<sup>th</sup> April 2019**

Approved, BU, DH, AS (PWh and VM abstained as not present at the meeting)

**PC.19.05. 10 Chairman's Announcements.**

BU: In 5 years, have gone from being the Youngest member, to the oldest member on the SSPC, and thank you to those younger people stepping forward, and I look forward to working with you over the next 4 years.

**PC.19.05. 11 To consider individual Councillor's responsibilities**

BU: Requested Comments.

AS: Offered to Continue with the Planning Responsibilities.

VM: Suggested taking over Legal and Land, given professional background.

PWh: Suggested putting Assets, Insurance and Risk with Legal and Land

VM: Agreed.

BU: To continue supporting Website and Newsletter, Communication.

DH: to support the Clerk with Finance, Budget and Precept.

BU: Good to have someone specifically for a Police liaison and the Bus liaison.

PWh: To be lead on liaison

DH: Environmental and "odds and sods"

BU: Governance

Amenities Charity and Risk Assessments, to be done by PWO

**Resolved:** Agreed Unanimous, LW to update R&R document.

**PC.19.05. 12 Planning Applications – to discuss and agree Council's response to the following:**

**PC.19.05. 12.1 P19/S1072/FUL: Fifield Cottage Ferry Road South Stoke RG8 0JL**

**Amendment to application for: Alterations to design of rear elevation of house and provision of building in garden following approval of replacement dwelling under permission P16/S3861/FUL.**

AS: Gave Summary of the drawing changes:

Areas of no specific concern (repeat previous comments):

Alterations to rear elevation

Build of garden Room

Extend the Canopy which faces Waises.

Revises Single story rear elevation (Remaining a roof)

A Flue instead of a Chimney (DH asked if it could be cased, as a "mock chimney")

Specifically concerned there is now one large window filling the gap left by the balcony doors, rather than two smaller windows.



Concerns over the planting Scheme, SSPC previously petitioned hard to include a landscaping scheme, and the new scheme removes the trees and planting which were originally agreed.

**Resolved:** Object: on the lack of screening in the planting scheme based on all the previously felled trees. Also reject on the size of the single window. To say if it is not in accordance with the reserved matters plan then SSPC will be seeking enforcement.

Agreed: Unanimous.

PC.19.05. 12.2

**P19/S0171/RM: development work at Land at Woodcote Road South Stoke, is due to be considered at Planning Committee on Wednesday 22nd May 2019**

VM will be in attendance (Comments as a member of the public)

BU: To discuss argument to be presented at the meeting. The District Councillor (DC) will be there to Support SSPC, without making comment as does not know the history. The DC is getting the planning officer to ring BU on Tuesday to discuss the history and discuss the Housing Needs Survey. The Planning officer has indicated South Stoke should get a Neighbourhood Plan. AS suggested a site visit for this application is important, and suggested the DC requests a site visit to also allow the DC to get up to speed on this plan.

VM: the current concern is that the current planning officer is just looking at the site as it currently is, and not the historical data with respect the site. For example, building right on the boundary of Clogwyn Mawr, which whilst is within the boundaries of the planning legislation, actually on this site is not appropriate as it is not an urban development. It is in an AONB.

BU: the committee need to know more about the trees being felled prior to application.

JB stated a new tree report has been loaded on the SODC website, with 2 more to be felled (totalling 6 large trees on the site in total)

Proposal for the meeting: exact text to be agreed outside of the meeting. But to include: not against it, but we are an AONB, it is a small village etc.

DH: On the Wallingford road, houses have not been allowed to extend out the sides double height, to prevent it looking like a terraced (need void spaces between homes).



**Resolved:**

AS to produce the statement to be read out at the planning committee, to include the housing mix needed by the village based on the housing needs survey. If AS cannot attend to ask PWO or DH to represent.

Agreed: BU, AS, DH, PWh.

**PC.19.05. 13 To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council.**

**PC.19.05. 13.1 Report to Goring Division Parish Council May 2019: From Cllr Kevin Bulmer**

**Resolved:** Received, Unanimous

**PC.19.05. 14 Community Building Committee – to receive update.**

DK gave summary of previous meeting updates for the new councillors, including results of consultations and selection of preferred builder for a building to £850k specification.

(As detailed in CBC Meeting Minutes to date).

Target set with the preferred supplier of £750k, reserving £100k for car parking, landscaping, legal fees, etc.

The Supplier has been met in the village, looking for options for siting, servicing etc. The developer is going to produce 3 schemes, with 1 going forward to the next consultation. The supplier is going to produce all the scheme and costings for zero cost to the parish. Once the feedback has been taken into account, the proceeding plans etc to get to planning will then have a cost of £30k. No Costs or commitment to get to the consultation, with a standard JCT contract.

The £30k would include cost certainty and full plans.

PWh questions if you could do a pre planning application based on the consultation plans and the work already completed by the previously engaged architect.

DH: Concerned is there really only one company which can do what we are asking them for? DK gave additional information regarding the selection process (as previously minuted).

BU: What do people feel in principle about getting outline planning off the back of the consultation? To strongly recommend to the CBC to pursue outline planning application. **All agreed, unanimous.**



NK: wanted to make the committee aware in the defence of having a new Hall and Shop, the old hall is at the end of its life, and shop has been extended to 9 years life and is starting to deteriorate.

**PC.19.05. 14.1 To receive approved minutes of meeting 2<sup>nd</sup> April 2019.**

**Resolved:** Received, Unanimous.

**PC.19.05. 15 Housing Development Working Group – to receive update.**

RM: No Specific update since the last meeting, as a meeting has not been scheduled with the diocese in the interim. Still in the position of planning to discuss in detail with the Diocese and Rectory Home a 20 home development, highlighting the issues with the current layout, and the memorandum of agreement. Outcome of said meeting to feed into the Joint Consultation.

BU: Asked for an update on the current proposal: 20 homes, rest of the green field kept in perpetuity, parking area (23 spaces) at the bottom of Crosskeys Road, prior to the railway bridge, with the prime purpose of serving the recreation ground.

The green space and the parking area would be given with a sinking fund to support them. The 20homes configuration would include 8 affordable homes, with 75% as housing association homes and 25% as shared ownership. SODC have specifically said the affordable homes will be mixed in. The 20 home configuration, would also bring a contribution of £400k to the parish council for village projects, specifically the Community Building Project. This is the total figure which will be given.

RM: Wanted to make the SSPC aware that planning could still refuse the 20 homes development when the application goes to planning.

DH: raised the point of parking for the houses on South Bank and asked that this point raised at the next meeting with the Diocese and Rectory Homes.

**PC.19.05. 16 To review current progress of housing development project and community building project, discuss potential options and agree the way forward.**

BU Presented Appendix 1 as an outline for the conversation and discussed the options.

IH: asked for it to be noted if we do nothing – the whole Glebe field could be lost via piecemeal development of the field in 10 house parcels over the next 40-50 years.

LW: to double check the restriction on how much CIL can be received per year.



To Continue: the 25home option is now off the table, but the 20home option now means a lot more fundraising. There were concerns that the planning approval would expire before the monies could be raised.

Regarding seeking additional support from the diocese, IH highlighted the housing is to future proof the village, rather than to support the Community Building. BU reiterated that as it were a joint application between the two projects if the monies cannot be raised for the community building then it could jeopardise the housing project (the diocese project).

Community Right to Build (CRTB): The government announced today they are giving grants to support CRTB, would need a village plan and a referendum. As big minus would be the number of volunteers needed to get through the process. Adds more uncertainty to the whole project. No CIL, no S106 etc (to verify). The community has the benefit of the project.

Neighbourhood plan, again time consuming wrt to time, but would then come in to planning law. Goring thought it would take 2 years, but are just going to referendum now after 4 years. IH highlighted this option had been raised in the past and was decided against. BU suggested for South Stoke, this option could take up to 3years.

AS: surmised that we have come to the current position via a set of processes, but wants to go to the community with the options before making any decision on which direction to go in.

IH and RM worried that if we go back to the diocese with any other changes or requests they will walk away from the project.

KF: asked if there are other sources of funding.

BU: Could look at selling parts of the park, or having allotments. Could ask if we could sell the current village hall / land for development. Could split the project in to two phases, as SODC can support projects up to £500k for capital projects.

BU: we (SSPC) need to give the housing group and the community building committee direction.

DH: whilst the decisions have been made due to a specific process, we now have a two-thirds new parish council. Had great concern about the shop. The

hall seems to have overtaken the shop, despite the original need being for the shop. Suggested potentially building a terrapin for the shop. NK suggested that planning would not be given for another temporary building. DH highlighted that she felt the Glebe Field is the wrong place to build.

VM: Acknowledged the work so far, and didn't want to jeopardise projects to support the village, and the hard work to get to this point. Does not feel comfortable abandoning the project.

PWh: Agreed with VM, but to agree a level of funding and work out what the prioritise the money we have and what we can do with it. Cut the cloth accordingly.

**Resolved:** to vote on, progressing both projects as we are, **DH Abstained.**  
PWh, VM, AS, BU agreed.

**PC.19.05. 17 To agree content of the joint village consultation on the Housing Development and Community Building Project.**  
20 Houses, Phased Build. SSPC supporting the work to this point, and then asking the village for their input.

Consultation delayed, full content to be agreed externally.

**PC.19.05. 18 To appoint Representatives to serve on other bodies:**

**PC.19.05. 18.1 The Amenities Charity Committee**

**Resolved:** To appoint PWO as representative - Unanimous

**PC.19.05. 19 To appoint working group Members:**

**PC.19.05. 19.1 Housing Development Project**

**Resolved:** To keeps members as they are , Approved, Unanimous

**PC.19.05. 20 To appoint Chairman and members of Subcommittees:**

**PC.19.05. 20.1 Community Building Subcommittee.**

PWh: **Action** to give greater detail to the CBC Terms of Reference.

**Resolved:** To keep members as they are, Approved, Unanimous

**PC.19.05. 21 Amenities Charity – to receive an update on activities.**

No Update – no representative present.

**PC.19.05. 21.1 To agree response to Amenities Charity request for financial support in repairing two Specific Pot Holes in the Shop Car Park and at the end of the access road.**

**Resolved:** Defer to June Meeting, awaiting further details- Agreed, Unanimous

**PC.19.05. 22 Finance**

**PC.19.05. 22.1 To approve the payment report and note receipts for April 2019**

**Resolved:** Approve Payments, Unanimous

**Resolved:** Note Receipts: Unanimous



- PC.19.05. 22.2** To note the reconciled bank account and reserves balances as at 30<sup>th</sup> April 2019.  
**Resolved:** Note Reconciled Balances: Unanimous
- PC.19.05. 22.3** To Approve Budget Virements:  
 create £300 phone box budget to renovate and prepare it for future use.  
 create budget of £80 for expenses relating to the annual parish meeting  
 create budget of £2600 for the purposes of purchasing the speed sign  
 increase clerk salary budget to £6225 to reflect salary and hours increase  
 previously approved  
**Monies to be directed from:** Unused Election expenses and General Reserves.  
**Resolved:** Approved, Unanimous
- PC.19.05. 22.4** To consider a request from the Amenities Charity for financial assistance toward fixing a pot hole in the Shop Car Park, and another at the end of the assess road to the car park.  
 Duplicate item, see above.
- PC.19.05. 23** Financial Accounts for the Year ending 31 March 2019
- PC.19.05. 23.1** To approve the accounts for the year ending 31 March 2019 (receipts and payments)  
**Resolved:** Approved, Unanimous
- PC.19.05. 23.2** To approve the annual governance statement and statement of accounts and receive report from the internal auditor for 2018-19, all three documents being part of the statutory annual return (AGAR Part 3)  
**Resolved:** Approved, Unanimous
- AS Left the Meeting 22:12
- PC.19.05. 23.3** To approve a variances report to the external auditors  
**Resolved:** Approved, Unanimous
- PC.19.05. 23.4** To note budget variations for 2018-19  
**Resolved:** Noted, Unanimous
- PC.19.05. 23.5** To note year end cash and investment reconciliation as at 31 March 2019  
**Resolved:** Noted, Unanimous
- PC.19.05. 24** To note OALC are asking for nominations for new members, and a Hon Treasurer  
**Resolved:** Noted, Unanimous
- PC.19.05. 25** To approve response to the Traffic Sensitive Streets Consultation.  
**Resolved:** To request including the whole of The Street, unanimous.
- PC.19.05. 26** To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.  
 See actions list.
- PC.19.05. 27** To receive items of correspondence and agree actions arising  
 None Received
- PC.19.05. 28** Matters for future discussion.



None

**PC.19.05. 29 To confirm the date and time of the next Meeting, and provisional dates for subsequent meetings for the year ahead.**

24<sup>th</sup> June 2019, 7:30. 3<sup>rd</sup> Monday of the Month, with a caveat, they may be change to suit schedules.

**Meeting Closed 22:28**

**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>HNS</b>	Housing Needs Survey
<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>	<b>Standing Agenda Item</b>  <b>25/04/19 See Minutes</b>			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>18/02/19 Latest meeting delayed</p> <p><b>25/04/2019 RN has come to a deal with the conservation board to sign off the current configuration, and therefore they have no further obligations. The deal includes line side planting and landscape enhancement projects (footpaths, cycleways potentially) Chilterns Conservation board will invite people to come and make decisions. Now Closed, no further actions to make.</b></p> <p><b>RM: The letter to the lineside properties was never delivered.</b></p> <p><b>IH: suggests putting together a new letter or input to the Newsletter asking for parish thoughts on planting / enhancement projects and consequently putting together a request to Chiltern Conservation Board.</b></p> <p><b>DH: Worried about Blocking the view from much further away for other villagers.</b></p> <p><b>AS: if there were a professional view of what could be put up, we should be putting in an argument to get some of that funding for our village.</b></p> <p><b>Final meeting to be the 7<sup>th</sup> June – Recommend Closed.</b></p>		IH	Closed
17/599	Dovecot Manor Farm	Repairs to Dovecot [previous completed actions deleted]			



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		<p>18/02/19 An architect has knocked on John Short's door (next door) and has taken photographs. No Further details given.</p> <p><b>25/04/2019 See Minutes</b></p> <p><b>20/05/19, DH has spoken with the owners. It is in their plan that they need to work on it in the future.</b></p>	Historic England RM		Closed
17/596	<b>Footpaths</b>	<p><b>Evidence Gathering for designated footpaths</b> [previous completed actions deleted] 18/02/2018: Ongoing</p> <p>25/04/2019 See Minutes</p> <p><b>20/05/2019 RM spoke with Michael Saunders to take on evidence gathering in association with Maurice Scarratt.</b></p>	RM	June 2019	Open
17/624	<b>The Park</b>	<p><b>Meeting with the School to discuss options for the Park.</b> [previous completed actions deleted] 18/02/19 Ongoing</p> <p>25/04/2019 PWO Chasing the School</p> <p><b>20/05/2019: Ongoing</b></p>	PW	June 2019	Open
18/50	<b>Provision of posts at The Slipway</b>	<p>(Previous Comments Deleted)</p> <p>18/02/19, Quotes: £200, £703, £1200,. To install posts through Neil Aldridge, £200. Quote to remove the branch £170, Remove the whole tree £560.</p> <p>25/04/2019: To go ahead after the trees are sorted.</p> <p><b>20/05/2019, tree felling to be completed this week.</b></p>	RM	June 2019	Open
18/120	<b>Slipway</b>	<p>Application for Title to the Slipway (Previous Comments Deleted)</p>			



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		<p>17/12/18 Ongoing, also CB &amp; RM to investigate leaning trees &amp; report to OCC</p> <p>21/01/19: BU: to follow up, Legal. Need to get a quote for the costs. RM: Photos taken and submitted of the trees, awaiting response.</p> <p>18/02/19 Need to provide to legal the 12y timeline. Legal will Quote for registration</p> <p>25/04/2019 To fill in all the forms.</p> <p><b>20/05/2019: BU collating the history currently.</b></p>	BU	Jun 2019	Open
18/122	School	<p><b>Letter regarding Events</b> (Previous Comments Deleted)</p> <p>21/01/19: Ongoing</p> <p><b>25/04/2019 Leave to August</b></p>	BU	Aug 2019	Open
18/135	Ditch Ferry Road	<p><b>Maintenance responsibility</b> (Previous Comments Deleted)</p> <p>21/01/19: Council now to install a pipe, rather than fix the ditch, probably to be completed in March 2019.</p> <p>25/04/2019 Outstanding – RM to check tomorrow.</p> <p><b>20/05/2019: Ferry Road complete. Have asked for the ditch on Cross Keys Road to be done also.</b></p>	RM	Mar 2019	Closed
18/136	Housing Needs Survey	<p>(Previous Comments Deleted)</p> <p>18/02/19: To be Returned this week.</p> <p><b>25/04/2019: Ongoing</b></p>	RM	May 2019	Open
18/139	Bank Signatory	<p>(previous Comments Deleted)</p> <p>18/02/19: Awaiting New Forms</p>	LW	June 2019	Open



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		<p>25/04/2019 Suggestion to add the two New Councillors after 7<sup>th</sup> May 2019</p> <p>20/05/2019 Both new councillors to be added.</p>			
18/143	WW1 Tree	<p>(Previous Comments Deleted)</p> <p>21/01/19: To Review in 2020 when the saplings are more mature, but confirmation neither of them are Oaks now we have entered the spring and they have leaves.</p>	DH	May 2020	Open
18/169	Steps into The Glebe Field	<p>21/01/19: Waiting for the purchase of the phone box.</p> <p>18/02/2019: LW trying to submit the forms.</p> <p>25/04/2019: Move out to the end of the year.</p>	DH	Dec 2019	Open
18/170	Phone box	<p>(Previous Comments Deleted)</p> <p>17/12/18 to pursue defibrillator installation through London Hearts Charity, and painting of the Phone box.</p> <p>21/01/19: Waiting for the purchase of the phone box.</p> <p>18/02/2019: LW trying to submit the forms.</p> <p>25/04/2019: LW to investigate whether we can move it and whether we can get the electricity back on.</p> <p>20/05/2019: £242 raised from the Composted sale. LW: confirmed we can move it. PW: Suggested getting a refurbished one.</p>	LW DH	June 2019	Open
18/173	Infrastructure	<p>19/11/18 LW and Pat Melia to discuss issues and way forward / plan.</p> <p>21/01/19: Looking at Lighting on the Railway Bridges, Inspection of the current footpaths by South and Vale.</p> <p>18/02/2019: PM Still Making Enquiries.</p>	LW PM	June 2019	Open



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		<b>20/05/2019: Ongoing LW to liaise with PM.</b>			
18/174	<b>Website Accessibility</b>	19/11/18: To review the website WRT accessibility and compliance with the forthcoming legislation. 17/12/2018 Ongoing  <b>20/05/19: Ongoing</b>	BU, LW	June 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. 17/12/18, awaiting award of grant, early 2019. 18/02/19: BU told the grant will be approved.  25/04/2019: Grant Approved, LW to Order.  <b>20/05/2019: Ongoing.</b>	LW	June 2019	Open
18/175	<b>Death of Political Figure.</b>	Too Contact Historical Society RE: What happened at the Death of King George.  <b>20/05/2019: DH speaking with the Historical society.</b>	DH	June 2019	Open
18/176	<b>CBC Terms of reference</b>	To be revised with greater detail.	PWh	June 2019	Open