



Minutes of a Meeting of the South Stoke Parish Council

Monday 17th July 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: 19:31

Public Forum: (10)

MOP1: In regards to the development of The Park, there was a detailed number of points, and were hoping for feedback on these. Has there been a wildlife study? The path seems to have been reinstated and the sign agreed last time has been removed. There was a map included in the newsletter which was different to what was agreed at the last meeting. Has there been Highways engagement for the path by the railway, and a forecast of what the maintenance plan looks like for the 5-10 years to look after the allotments and the community garden.

PC noted that written comments will be sent back to neighbours written comments, which have now been prepared and checked. The map that was included was incorrect and not sure why that was included in the newsletter.

MOP2: Agenda not visible to all on the website. Query raised about whether the Park has been looked at as a wildflower meadow, was it an historical wild meadow?

MOP 3: A wildlife survey will be pick up on any flora and fauna and should cover the point by MOP 1 above.

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

None

2. Declarations of interest

None

3. To consider requests for dispensations

None

4. To approve the minutes of previous council meetings

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Resolved: Minutes were approved and signed.

5. Chairman's Announcements

None

6. County and District Councillor Reports

Report was circulated.

Resolved: Noted.

7. Parish Finance and Administration

7.1. To receive and approve SSPC invoices for payment

Sinead Archer		June salary	£662.40
Sinead Archer		expenses - postage	£14.17
Yvonne Peet		June salary	£248.76
HMRC		PAYE June	£62.20
Castle Water	9158920	water usage and charges	£28.25
Graham Ambler	57770	grass cutting	£88.00
Goring Press	7970	July newsletter	£256.76
Goring Press	7945	June newsletter	£385.33
OALC	W-2719	training - Cllr Deane Mallinson	£96.00
Graham Ambler	57772	grass cutting	£88.00
Savills Client Account	28562	Bus shelter rental 18/6/23 – 17/6/24	£10.00

Resolved: Unanimously approved and signed in the meeting.

7.2. To review the budget, discuss and approve changes to ear-marked reserves



The budget was adjusted to reflect the correct precept amount.

No figures in the budget for the Park, which was intentional given pending funding. The first £10,000 has been received from Mend the Gap. This is a 10,000 cash flow earmark for the park – which will be amended in the review and correctly recorded. A receipt and payments summary will be circulated a head of the meetings going forwards. The budget will be published onto the website.

Earmarks are not currently being changed, but these will need to be reviewed within 6 months of March.

Noted that CIL money to be looked at by RFO, as it is believed that the next amount of CIL money needs to be spent by April 2024, 26 and 27

Resolved: *Unanimously to note the budget as presented.*

7.3. To discuss moving the TSB bank account to Unity Trust Bank and approve actions.

It was noted that the PC was still struggling to make any progress with TSB to update signatories. It was agreed that it was untenable to continue with TSB. RFO has done some investigation with other parish councils and has recommended Unity Trust Bank. There was a discussion around deposit protection with Unity Trust Bank. Standard deposit protection was believed to apply.

Resolved: *Subject to the RFO being satisfied following extra checks of Unity Trust Bank credit rating and the assets and liabilities, the PC approves the commencement of the process to transfer the bank accounts to Unity Trust Bank. Once the Cllrs are comfortable, paperwork to be completed at the next meeting.*

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

None

8. To Review Governance Documents

8.1. To review and approve the Standing Orders.

Circulated the standing orders, with amendments from Cllr Mallinson and Cllr Meyer

Resolved: *It was unanimously agreed to approve the Standing Orders with the change*



to the maximum length of time for meetings to 2:30hrs.

8.2. To review and approve the financial policies/procedures.

Circulated the Financial Regulations, with amendments from Cllr Meyer. Cllrs requested to look at the governance document schedule sent around for the review schedule. DM commented that the emergency plan should remain, but to be kept as a high-level plan as opposed to an operational plan requiring village contacts. Noted that the code of conduct for Cllrs link doesn't click through correctly – this needs to be corrected.

Resolved: *RFO to check the Financial Regulations against OALC standard – these to be reviewed and signed off in the September meeting.*

8.3. To review and approve Councillor Responsibilities

Cllrs were thanked for the feedback on the Roles and Responsibilities, a printed copy is provided, please can the Cllrs check and approve they are happy with the items assigned. Looking for a Cllr for H&S, Cllr Mallinson has experience in this area. Further investigation to be required. Cllr Verrill agreed to take on the last remaining gaps.

Resolved: *Clerk to look at what responsibilities are focused for H&S and feed this back to the next meeting. The list to be edited and uploaded to the website.*

9. Committees and Community Groups

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

9.1. The Park Project

- Update from Councillor Kennedy

A response has been drafted to the members of public who raised concerns at the previous meeting but this has yet to be circulated. Work in the park has been suspended, and there has been worked to look at repositioning the walkway and to see if the new path is acceptable. All underground utilities have been mapped bar the water pipe. Question over disabled access and if this needs to be at both ends, this should be clarified as part of the planning application.

A neighbours communication group has been proposed so that people can be kept a breast of works before this happens.



Desktop study has been commissioned, and he needs to speak to the church, each application will require its own desktop study for each land boundary. It is believed that the study will be completed in the next 10 days.

Documents still being drawn up for the planning application. The first tranche of the funding has been received, it is purposed that with that money that trees are purchased in time for planting in October, also post and rail fencing and gates for the school. The church would like a soft boundary of a hedge, there is no clear action on who will pay for this, and it is not within current scope of the park funding.

Risk assessment to be completed before work is commenced. Contractors will provide their own risk assessments and method statements, and PC to draw up the risk assessment for the volunteers.

Resolved: *Circulate an updated plan which will be used for the planning application which will become the master plan. Fencing and planting specification to be circulated to Cllrs and subsequently published on the website. Provisionally approved to purchase the screening trees with a 7 day window of objection when specifications circulated and published. Fruit trees are urgent to buy, order needs to be in by end of July – it approved that the fruit trees will be ordered ahead of the plans being published.*

- To discuss the Trust for Oxfordshire's Environment (TOE), offer of funding of The Park Project and approve actions.

Noted that the funding is subject to planning approval and that payments would be made in arrears. Query raised if this would this create a cash flow funding issue for the Parish Council, how quickly would payments be made? Cllr Kennedy to check this with TOE if it is decided to pursue.

There was a further discussion of what was or wasn't approved for Phase 2 and it was noted that this was yet to be fully approved and needs to be discussed in a subsequent meeting. It was also discussed that if we accept the TOE offer, and we draw down on funds then both planning and council approval must be in place.

It was noted that the planning application and long-term park management plan is critical to the phase 2 development.

To address concerns that have been raised in relation to phase 2, it was agreed that more discussion with the village is required, a possible open day



to show the plans to the village was mooted.

Resolved: *Agreed to convey the message back to TOE that the PC is not yet in a position to formally accept the offer at this time, due to the planning application not yet submitted.*

- To discuss the Park Project Scope of Works and approve actions
The scope of works with funding sources has been circulated to all Cllrs and was noted.

Resolved: *Noted and agreed to post the current scope of work onto the website. Updated scope of works documents to be brought back for the September meeting, which will then published onto the website once approved.*

9.2. South Stoke Community Shop

Update from Councillor Scrivener and discuss and agree any actions

Shop application has gone in, officers have come back with an updated arboreal survey – which has been authorised by the shop board. The Bream assessment quote of £23,500 is excessive. It was suggested that a statement is written by Cllr Scrivener to hopefully address Bream requirements. An extension of time of 1 month was noted to submit the bream statement and then for planning to make a decision.

The need for a new lease for the shop was also discussed. This was not time sensitive and it was thought that the existing arrangements could continue on a rolling basis for now.

Resolved: *Unanimously approved that the PC is supportive of the existing lease arrangements continuing for the shop on the basis of a rolling lease.*

9.3. Amenities Charity

- To note minutes from the recent AC meeting

Resolved: *Noted*

- To discuss repair/replacement of the Village Hall radiators and agree actions. AC reported that two radiators need replacing before winter. They have a quote for £3,200 for the pair which includes VAT and installation. It was



advised that 3 quotes should be acquired if possible. It was suggested that CIL money is used to help pay for the heaters.

- To discuss the historical PC financial support for the Amenities Charity and the request to reinstate support.

AC noted that grants were given to the AC for a period of 12yrs of approx. £5,000 a year but the grants stopped in 2021. The AC is just about breaking even, but costs are going up. There is £39,000 in reserves but this is earmarked for substantive repairs that may be required. AC asked the question of whether grants can be reinstated from the Parish Council. The PC noted that a grants policy would need to be in place to support this and took an action to revive the grants policy.

Resolved: *Unanimously approved the use of CIL funds to cover the cost of £3,200 for the heaters, subject to sufficient quotes being obtained in accordance with financial regulations. Agreed that the Grants Policy be reviewed and updated and shared with the AC.*

10. Planning

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

- P23/S2235/LB- Devonshire House The Street South Stoke
Alteration to previously approved application P22/S0130/LB to alter three gable openings to one glazed gable.

Resolved: *It was unanimously approved to submit the response: The parish council has no objections this application.*

- P23/S2254/S73- Devonshire House The Street South Stoke
Variation of condition 2 (Approved plans) on planning application P22/S0129/HH (Proposed internal alterations and extension to new-build element of property) - to alter the openings in the gable from three openings to one glazed gable.

Resolved: *It was unanimously approved to submit the response: The parish council has no objections this application.*

- P23/S1626/FUL - Larkstoke Manor Access Road To Larkstoke House Ipsden
An amendment dates 30th June
Key points: Stable complex and muck heap moved away from boundary.



Resolved: *Noted this has now been approved.*

10.2. To note planning decisions made.

- 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). - Fully Discharged

Resolved: *Noted*

11. Water Meadows

11.1. To receive an update on correspondence with Savills/Christ Church regarding the Water Meadows and agree actions.

JV noted that there was a query over the rent calculator in the Heads of Terms. It has been agreed that a schedule of the increases should be set out in the document.

Public liability insurance is in place for all land that the council manages, it has been confirmed by our insurers that a risk analysis is needed to be added to the policy in due course.

A query was raised over the maintenance costs. JV suggested that this is not a material cost as the grass growth just needs to be topped periodically. JV said that bridges over the ditches are currently railway sleepers which are fairly inexpensive to replace, and a life buoy for the swimmers would need to be purchase.

Not all Cllrs were up-to-date on the prior discussions and there were various issues that some Cllrs felt still needed to be discussed. Not all Cllrs had seen heads of terms. Cllrs agreed to circulate further information and points for discussion prior to the next PC meeting.

Resolved: *It is recommended that the council has a full review and discussion of the*



heads of terms before these are agreed with Christ Church. This is to be added to the next agenda.

12. Correspondence and Miscellaneous Matters

- 12.1. To discuss the community impact of third-party events hosted at the school and agree actions.

It was suggested that there be terms and conditions put in place for people renting the school to better manage the impact on the village.

Resolved: *Cllr Verrill to pick this up with the School.*

- 12.2. To discuss extending the registration for the Perch and Pike as an asset of community value and agree actions.

Resolved: *Unanimously approved to submit an application for extension of the Perch and Pike as an asset of community value.*

- 12.3. To agree deep cleanse areas to submit to SODC.

Cllrs to send any feedback to the Clerk.

Resolved: *Clerk to collate the feedback form Cllrs to send to SODC. Focus on drain clearance.*

- 12.4. To update on the 'no mow' verges which are publicly and privately owned.

Resolved: *to move to the next meeting*

- 12.5. To update on the RoW packs.

Resolved: *to move to the next meeting*

- 12.6. To update on the finances for the speed watch sign.

Resolved: *to move to the next meeting*

- 12.7. To discuss updates on the defibrillator and support of the phone box/phone box restoration by the Amenities Charity.

Resolved: *to move to the next meeting*

13. The Newsletter



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

Park Project most recent plan published and a date of the open morning.

Water Meadow heads of terms to be approved.

Traffic

Verges

Resolved: Agreed.

14. Matters for confidential discussion.

15. Matters for future discussion.

Park planning application to be reviewed before submission.

Date for public review of the plan.

Speed Sign update.

Earmarks review

Governance documents

16. To confirm date of the next meeting.

It was agreed that the next meeting is to be held on 11th September 19:30pm Village Hall.

Meeting Closed 22:05