



CROMMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held at North Stoke Village Hall on Thursday 6th July 2017
starting at 7.30pm**

Present:

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| Mr J Griffin | Mr S Sherbourne |
| Prof A Johnson | Mr S Soames |
| Mrs F Jones | Mrs F Stevenson |
| Mr D Mannering | Mr D Topliss |
| Mr D Rowley | |

Attending: Mrs Y Peet (Finance Officer) and Mrs S Rance (Clerk). County Councillor M Gray attended part of the meeting. One member of the public attended part of the meeting.

Apologies: Received from Mrs D Hall and Mr N Hannigan.

Declarations of interest: Cllr Stevenson declared an interest in Planning Application P17/S1238/FUL for The Manor House, HR Wallingford Ltd, as she is employed by HR Wallingford.

The meeting was quorate.

| NO. | | ACTION |
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| 4618 | <p>MINUTES OF THE MEETING HELD ON 11TH MAY 2017</p> <p>Addition to previous minutes: Item 4612 It was noted that an extension to the pavement close to the traffic lights at Wallingford Bridge would not be practical due to the proximity of the gate to the riverside <i>and the steep bank</i>.</p> <p>Subject to this amendment, the Minutes of the meeting held on 11th May 2017 were approved as a true record and signed by the Chairman.</p> | |
| 4619 | <p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p><u>Item 4607 Trees at Wallingford Bridge:</u> The Clerk will check with Cllr Hannigan about the action needed to resolve the issue of trees obscuring road signs.</p> | Clerk |

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| | <p><u>Asset List:</u> The Finance Officer reported that the Parish Council is not required to show depreciation on the asset list and may determine the minimum value of items to be included.</p> <p><u>Item 4609 Fence at Howbery Farm:</u> The broken fences have been repaired. A resident of Howbery Farm has requested permission to remove a small section of fence outside her house in order to allow access for her motorcycle. The Chairman will investigate.</p> | JG |
| 4620 | <p>REPORT OF THE COUNTY COUNCILLOR</p> <ul style="list-style-type: none"> • County Councillor Mark Gray reported that the County Trading Standards Office has been protecting elderly people from a number of scams recently. • Chiltern Edge School has gone into special measures. It is one of the few secondary schools still to be LA maintained. There is a new headteacher in post and the school remains open. • Queen Street in Oxford has been closed to traffic including buses for the next eighteen months. There is an ongoing consultation on the County Council website about continuing this.. • Many day centres for elderly people have been closed. In future there will eight centres which will serve people with learning difficulties as well as elderly people. These will work as a hub and staff will go out into the community in order to assist people. Cllr Gray would welcome feedback on the new arrangements. • Better broadband is now being rolled out to small hamlets and more remote communities. • Cllr Gray met with Cllr Hall about the A4074 and reported that Emma Bowden at OCC is researching this. There are plans to re-align the road close to the roundabout as part of the access to the Newnham Manor site. Cllr Sherbourne would like to see traffic lights installed at the junction with Cox's Lane. Cllr Gray will speak to Paul Yarrow, OCC Highways Officer, about this. • Traffic problems in North Stoke village: Cllr Gray reported that the Highways Authority has devised a new way of working which promises to be more efficient. He will put Mark Francis in touch with Cllr Soames to discuss highways problems in North Stoke. | <p>MG</p> <p>MG</p> |

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| | <ul style="list-style-type: none"> • Cllr Gray reported on the 'dragon patcher' a new machine for filling potholes which is more effective and more reliable. • There is a new service for Parish Councils who can book work to be done by Highways at a cost of £500 per day. | |
| 4621 | <p>STRATEGIC PRIORITIES</p> <ul style="list-style-type: none"> • Cllr Sherbourne would like to build a case for building a new hall, leisure facilities and employment on the former SODC office site, when this becomes available for development. • Current priorities are the A4074 crossing and the new play area. • Cllr Sherbourne attended the Town and Parish Council Forum and reported that more development is planned for Berinsfield, possibly up to 2000 houses plus leisure facilities. • Cllr Sherbourne suggested that Benson, Cholsey and Crowmarsh may consider joining forces to draw up a wish list for facilities if a major development takes place. • Cllr Jones reported on a Parish Transport Reps meeting where the advice was to get priorities known early in the process. The CIL levy may increase in future. • It was agreed to write to local parish councils to arrange a meeting to discuss collaboration on leisure and other facilities. Cllr Sherbourne will draft a letter to be sent to other parishes and send it to Cllr Griffin and the Clerk for consideration and action. | SSh |
| 4622 | <p>FINANCE</p> <p>a) Consideration of payments made to date</p> <p>A schedule of payments made since the last meeting was presented.</p> <p>It was proposed by Cllr Soames and seconded by Cllr Sherbourne that these payments be approved and this was agreed.</p> <p>b) Consider accounts for year to date</p> <p>The Finance Officer presented a summary of receipts and payments to 31st May 2017. Payments in of £23,449.53 included the first precept payment of £19,100.50. Payments out amounted to £7,039.84. A full report for the first quarter will be presented at the next meeting.</p> | |

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| | <p>c) Internet Banking</p> <p>The bank had not actioned the letter sent requesting read only access to the account for the Finance Officer. A new bank mandate will be required and the necessary forms are being sent.</p> <p>d) Internal audit</p> <p>The internal audit had been completed and all is in order. The audit fee was £480. All documents have been posted on the website and will now be sent to the external auditor (BDO). Notices have been posted on notice boards detailing the period of exercise of public rights as 3rd July – 11th August.</p> <p>e) Asset List</p> <p>As agreed with the auditor, laptops, basketball court and bus stop upgrades have been added to the asset list.</p> <p>f) Allotments</p> <p>Invoices are outstanding from five allotment holders – the Finance Officer will chase these up.</p> <p>g) Grants and Donations</p> <p>A letter has been received from Mrs Soames thanking the council for the grant of £760 made for grass cutting in North Stoke.</p> <p>h) Review of Salaries</p> <p>The Finance Officer and Clerk left the meeting while councillors discussed the salary review for officers. It was agreed to increase each officer's salary by 2% with effect from 1st July. This increase reflects the fact that salaries were not reviewed in 2016.</p> <p>i) Defibrillator Pads (Crowmarsh Gifford)</p> <p>Cllr Sherbourne reported that the children's sets of pads need replacing at a cost of £160 for two. It was agreed to purchase these. Cllr Sherbourne will obtain a quote for replacement batteries.</p> | <p>RFO</p> <p>SSh</p> |
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| 4623 | <p>CHAIRMAN'S REPORT</p> <p><u>Vacancy for Parish Councillor</u></p> <p>It was noted with regret that Cllr Sharp has tendered her resignation. The Chairman had written to thank her. The Clerk will post the notice of a casual vacancy on the noticeboards and website.</p> | Clerk |
| 4624 | <p>PLANNING</p> <p>June 2017</p> <p>Decisions: The Council noted the following decisions from SODC.</p> <p>P17/S1238/FUL (Full Application): Application proposal, including any amendments: Installation of new gas supply pipework, new condensing gas boilers and gas flue to the manor house. The Manor House, HR Wallingford Limited, Howbery Park, Crowmarsh Gifford, OX10 8BA. PERMISSION GRANTED.</p> <p>P17/S1239/LB (Listed Building): Application proposal, including any amendments: Installation of new gas supply pipework, new condensing gas boilers and gas flue to the manor house. The Manor House, HR Wallingford Limited, Howbery Park, Crowmarsh Gifford, OX10 8BA. PERMISSION GRANTED.</p> <p>Applications: The Council was asked to agree its response to SODC on the following application:</p> <p>P17/S1299/HH (Householder): Single storey rear extension. 4 Jethro Gardens, Crowmarsh Gifford, OX10 8DS. RECOMMEND APPROVAL.</p> <p>TOWN AND COUNTRY PLANNING ACT 1990 NOTIFICATION OF APPEAL PUBLIC INQUIRY DATES CABI International and CALA Management Limited Appeal Planning Inspectorate reference number : APP/Q3115/W/16/3165351</p> <p>CABI International, Nosworthy Way, Mongewell (in the Parish of Crowmarsh), OX10 8DE Proposed development: Demolition of existing buildings and creation of a new headquarters for CABI, erection of 91 dwelling houses, comprising open market and affordable housing, provision of open space, landscaping and parking and other associated works. The residential part of the proposal is made in full while the CABI headquarters part is made in outline form with all matters reserved for future consideration except access.</p> | |

The Chair of Planning has submitted a Pre-Inquiry Statement for the forthcoming Public Inquiry on behalf of the Council. The inquiry will be held at the Fountain Conference Centre, HR Wallingford, Howbery Park, Crowmarsh Gifford, Wallingford, OX10 8BA on the 4th, 5th, 6th, 11th and 13th of July 2017 starting at 10.00 a.m. on the first day.

July 2017

Decisions: The Council noted the following decisions from SODC.

P16/S381/FUL (Full Application): Application proposal, including any amendments: The proposal is for the development of a dwelling with associated access, parking and landscaping. In addition there will be a greenhouse, yard, double garage, workshop, cold and dry stores and a plant room. (As supported by Land Contamination Questionnaire received on 8th December 2016. As amended and supported by plans and information received on 19th December 2016, 6th January 2017, revised Appendix 1 received on 9th January 2017 and plans and information received on 31st March 2017). Land at Cherry Orchard, Mongewell (in the parish of Crowmarsh), OX10 8DA . PERMISSION GRANTED.

P17/S1011/FUL (Full Application): Application proposal, including any amendments: Replacement and redevelopment of kennel blocks (phase 3 of the kennel redevelopment). Avalon Kennels, Icknield Way, Benson (in the parish of Crowmarsh), OX10 6PP. PERMISSION GRANTED.

P17/S1327/FUL (Full Application): Application proposal, including any amendments: Erection of a two-storey dwelling with a double garage on land adjacent to Sherringham house. Sherringham House, Crowmarsh Hill, Crowmarsh Gifford, OX10 8BG . PERMISSION GRANTED.

P17/S1299/HH (Householder): Application proposal, including any amendments: Single storey rear extension. 4 Jethro Gardens, Crowmarsh Gifford, OX10 8DS. PERMISSION GRANTED.

Applications: The Council was asked to agree its response to SODC on the following applications:

P17/S0915/HH (Householder): Proposed single storey rear and side extension following demolition of existing conservatory addition. 52 Newnham Green, Crowmarsh Gifford, OX10 8EP. RECOMMEND APPROVAL.

P16/S3852/FUL (Full Application): Amendment no. 1, dated 12th June 2017. Hybrid planning application for the erection of 100 new residential dwellings including new access road off the

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| | <p>A4074, public open space (full application) and the provision of school land (outline application). (As amended by plans and supporting documents accompanying agents letter dated 12th June 2017). Land at Newnham Manor, Crowmarsh Gifford, OX10 8ED. RECOMMEND REFUSAL as per original application.</p> <p>TOWN AND COUNTRY PLANNING ACT 1990 CABI International and CALA Management Limited Appeal Planning Inspectorate reference number : APP/Q3115/W/16/3165351</p> <p>The Chair of Planning is currently attending the Public Inquiry on behalf of the Council into the above appeal. The inquiry is being held at the Fountain Conference Centre, HR Wallingford, Howbery Park, Crowmarsh Gifford, Wallingford, OX10 8BA.</p> <p>Neighbourhood Plan</p> <p>Cllr Jones and Mr N Robins have been putting together a draft plan. The second version has been issued and it is hoped to go live with this as soon as possible. Mrs Jane Poulter is researching archeological evidence and Mr David Pedgley is being consulted on history. A draft project plan will be considered and sent to SODC.</p> <p>In September there will be public exhibitions at North Stoke and Crowmarsh. Questionnaires will be made available and it is hoped to get extra helpers from the community.</p> <p>The Clerk will ask SODC for information on the number of households in Crowmarsh Gifford.</p> <p>The Chairman recommended contacting Fiona Mullins of Oxfordshire to involve her in doing an effective launch to generate enough interest. Mr Robins reported that the neighbourhood plan is likely to take two years to reach the referendum stage. A representative from North Stoke is needed to join the neighbourhood plan committee.</p> <p>A vote of thanks was made to Mr Robins for his report.</p> | Clerk |
| 4625 | <p>UPDATE ON WEBSITE</p> <p>Cllr Stevenson reported in June the following viewings were made: Home page: 141 Village hall: 76 Pavilion: 51 Clubs: 28 News: 26 Parish Council: 21.</p> | |

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| | <p>It was agreed to post on the website, the charges for hiring the Pavilion and recreation ground.</p> <p>Cllr Stevenson reported that people are spending longer on the website. It was suggested that an online booking system could be used for the pavilion; however Mr Strange prefers a phone call or email rather than using an online system. The pavilion is booked for a large amount of time each week. Currently the Sinodun Players are using it for rehearsals.</p> | Clerk/FS |
| 4626 | <p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation</u></p> <ul style="list-style-type: none"> • The minutes of the committee meeting held on 22nd May had been circulated. • Quotes have been received for new LED lighting at a cost of approx. £550. It was agreed to proceed with this but to reduce the number of lights. • The Velux window blinds at the pavilion need replacing and a quote has been received for £830 to replace all four. The existing ones are over twenty years old. This was approved. • The Clerk has been unable to obtain a copy of the title deeds from the land registry and will now consult Mr J Bellamy and also carry out a search at the pavilion office. • Litter picking will be carried out on Saturday 8th July, starting at 10.30am. • A vote of thanks was proposed to Mr Strange for marking out a rounders pitch at the recreation ground. <p><u>Play Area Action Group</u></p> <ul style="list-style-type: none"> • A meeting of the Play Area Action Group was held on 14th June. The group are looking at plans for better use of space to provide improved facilities. • It was agreed to keep the total expenditure below £200,000. A zip wire is a popular choice and it is hoped to install a double one. The need for increased planting was raised – this could result in higher maintenance costs. It may be possible to obtain funding as a by-product of any major development. • It was noted that the CIL contribution is 15% until a neighbourhood plan is made. • It was agreed to send a copy of the plans to Mr Robins so he is aware of it for the neighbourhood plan. | Clerk |

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| | <p><u>Update on Grass Cutting</u></p> <ul style="list-style-type: none"> • It was agreed to purchase a combination padlock for the open space at Botany allotments. The cost is approximately £45 + VAT. This was agreed. • It was agreed to ask Ms Ann Sharp for a copy of the grass cutting contract. <p><u>Consultation on Replacement Tree at Jethro Tull Gardens</u></p> <p>Most residents would like a replacement tree or trees. One resident has asked for a copy of the report on the diseased ash tree. Cllr Sherbourne will forward this to the Clerk.</p> <p>It was agreed to obtain advice from Mr Matt Gulliford, SODC's tree officer, about planning conditions and to ascertain whether permission is needed to fell the diseased tree.</p> <p><u>Traffic and Transport</u></p> <p>Cllr Jones will circulate notes on the recent Parish Transport Representatives' meeting.</p> <p>Proposal for a traffic survey at Portway: it was agreed that a survey would be useful in order to gain up to date information, which could be used for the neighbourhood plan. The cost would be £300. This was agreed.</p> | <p>Clerk/ RFO</p> <p>SSH/ Clerk</p> <p>Clerk</p> <p>FJ</p> |
| 4627 | <p>CORRESPONDENCE</p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> • Chilterns Magazine. • Letter about Merchant Navy Day on 3rd September asking residents to fly the red ensign. • Notice of Wallingford Festival of Cycling to be held on Sunday 16th July. Volunteer marshals are needed. Cllr Soames reported that road signs for this event have been posted inappropriately. Cllr Jones will lodge a complaint. • Postcard from Cllr Jones, sent while she was in Egypt. | <p>FJ</p> |
| 4628 | <p>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</p> <p><u>Emery Owen Trust</u></p> <p>Cllr Johnson reported that the terms of reference of the Emery and Owen Trust are to relieve hardship and need in the parish. There are five trustees, two of whom are appointed by the Parish Council. Cllr Johnson is a trustee and Mr John Bellamy is the other. Mr Bellamy wishes to step down. Cllr Johnson reported</p> | |

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| | <p>that Dr Helen Aplin is willing to be appointed as a trustee and he would like to recommend her for this post. This was agreed. The other trustees are Revd Kevin Beer (ex officio), Mrs Jan Pratt and Dr John Bromley.</p> <p><u>Wallingford Bridge Estate Charity</u> Cllr Griffin reported that the two Parish Council representatives on this charity are Mrs Julia Dixon and Mr John Bellamy, who wishes to step down. There are also two representatives from Wallingford Town Council. This charity owns the land under Wallingford Bridge and have funds which are used for the benefit of local people.</p> <p>Cllr Sherbourne expressed an interest in becoming a trustee.</p> <p>The Clerk will check on the term of office of trustees for these two charities and this will be discussed further at the August meeting.</p> <p><u>River Users' Group (RUG3)</u></p> <p>Cllr Mannering reported that Wallingford Town Council is looking into the problem of overhanging trees at the riverside, preventing users from mooring their boats.</p> <p>There is some funding available from Europe for tourism and rural development with a focus on the River Thames.</p> | Clerk (Agenda) |
| 4629 | <p>DATE OF NEXT MEETING</p> <p>The next meeting will be held on Thursday 3rd August, at Crowmarsh Gifford Village Hall, starting at 7.30pm.</p> <p>Cllr Griffin tendered his apologies for this meeting and will ask Cllr Hannigan to chair it. Cllr Sherbourne also gave his apologies.</p> | JG |
| 4630 | <p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Cllr Rowley reported that Mr Robert Shute is happy to provide information for the website about his plans (now approved) for an eco-friendly house at Mongewell. | |
| | The meeting closed at 10.30pm | |