



Minutes of a Meeting of the South Stoke Parish Council

Monday 13th March 2023 at 7:30pm, South Stoke Village Hall

Councillors in attendance:

Victor Meyer (VM)

Diana Hathaway (DH)

Nigel Bond (NB)

Deane Mallinson (DM)

Members of Public Present: 1 MOP

Meeting Started: 19:35

Public Forum: (11)

No matters were raised in the public forum.

1. To receive apologies for absence and to approve the reasons given.

Andrew Scrivener (AS) and John Verrill (JV)

Resolved: *Reasons were noted and were approved*

2. Declarations of interest

None

3. To consider requests for dispensations

None

4. To approve the minutes of previous council meetings

The minutes of the Parish Council Meeting of 27th February 2023

Resolved: *Not fully reviewed by Cllrs and deferred for sign off at next meeting.*

5. To receive signed employment contracts

Signed employment contracts received

Resolved: *It is noted that the signed employment contracts from the Clerk and RFO have been received. Unanimous approval for VM to sign contracts for the SSPC*

6. To review Actions List



The Actions List needs a full review and will be circulated updated for the next meeting.

7. Chairman's Announcements

None

8. County and District Councillor Reports

Receipt of the report from Councillor Bulmer.

Resolved: *It was noted that the report was received.*

9. Parish Finance and Administration

9.1. To receive and approve SSPC invoices for payment and reconciled accounts

Two invoices received:

- i. *Giff Gaff expenses refund - £18*
- ii. *Hire of Hall – Park Committee £28*
- iii. *Goring Press – February edition £281.23*
- iv. *Village Hall hire SSPC - £175*
- v. *Website Invoice £857.82*
- vi. *Salaries X 2 £280 & £684.47*
- vii. *HMRC £70*

Resolved: *Invoices authorised and unanimously approved.*

9.2. To receive, discuss and approve the SSPC budget for the next financial year.

Budget was provided by the RFO and a question was discussed over website fees, the outcomings and incomings roughly balance. This will now be reviewed every 3 months.

Resolved: *RFO to circulate the new working budget.*

9.3. To discuss progress on a new SSPC website service provider and approve any costs and actions.

DM reported that the new website is now Live and emails available. Full payment has been made for this. It has been noted that there have been some problems with the email transfer and that this was being worked through.

Resolved: *Update noted.*

9.4. To review last year's internal audit



Review of the internal audit needs to be completed by the Council. It is suggested that SSPC agree to the terms for the internal auditor for this year's internal audit. It is recommended that the risk assessment is reviewed in the first meeting of the financial year. Internal Audit for 21-22 has been received. External Audit report for 21-22 has been received and PC noted the comments

Resolved: *Unanimously agreed to the terms of engagement for the internal auditor and that this has been signed. Clerk to put the risk assessment as an agenda item for a review at the next meeting.*

DM to publish the last internal audit form to the website. Notice of conclusion of external audit will be posted on the website and the notice board. Bank mandates need to be reviewed and renewed.

9.5. To discuss earmarked reserves (including but not limited to):

- (i) Shop planning/development
- (ii) Village Hall maintenance
- (iii) Slipway repairs
- (iv) Park Project Implementation
- (v) Right of Way Legal Costs
- (vi) Water Meadows lease and maintenance

Discussed that there is a legal reserve for up-coming projects for example but not limited to the Water Meadows and the Park Project Implementation.

A discussion regarding the park project and the grant applications, which were looking promising to funding the project as a whole.

It was also mentioned there are two big projects for the Village are the Shop development and Village Hall which need consideration.

Resolved: *RFO to check when the remaining CIL money needs to be allocated/spent. Earmarks were discussed and suggested in principle and unanimously agreed as:*

1. *Shop planning/development £20,000*
2. *Village Hall maintenance £20,000*
3. *Slipway repairs £15,000*
4. *Park Project Implementation £0**
5. *Traffic Management £5000*
6. *Right of Way Legal Costs – moved into general legal costs.*
7. *Water Meadows lease and maintenance £5000*
8. *Telephone Box £2500*



9. General reserve £25,000

10. Legal Costs £5000

With due diligence, checks and balances to be followed for any spending when projects arise.

**It was noted that the Park Project Implementation was zero at present as grant funding was expected to be received later and recorded here.*

9.6. To discuss any other items relating to the administration and finances of the SSPC and approve actions.

None

10. Committees and Community Groups

To receive regular reports and updates, and approve actions:

Park Project Committee

There has been no Park Committee meeting this month, the next meeting is on the 27th of March.

Updates on activities include:

An application was sent to Mend the Gap - £75,000 grant has been offered by Mend the Gap, all money spent under this grant is subject to checks and balances. Further applications have been sent for other potential grants, which the committee is currently waiting on responses on.

Hedge planting has been completed, the remaining trees that were to be planted in the middle of the field have been planted in hedge row as horses are still grazing the paddock. The fencing at ferry road has been offered to the SSPC for £1,000 by the current tenants of the park; It is suggested that the fencing is not necessary after review from the park committee representative.

Pre-Planning application has been sent to the Clerk, to be submitted to SODC. It is requested that it is sent quickly into SODC.

It is noted that an advert to determine interest for allotments was put on Facebook, it was also noted that there was no discussion with SSPC regarding using the Clerk to collate responses. It was discussed that we find a way to manage public communications going forward, to avoid adding additional workload to the Clerk. Discussions around using a web form to collate data and make that available to Park Committee.

DM – a request to conduct a web review and overhaul the Park Project to make a more coherent set of pages on the park project with the park committee along with a wider piece of work to update the other pages on the website.



Correspondence was sent in by a MOP stating that she was not consulted regarding the positioning of the gate, it is believed it will pose a security threat to the MOP in its current positioning. It was discussed that the access gate can be moved north so that it is not directly opposite the MOP property, and a member of the park committee will meet the MOP to discuss the positioning of the gate.

Resolved: *It was unanimously approved that the planning pre-application is sent for review and approval of AS, before the clerk submits the pre-application to SODC.*

It was suggested that in the next Park Committee meeting (27th of March 9:30 at Village Hall) that they agree who the new members will be, add these names to the TOR's which can then be sent SSPC for approval at the next PC meeting.

It was suggested that a second Cllr sits on the committee and DM has offered to join.

Action: *SSPC to find out who owns the Bier path and hedging to the boundary of the Perch and Pike car park.*

No further community group updates were received given the short duration since the last PC meeting.

11. Planning

No items for discussion

12. Correspondence and Miscellaneous Matters

12.1. To receive items of correspondence and approve any required actions in response.

- South Stoke Traffic Management Plan
MOP would like the Council to advise what budget has been earmarked for any traffic management plan for the village.

Resolved: *A traffic Management Plan should be paid for by OCC, however there is now an earmarked reserve of £5000 to look at speed surveys once the 20mph limit has been implemented and to come up with a comprehensive traffic plan that could include speed signs amongst other options.*

- Planting trees on the boundary of the field opposite south bank.
MOP queries the new planting on the boundary of the field opposite South Bank, specifically around the complete edge of the South Bank : Wallingford Road



junction. The letter noted the danger to safety this potentially poses by reducing vision once fully grown.

The PC noted that the hedging was planted after consultation with OCC Highways and the diocese set up by Mend the Gap, and the safety concerns for the planting has been raised with the Mend the Gap PM. It is also requested that it is mentioned that there is some damage to the entrance to Glebe field from Mend the Gap and could this be raised with the PM of Mend the Gap.

Resolved: *Clerk to feedback to the MOP regarding the hedge planting.*

- 12.2. To discuss progress on the Water Meadows (if any).
No Update, SSPC are still waiting on a response form Savills

Resolved: *This was update was noted.*

- 12.3. To discuss Bathing water status along with Moulsoford PC

Resolved: *Unanimously agreed that SSPC is supportive of this, and DM and DH are happy to reach out to MPC to discuss further.*

- 12.4. To discuss Footpath applications status

Resolved: *Deferred to next meeting.*

- 12.5. To discuss upcoming Elections May 2023
Official notice of election is to be posted on the 20th March. Web pages are up under vacancies for becoming a Parish Council, containing relevant information for prospective candidates.

A meet and Greet meeting is suggested for a Saturday morning for MOP to chat to Cllrs.

Resolved: *the above was noted.*

- 12.6. To discuss matters not covered elsewhere on the agenda and agree actions.

A discussion regarding the now defunct Mail Chimp account and SSPC liability to the information once held here. The Data protection officer states that reasonable steps have taken place to ensure all data is removed from Mail Chimp which is in line with ISO guidelines. The Data Protection officer believes



we are compliant and we have no ownership of the data on the now defunct Mail Chimp.

13. The Newsletter

13.1. To received updates on the Newsletter

Communication has been had with the editor about the Newsletter and advertising that can work on the new website.

Resolved: *Update was noted.*

13.2. To agree list of items from this agenda to be included in the next edition of the parish newsletter.

New Website announcement

Resolved: *unanimously agreed*

14. Matters for confidential discussion.

None

15. Matters for future discussion.

- *Election*
- *SSPC financial support for coronation activities*

16. To confirm date of the next meeting

To Note the next meeting will be held on 3rd April 7:30pm

RFO sends apologies for the next meeting.

Clerk is away on annual leave from April 9th until 16th inclusive.

Meeting closed: 21:30