



**Minutes of the Virtual Annual Council Meeting of the South Stoke Parish Council
Wednesday 05th May 2021 at 7:30pm**

Public Session

No Comments from the Public

Members Present:

Chairman Cllr Bryan Urbick (BU)
Vice Chairman Cllr Philip White (PWh)
Members Cllr Victor Meyer (VM)
Cllr Andrew Scrivener (AS)
Cllr Diana Hathaway (DH)
Cllr Phillip Wortley (PWo) [Arrived at item 21.02.15.2]

Officers Present:

Clerk Laura White (LW)

Public and Press: 1 Member of the Public

Meeting started 19:33

21.02.1. To elect a Chairman for the year ahead [LGA 1972 ss15(2) and 34(2)]

Resolved: To Elect Cllr Urbick, Unanimous

Thanks were offered to BU for his continued efforts as Chairman.

21.02.2. To receive Chairman's declaration of acceptance of office [LGA 1972 s83(4)]

BU verbally accepted the office, due to the nature of virtual meetings, the form will be collected on the next working day.

21.02.3. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]

No apologies received, PWo was absent.

21.02.4. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

Resolved: To Elect Cllr White to the position of Vice Chairman, Unanimous

21.02.5. Declarations of Interests [LA 2011 s31]

None

21.02.6. To consider requests for Dispensations [LA 2011 s33]

None

21.02.7. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

21.02.7.1. 26th April 2021

Resolved: Approved, By Majority

21.02.8. To receive Chairman’s report and announcements

The Chairman summarised the difficulties ahead with the end of the legislation allowing virtual meetings.

21.02.9. To consider individual Councillor’s responsibilities

Resolved: Approved subject to adding Committee, Working Group and Representative appointments to the list, Unanimous.

Responsibility	Duties
Chairman, Cllr B Urbick	<ol style="list-style-type: none"> 1) Leadership of the PC and its business. 2) Member of South Stoke 2035 Working Group 3) Governance of the PC, to ensure that it meets all legal requirements as further defined in the document Role of Chairman. 4) Support an external funding strategy with the aim of augmenting the precept with external funds to help enable village projects & make recommendations on annual external income budget. 5) Deliver the external funding by: <ol style="list-style-type: none"> a) Forging links with external funding bodies b) Advising and assisting project teams and other village organisations in canvassing for funds c) Reviewing and assisting with funding applications and fund-raising activities. 6) Ensure that the PC meets all conditions required by any external funding gained. 7) Assist the Clerk with the development and updating of the PC's website. 8) Liaise with other local Parish Councils, ORCC, SODC, OCC and the local MP where a joint approach to common issues or help from higher authority might be beneficial.
Cllr P White	<ol style="list-style-type: none"> 1) Vice Chairman Parish Council 2) Member of South Stoke 2035 Working Group 3) Manage the interface with the South Stoke Community Shop and act as the Parish Council's representative on the board. 4) Responsible for Parish Council action relating to: <ol style="list-style-type: none"> a) Police, crime prevention and neighbourhood watch b) Bus service, bus shelters and bus-stops 5) Review the village plan and drive this forward for the medium and long-term benefit of the parishioners. 6) Act as the PC's representative on any Neighbourhood Plan Committee or Community Right to Build within the Parish. 7) Liaise with local village organisations and businesses including St Andrews PCC, and the Perch & Pike Public House in order to gain their support for Parish Council initiatives and to understand where the Parish Council can assist them.

Cllr D Hathaway	<ol style="list-style-type: none"> 1) Member of the Staffing Committee 2) Member of South Stoke 2035 Working Group 3) Monitor Environmental Issues in the Parish. 4) Coordinate contractors and volunteers to get best value in routine and exceptional maintenance duties in accordance with the maintenance strategy. 5) Monitor environmental issues in the Parish. 6) Liaise with landowners and tenant farmers of opens spaces and fields in the Parish and where required with the Withymeade Nature Reserve 7) Budget and precept preparation and co-ordination. 8) Assist the Clerk in the production of timely and accurate financial records. 9) Make Recommendations on the annual PC Maintenance cost budget.
Cllr A Scrivener	<ol style="list-style-type: none"> 1) Member of the Slipway Committee 2) Member of South Stoke 2035 Working Group 3) Review all planning applications affecting the parish and co-ordinate the Parish Council's response to South Oxfordshire District Council. 4) Keep abreast of all Government and local authority legislation concerning housing development & planning issues. 5) Ensure appropriate response to request for consultation, action or support from external agencies and higher government.
Cllr V Meyer	<ol style="list-style-type: none"> 1) Member of the Staffing Committee 2) Member of South Stoke 2035 Working Group 3) Lead Councillor – South Stoke Emergency Plan 4) Maintain and if necessary review, the title and use of land owned or used in common by the Parish. (Supported by PWO) 5) Manage the acquisition of the new parcels of land or rights as proposed by the PC. 6) Guide and assist the Parish Council in all legal related matters. 7) Establish a maintenance strategy for the assets managed by the PC. 8) Manage the PC's asset, insurance policies and contracts. 9) Advise on compliance with Health, Safety and Environmental legislation in respect of the PC. Monitor health and safety issues in the Parish.
Cllr P Wortley	<ol style="list-style-type: none"> 1) Member of South Stoke 2035 Working Group 2) Manage the interface with the South Stoke Village Hall and Recreation Ground Charity (Amenities Committee) and act as the Parish Council's representative on the committee. 3) Liaise with the Primary School. 4) Undertake risk assessment and risk management in respect of the workings of the PC and its Committees. 5) Make recommendations on budget and insurance provision against risk. 6) Highways, Pavements, and road safety 7) Storm water drainage, ditch clearance. 8) Support VM with: Maintain and if necessary review, the title and use of land owned or used in common by the Parish. 9) Matters relating to The Park
Clerk	<p>As defined in parish governance document, 07 – Clerk’s Job Description Transport Representative – Until a volunteer can be found Newsletter Advertising – Until a volunteer can be found Company Secretary South Stoke 2035 CIC</p>



21.02.10. To appoint Representatives to serve on other bodies:

21.02.10.1. The South Stoke Village Hall & Recreation Ground Charity (Amenities Charity)

Resolved: Approved to appoint PWO, Unanimous

21.02.10.2. The South Stoke Community Shop

Resolved: Approved to appoint PWh, Unanimous

21.02.10.3. South Stoke 2035 CIC

Resolved: Approved to appoint: Secretary: Parish Clerk; Directors: AS; BU; DH; PWh; PWO; VM, noting that the South Stoke 2035 CIC is currently dormant, Unanimous

[ACTION VM: to circulate to all the directors a reminder of the responsibilities of the role]

21.02.11. To review delegation arrangements and reapprove as suitable for use the Terms of Reference for the following Committees and Working Groups.

- Staffing Committee ToR
- South Stoke 2035 Working Group ToR
- Slipway Committee ToR

Resolved: To approve the ToRs as listed, Unanimous.

21.02.12. To appoint Committee & Working Group Members

21.02.12.1. Staffing Committee (2 Members Required)

Resolved: Approved to appoint VM & DH, supported by the other members, Unanimous

21.02.12.2. Slipway Committee (3 Members Required, including 1 Councillor)

Resolved: Approved to appoint AS, other members to be appointed at the next meeting of the Parish Council, Unanimous

21.02.12.3. South Stoke 2035 Working Group (All Directors of South Stoke 2035 CIC)

Resolved: Approved to appoint AS; BU; DH; PWh; PWO; VM, Unanimous

21.02.13. Planning

To consider submitting a response to updated Planning Application:

21.02.13.1. P20/S4706/FUL, Land to the west of Wallingford Road Adjacent to Sewage Works between Goring and South Stoke RG8 0JA

Additional Information Submitted to SODC Planning Portal 20th April 2021

Resolved: Approved to submit: SSPC stand by the representations made previously and in particular, still consider it an inappropriate use within the AONB. Any attempt at screening as set out in the submission will last less than half its lifetime and therefore cannot mitigate the impact of inappropriate activity in the AONB, Unanimous.



21.02.14. Governing Documents

21.02.14.1. To approve that the Standing Orders and Financial Regulations as approved in the March 2021 meeting are suitable for use for the year ahead.

Resolved: Approved, Unanimous

21.02.15. Matters relating to the resignation of the Clerk & Responsible Financial Officer, and recruitment of a replacement Clerk & Responsible Financial Officer [LGA 1972 s112, s151]

21.02.15.1. To note the resignation of the Clerk and RFO and their offer of an extended notice period.

BU offered thanks for all the Clerk has done and how they have regularised the work of the council.

Resignation as Clerk & RFO is noted, by majority.

[PWo Joined the meeting]

21.02.15.2. To approve the outgoing Clerk's last working day.

Options: Contractual Requirement 27th May; OR

Outgoing Clerk's Offer of 30th June; or until a replacement is found and handover completed, whichever is sooner

Resolved: Approved to accept the offer, of 30th June or until handover completed with the New Clerk whichever is sooner.

21.02.15.3. To approve asking the outgoing Clerk to provide a period of ongoing support to the council in recognition of the monies spent to date by the council on CiLCA qualification.

Resolved: Approved to ask Goring for £175 reimbursement of the part SSPC have paid towards the cost, and arrange directly with the clerk in the future any ongoing support if required.

21.02.15.4. To approve salary rate for the remaining employment of L White, SCP 21, 35 hours

Resolved: Approved, Unanimous

21.02.15.5. To approve salary band and hours to be advertised for the position of Clerk

Suggested: LC2 (18 -23) (below substantive range); 35 hours per month.

Resolved: Approved to advertise role at LC2 (18 -23), 35 hours, Unanimous.

21.02.15.6. To approve delegating to the Clerk advertising the vacant position, in consultation with at least 3 members of the council, including the members of the staffing committee, and submission to any appropriate locations including Facebook Groups and Pages; South Stoke Newsletter; OALC Vacancies; NALC Vacancies.

Resolved: Approved to delegate to the Clerk advertising the role, in consultation with recruitment panel, Unanimous.

21.02.15.7. To delegate to members of the staffing committee to review applications, interview candidates and make recommendation to the council on the appointment of the new Clerk & Responsible Financial Officer.

Resolved: Approved to appoint a recruitment panel of Staffing Committee + BU, who will make the recommendation to the Council on the appointment, Unanimous.

21.02.15.8. To approve reverting to the NALC Model Contract of Employment for the new Clerk including the following clauses

- Payment of the maximum working from home which does not require taxing; currently £6 per week, or £26 per month.
- An annual sum of rent to the Clerk for storing all Parish Council files and other assets.

Resolved: Approved, to revert to the standard contract and include working from home allowance as recommended, Unanimous.

[ACTION – Clerk to investigate what level of rent would be appropriate]

21.02.16. Matters for future discussion.

PWo: working on a plan for The Park

VM: Working on the Emergency Plan, need more members to join the Emergency Committee.

AS: requested modifying the Standing Orders to allow members of the Public to speak on matters other than those on the Agenda.

21.02.17. To agree list of items discussed at this meeting to be included in the next edition of the parish newsletter.

Thanks to the outgoing clerk and appointment of the new Clerk & RFO

Councillor Responsibilities.

21.02.18. To confirm the time and date of meetings

21.02.18.1. In light of the ongoing COVID-19 pandemic to approve implementing a scheme of delegation to the Proper Officer. [LGA 1972 S101]

Resolved: Approved, deleting the line about High Court Judgement

21.02.18.2. If the Council does not approve a scheme of delegation, to consider how to proceed with in person meetings and agree actions.

Item not needed after approval of delegated powers.

21.02.18.3. To agree meeting dates for the year ahead to April 2022 for either virtual or in person meetings if no scheme of delegation is in place.

3rd Monday of the Month, Excluding December, plus additional meetings as required to execute the functions of the council including responding to Planning Applications.

Resolved: Approved to hold meetings on the 3rd Monday of each month, excluding December, noting there is sometimes need to change it. Members of the community are reminded to check the noticeboard and website regularly for details of upcoming meetings.

Meeting Closed: 20:56