



**Minutes of a Virtual Meeting of the South Stoke Parish Council
Monday 26th April 2021 at 7:30pm**

Public Session

The representative of the Goring River Taxi gave further details of their proposed venture.
The representative of Mend the Gap introduced themselves.

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 Philip Wortley (PWo)

Officers Present:

Clerk	Laura White (LW)
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Public and Press:	Cllr M Filipova-Rivers (MFR) + Members of Public
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Meeting started 19:45

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

None

21.01.2. Declarations of Interests (LA 2011 s31)

None

21.01.3. To approve and sign as a correct record the minutes of meetings. (LGA 1972 sch 12, para 41(1))

21.01.3.1. 22nd March 2021

Resolved: Approved, unanimous

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

See Action List



21.01.4. Slipway

21.01.4.1. To approve and adopt the South Stoke Slipway Policy

It was suggested that the policy include “what we wanted the slipway to become” as part of the policy. It further discussed that step one for any potential committee would be repair the current slipway to make it safe. It was asked whether the current wording would preclude the council from charging for use at any point in the future, it was confirmed the parish council isn’t a commercial venture and there is also the option to update the policy in a future review.

Resolved: Policy Approved; subject to amending the policy to modify “maintenance” to read “repair and maintenance”.

21.01.4.2. To approve forming the Slipway Committee to manage the future use and maintenance of the Slipway in line with the slipway policy.

Resolved: Approved, to form a committee.

21.01.4.3. To approve terms of reference for the committee

Resolved: Terms of Reference Approved; subject to amending the policy to modify “maintenance” to read “repair and maintenance”.

21.01.4.4. To appoint members to the committee

Resolved: Approved to appoint AS to the committee, and agreed that other members of the community should e-mail the clerk in the first instance if they wish to join, and to then be appointed to the committee at a future meeting of the council.

21.01.4.5. To receive various communications pertaining to any future proposal regarding a commercial venture ferry between South Stoke and Moulsoford, and agree actions

Received

21.01.4.6. To receive a request for occasional use of the slipway for a river taxi and agree actions

Received, it was commented that approval of the Slipway policy precludes this use. No member proposed that the occasional use requested be granted.

Best wishes with their business were offered to the river taxi representative in attendance.

21.01.4.7. To receive comments in response to Newsletter request pertaining to future use and maintenance of the slipway

Received



21.01.5. Chairman's Announcements

The Chairman thanked everyone for their patience whilst recovering from his recent medical difficulties and confirmed he was on the mend.

21.01.6. To elect the Vice Chairman for the Year 2020/2021

PWh was proposed as a candidate who confirmed they would be happy to be appointed.

It was asked whether there would be a potential conflict with the Clerk and Vice Chairman living in the same home. Members of the council was assured the same rules regarding declarations of interest etc would still be applicable, and there are many councils where this situation also exists.

Resolved: To appoint Cllr P White as Vice Chairman, unanimous

21.01.6.1. Matters arising, not elsewhere on the agenda.

None

21.01.7. Planning

To note the planning decisions to Applications:

21.01.7.1. P21/S0290/FUL, Fifield House, Ferry Road, RG8 0JL – GRANTED

Noted

21.01.7.2. P21/S0388/FUL, Land at Woodcote Road, RG8 0JJ – GRANTED

Noted

21.01.8. Mowing Across the Parish

21.01.8.1. To receive a request to reduce mowing of verges across the parish and agree actions.

It was discussed that some areas needed to be mowed for safety, such as all the Wallingford Road area.

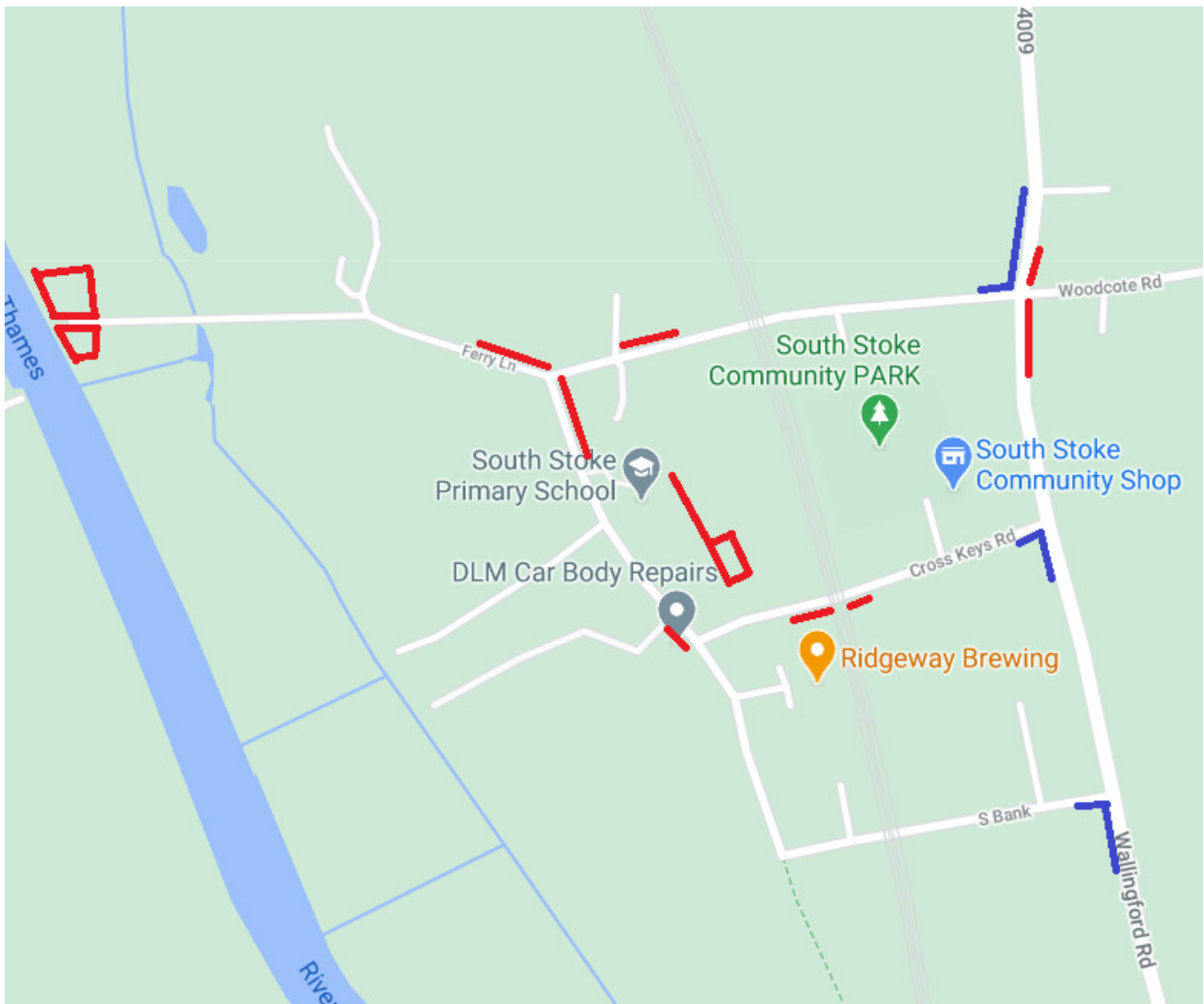
Resolved: Approved to thank the group for the proposal, noting the council is supportive of the objective but would like to look for a place to “showcase” the idea for further consideration including village consultation before making a decision, unanimous.



21.01.8.2. **To review the current mowing schedule and appoint contractor for the FY 2021/22**

Resolved: Approved to appoint G Ambler to mow at the minimum level as per the normal schedule, but advise them that the schedule will be under review throughout the year and subject to change, unanimous.

Current Schedule: red areas general as needed / when untidy, blue areas mown for the purposes of safety.



21.01.9. **To receive all other items of correspondence and agree actions arising**

21.01.9.1. **Request for planting along the embankment edge of The Park as part of the Mend the Gap initiative**

A summary was given of other areas in the village identified for potential planting by the Mend the Gap representative. It was confirmed that The Park is a low priority, but the potential for community involvement is high making it a desirable project.



Mend the Gap advised they were seeking confirmation that the Parish Council is interested in pursuing scoping the project and working further together to meet the needs of all parties.

The council was reminded that the PC had already resolved to review and formulate a plan for future use of The Park, and completing that project prior to agreeing to the planting might be wise.

Resolved: Approved unanimously to support the principle.

Resolved: PWO and DH to work with to progress the proposals, Approved, Unanimous.

21.01.9.2. Request to Comment on Woodcote Neighbourhood Plan update

Resolved: Approved, to delegate to the Clerk to provide a response the request in consultation with the councillors, PWh to support the activity, unanimous.

21.01.9.3. Request from CPRE to comment on Sewage, Flooding & Water issues in your parish

Resolved: Approved, to delegate to the Clerk to provide a response the request, in consultation with the councillors, PWO to support the activity, unanimous.

21.01.10. To receive updates from projects and groups, and agree actions.

21.01.10.1. South Stoke Village Hall & Recreation Ground Charity

Still waiting for parts for the Zip lines. Looking to get quotes for a fire escape in the village hall.

21.01.10.2. Rights of Way Project

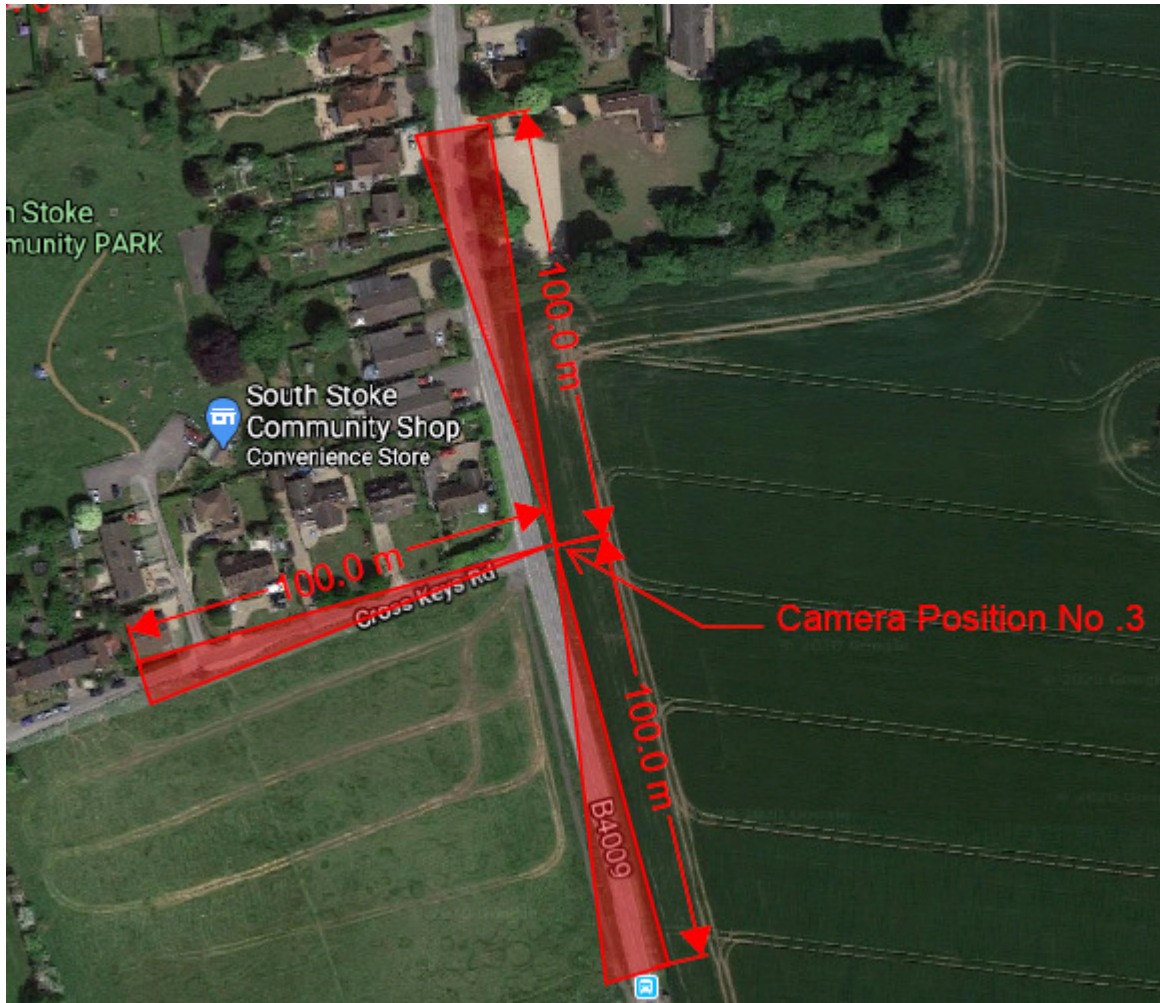
No Updates

21.01.10.3. Community Building Project

Application is imminent, having received the final documents.

21.01.10.4. To approve proposal for the Speed Sign and use of insurance monies for replacement.

A summary was given of the proposal, to install the same unit as used on the main road between North Stoke and Crowmarsh, installing one sign, in one location with a solar pack. Or an extended proposal of also installing a 2nd solar post to be able to move the 1 sign between the two locations. Location 3 proposed as priority location of "Tee Junction of Cross Keys Road and Wallingford Road, facing North or South or West"



Concerns were raised regarding what appears to be the malicious destruction of the previous sign, how likely is the same to happen with the new sign.

Resolved: Approved to pursue installation at location 3 of the proposed sign, verifying first by email there is no other alternate telegraph pole which could be used noting a battery pack would then be required, Unanimous

Resolved: Approved, to pursue a single pole installation to start with, and consider a 2nd pole installation after the sign has been installed for a period of time, unanimous.

[ACTION] to also verify with highways the location and model of machine is acceptable.

21.01.10.5. **To consider and if thought fit, approve appointing a member of the parish council to sit on the South Stoke Community Shop Board as a liaison.**

Resolved: Approved to appoint PWh as a parish council representative to the South Stoke Community Shop Board, unanimous.



21.01.10.6. **To review waste & dog waste collection throughout the parish.**

Resolved: Approved to pursuing a full review of the waste and dog bins throughout the parish.

21.01.10.7. **Subsequent to receiving the Neighbourhood Area Designation for the Civil Parish of South Stoke, to consider investigating both Community Right to Build and a Neighbourhood Plan. To approve applying for grants to cover the costs of both investigations. The South Stoke 2035 Working Group to lead the investigations.**

To defer to the meeting after the ACM.

21.01.11. Governing Documents

21.01.11.1. **To approve Introduction to Governing Documents**

Resolved: Approved by majority.

21.01.11.2. **To approve new policy: Reserves Policy**

Resolved: Approved by majority.

21.01.11.3. **To approve new policy: Cash Receipts Policy**

Resolved: Approved by majority.

21.01.11.4. **To consider fully updating Financial Regulations to be in line with the current Model Financial Regulations as issued by NALC.**

Resolved: Approved to update and bring the draft to the next meeting to approve, unanimous.

21.01.11.5. **To approve Financial Risk Assessment Policy document for 2020/21**

Resolved: Approved by majority.

21.01.11.6. **To approve the Internal Controls Statement for 2020/21**

Resolved: Approved by majority.

21.01.12. Finance FY 2020/2021

21.01.12.1. **To note receipts for March 2021**

Noted

Receipts – Current Account



Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
24/03/2021	Andresa Aesthetics	R_073_2	Inv 0171 - 1/4 Page Advert	£ 60.00
17/03/2021	Goring Gap Electrical	R_073	Advertising; 12 editions 1/8th	£ 48.75
17/03/2021	Goring Reflexology	R_074	Inv 0169 - 1/8th Page Advert	£ 32.50
01/03/2021	Perch House - Chickens	R_067	Chickens in Park, March 2021	£ 20.00
01/03/2021	Sue Allen	R_066	Inv 0165 Grazing March	£ 20.00
			Total Receipts	£ 181.25

Receipts – Reserve Account

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
31/03/2021	Current Bank A/c	31-03-21	End of Year Top Up EMRs	£ 6,840.12
10/03/2021	TSB Bank	Interest	March Interest	£ 9.97
			Total Receipts	£ 6,850.09

21.01.12.2. **To review and confirm the asset register as at 31st March 2021**

Confirmed total assets of £22,920

21.01.12.3. **To approve the annual accounts for 2020/2021, including:**

21.01.12.4. **variances report**

Resolved: Approved by majority.



South Stoke Parish Council

Explanation of Significant Variances 2020/2021

Box No.	This Year (£)	Last Year (£)	Diff. (£)	Diff. (%)	Explain If > ± 15% and > £500	Explanation	Variance between Years
1 Balances Brought Forward	£ 40,761	£ 30,919	£ 9,842	31.83%		Significant variances: N/A Starting Balance	
2 Precept	£ 23,730	£ 23,242	£ 488	2.10%	N	None	
3 Receipts	£ 20,937	£ 24,988	-£ 4,051	-16.21%	Y	Last year received significant funds through grants for the community building, which were not received this year.	-£ 4,051
4 Staff costs	£ 6,607	£ 6,222	£ 385	6.19%	N		
5 Loans etc	£ -	£ -	£ -			None	
6 Other Payments	£ 28,154	£ 32,166	-£ 4,012	-12.47%	N		
(1+2+3)-(4+5+6)	£ 50,667	£ 40,761					
7 Balances	£ 50,667	£ 40,961	£ 9,706	23.70%	N/A	Agrees (1+2+3) - (4+5+6)	
8 Totals	£ 50,667	£ 40,761	£ 9,906	24.30%	N/A	None	
9 Assets	£ 22,920	£ 17,189	£ 5,731	33.34%	Y	Increase purchase cost of Bus Shelter, due to insurance claim to replace; purchase of phone and inclusion of Arnold Baker on Local Council Administration Book	£ 5,731



21.01.12.5. budget variations

Resolved: Approved by majority.

20/04/2021

South Stoke 2020/2021

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Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1000 Newsletter Advertising	821	1,000	179			82.1%	
1005 The Park	460	480	20			95.8%	
1021 Amenities Charity Contribution	500	0	(500)			0.0%	
1022 Ammenities Charity, Village Ha	87	111	24			78.4%	
1025 Insurance Claim	12,950	0	(12,950)			0.0%	2,400
1078 Precept	23,730	23,730	0			100.0%	
1080 Insurance Contribution	0	500	500			0.0%	
1090 Bank Interest	265	300	35			88.2%	188
<u>200 Administration</u>							
4000 Clerk Salary	(6,520)	(6,520)	(0)		(0)	100.0%	
4001 Village Hall Cleaning	(87)	(111)	24		24	78.4%	
4005 Clerk Allowance & Expenses	(98)	(240)	142		142	41.0%	
4010 Office supplies	0	(100)	100		100	0.0%	
4050 Clerk's Training	(175)	(175)	0		0	100.0%	
4055 Councillor's Allowance & Exp	0	(200)	200		200	0.0%	
4065 Audit Costs	(422)	(450)	28		28	93.8%	
4070 Insurance	(834)	(834)	0		0	100.0%	
4071 Insurance Claims	(10,800)	0	(10,800)		(10,800)	0.0%	
4075 Web Hosting Costs àé	(120)	(120)	0		0	100.0%	
4076 IT and software	(326)	(275)	(51)		(51)	118.4%	
4080 Printing Inc newsletter	(1,990)	(2,400)	410		410	82.9%	
4085 Legal Fees	0	(500)	500		500	0.0%	
4100 Utilities	(56)	0	(56)		(56)	0.0%	
4115 Freedom of the Parish	0	(1,000)	1,000		1,000	0.0%	
<u>250 Membership, Rents & Licences</u>							
4250 Membership	(175)	(275)	100		100	63.6%	
4255 Bus Shelter Land Rental	0	(10)	10		10	0.0%	
4260 Slipway Licence	(80)	(80)	(0)		(0)	100.4%	
<u>300 Regular Maintenance</u>							
4300 General clearing & grass cuts	(972)	(1,250)	278		278	77.8%	
4305 General Repairs	0	(300)	300		300	0.0%	
4310 Dog Waste Bins	(135)	(300)	165		165	44.9%	
<u>350 Community Activities</u>							
4352 Churchyard / PCC	(750)	(750)	0		0	100.0%	
4360 Community Support	0	(3,000)	3,000		3,000	0.0%	
4365 COVID19 Community Support	(117)	0	(117)		(117)	0.0%	117
<u>400 Additional Items</u>							
4406 Other Projects	(122)	(500)	378		378	24.3%	79



Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4407 Phonebox	0	(300)	300		300	0.0%	
4408 Speed Sign	(20)	(200)	180		180	10.0%	20
4410 Village Hall Maintenance	(6,450)	(5,000)	(1,450)		(1,450)	129.0%	6,450
4412 RoW Route 4 Costs	(753)	(1,300)	547	(12,000)	(11,453)	981.0%	
Grand Totals:- Receipts	38,813	26,121	(12,692)			148.6%	
Payments	31,002	26,190	(4,812)	12,000	(16,812)	164.2%	
Net Receipts over Payments	7,811	(69)	(7,880)				
plus Transfer from EMR	6,666						
less Transfer to EMR	2,588						
Movement to/(from) Gen Reserve	11,889						

21.01.12.6. cash and investment reconciliation

Resolved: Approved by majority.

South Stoke 2020/2021

Bank - Cash and Investment Reconciliation as at 31 March 2021

	Account Description	Balance
Bank Statement Balances		
1	31/03/2021 Current Account	437.18
2	31/03/2021 Deposit Account	50,230.13
		50,667.31
Receipts not on Bank Statement		
0	31/03/2021 All Receipts Cleared	0.00
		0.00
	Closing Balance	50,667.31
All Cash & Bank Accounts		
1	Current Bank A/c	437.18
2	Deposit Account	50,230.13
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	50,667.31

21.01.12.7. To receive the Internal Audit report, consider recommendations and agree actions

Noted that there were a number of recommendations in the report, Clerk to review and action or bring to the council proposals.

21.01.12.8. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2020/2021

Each statement was read the council, who confirmed yes to each of statements 1-8, subsequently Section 1 was approved.

Resolved: Approved, unanimous.

21.01.12.9. Notice without Motion: To suspend standing order 3(x) (21:35, to extend for 15 more minutes from the start time)

Resolved: Approved, Unanimous

21.01.12.10. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2020/2021

Resolved: Approved, unanimous.

21.01.12.11. To approve the dates for the public rights of inspection: 3rd June – 14th July 2021, being 30 working days including the first 10 working days of July.

Resolved: Approved, unanimous.

21.01.12.12. To approve effectiveness of Internal Audit document for 2020/21

Resolved: Approved, unanimous.

21.01.13. Finance FY 2021/2022

21.01.13.1. To consider and approve list of standard or recurring payments for FY 2021/2022

Resolved: Approved, as per the scheme as below. unanimous.

Item	Power	Value	Payment Method	Frequency
Clerk Salary	LGA 1972 s112(2)	[Redacted] – Hours and Scale Point as Approved by the Staffing Committee	BACS	Monthly
PCC Grass Cutting	LGA 1972 s214 (6)	£850 total	BACS	2 tranches, after Precept is Received (April and Sept Approx.)



Newsletter Printing – Pay Goring Press	LGA 1972 s.142 (1A)	Single edition up to £350 Double edition, up to £500	BACS	As invoiced, not more than 12 editions per year.
Castle Water – The Park		As invoiced	BACS	As invoiced
Subscriptions, OALC; SLCC	LGA 1972 s.143	As invoiced Note: pro rata for Staff SLCC membership in conjunction with Clerk’s other employer	BACS	As invoiced; each organisation once per year
Insurance – Zurich	LGA 1972 s.111;113; 114 140;	As Invoiced – 3 year Long Term Agreement in effect	BACS	As invoiced; once per year – Expected September
Computer Software: <ul style="list-style-type: none">• Norton Anti Virus;• Microsoft 365;• Parallels• Webhosting and domain	LGA 1972 s.111	As Invoiced	BACS	As invoiced; once per year per item

21.01.13.2. To approve payment schedule for April 2021

Deferred to the next meeting.

21.01.14. Matters for future discussion.

Level of redaction on FOI’s

Mowing

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

Reduced Mowing

Slipway Policy approval and Slipway committee seeking 2 volunteers.



Replacement Speed Sign.

PWh joining the Shopboard and becoming Vice Chairman of the PC.

21.01.16. 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. The remaining members of the public left the meeting.

21.01.17. Receive update on legal advice taken on Rights of Way Route 4

The council has been advised there is a potentially strong case and the council needs to be aware of the cost implications of proceeding with legal action. Advice has been given that there is one final option to pursue reopening of the pathway though OCC. It was recommended to the council to pursue this final option before taking any further costly steps.

21.01.17.1. Notice without Motion: 21:55 The Chairman moved to suspend standing order 3(x) for 5 more further minutes.

No objections were noted.

21.01.17.2. Agree actions arising

Resolved: Approved to File a notice with OCC that a resident of south stoke is blocking the access route between the North West corner of the Recreation Ground and Ferry Road [ACTION VM]

Resolved: Approved to continue to pursue the course of legal action, unanimous.

21.01.17.3. Approve paying costs associated to date from Earmarked Reserve being held for this purpose.

Resolved: Approved to pay both the solicitors and barristers bill to date, the earmarked reserve contains sufficient funds, Unanimous

21.01.18. To confirm date of the next meeting being the Annual Council Meeting, Wednesday 5th May

To Note – the agenda will be issued on Wed 28th April to meet the statutory requirement and account for the bank holiday weekend. Reports, Motions and any other inputs are requested no later than Friday 23rd April 2021.

Confirmed.

Meeting Closed 21:58