



Minutes of a Meeting of the South Stoke Parish Council

Monday 10th June 2024 at 7:30pm, South Stoke Village Hall

Councillors in attendance:

Victor Meyer (VM)

Tina Haslam (TH)

Andrew Scrivener (AS)

Deane Mallinson (DM)

Public Forum: 1

MOP: New member of the parish, wanted to know what three things the PC will prioritise in 2024.

VM – first, progressing the park project, second the lease for the Lower Meadows with Christ Church and then moving to a public consultation once in place. In addition, we are supporting the village shop project, progressing a new speed sign, the slip way repairs and registering the pub as an asset of community value. AS also flagged the day to day running of the parish matters such as planning applications and maintenance of the public areas of the village.

Meeting Started: 19:34

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

David Kennedy (DK) sent his apologies at the last meeting. John Verill (JV) sent his apologies before the meeting.

Resolved: Unanimously approved

2. Declarations of interest

None

Resolved: Unanimously approved

3. To consider requests for dispensations

None

4. To approve the minutes of previous council meetings

- Parish Council Meeting, 13th May 2024



Resolved: Unanimously approved

5. Chairman's Announcements

None.

6. County and District Councillor Reports

Cllr Kevin Bulmer has resigned from the Conservative party and is now independent.

Resolved: Noted

7. Committees and Community Groups

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

7.1. The Park Project Committee.

- Update from the Park PM and agree actions

Ground work quotes have been difficult to obtain, and a different package has been sent out to get quotes, meeting a different contractor on the 21st for tender. Met with MtG on Friday and has provided a contact. Looking at how they can progress and breakdown the packages of work.

ToE funding - can reallocate monies from composting toilet to something else, some contingency money can be used if prices have gone up, a call with ToE on the 18th June. Lease is almost finalised, which means some of the bits and pieces can be ordered for the community garden once this is signed off.

Park Maintenance steward has been in contact with a contractor about getting maintenance work done, re the nettles.

AS – deferring the pond was mentioned, Park PM has said there is a large amount of money allocated for the pond, but not for the bore hole, does the PC want to re-allocate the pond fund to other things within the project? There was a general discussion about deferring this as fencing and rabbit proofing the community garden is priority. We need to be clear on the specification on the rabbit fencing to ensure it is fit for purpose. PM – will phone and check quotation and specification for the rabbit proof fencing. To ensure it is not the same spec as previously used for the school area.



DM – has checked the trough for the stop cock to see if this can be utilised for a tap for water for the garden as a temporary solution.

There was a general discussion of various ground works required and whether local smaller contractors can be utilised for more discrete works. However, this specific works need to align with the funding permissions. E.g. MtG is funding the foundations and ToE is funding the materials such as the shed.

AS has requested a revised ground works proposal for the PC to approve. PM has agreed to create a proposal for the next meeting.

Resolved: Unanimously approved to reallocate the pond money to prioritise the items to be outlined and circulated for review by the PM, including the fencing spec.

- Update on Community Garden Association licence association

VM has provided updates to the CGA and amended the rules and constitution, a meeting was held last night and believe everything is in an agreeable form – this needs to go back to the next meeting so this can be signed and then a final licence to be prepared and signed by the PC.

VM noted that public liability insurance for £5 million has now been sourced. VM is comfortable that when combined with the PC's insurance, the key risks are covered from a PC perspective.

VM noted that temporary rabbit fencing has been agreed until the permanent fencing is in place.

Resolved: Noted

- Discuss The Park ground maintenance and agree actions
Covered in the update

Resolved: Noted

7.2. South Stoke Community Shop



- Update and discuss and agree any actions

Application for funds have been made, current funding is sitting at £150,000. Applications for significant funding are being sought with SODC to give the funding pot a big boost. We are getting good local support and hoping to break the back of the funding requirements.

Shop may need the EMR of £30,000 to evidence it has received PC financial support. VM noted that the shop will need to apply for the grant using the official grant form as per the PC grants policy. Clerk and VM to look at the grant policies and grant form to get this to shop.

Resolved: Unanimously approved

7.3. Amenities Charity

- Update and discuss and agree any actions

Clerk to send AC the amended minutes from AS for the funding form the PC to the AC for this financial year. Clerk has sent the AC the contact for the building survey. TH referred to village halls work done visiting the old parish village halls, is there any data held on this, has the AC contacted to the person who ran the initiative?

Resolved: Noted.

8. Planning

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

- P23/S3030/HH- Icknield Farm House Icknield Road Ipsden
Amendment for bat surveys and information received 21 May 2024.

Resolved: Unanimously approved to not submit a comment.

- P24/S1546/HH - Little Haffets Cross Keys Road South Stoke
Proposed two storey rear extension, front porch extension and new pitched roofs to existing dormers

Resolved: Unanimously approved to submit: SSPC objects on grounds of negative impact on privacy on adjacent properties.



- P24/S1526/HH . - Red Kite House Ferry Road South Stoke RG8 0JL
Ground floor front extension incorporating new porch

Resolved: Unanimously approved to submit: No Objections

- 8.2. To note planning decisions made.
None

9. Parish Finance and Administration

- 9.1. To receive and approve SSPC invoices for payment

Date	Invoice NO	Payee	Amount	Vat	Total
06.06.24	8165	Goring Press	£290.00	£0.00	£290.00
10.05.24	20004289036	Royal Mail	£353.50	£70.70	£424.20
07.06.24	10002619193	castle water	£5.56	£1.11	£6.67
04.06.24	23	G Ambler	£110.00	£0.00	£110.00
28.06.24		S Archer Salary	£769.99	£0.00	£769.99
10.06.24		HMRC	£1.65	£0.00	£1.65
29.05.24		HMRC	£77.38	£0.00	£77.38
01.06.2024	INV-0264	April Skies (Audit)	£315.00	£0.00	£315.00
		TOTAL		£71.81	£1,994.89

HMRC payment for £77.38 is for retrospective approval.

Resolved: Unanimously approved.

- 9.2. Internal audit report and recommendations

Resolved: Unanimously approved and agreed to the actions noted within the report. Clerk Action to see what reports can be pulled from Scribe to address auditor comments. AS to check timesheets for clerk each month.

- 9.3. Annual governance statement 23/24 review

Resolved: Unanimously approved and signed by the chair and the clerk/RFO.

- 9.4. Year-end accounts & accounting statements 23/24

Resolved: Unanimously approved and signed by the chair and the clerk/RFO.

- 9.5. Dates for notification of public rights



Suggested dates 17th June to 26th July 2024 inclusive.

Resolved: Unanimously approved.

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

None

10. Correspondence and Miscellaneous Matters

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

None

- 10.2. To receive an update on the Perch & Pike asset of community value application and agree actions

Clerk to upload the documents sent by TH to the application.

Resolved: Noted.

- 10.3. To receive an update on the speed camera for the village and agree actions.

Clerk to chase for updated costings to present back to the PC.

Resolved: Noted and to be discussed at the next agenda.

- 10.4. Town hall meeting date

Noted that the Historical Society was the only group that responded to the newsletter request for participation. Will instead chose a date after summer and then advise the Parish and community groups. Clerk to look at hall availability in October, investigate dates for Saturdays for Wednesdays and Thursdays.

11. The Newsletter



11.1 To review advertising charges and agree actions

DM proposed the following fees:

Newsletter Advertising Rates per edition

Size	B&W	Colour
Business Card	10.00	12.00
Quarter Page	18.00	22.00
Half Page	35.00	40.00
Full Page	60.00	75.00
Discount for 6mth (5 editions)		-15%
Discount for 12 mth (10 editions)		-22.50%
Sponsor an Edition (includes full page colour ad)		£350

TM raised concerns on sponsoring regarding losing the village rag status/feel. It is not a commercial enterprise.

DM – we need to help cover costs, it is now standardised, but we should be aiming to cover the cost of the publication on a monthly basis.

Resolved: Unanimously approved to do just colour rates and remove the sponsoring option. Effective from the 1st of July. DM to update the rates on the website.

DM has asked about using adverts on the website – it was agreed to concentrate on the newsletter first before going after website adverts.

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

None

12. Matters for confidential discussion.

None

13. Matters for future discussion.



Governance documents

ICO date protection runs out, DM will do this again with an expenses claim for this.

Grants policy/form for the shop.

14. To confirm date of the next meeting.

Meeting due to be held 8th July – Clerk is unavailable due to her child's operation.

Suggested date if hall is available 15th or 22nd July.

Clerk to investigate the hall is free on either date with preference to the 15th.

Meeting closed: 21:30