



## Minutes of a Meeting of the South Stoke Parish Council

Monday 18<sup>th</sup> October 2021 at 7:30pm, South Stoke Village Hall

### Members Present:

Chairman Cllr Bryan Urbick (BU)  
Vice Chairman Cllr Philip White (PWh)  
Members Cllr Victor Meyer (VM)  
Cllr D Hathaway (DH)  
Cllr Andrew Scrivener (AS)

### Officers Present:

Clerk L White (LW)

**Public and Press:** Three members of the public attended, plus District Councillor M Filipova-Rivers (MFR).

Meeting started 19:30

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

Cllr Phillip Wortley (PWo) was absent.

**21.08.2. Declarations of interest [LA 2011 s31]**

*Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)*

VM Declared an interest on item of planning, as they have already responded as a member of the public.

**21.08.3. To consider requests for dispensations [LA 2011 s33]**

None.

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

**21.08.4.1. Parish Council Meeting, 20<sup>th</sup> September 2021**

**Resolved:** It was approved to sign them as a correct record, unanimous.

**21.08.4.2. To review the items on the Action List**

The Actions List had not been issued with the meeting papers, it was agreed the Action List review should be moved to the next meeting, and become a standing item again.



The Chairman used their discretion with the agreement of the Council to move items 13 and 14 from the Agenda and address them immediately.

**21.08.5. To Formally Accept Resignation Given by Mrs C Lamb.**

Accepted, Unanimous

**Proposal:** To send a note of thanks, for the time Mrs C Lamb was the Clerk, delegated to the Clerk to send on behalf of the Council, unanimous.

**21.08.6. To Approve Appointing Mrs L White as Clerk & Responsible Financial Officer to South Stoke Parish Council to Start in the Role with Immediate Effect.**

- 5hrs per week (21.5 hours per month), SCP28, to note contractually this will rise to SCP29 upon completion of CiLCA qualification.

PW declared an interest and abstained from the vote.

It was detailed that Goring-on-Thames Parish Council (GPC) had agreed to the arrangement of employing an Assistant Clerk to work across both parishes, and this is why the SCP is set at same level as the Clerk Salary at GPC, to ensure there are no questions regarding how the time of the Clerk is prioritised.

**Resolved:** Approved to appoint L White on the terms as detailed above, 2-3 hours overtime may be worked if needed until an Assistant Clerk is appointed, Unanimous.

**21.08.7. The Chairman suspended standing orders, to allow for the public forum, which had been erroneously missed at the start of the meeting.**

**Public Session**

A member of public made representation on the planning application to be discussed this evening. For the purposes of record, the member of public lives in the house immediately adjacent to the property in questions, the development will increase the use of utilities passing across their property. The member of public raised items of issue regarding the application.

The applicants for the planning application to be discussed at this meeting answered some of the items raised by the immediate neighbour, and other items raised on the SODC Planning Portal in other responses to the Planning Consultation.

**21.08.8. Past matters for report only (that are not already on the agenda)**

Community Build Planning Application: The Planning Officer has visited an immediate neighbour and was minded to refuse the application as it could impact the neighbour. Suggestions of updates to the application were offered to the Planning Officer such as screening, mono pitch, flat roof etc.



The Planning Officer has recommended moving the design to against the railway line, facing East on the Recreation Ground. Kingswell Buildings are investigating the cost associated with the move and will revert with the results of the investigation to the Council for discussion at a future meeting.

## **21.08.9. Regular Reports and Updates**

### **21.08.9.1. South Stoke Community Shop report**

Volunteer recruitment is strong, with Cinema night coming up. Continuing to look at options for an interim shop.

### **21.08.9.2. Amenities Charity report**

PWo absent.

### **21.08.9.3. Slipway Committee report**

No meeting held, nothing to report.

### **21.08.9.4. River Amenities report**

Nothing to report [ACTION: LW to Contact ChCh to ask for an update]

### **21.08.9.5. The Park – report on progress for community consultation**

To review at next meeting.

### **21.08.9.6. Access Road to Village Hall surfacing**

With Amenities Charity, remove from standing items.

### **21.08.9.7. Potential Glebe development**

The Diocese have indicated there are still some items to resolve with the preferred developer prior an information pack coming out to SSPC for review. [ACTION: BU to contact Diocese to find out if there has been any progress]

### **21.08.10. Chairman's report (if any additional items to report)**

None

### **21.08.11. Representatives of district and county council reports**

#### **21.08.11.1. District Councillor M Filipova-Rivers (MFR)**

A verbal report was given at the meeting, the full report is appended to these minutes.

- Affordable Housing, there is a significant pot of monies currently held by SODC for this purpose. There is now a scheme that community groups as well as registered providers can apply for the monies.
- MFR is planning to restart surgeries, with every 3<sup>rd</sup> one in South Stoke as before, and has forwarded some advice after the recent tragic death of MP Sir David Amess



- There is a disability fund, applications are open, but also MFR is looking at other ways the funds could be used to benefit the community.

## 21.08.12. Planning

### 21.08.12.1. To agree responses to new planning consultations.

- [P21/S3772/FUL](#) Sycamores, Wallingford Road, South Stoke, RG8 0JJ  
Proposed extension and sub-division of existing house.  
*Note: Extension granted for PC's comments until 19<sup>th</sup> October 2021.*

[VM left the meeting]

Details of the application, the previous response to the similar application on the same property (SSPC: No Strong Views, December 2017) and comments submitted by members of the public were discussed.

**Resolved:** Unanimously Approved to submit the response: Having taken in mind the Officers Report regarding the previous application on the same site, South Stoke Parish Council has No Objections, however, in efforts to maintain neighbourliness, asks the planning officer to ensure they are reassured about the matters raised by others regarding:

- listed trees,
- parking adjacent to the dwelling on the neighbouring property and preventing exhausts and noise going on to the dwelling next door.

[VM returned to the meeting]

[ACTION: Clerk to ask Planning if CIL Exemption is valid for a development of this size]

SSPC asks that the planning officer verifies if the applicant's CIL exemption is valid. There appears to be no intention to have a condition that the new dwellings be ancillary to the current dwelling house, therefore it is possible to sell as separate plots. Other developments of this nature would attract CIL.

## RESOLUTIONS

### 21.08.13. To Consider a Proposal from the Slipway Committee to Update the Council Approved Terms of Reference to More Accurately Identify the Slipway Committee's Area of Responsibility. (See appendix for proposal)

To modify to say "... access, repair, ..." rather than "... access repair..."

**Resolved:** Approved, to modify as detailed, unanimous.



- 21.08.14. To Consider a Request From SODC to Provide Feedback on its Draft Statement of Community Involvement (SCI). The SCI Will Set Out How SODC Will Consult on Planning Applications and Planning Policy, Including the Joint Plan. (See appendices for full statement on the consultation from SODC)**

**Resolved:** To not submit a response to the consultation, unanimous.

- 21.08.15. To Revise Decision 21.07.09.2 From PC Meeting On 31<sup>st</sup> August 2021 in Light of The New Information That the Arisings From the White Hill Quarry Cannot be Moved to the Recreation Ground.**

*Proposal: Grass within the site and along the bank by the road will be mowed, and all arisings will be collected and stacked in the SE corner of the site. The intent is that a rotation will be established. So that 2/3 of the area is mowed each year, with 1/3 left standing.*

**Resolved:** Approved to proceed with the proposal as above, however for future years to consider the group becoming a Working Group or Committee of the Council or alternative forward plan, unanimous.

- 21.08.16. To Approve Advertising to Employ an Assistant Clerk in Partnership with Goring-On-Thames and Approve the Following Documents (See appendices)**

- Assistant Clerk Job Description, 5hrs per week (21.5 hours per month), SCP7-12
- Assistant Clerk Joint Advert with Goring-on-Thames Parish Council

**Resolved:** All Approved: Recruiting for the Role, Job Description, Advert, Unanimous.

- 21.08.17. FINANCE See Appendices**

Items 17.1, 17.2 & 17.3, moved to next meeting, until new Clerk has verified accounting status.

- 21.08.17.1. To approve Payments for 29<sup>th</sup> July to 1<sup>st</sup> Oct 2021 (Current Account Only)**

Next Meeting

- 21.08.17.2. To note Receipts for 29<sup>th</sup> July to 1<sup>st</sup> Oct 2021 (Current Account Only)**

Next Meeting

- 21.08.17.3. To note the reconciled bank account and reserve balances as 10<sup>th</sup> September 2021**

Next Meeting

- 21.08.17.4. To consider moving accounting software to Scribe, Quote £288 per year + £197 one off set-up fee, starting 1<sup>st</sup> April 2022.**

**Resolved:** Approved to move to Scribe with immediate effect, rather than waiting for 1<sup>st</sup> April 2022, Unanimous.



**21.08.17.5. In light of the new information of C Lamb resigning from position of Clerk, to revise decision 21.04.6 from Meeting of 7<sup>th</sup> July, and approve updating the bank mandate.**

**Resolved:** Approved, to remove, C Lamb, replace with L White, Unanimous.

**21.08.17.6. To note, Clerk's request for inputs to the 2022/2023 budget, to be approved at the next council meeting and agree date for budgeting workshop.**

Clerk & PWh to draft budget as per last year, circulate to all and have informal virtual meeting if required.

**21.08.18. To Receive Any Members Items for the Next PC Meeting.**

Woodcote Road damage, Clerk to contact S Harris, Oxfordshire County Council, Highways for advice. To add to next agenda if required.

**21.08.19. To Agree List of Items From This Agenda to be Included in the Next Edition of the Parish Newsletter.**

To thank C Lamb and welcome to new Clerk.

**21.08.20. NEXT MEETING: Monday 15<sup>th</sup> November 2021, 7.30pm South Stoke Village Hall**

**Resolved:** Approved to move the next meeting to Tuesday 16<sup>th</sup> November then move the meetings to 3<sup>rd</sup> Tuesday of the Month.

Meeting Closed: 21:19