



Minutes of a Meeting of the South Stoke Parish Council

Monday 8th January 2024 at 7:30pm, South Stoke Village Hall

Councillors in attendance:

Victor Meyer (VM)

Tina Haslam (TH)

David Kennedy (DK)

Andrew Scrivener (AS)

Deane Mallinson (DM)

Members of Public Present: 5 MOP

Meeting Started: 19:31

Public Forum:

Mop 1: interested to know if there is a cost for the new shop and how much it might cost. AS explained that indicative prices but not a full cost estimate has been established. Funding applications are currently undergoing – a key application has been made for a significant capital grant where the shop is into the second round.

MoP2: A gathering of the prospective garden association members took place in the Perch and Pike. The group has been established and MoP is here to represent that group. Wanted to know when the gardening could start and introducing himself as the steward who can coordinate between the group, PC, and amenities charity. AS confirmed the PC was very pleased that there is a community garden association to move this aspect of the park project forward. DK noted that maintenance plan, budget and garden rules need to be in place to have to move this forward. DM queried that thought it had not been agreed that there would be personal plots/allotments? AS noted that this was not the case, that there has always been a plan for individual plots within the community garden. A WhatsApp group has been formed for the gardener's group – please can a Cllr join this group to keep track of what is being said.

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

John Verill (JV) sends his apologies

Resolved: Unanimously approved.

2. Declarations of interest



The standing declarations were noted and approved.

DK is a neighbour to the Water Meadow and has a commercial arrangement with Christ Church that relates to the Water Meadow. TH has a mooring near the water meadows.

3. To consider requests for dispensations

None

4. To approve the minutes of previous council meetings

- Parish Council Meeting, 11th December 2023

***Resolved:** Minutes were approved by those present at the last meeting - AS abstained.*

5. Chairman's Announcements

Flooding within the village is a concern, a revisit of the emergency plan is needed and this should be upgraded. Maggie shared some helpful contacts and resources that are available online – we should think about how can we share this information to those not online?

DK asked if there is a flood co-ordinator within the village? Can one be appointed? Potentially there is a villager who would be keen to do this. DK agreed to approach her about this.

MFR noted that many households and businesses along with SODC and EA were under prepared for this flooding, and there is some work to be done to co-ordinate a better flood response. There is a lot of work to be done on the emergency procedures within other local government institutions. SODC grounds maintenance team have been seconded to the EA to help with the flood effort. It has been requested that SODC looks at more natural flood defences, such as ditches. AS/DM suggested waterbags as these are easy to store and can use flood water to inflate – it is good to use these along with sandbags. It is proposed that this goes back on the agenda this year – to look at the resources, and what we can do.

6. To approve appointment of the Clerk as RFO

It is noted that the Clerk is in the processes of completing the handover with the previous RFO. Up to 5hrs support for the handover by the outgoing RFO is proposed until the end of financial year.



Resolution: proposed by AS seconded by TH and unanimously approved.

7. County and District Councillor Reports

Joint local plan consultation will come out this week, it is very interactive please have a look at this. It has not yet passed inspection, but it is an ambitious local plan consultation. A lot of evidence to showcase how the policies are derived is available, which is unusual at this stage. Looking for a lot of responses from PCs and Individuals so please do look at this. There will be drop-in sessions in the market towns for anyone to attend.

It is budget setting time, and there is a lot of investment in infrastructure and staff costs have increased, we are limited on raising local tax, but we are suffering in the funding provided- we are better than most, but there is a lot of uncertainty in the median 5 year term.

DK: The village has approached SODC for grants for the new shop – are you aware of this? The Park project has a third phase, could the park apply for funds from available capital grants - would this affect the shop? MFR explained that the grant committee is made up of Cllrs and that it is important to talk about the wider community engagement in the context of the role of the shop, including any wider benefit outside of the village. The current capital grant application process is now closed and a new one will be opened up, which the park project could apply to.

8. Parish Finance and Administration

8.1. To receive and approve SSPC invoices for payment.

date of invoice	payee	invoice number	description	subtotal	VAT	total payable £
05/01/2024	Sinead Archer		Dec salary	870.10		£870.10
05/01/2024	Yvonne Peet		Dec salary	313.16		£313.16
05/01/2024	HMRC		PAYE Nov	93.87		£93.87
			TOTAL	£1,277.13	£0	£1,277.13

Resolved: Approved payments for this month. DM proposed and AS seconded.

7.2 To provide an update on moving the TSB bank account to Unity Trust Bank and approve actions



Clerk has phoned Unity bank and followed up with an email to get an update in writing to share with the Cllrs.

Resolved: Clerk to chase if no confirmation received next week. Clerk to go through the formal complaint's procedure and push this along.

7.3 To review asset list

Resolved: Deferred to next meeting. Risk register may need reviewing in the next meeting

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

A new laptop has been budgeted for, and a back up of the current PC laptop is required. Clerk to research suitable replacement laptop options.

The shop has committed to a £4,500 spend – it is noted that these have been made. The invoices will be presented for payment as per the £5,000 of shop monies held by the PC.

9. Committees and Community Groups

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

9.1. The Park Project

- To receive an update from the park PM

Part of the update was given as part of the MOP question. Noted that the dead tree will be felled tomorrow. Working on getting the project plan built out now, as the planning only came in just before Christmas. Currently looking at the plan and funding and to put these into separate pots, this will be brought back to the next meeting. PM is away at the next PC meeting, so a separate meeting maybe needed. PM to liaise with all stakeholders to create the most coherent plan.

Resolved: Noted

- To note the planning decision and agree process to satisfy the landscaping scheme condition

All trees have to be listed as part of the landscaping scheme; it was confirmed that not every tree will need to be listed by planning team. The orchard trees are healed into two people's gardens, these will be moved to the Park on the



21st January. There will be additional costs for drilling the holes with machinery and will buy higher tree guards as trees were bigger than anticipated at approx. £1150 ex VAT. It can be managed within the MTG budget. Can a notice be provided to put onto the website. Draft to be circulated on the planting plan by Friday for comments.

Resolved: Update was noted. Approval for the tree removal was unanimous.

- To receive an update on planting in the park.

Planting for the orchard trees is set for Sunday 21st January.

Resolved: Noted.

- To agree notifications to be made to Mend the Gap and to Trust for Oxfordshire Environment

We need a clear directive on funding requests to create a funding plan. It is advised that the plan we have provides us with a short fall and this is taken back to ToE to show what this is and allow plans for funding the shortfall.

There is enough money to set the up the community garden, minus the pond and bore hole – this to be looked at separately as part of the further funding requirement.

The whole project will be planned in a structured way allowing for the three phases so that if funding is not found, items can be removed until funding is sourced.

Resolved: Agreed to proceed with the draw down of funding, with the caveat that items of work may be reordered but keeping to the same value overall. It is unanimously agreed to speak with ToE and MTG to firm up order of funding and to bring that back to PC for approval. PC approves the park team to look at funding options for phase 3.

- To discuss additional funding requirements and next steps

See above

Resolved: Noted.

- Update on proposed planting of orchard trees

see above



Resolved: Noted.

- Update on the planning application for the graveyard extension

A completed draft has been drawn up and there is a meeting with DK tomorrow to then communicate this to everyone. The application in draft should be available this week and circulated for review. Clearance has been given for the archaeology report to be used verbatim with no additional cost unless there is a demand by SODC for additional information.

Resolved: Noted.

- To discuss and approve any other actions in relation to the park project

None.

9.2. South Stoke Community Shop

- Update and discuss and agree any actions
Planning has been granted. The shop has had a very good year, the end of year dinner has been held, the shop is £4,000 in net profit and there are more volunteers than there has ever been. The shop is in a healthy position.
- To discuss possible fund-raising options for the shop build
Applications for four grants have been made to SODC - one of which has been successfully progressed to the second round.

Resolved: Noted.

9.3. Amenities Charity

- To note minutes from the recent AC meeting and receive any updates on AC matters.

A request for carrying on discussions to how the park can be supported between PC and AC. The PC is supportive of this. A collective plan is required for maintenance of the Rec and Park, particularly because these are areas not generating an income for 24-25 financial year.

AC are seeking a contribution from the PC to address short falls – it is requested that the PC confirms what contribution it could make for this coming financial year. This is to cover the operating deficit. The PC considered that the £3,000 provided for the heaters should be offset as the



PC contribution for this year. The PC would like the AC to consider the use of the covid grant funds held by AC for hall and other village amenity costs.

No further discussion for the toilet block in the village hall has happened. Ideally this needs to happen, and the PC consider that there are funds held by AC which could support this.

Resolved: *Noted that a formal discussion is required between the PC and AC to firm up the matters discussed.*

10. Water Meadows

10.1. To receive any updates

Response form Savills was circulated. Discussions around swimming use, which has not been permitted by Savills for inclusion in the lease. Noted that each community event would need to be present to Savills, it would be preferred to do this in an annual programme – it is believed this can be managed in this way.

MTG wants to come along for a meeting to see how they could help with funding the development of the site to the benefit of the community.

Resolved: *It is motioned that it is agreed to accept the terms and to progress to next steps subject to checks and approval – proposed by AS and seconded by DK – unanimously agreed.*

11. Planning

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

None received.

Resolved: *Clerk to email Paul Bowers regarding missing planning application comments.*

12. Correspondence and Miscellaneous Matters

12.1. To receive an update on extending the registration for the Perch and Pike as an asset of community value.

Clerk has received 3 emails, and there is a Facebook post up with some comments on. Clerk has been advised that more extensive examples of village usage will be required. Clerk suggests another Facebook and website push to



generate more feedback on how the pub is a community asset and there would be no where else for certain groups to hold events.

Resolved: Clerk to reach out to new pub landlords and finding out new initiatives within the pub and if they will be offering accommodation.

12.2. White Hill Quarry proposed information sign approval

VM noted that a maintenance plan will hopefully be brought to the march meeting; approval is requested for an information sign on the white hill quarry site. A proposal has been circulated in the meeting in print. Funding is secured so no financial input from the PC is required.

Resolved: No objections to the information sign on White Hill Quarry – unanimously approved. TH to action the feedback to the applicant. It is noted there were concerns over the sign on the Rec, however it is not a matter for the PC to discuss as this is for the AC to decide.

12.3. To discuss the annual May Fayre

Deferred until next meeting.

Resolved: Noted.

13. The Newsletter

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

- planning permission for the park.
- tree planting

14. Matters for discussion arising after agenda was issued.

None

15. Matters for future discussion.



- May Fayre/Fete
- AS pack of finance/budget numbers
- Newsletter advertising officer.

16. To confirm date of the next meeting.

February 12th 19:30pm

VM not at the next meeting due to vacation.

Meeting closed: 21.58