



Minutes of a Meeting of the South Stoke Parish Council

Monday 3rd April 2023 at 7:30pm, South Stoke Village Hall

Councillors in attendance:

Victor Meyer (VM)
Diana Hathaway (DH)
Andrew Scrivener (AS)
John Verrill (JV)
Deane Mallinson (DM)

Members of Public Present: 2 MOP

Meeting Started: 19:35

Public Forum: (11)

MOP 1: Would like to congratulate the PC on the new website and hopes it will be more interactive and inclusive than Facebook. Will the PC be putting reports into the newsletter?

It was explained that there is a link from the PC website and Facebook, so both pages share information flow. It was agreed that more collaboration should have happened between the newsletter and the PC.

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

Yvonne Prett – on annual leave

Cllr Nigel Bond – absent but no apologies given.

Resolved: *Reasons were noted and YP absence approved*

2. Declarations of interest

JV has an interest in the church yard, which has been previously noted and dispensation approved.

3. To consider requests for dispensations

None

4. To approve the minutes of previous council meetings

The minutes:

- Parish Council Meeting, 27th February 2023
- Parish Council Meeting, 13th March 2023



Resolved: Unanimously approved by the Counsellors present at each that these were an accurate recording of the meetings held on 27th February and 13th March 2023.

5. Chairman's Announcements

Consultation on the 20MPH has now gone live with OCC. Information is on both the website and on Facebook sites, all feedback to go back to the OCC.

Nominations close tomorrow evening, there will be an indication of who is standing. Thanks will be given to those standing down.

Resolved: It was noted that the update was received.

6. County and District Councillor Reports

None

7. Parish Finance and Administration

7.1. To receive and approve SSPC invoices for payments
invoices received:

- Dog Bin emptying - £226.04
- Salaries X 2 - £273.66 & £651.54
- HMRC - £68.40
- ISO expense to DM - £40

Resolved: Invoices authorised and unanimously approved.

7.2. To approve current signatory to approve May payments regardless of election results, until new signatories are appointed.

Forms have been sent to the bank, to set up new signatories and the change of address for the PC.

Resolved: Unanimously approved.

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

Proposed to review financial risk management in the next meeting.

Resolved: Unanimously approved.



8. Committees and Community Groups

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

8.1. Park Project Committee

- Actions arising from the committee meeting.

Last meeting was 27/03/23 – New officers have been elected for the Committee. There are a number of gaps still, there was a question regarding the Clerking role, and would the Clerk want to take this on? A finance role is vacant, it was asked if the PC will review this after the election.

Three new members have been appointed – they are residents of the village. One member is standing down to concentrate on other village commitments.

Following PC approval that the application for funds could be made by the Committee, it was reported that a grant offer has been made by Mend the Gap. Clarification of the terms of the offer is required by the PC. The PC needs to review the offer letter from MTG and any agreement to accept the offer needs to be done so by the PC. There was discussion that this can't happen until after the election in May.

It was reported that the TOE grant application has been sent. Phase 1 is being funded by MTG and Phase 2 funding application has gone to TOE. There were questions from the PC around disclosure of the applications to the respective grant funders. TOE and MTG are both aware of each other and that the committee is seeking funds from both parties.

There was a discussion around the management of payments and the need for written confirmation of the way money is being spent. It is discussed that there would be a buffer provided by upfront funding to avoid SSPC using earmarked reserves to float the project. The Committee had been in discussion with the RFO and understand that the RFO has experience managing the payment commitments for these types of projects. A programme and cash flow projection will be required so that the PC can be comfortable with the process and the plan for draw down of funds, and to ensure avoidance of the PC being used as a funding route. It was discussed that it is inappropriate for any grant funds to be drawn down next week.



It was discussed that there should be an area on the PC website that is dedicated to the Park Committee where information can be stored for everyone to have visibility.

The Pre- App fee needs to be agreed for the pre-application that has been submitted. The pre-app is a critical, and no capital works will happen until after pre-app feedback is received.

TOE application is for £25,635 including VAT, which is for the 6 packages of work for phase 2. 3 quotes for each work package have been completed and supplied to TOE with recommendations as part of the application. Feedback from TOE and approval is expected sometime in June. The offer needs to come to the PC for approval before acceptance.

Committee is ready to go to tender if the pre-app is accepted. Cost control and detailed programme is on hold, until the feedback from the pre-app.

Discussions with the RFO were very helpful and she had some good recommendations on what to do and how to move the project forwards.

Next Park Committee meeting is Monday 17th April 19:30pm.

- Acceptance of Terms of Reference.

These have been updated with the new committee members, these will be circulated and presented to the next meeting.

It was noted that a letter has been sent to Christ Church with the Park Project proposed plan, which the PC is awaiting a response to ensure elements of the plan don't contravene the covenants under the Lease.

Resolved: *Unanimously approved to appoint the new members to the committee. Clerk to send declaration form for the new committee members. RFO to discuss with committee on the funding terms and committee requested to come to next meeting with a process in place for PC approval. Support for the funding from MTG subject to the RFOs review and due diligence of the funding to ensure that SSPC is not liable for any shortfall or gaps in the funding. The invoice for 30,000 needs to be put on hold until after the due diligence steps are followed and it is likely this would not be agreed until the next meeting in May.*



AS proposes that the Pre-App fee of £319.40 is paid, it is seconded by JV, unanimously approved.

8.2. South Stoke Community Shop

- Approval to submit planning application.

Draft plans were shown to the Cllrs. Minor amendments to the side opening doors to maximise the area on the side was discussed. It would be ready to submit in the next week, assuming the cost for the re-submission is £0 and the amenities charity is happy. The PC is happy for AS to work with the Clerk to submit. If there is a fee that is not authorised, then will need wait to submit until after 9th of May for PC to re-review.

Resolved: *Unanimously approved to submit the planning application if there is no additional fee and the amenities charity are supportive of the application. If there is a fee that is not authorised, then will need to come back to PC to re-review. An article for the next newsletter is planned, which is believed that the planning application will be live.*

8.3. Slipway Committee

AS reported that the Committee was previously waiting for allocations of funds. Noted that the earmark is now £15,000 and asked if the PC want the Committee to resume work on costs to refurbish the existing slipway, with the only change to have a bollard with a lock to constrain it to smaller craft but would not completely prevent larger craft for villagers with access to the key.

Resolved: *Unanimously approved to get quotes for refurbishment works.*

9. Planning

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

- [P23/S0925/DIS](#) - Land at Icknield Gas to Grid Anaerobic Digestion Plant Icknield Road Ipsden OX10 6AS

Discharge of conditions 4 (Landscaping), 5 (Landscape Management Plan), 6 (Construction Environmental Management Plan for Biodiversity) and 8 (Construction Traffic Management Plan) on planning application P22/S2477/FUL (Construction of a green energy hub comprising



a standalone solar array together with grid connection infrastructure, underground cable route, site accesses, access gates, internal access tracks, security measures, other ancillary infrastructure and landscaping and biodiversity enhancements).

Resolved: *Unanimously approved to submit the response of: No Strong Views*

Resolved to extend the meeting by 30 minutes to 10pm.

9.2. To note planning decisions made.

- None

10. Correspondence and Miscellaneous Matters

10.1. To note the 20pmh consultation period and plans.

Noted that monitoring of the Facebook account is suggestive that this is positively received by the village.

Resolved: *Unanimously noted the consultation and plans have been received and published.*

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

- None

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

Nothing to update as of yet. This has been chased.

Resolved: *Update is noted.*

10.4. To discuss Footpath applications status

Application from Ferry Lane to the Rec – a draft report has been received from the case officer to have this route included as a public right of way.

Resolved: *It is noted that the council has received the draft report and consider this to be a good outcome for the village.*

10.5. To discuss upcoming Elections May 2023

Noted that elections will take place of the 4th May in the Village Hall. If there is a contested election.



- 10.6. To discuss Coronation plans by SSPC.

Noted that nothing is planned by SSPC as the Amenities Charity have some events planned.

- 10.7. To discuss matters not covered elsewhere on the agenda and agree actions.
website:

Can a sub domain be set up for the Park Committee?

Please send DM news items for the website.

Resolved: *The above was noted and it was unanimously resolved to set up a sub-domain, with a check and balance by website admins.*

11. The Newsletter

- 11.1. To discuss progress on the reconciliation of advertising invoicing and agree actions.

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

Resolved: *Unanimously approved to defer action 11.1. Re 11.2 - An article for the 20MPH consultation, possibly a synopsis of the upcoming election as to who is standing/co-option depending on the copy deadline.*

12. Matters for confidential discussion.

A request from the case officer in connection with item 10.4 was discussed.

13. Matters for future discussion.

Review of the standing orders.

14. To confirm date of the next meeting and the annual general meeting.

Next meeting to be held provisionally on 9th May.

Annual General Meeting to be Held on 22nd May.

Resolved: *Unanimously approved*

Meeting Closed: 21:57