

MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL

South Stoke Village Hall 19:30 Thursday 20th June 2019

Members Present:

Chairman Bryan Urbick (BU)
Members Diana Hathaway (DH)
Victor Meyer (VM)
Phil White (PWh)
Phil Wortley (PWo)

Officers Present:

Clerk Laura White (LW)

Public and Press:

Geoff Ward (GW), Roy McMillan (RM), District Councillor M Filipova-Rivers (MFR)

PC.19.06.1 Apologies for absence.

Andrew Scrivener (AS)

PC.19.06.2 To Elect the Vice-Chairman for the year ahead, or if appropriate decide when item will be considered again.

Resolved: To revisit decision on election of Vice Chairman, September 2019, Unanimous.

PC.19.06.3 To receive Declaration of the Vice-Chairman's Acceptance of Office, and Declarations of Acceptance of Office from the remaining Councillors.

Resolved: Received Declaration of Acceptance of Office from PWo.

PC.19.06.4 Declaration of Interests by Councillors on any items on the Agenda.

None

PC.19.06.5 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.

None

PC.19.06.6 To approve minutes of the meeting of 20th May 2019

Resolved: Approved, DH, VM, PWh, BU

PC.19.06.7 Chairman's Announcements.

BU: One announcement to formally thank our District Cllr M Filipova-Rivers for help with the planning application for the Reserved matters land on the Woodcote Road.

PC.19.06.8 Planning Applications – to discuss and agree Council's response to the following:

PC.19.06.8.1 P19/S1208/HH: The Laurels, Crosskeys Road, South Stoke, RG8 0JT

Amendment to application for: Erection of Double Bay Garage/Car Port with closed store to front left of house. Oak frame with hipped ends pitched tiled roof. (as amended by drawing no. NEW23988 Rev C to amend dimension and remove garage doors to create double car port)

LW gave summary of the changes, and original supporting statement.

Resolved: Object, reiterate previous statement regarding change of design to be sympathetic with landscaping, Agreed Unanimous.



PC.19.06.9 To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council.

MFR: Lots happening at District Council, regarding the land supply, new plan currently being scrutinised. Local plan is taking up a lot of time, but also considering new community services. The 18th July will have some interesting/ relevant items on the council agenda.

Q from PWO: Currently SS does not have a land supply allocation as it is so small, will this continue?

MFR: small settlements are being encouraged to produce 5% ongoing as people are living longer, and to ensure the housing supply is produced for the younger people needing houses. If there is an allocation, then you can ask the SODC to create the Neighbourhood plan your behalf. MFR enquiring with SODC if there is any manpower to help produce a neighbourhood plan for SS as current too small to have an allocation.

MFR asked if SSPC were considering a neighbourhood plan. BU indicated it was something to be discussed in the future, and if an Allocation for housing is given, infill and windfall are not counted in fulfilling the allocation.

PC.19.06.10 Community Building Committee – to receive update.

Comments made in addition to Appendix A:

VM: enquired as to the signing of the contract with Kingswell and where the process is at the moment.

GW: gave further detail, regarding the process to date regarding schedules of contracts and process.

VM: suggested he may be able to apply for some pro-bono work from a London Firm know to VM to help review the contracts etc.

PWO: voiced concerns with regard to the village not “seeing” the progress in the CBP since November and the last consultation.

GW: confirmed another consultation would go ahead with multiple designs and options with a design and build cost of £750k.

DH: asked if PWh’s expertise is being used during the design phase.

GW: confirmed “all of the members of the CBC are being used.”

DH: asked if the spaces / sizes requested by the groups into the village was being sanitised by the builders.

GW: confirmed the designers are scrutinising the spaces of the current design, Kingswell are trying to bring “added value to the party”.

BU: in response to the S106 plea, to negotiate an S106 agreements is really 12-24months. Still negotiating the Memorandum of Agreement, and may need to involve SODC to speed up the negotiation.

PWO: suggested that the housing planning permission was a significant time away, and then S106 comes after that, therefore significant fundraising needs to be accelerated as receipt of S106 monies could be a significant time away.

PC.19.06.11 Housing Development Working Group – to receive update.

Comments made in addition to Appendix B:

VM: suggested the last meeting may not have gone well from the report?

RM: detailed discussions with rectory homes, whom had suddenly said all the plans were draft, when previously had been pushing SSPC to support the joint planning application earlier this year.

PWo: gave narrative on the meeting. It seems that Rectory Homes are stalling, potentially because of the current housing market.

RM: confirmed currently waiting for steps from other parties at this time, and RM will speak with David Mason about the need for a decision on what is happening to report to the parishioners.

GW asked if there was a contingency plan should Rectory Home pull out of the Project.

RM: confirmed the diocese had 2 other developers who were also interested in the project.

PC.19.06.12 Amenities Charity – to receive an update on activities.

PWo: There is a new cleaner, Emma Kew. LW to be secretary and start putting bookings online in support of Ann Powel. There is a problem with rabbits on the Rec, there is someone training ferrets to help in the removal of the rabbits.

With regard to the current village hall, the 60 person limit is due to the single exit. PW asked BU for copies of communications for all the previous conversations with the Village Hall neighbours regarding garden extension.

BU: stated we now had 3 enquiries for garden extensions using the park land, and we need to work out what the value would be for these parcels of land so a consistent value is given.

If the parcel of land is rented to next door, in the contract ask for access to put a door and maintain the rear wall of the hall, this would mean the hall capacity could be approximately 100.

PWo: asked for it to be minuted that the current village hall is “not currently fit for purpose” rather than “at the end of its life” as commented by N Kennedy during the May 2019 meeting.

PC.19.06.13 Finance

PC.19.06.13.1 To approve the payment report and note receipts for March 2019

Resolved: Payment Report Approved, Receipts Noted. Unanimous.

PC.19.06.13.2 To note the reconciled bank account and reserves balances as at 31st May 2019.

Resolved: Noted, Unanimous.

PC.19.06.13.3 To consider an s.26-29 Local Government and Rating Act 1997 grant of £1,000 a year for a Community Bus Support Group

Comments in addition to Appendix E:

BU: gave details on grants, S137 grants have a limit, but there is a separate piece of legislation for bus grants.



Goring gave £2000, but South Stoke is 18% the size of Goring, therefore suggest a grant inline with the village size, circa £380

PWh: stated the village BBQ will raise circa £1000, and asked if other villages such as Goring had also done fundraisers.

It was confirmed that Goring, due to the nature of that village, and the numerous groups doing fundraisers there, no fundraiser is held for the village bus services.

“SSPC are willing to support the bus service through fundraisers such as the village BBQ, to review grant request again in December”

Resolved: Agreed to LW to respond to the request as above, Unanimous.

PC.19.06.14 To approve Councillor’s Responsibilities document.

Resolved: Approved, Unanimous, updates in accordance with handwritten notes, LW to upload data to website once amended.

PC.19.06.15 To consider and agree any actions in response to the publication of the OALC AGM Agenda.

Resolved: Agreed, no action to be taken, unanimous.

PC.19.06.16 To consider creating an Emergency Plan Committee in response to the increased complexity of the Village Emergency Plan.

LW: gave detail of discussion with a member of Chalgrove Emergency Planning Committee regarding their process and procedures.

BU: there are grants available for emergency plans. Suggest need to have a meeting, to come up with all the risks, then plan, then ask for grants.

DH and LW to produce an article for the Newsletter.

Resolved: Agreed to create an Emergency Plan Committee, DH to add to her portfolio of responsibilities, Unanimous.

PC.19.06.17 To consider applying for General Powers of Competency for SSPC and agree actions to support such application.

LW & BU gave summary of benefits of the GPoC, and process to gain it.

Benefits:

Eg. At the moment we can only set a budget for exactly what we are going to spend and only charge to break even. With GPoC could decide to charge for something in benefit of the village.

Requirements:

2-off training courses for LW (ICLA £99 & CILCA £340), 2/3 elected councillors.

OALC definition of a “Good Council” also includes:

1-off training course for each councillor every year



A training policy and budget in place.
Gains the “Good Council Award”
Proactive, not reactive, and has a 3-5year forward Plan.
Is open, transparent and representative of all parts of its community.

Resolved: To approve spend for LW to complete the first ICLA course, prior to approval of the second course, confirm benefits of having GPoC, agreed unanimous (PWh abstain, due to interest)

PC.19.06.18 To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.

See actions List

PC.19.06.19 To receive items of correspondence and agree actions arising

PC.19.06.19.1 Request from Perch House to Lease part of the Park at the rear of the property to include erection of coup to house chickens.

DH: SSPC need to look at the overall plan for the whole of The Park, prior to agreeing to any of the lease requests.

BU: with respect to The Park need to consider if any of the land can be portioned off on a long lease etc, in support of the CBP.

Debate regarding options.

VM: suggested working out what part of The Park the school is going to use, as the priority, then consider the other options.

DH: suggested putting some sort of hard surface on The Park, which the school could use, removing the need for the pitch at the front of the school.

PWh: to enquire in to costs of a hard pitch.

VM and PWh would both prefer to see a full plan of the park before any discussion or decisions are made.

Suggestions to PWO to send emails asking for brain storms, and have discussion in July meeting on options to agree way forward.

LW, to email Campbells, Richardson’s, and Perch House to let them know what our plan is, won’t get back before September.

Resolved: agreed actions as above to be entered on to the Actions List, Unanimous.

PC.19.06.19.2 Request from SODC to list prioritised items for their “Deep Clean” 21st-23rd August.

RM: weeds out of pavements, saying where it is. DH and RM to do a lap of the village together to produce a list.

LW to contact to say response will be given in the next 2 weeks.

Resolved: Agreed, Unanimous.



PC.19.06.19.3 Request from the South Stoke Community Shop, to give reassurance SSPC will allow and support any planning application in respect of, advertising of the shop on part of the Glebe field, at such time as the land is gifted to the parish.

In principle would support advertng, dependent on the content of the planning permission when it is submitted.

Resolved: Agreed Unanimous, LW to respond to the request.

PC.19.06.20 Matters for future discussion.

VM: Neighbourhood plans. Provided Appendix 1 (hard copies provided to all councillors and kept on record, not uploaded to website, due to copyright). Given in response to the recent conversations on thinking about the possibility of a Neighbourhood plan.

PWh: Slipway – donation scanning app. Item for the Agenda, policy and ideas about the slipway.

Payment Reporting & Authorisation: DH & LW to discuss a proposal for next months meeting.

PWo: every year the PA put on the May Fayre. But in 2020 the May Bank holiday is moving. The PA plans to move the Fayre to the Friday. To discuss the proposal for the village to hold a street party after the May Fayre.

BU: Liz Howletts proposal regarding a group training course.

PC.19.06.21 To confirm the date and time of the next Meeting. 15th July 2019, 7:30
Confirmed.

Meeting ended at 22:14

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 |
| ChCh | Christ Church |
| CIL | Community Infrastructure Levy |
| GPoC | General Powers of Competancy |
| 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 |
|--------|-----------------------------------|--|-----------|-----------------------|--------|
| 17/596 | Footpaths | <p>Evidence Gathering for designated footpaths [previous completed actions deleted]</p> <p>20/05/2019 RM spoke with Michael Saunders to take on evidence gathering in association with Maurice Scarratt.</p> <p>20/06/2019, affidavit forms have been delivered, going out to collect them the next two weekends. Analysis of the results projected to be given in the July meeting.</p> | RM | July 2019 | Open |
| 17/624 | The Park | <p>Meeting with the School to discuss options for the Park. [previous completed actions deleted]</p> <p>20/05/2019: Ongoing</p> <p>20/06/2019: Ongoing, to go via the Governors</p> | PW | Oct 2019 | Open |
| 18/50 | Provision of posts at The Slipway | <p>(Previous Comments Deleted)</p> <p>20/06/2019: Works have been actioned – to be completed next week. Neil Aldridge has suggested provision of a firepit.</p> <p>PWo, suggests from a risk point of view it should be avoided, glass in fire, tripping issue.</p> <p>DH: Suggested a BBQ stand, rather than a pit.</p> <p>Fire Pit Idea to be tabled for now.</p> | RM | July 2019 | Open |
| 18/120 | Slipway | <p>Application for Title to the Slipway (Previous Comments Deleted)</p> <p>20/05/2019: BU collating the history currently.</p> <p>20/06/2019: Ongoing</p> | BU | Jun 2019 | Open |
| 18/122 | School | Letter regarding Events | | | |



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|--------|-----------------------------------|---|-----------|-----------------------|--------|
| | | (Previous Comments Deleted) 21/01/19: Ongoing 25/04/2019 Leave to August 20/06/2019: BU gave summary of current situation regarding recent complaint. | BU | Aug 2019 | Open |
| 18/136 | Housing Needs Survey | (Previous Comments Deleted) 18/02/19: To be Returned this week. 25/04/2019: Closed | RM | May 2019 | CLOSED |
| 18/139 | Bank Signatory | (previous Comments Deleted) 18/02/19: Awaiting New Forms 25/04/2019 Suggestion to add the two New Councillors after 7 th May 2019 20/05/2019 Both new councillors to be added. 20/06/2019: Awaiting forms from VM and PWh | LW | July 2019 | Open |
| 18/143 | WW1 Tree | (Previous Comments Deleted) 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. | DH | May 2020 | Open |
| 18/169 | Steps into The Glebe Field | 21/01/19: Waiting for the purchase of the phone box. 18/02/2019: LW trying to submit the forms. 25/04/2019: Move out to the end of the year. | DH | Dec 2019 | Open |
| 18/170 | Phone box | (Previous Comments Deleted) 20/05/2019: £242 raised from the Composted sale. LW: confirmed we can | LW DH | July 2019 | Open |



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| | | <p>move it. PW: Suggested getting a refurbished one.</p> <p>20/06/2018: PWh has found a company who would be interested in shot blasting the phonebox. Additional £20 donation from the composting event.</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.</p> <p>18/02/2019: PM Still Making Enquiries.</p> <p>20/06/2019: Ongoing LW to liaise with PM.</p> | LW PM | July 2019 | Open |
| 18/174 | Website Accessibility | <p>19/11/18: To review the website WRT accessibility and compliance with the forthcoming legislation.</p> <p>17/12/2018 Ongoing</p> <p>20/06/19: Ongoing</p> | BU, LW | Sept 2019 | Open |
| 18/175 | Speeding Sign | <p>19/11/18 BU: Inform Highways, RM: discuss with Police, BU to apply for grant from District.</p> <p>17/12/18, awaiting award of grant, early 2019.</p> <p>18/02/19: BU told the grant will be approved.</p> <p>25/04/2019: Grant Approved, LW to Order.</p> <p>20/05/2019: Ongoing.</p> <p>20/06/2019: Ordered last night, LW and Kevin Flynn to discuss a policy and procedure regarding the speed sign.</p> | LW | July 2019 | Open |
| 18/175 | Death of Political Figure. | <p>Too Contact Historical Society RE: What happened at the Death of King George.</p> <p>20/05/2019: DH speaking with the Historical society.</p> <p>20/05/2019: To push out to September.</p> | DH | Sept 2019 | Open |



| Minute | Item | Action/Progress | Action By | Complete/ review date | Status |
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| 19/001 | CBC Terms of reference | To be revised with greater detail. | PWh | Sept 2019 | Open |
| 19/002 | The Park, Parcels of land | BU to provide PWO with copies of communication on previous requests for renting parts of The Park PWO to draft options for The Park PWh to research costs of "Hard Pitches" ALL – brainstorm ideas of uses for The Park to be forwarded to PWO LW to email update to the 3 current requestees for parts of The Park | BU, PWO PWh All LW | July 2019 | Open |
| 19/003 | Bus Grant | To respond to C Bertrand as agreed (Responded 30 th June), and enter item again on to the December Meeting | LW | Dec 2019 | Open |
| 19/004 | Responsibilities Document | LW to update in accordance with hand written notes and Upload | LW | July 2019 | Open |
| 19/005 | Emergency Plan | LW & DH to write article for the July newsletter, to call on volunteers. Create Emergency Plan Committee | LW DH | July 2019 | Open |
| 19/006 | General Power of Competence | LW to complete ICLA course, funds approved. To Research and circulate more detailed "Benefits of gaining GPoC" | LW BU | July 2019 | Open |
| 19/007 | Deep Clean | RM & DH to draw up a list of areas and photographs. LW to notify SODC an answer will be given in next few weeks. | RM DH LW | July 2019 | Open |
| 19/008 | Shop Advertising | LW to respond to Mr Kennedy's request as per minuted decision. | LW | July 2019 | Open |
| 19/009 | Neighbourhood Plan | To Add to next agenda, to discuss option again. | LW | July 2019 | Open |
| 19/010 | Slipway | Donation scanning App, to take voluntary donations. Agenda item for July, to discuss Policy and idea for the slipway. | PW | July 2019 | Open |
| 19/011 | Payments Reporting and Authorisation | LW and DH to discuss how the payments are authorised etc, and possible modifications to the policy. | DH LW | July 2019 | Open |



| Minute | Item | Action/Progress | Action By | Complete/ review date | Status |
|--------|-------------------------------------|---|-----------|--------------------------|--------|
| 19/012 | May Fayre / Street Party | To add on to the next agenda, ideas and options for holding a Street Party after the May Fayre | LW | July 2019 | Open |
| 19/013 | Training | To discuss option for a joint training course "Roles and Responsibilities, working on your local council" LW: to contact Goring and Woodcote to ask if they would like to get together for joint training. | LW | July 2019 | Open. |