

MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL

South Stoke Village Hall 19:30 Thursday 25th April 2019

Members Present:

Chairman Bryan Urbick (BU)
Vice Chairman Roy McMillan (RM)
Members Diana Hathaway (DH)
Andrew Scrivener (AS)
Phil Wortley (PWo)

Officers Present:

Clerk Laura White (LW)

Public and Press:

Geoff Ward (GW), Mick Connors (MC), Ian Haslam (IM)

PC.19.04.1 Apologies for absence.

None, all present.

Phil Wortley Arrived: 19:59

Andrew Scrivener Arrived: 19:42

PC.19.04.2 Declaration of Interests by Councillors on any items on the Agenda.

AS: lives next door to Ferry Cottage which has a Planning Application to be considered

PC.19.04.3 To reiterate all Councillors are bound by the code of conduct, any complaints being brought against the Parish or any Councillor dealt with in accordance with the South Stoke Parish Council Complaints Procedure

Delayed to Later: in the meeting.

21:34: There was an incident with a complaint raised. It was decided not to make a formal complaint, but it was requested to review the code of conduct policy.
No Further Comment.

PC.19.04.4 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.

Members of public to speak at appropriate action item.

PC.19.04.5 To approve the minutes of the meeting of 25th March 2019

Approved: Unanimous

PC.19.04.6 Chairman's announcements.

- 1) The annual report comments are all in from the SSPC, DH, RM to review. All Cllrs to speak.
- 2) Formal thank you to Roy, for his time as Cllr. BU started on the Council approx. 5y ago, and when BU thinks of people in the village who take on so much, BU thinks of RM, he will be sorely missed.

GW would like to echo these thoughts.

A meal to be arranged in due course with Mrs & Mrs McMillan input to dates later in the summer.

PC.19.04.7

Planning Applications – to discuss and agree Council’s response to the following:

PC.19.04.7.1

P19/S1072/FUL: Fifield Cottage Ferry Road South Stoke RG8 0JL

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

MC Spoke. Gave thanks for SSPCs previous support. Worried about the new categorisation of the “Garden Room” to be more vague and want to ensure it doesn’t become extended living accommodation. The new landscaping drawings do not match the original approved plans, although the text says landscaping is to be in accordance with the original approved planning permission.

Other items not in the planning, but need to be: Drive and turning areas extensively remodelled, rather than being flower beds etc. There is an overhang on the NE elevation, much wider than the original plans. The Chimney has been repositioned.

MC does not object, as long as those provisos are met.

BU: Read out email correspondence on this matter: Mike & Elaine Hargraves object primarily due to Overdevelopment of the plot and already noted Landscaping issues.

RM: Nothing to Add

DH: Considered the driveway to be overdevelopment. (AS arrives)

AS: Confirmed Planning Permission would need to be sought to convert the pitched roof back to being a flat roof at any point in the future. Agreed the issues regarding landscaping were valid points and reiterated, SSPC must alert Planning department to the fact there are items which need enforcement. Asked for the same garden room objection is as the last application, with the addition of the sewage connection objection. Planning comment also to draw attention to the two objections from the neighbours. AS doesn’t fundamentally object to the plan, but questions whether the developer will actually build to the new plan?

Proposal: No Objections overall with the plans, but as a Parish we will be monitoring the build to ensure the build is being completed in accordance with what has been approved. Detail the sewage connection to the Garden Room.

Resolved: Agreed, Unanimous (PWo not present)



**PC.19.04.7.2 P19/S1208/HH: The Laurels Cross Keys Road South Stoke RG8 0JT
Erection of Double Bay Garage/Car Port with closed store to front left of house.
Oak frame with hipped ends pitched tiled roof.**

AS: A pair of semidetached properties with integral garages. The garages were turned in to rooms, and now the properties are asking for car ports. Considerable development of the original plot, and removal of more trees will be detrimental to the village. Do not object to a carport as such, but the development needs to be sympathetic to the landscaping and not involve removing the trees.

Proposal: OBJECT: Reasons as above.

RM and DH Agree

Resolved: Agreed Unanimous.

**PC.19.04.7.3 P19/S0613/FUL: Ferry House Ferry Road South Stoke RG8 0JL
Installation purpose-built tennis pavilion next to tennis court.**

AS: Apply the same comments as the Garden room at Fifield Cottage. To include comment "Ancillary to the existing building"

RM: No Comments, DH: No Comments, PWO: No Comments.

Proposal: No objections subject to the comments made above.

Resolved: Agreed, BU, RM, DH, PWO

PC.19.04.7.4 To note Planning Decision for: P19/S0594/FUL, Change concrete pad with walls to a building to store agricultural machinery/hay and straw, at Barracks Farm. Granted Noted, Unanimous.

PC.19.04.8 To review status of CIL demands

No Change, Clerk has been notified there was a CIL Payment today. LW to forward to all Cllrs, and update the CIL Tracker.

PC.19.04.9 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.

Report to Goring Division Parish Council April 2019: From Cllr Kevin Bulmer
Received, Unanimous

PC.19.04.10 Community Building Committee – to receive update.

GW: The next meeting, the people looking at the building are narrowing down the options, have approached 8 companies, some declined, some not appropriate, 1 far too expensive, leaving 3 looked at in detail.

Final decision on preferred developer to come out at the next meeting, to support the consultation on the 8th June 2019.



GW to send out a note all members re: a workshop on how to be prepared to apply for grants etc.

GW: Left 21:13

- PC.19.04.10.1 To receive approved minutes of meeting 7th March 2019.**
Received, Unanimous
- PC.19.04.11 Amenities Charity – to receive an update on activities.**
PW: In the Village hall, must have a disabled Toilet, costs etc being researched.
- PC.19.04.12 Finance**
- PC.19.04.12.1 To approve the payment report and note receipts for March 2019**
Payments Approved, Unanimous. Receipts Noted, Unanimous
- PC.19.04.12.2 To note the reconciled bank account and reserves balances as at 31st March 2019.**
Noted, Unanimous
- PC.19.04.12.3 To review expenditure against budget as at 31st March 2019.**
Reviewed, final details to be presented in the Annual Council Meeting.
- PC.19.04.12.4 To approve new approach to organising the Reserve Account and EMR Codes including:**
- PC.19.04.12.4.a a) Creation of EMR Code for the phone box, primarily to contain monies previously donated for a Defibrillator.**
Approved, Unanimous
- PC.19.04.12.4.b b) Creation of 2nd EMR code for the Community Building project to contain monies raised for the project.**
Approved, Unanimous, once over circa £50k to consider opening a 2nd reserve account, rather than keeping it all in the same pot and agree all interest earned for now to go in to the CBC EMR.
- PC.19.04.12.4.c c) Transfer of £617 to the current Community Building Project such that spend to date plus remaining EMR balance equals the original £16,000 budget.**
Approved, Unanimous
- PC.19.04.12.4.d d) Which EMR to Transfer remaining monies from 2018/2019 budget.**
Resolved: To create an unallocated reserve, Unanimous
- PC.19.04.12.5 To approve budget of £290.82 (Ex VAT) to replace failed Parish Laptop.**
Approved, Unanimous
- PC.19.04.13 To consider removal of the additional stump at the slipway in addition to those approved for remedial work during SSPC meeting 25th March 2019.**
Approved, Unanimous. DH to detail to RM which stump it is, and cut back to the fence line. To proceed as long as additional cost is less than £300. RM to action.
- PC.19.04.14 To Approve the Effectiveness of Internal Audit Document**
Approved, Unanimous
- PC.19.04.15 To agree any actions arising to support the update of the Parish Emergency Plan.**
LW to develop new plan with DH offline



- PC.19.04.16 Update on the purchase of the speed sign.**
BU: We have all the monies in place, and the grant funding, etc, LW to order and then follow through to get the grant money.
- PC.19.04.17 To approve combined community consultation on the 8th June 2019, for the Community Building Subcommittee and Housing Development Group.**
To move the decision on the content of the consultation to the meeting on the 20th May 2019. To formulate a plan external to the meeting for approval at the next meeting. To ensure everyone is aware the potential development on the Glebe would not prevent further development in other areas of the village.
- Approved, Unanimous
- PC.19.04.18 To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.**
See Actions List
- PC.19.04.19 To receive items of correspondence and agree actions arising**
- PC.19.04.19.1 E-mail from Linda Gatto regarding the Eyam Repair Café, and suggesting the SSPC support a similar activity in the village.**
Resolved: To put an item in the Newsletter to ask for volunteers to run a repair Café.
- PC.19.04.19.2 E-mail from the Chairman of the Historical Society regarding The Dovecote.**
BU: Reviewed the history.
Resolved: To respond to the Historical Society: All reasonable steps have been taken by the SSPC at this time.
- PC.19.04.19.3 E-mail from OVO Women's Cycling Race, which will be passing through South Stoke Parish**
To pass on to the Shop and Amenities Charity if they want to use it towards a fundraiser. PWo to also mention to the school.
- PC.19.04.20 Councillor R McMillan, to detail outstanding items prior to retiring on 7th May 2019**
RM: Gave short summary of the appendix.
- Also Dog and Waste Bins: for future reference RM has the records of all correspondence.
- Resolved: To ensure all items are included in the Annual Council Meeting to be allocated.
- PC.19.04.21 Matters for future discussion.**
None
- PC.19.04.22 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.**



None – Details of development update given earlier in the meeting, not considered confidential. Content detailed in PC.19.04.23 below.

PC.19.04.23

To receive feedback on discussions with the Diocese regarding Memorandum of Agreement and results of the Open Weekend feedback, and agree actions arising.

RM: David Mason meeting in March, brought a draft 20 home layout option, with the access road still coming from the Wallingford Road (WRd) rather than the Crosskeys Road (CkRd). The HDWG has contacted the Diocese to say they felt the access road should still come from the CkRd, and not the WRd.

IH: this design does not integrate with the new Community Building Project, it cuts it off as a separate development. David Mason has stated the Cost of going in to the development via the CkRd rather than the WRd is the same. IH suggests pressing the item of requiring access via the CkRd.

AS: the access to the Car Park MUST be Via the CkRd.

IH & RM: confirmed the reduction in the monies which would be received towards the Community Building Project for a reduced number of houses.

BU: SSPC need to decide whether to show the 20 home option. Or should we show the 20 and the 25 home options and detail the consequences of the reduced the numbers in the consultation.

GW: strongly felt both the options needed to be shown to the village.

RM: detailed the thought of the HDWG regarding what options to show the villagers.

[Discussions regarding 20 V 25 homes, and CKRd being the access to the parking and WRd being Access to the houses.]

DH: Believed the Glebe is the wrong place to build. But if the development had to be on the Glebe, 20 houses would be preferred over 25. Requested a need to push to for access to the back of the South Bank Cottages to relieve the parking issues on South Bank.

PWo: need to look at it holistically, not just the number of houses. The planting, design and distribution of houses, the road layout etc. Didn't feel SSPC could currently vote on which scheme should be supported by the SSPC as would need a lot more information first.

RM: Supports the 20 Home option.



IH & MC Left: 20:52

AS & BU support a Referendum. BUT [AS] asked what do people vote for if they support the development, but don't like the design etc?

BU: Suggested the SSPC needed clearer understanding from the village "Now you know all the options, what do you actually want to be built?"

RM: Gave details from further discussion with respect to:

RM remaining chairman despite no longer being a Cllr [Yes],

the HDWG becoming a Sub Committee [No],

Continuing of confidential discussions [No],

Agreement to have a joint consultation with the CBC [Yes],

Disagreement with Housing access from the WRd [Yes],

Insistence of having Car Park access from CkRd if housing access remained from the WRd [Yes].

**PC.19.04.24 To confirm the date and time of the next Meeting – The Annual Council Meeting
20th May 2019, 7:30pm**

Agreed, Unanimous

Meeting Closed 21:55

Abbreviations (where used):

AC	Amenities Charity (South Stoke Village Hall and Recreation Ground Charity)
AONB	Area of Outstanding Natural Beauty
CBC	Community Building Committee
ChCh	Christ Church
CIL	Community Infrastructure Levy
HNS	Housing Needs Survey
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 25/04/19 See Minutes			Open
	Network Rail & Electrification Infrastructure	<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>25/04/2019 RN has come to a deal with the conservation board to sign off the current configuration, and therefore the 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.</p> <p>RM: The letter to the lineside properties was never delivered.</p> <p>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.</p> <p>DH: Worried about Blocking the view from much further away for other villagers.</p> <p>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.</p>		IH	Open
17/599	Dovecot Manor Farm	<p>Repairs to Dovecot [previous completed actions deleted]</p> <p>18/02/19 An architect has knocked on John Short's door (next door) and has taken photographs. No Further details given.</p>	Historic England RM		Closed



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		25/04/2019 See Minutes			
17/596	Footpaths	Evidence Gathering for designated footpaths [previous completed actions deleted] 18/02/2018: Ongoing 25/04/2019 See Minutes	RM	May 2019	Open
17/624	The Park	Meeting with the School to discuss options for the Park. [previous completed actions deleted] 18/02/19 Ongoing 25/04/2019 PWO Chasing the School	PW	May 2019	Open
18/50	Provision of posts at The Slipway	(Previous Comments Deleted) 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. 25/04/2019: To go ahead.	RM	May 2019	Open
18/120	Slipway	Application for Title to the Slipway (Previous Comments Deleted) 17/12/18 Ongoing, also CB & RM to investigate leaning trees & report to OCC 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. 18/02/19 Need to provide to legal the 12y timeline. Legal will Quote for registration 25/04/2019 To fill in all the forms.	BU	Jun 2019	Open
18/122	School	Letter regarding Events (Previous Comments Deleted) 21/01/19: Ongoing 25/04/2019 Leave to August	BU	Aug 2019	Open



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
18/135	Ditch Ferry Road	<p>Maintenance responsibility (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>	RM	Mar 2019	Open
18/136	Housing Needs Survey	<p>(Previous Comments Deleted)</p> <p>18/02/19: To be Returned this week.</p> <p>25/04/2019: Ongoing</p>	RM	May 2019	Open
18/139	Bank Signatory	<p>(previous Comments Deleted)</p> <p>18/02/19: Awaiting New Forms</p> <p>25/04/2019 Suggestion to add the two New Councillors after 7th May 2019</p>	LW	May 2019	Open
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
18/168	Reseeding Spoil	<p>18/02/2019 Going to happen soon.</p> <p>25/04/2019 AC Charity Responsibility</p>	PW	May 2019	Closed
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	Dec2019	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>	LW DH	May 2019	Open



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		<p>21/01/19: Waiting for the purchase of the phone box. 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>			
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. 18/02/2019: PM Still Making Enquiries.</p> <p>25/04/2019: Ongoing LW to liaise with PM.</p>	LW PM	May 2019	Open
18/174	Website Accessibility	<p>19/11/18: To review the website WRT accessibility and compliance with the forthcoming legislation. 17/12/2018 Ongoing</p> <p>25/04/19: Ongoing</p>	BU, LW	May 2019	Open
18/175	Speeding Sign	<p>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.</p> <p>25/04/2019: Grant Approved, LW to Order.</p>	LW	May 2019	Open
18/175	Death of Political Figure.	<p>Too Contact Historical Society RE: What happened at the Death of King George.</p>	DH	May 2019	Open