



Minutes of a Meeting of the South Stoke Parish Council

Monday 12th June 2023 at 7:30pm, South Stoke Village Hall

Councillors in attendance:

Victor Meyer (VM)
Andrew Scrivener (AS) joined at 20:14
John Verrill (JV)
Deane Mallinson (DM)
Tina Haslam (TM)
David Kennedy (DK)

Members of Public Present: 11 MOP

Meeting Started: 19:35

Public Forum: (11)

MOP1: Residents surrounding the park presented a combined statement to the PC. In brief, residents are broadly supportive of the wildlife garden, however there are some concerns over how the design has evolved. The points touched on the lack of communication, confusion over what has and hasn't been agreed, unavailability of PC minutes, the presence of a high voltage cable running under the park which people may be unaware of, removal of trees and proposed planting plan, the number, design and operation of allotments, scope of MTG funding, existing wildlife impact, privacy impact, amongst others.

The MOP would send the statement to the Clerk and the PC undertook to review and respond on the points raised.

MOP 2: Since 2018 there was an issue with speeding within the village, there was a grant for the smiley face speed camera. The destroyed camera was funded through grant money. What is being done in this regard and particularly would a new camera be put up with the insurance money?

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

None – the late arrival of AS was flagged

2. Declarations of interest

None

3. To consider requests for dispensations

None

4. To approve the minutes of previous council meetings



Parish Council Meeting, 15th May 2023

Parish Council Meeting, 30th May 2023

Resolved: 15th May 16.2 resolution edited for accuracy. Unanimously approved the edit and the rest of the minutes were approved and signed.

5. Chairman's Announcements

Chair brought a binder for each Cllr for the park project, which is hoped will help with the park project information as it develops. To be updated as the project moved on and contents will be provided on the website for public access.

6. County and District Councillor Reports

None

7. Parish Finance and Administration

7.1. To receive and approve SSPC invoices for payment

inead Archer		May salary	£736.00
Yvonne Peet		May salary	£215.04
HMRC		PAYE May	£53.60
Jane Olds	JO228	Internal Audit review	£200.00
SODC	10325208	returning officer fee for uncontested PC elections	£200.00

Resolved: Unanimously approved and signed in the meeting.

7.2. Internal audit report and recommendations

The internal audit report has been completed. It was presented and reviewed. The recommendations were noted, including a review of internal controls, and looking at procedures and policies that need reviewing and updating. The RFO and Clerk will draw a schedule up for these reviews on a rolling time scale where applicable.

Banking, the parish council need to review this annually, the current arrangements is currently not fit for purpose with only one Cllr who can process payments – this is currently being addressed with TSB.



Resolved: *the recommendations were noted and work streams for Clerk and RFO will commence to address the areas for improvement. Updated policy documentation will then be available online.*

7.3. Section 1: Annual governance statement 22/23

The annual governance statement was reviewed and completed. It was approved by the council.

Resolved: *Cllrs all unanimously agreed with the answers. The document was signed by the chair and the clerk and provided back to the RFO.*

7.4. Section 2: Year-end accounts & accounting statements 22/23

The accounting statements for the annual return (certified by the RFO) were considered and approved.

There was a question over the reserves, and what these are for – there is a quarterly budget review at the next meeting where these will be discussed (10th July).

7.5. Dates for notification of public rights.

The provisional dates for the notification of public rights will be announced by the RFO as 16th June to 27th July.

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

Resolved: *All forms for the AGAR will be made publicly available, along with internal audit and external audit when it is available.*

8. Committees and Community Groups

To receive any reports and updates since the last PC meeting and approve actions:

8.1. The Park Project Working Group.

Background for MOPs in attendance was given by DK and VM. DK explained that feedback has been obtained from the planning officer and this has



provided guidance on what is required for a planning application that will be submitted in due course once an archaeological survey has taken place. It is expected that submission of the planning application will take place within the next 4 weeks.

MOPs were reminded that the public can comment on the planning application when submitted.

There was a discussion around exactly what has been approved by the PC for each stage of the works. There being disagreement, the PC took away an action to clarify this. DK noted that grants have been applied for to fund the key phases of work. There is now an accepted offer for phase 1 works that was provided by MTG. A grant offer from TOE has been received for phase 2 works that still needs review by the PC.

DK proposed the appointment of a project manager with terms of reference and this was deferred for further review.

The insufficient communication about the Park Project was raised and MOPs noted their confusion and frustrations about this. The SSPC took an action to take steps to address this via the Newsletter and Website. There was a concern raised over the placement of the footpath, and the safety around this. The SSPC agreed to put up a sign to deter access for the time being.

There was a discussion of whether the graveyard extension could be included as part of the planning application or whether this would need to be separate. DK reported that the planning officer recommended that the PCC make its own application to avoid delays. This needed further discussion with the PCC.

Fencing for the graveyard will be needed in the interim and we may need to look for a funding provision for this work. Further discussion is required on this.

Resolved: *Work on the Park to be paused until a more detailed update on the timeline and stages of project is provided; this will be brought back to the next council meeting for approval. Cllr Meyer and Kennedy will sit down to complete the scope/work stream. It was unanimously agreed that the desk top archaeology survey should commence. It was agreed to make the planning application available before it is submitted to SODC for review by the PC. It was unanimously approved that there is a sign to show that the path is not for public access at the top and bottom.*



8.2. South Stoke Community Shop

Planning application is now live and has come to the PC for review and comment. See next item.

Resolved: *Noted.*

Approved to extend the meeting by 30 minutes to 22:00

9. Planning

9.1. To consider current planning applications and approve response to planning authority.

- P23/S1364/FUL - South Stoke Community Shop Cross Keys Road South Stoke RG8 0JT

Removal / demolition of existing community shop. Erection of a community building to provide a new shop, cafe, and hub for the community. Alterations to existing car park and provision of overflow parking area.

TH questioned what work had been done to support funding for the shop build. AS noted that the decision to has been made to get planning approval to ensure the plans were permissible before applying for grants/funding for the works.

Resolved: *It was unanimously approved to submit the response: The parish council supports this application.*

9.2. To note planning decisions made.

- None

10. Correspondence and Miscellaneous Matters

10.1. To discuss “no mow” areas and signs within the village.

There was a request to look at the designated mowing areas, particularly in May. It was noted that there have been a number of signs that have appeared in the village. Questions about whether the PC aware of this, have these signs gone up with consultation of the houses adjacent.

People have been supportive of no-mow May in the past. Wildlife group has stated that residents were consulted and asked if they wanted wildflowers and



no mow signs. The signs were designed by the school and a competition was held for the winning designs.

Resolved: DM and Clerk to find out which verges are publicly and privately owned to clarify the status of the verges and signs.

10.2. To discuss progress on the Water Meadows (if any).

JV noted that the PC is waiting on non-binding heads of terms from Savills. Next steps were for PC discussion of the heads of terms and once agreed a lease would then be drawn up. A request for a consultation with the village was made. VM stated that the PC would consult on the use of the land once the PC had a lease and was able to determine its future use. TH expressed concerns over the commitment for the lease of 20 years for the village and that this should be discussed in the first instance.

It was noted that head of terms will be made available for discussion in a PC meeting once available.

Resolved: Updated was noted.

10.3. To discuss speeding within the village and the community speed watch.

The results from the recent speed traps, have not yet been received by DM. There is an invite to join the community speed watch initiative, this would require the PC to buy its own equipment, but training would be provided to volunteers.

There are funding opportunities from the police and SODC for the equipment. DM is collating feedback from other PCs who are part of the initiative on how they are finding it.

The whole village has been approved for 20pmh zone, a PC meeting to ratify the decision needs to take place, and then signage will go up.

The status of the insurance money from the destroyed speed sign and availability for a new speed sign needs to be reviewed.



Resolved: Update was noted. Clerk/RFO to look at the ringfenced money for the speed sign and bring that back the council meeting for review. Community watch to be consulted on possibility of community speed watch.

- 10.4. To discuss the defibrillator and the move to the phone box/phone box restoration.

No service contract is available, DM is waiting on a quote from the installation company for this.

Approved to extend by 30 minutes 22:30

DM suggested a second defibrillator for the phone box. AC is liaising with DM about the project. SODC has a grant scheme for defibrillators, which should be applied for.

There were community donations made purely for the phone box, this needs to be investigated and appropriate steps taken for the return or reallocation of the funds.

Resolved: *It was agreed that a secondary defibrillator should be funded, and that the volunteer group should make good the phone box. PC support the AC for the work to commence.*

- 10.5. To discuss the Beetle and Wedge's advertising of parking within South Stoke.

This appears to be a temporary statement, due to the road being closed at Streatley. It has been commented that there is a number of issues, with the B&W and should SSPC link with MPC to discuss the problems faced by both councils.

Resolved: *As the road is now open, monitor the website to see if the temporary notice has been removed, and the check that there is no mention of parking at south stoke on the main website. If it doesn't disappear SSPC then engage with B&W requesting this to be removed.*

11. The Newsletter

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



Park Project
Water Meadow
Traffic
Verges

Resolved: Agreed.

12. Matters for confidential discussion.

13. Matters for future discussion.

Park plan needs to be fully reviewed and decided what is approved and what is not.
Speed Sign update.
Budget review
Governance documents

14. To confirm date of the next meeting.

It was agreed that the next meeting is to be held on 10th July 19:30pm Village Hall.

Get together a list of contacts for the town hall meeting and come up with a date for this.

Meeting Closed 22:21