



CROMMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held at Crommarsh Gifford Village Hall on Thursday 5th March 2015,
starting at 7.30pm**

Present:

Mr J Griffin (Chair)	Mrs A Lowes
Mr S R Brown	Mr S Sherbourne
Mr N Hannigan	Mr S Soames
Prof A Johnson	Mrs F Stevenson
Mrs F Jones	

Attending: OCC Cllr M Gray, Ms C M Malcolm (Finance Officer) and Mrs S Rance (Clerk). Three members of the public attended part of the meeting.

Apologies: Received from District Cllr K Crabbe and Mrs F Cheeseman.

Declarations of interest: None.

The meeting was quorate.

NO.		ACTION
4306	MINUTES OF PREVIOUS MEETING The Minutes of the meeting held on 5 th February were approved as a true record and signed by the Chairman.	
4307	MATTERS ARISING FROM PREVIOUS MINUTES <u>Item 4298 (a):</u> Cllr Sherbourne reported that there is a leaking water pipe at the allotments. He is liaising with Cllr Hannigan about this. <u>Item 4298 (d):</u> Workplace Pensions: formal letters have been sent to the three Parish Council employees. <u>Item 4298 (g):</u> A high capacity memory stick has been purchased to back up the Parish Council's data. <u>Item 4300:</u> The Clerk has confirmed the nomination of Mr J Bellamy as trustee to the Wallingford Bridge Estate Charity.	SSh/NH

4308

FINANCE

a) Payments made in February

A schedule of payments made in February was presented and the following points were noted.

- £1014 was paid to Arrow Fencing for work on the play area.
- £1752 was paid to Tom Cottrell for work on the allotments.
- Cllr Sherbourne reported that an enquiry had been received from a prospective allotment holder. There is a plot which could be made available but would require a lot of work to make it fit for purpose. There are some tree stumps in it which would require removal. It was agreed to obtain a quote from Dave Cottrell for carrying out this work.

SSh

It was proposed by Cllr Hannigan and seconded by Cllr Sherbourne that the payments be approved and this was agreed.

b) Accounts Status at 28th February 2015

The accounts status report was presented. It was noted that a cheque for £818 for the solar panel rebate had just been received and will appear in next month's financial summary. This will bring the total rebate for the year to over £2,000, which is in line with budget.

Expenditure on the allotments was higher than in previous years but this is due to the additional work which has been carried out.

c) Update on capital and contingency funds and admin costs

A financial report was presented. Total funds available at 28th February were £126,455. The estimated figure as at year-end was £124,549. Capital funds remain intact.

It was noted that no interest is paid on the current account. Interest received for the year to date on the deposit account was £194. It was agreed not to move any funds into the deposit account at present until any plans for capital expenditure are formulated.

A breakdown of administration costs was presented and noted.

	<p>d) <u>Quotes for grass cutting</u></p> <p>Three quotes had been received for the main grass cutting contract, from Scion, Scofell and BGG Garden Services. These covered the recreation ground, areas of grass in Crowmarsh Gifford and the North Stoke recreation ground. The quotes were discussed in detail.</p> <p>Although Chris Strange has built up a good working relationship with Scion and they take great care with the recreation ground, Scofell's quote was significantly cheaper. It was proposed by Cllr Brown and seconded by Cllr Soames that Scofell be awarded the contract for this year and this was agreed. Cllr Johnson will speak to Mr Strange and ask him to advise the Parish Council if the arrangements are not going well. North Stoke recreation ground should be cut five times per year and Scofell will be asked to notify Cllr Soames after each cut.</p> <p>Cllr Hannigan recommended that Scofell be awarded the contract for cutting Jethro Tull Gardens and the grass outside the school.</p> <p>Four quotes had been received for grass cutting at Newnham Murren Churchyard: Scion, Tom Cottrell, Scofell and BGG Garden Services. Tom Cottrell is the contractor preferred by the church and his quote includes removal of the grass, whereas the others do not. This was discussed and it was agreed that the grass needs to be removed. The Finance Officer will ask Scofell for a comparative quote to include removal of the grass before deciding on the award of the contract.</p> <p>e) <u>Quotes for Internal Audit</u></p> <p>Two quotes had been received:</p> <ul style="list-style-type: none"> • Howarths: £600 (as last year) • Roger Syms, who audits the books for other Parish Councils, £480. <p>It was agreed to appoint Roger Syms as our internal auditor for the coming year.</p> <p>f) <u>Review of Freedom of Information Act Publications Scheme</u></p> <p>The publications scheme was reviewed and approved with three minor amendments. The revised document will be posted on the noticeboard and the website.</p>	<p>RFO</p> <p>Clerk</p>
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	<p>g) <u>Unity Trust Bank Mandate</u></p> <p>It was agreed that the revised bank mandate be approved and that Cllrs Griffin, Hannigan and Soames be appointed as the authorised signatories.</p> <p>h) <u>Requests for Grants and Donations</u></p> <p>North Stoke Village Hall Committee: It was proposed by Cllr Griffin and seconded by Cllr Hannigan that a grant of £760 be made for grass cutting and grounds maintenance and this was agreed.</p> <p>Enrych Oxfordshire: It was proposed by Cllr Griffin and seconded by Cllr Hannigan that a donation of £250 be made and this was agreed.</p>	
4309	<p>CHAIRMAN'S REPORT</p> <ul style="list-style-type: none"> • Date for Annual Parish Meeting. It was proposed that the meeting be held on Tuesday 19th May, starting at 7.30pm, if possible at the school. Cllr Jones offered her apologies for this meeting. The Clerk will check the availability of the school hall. • The Chairman and Clerk had received invitations to the RAF Benson reception on Thursday 21st May. • Nomination forms for Parish Council elections will be sent out before the end of March. Councillors wishing to stand for re-election need to deliver their completed nomination forms by hand to the address which will be notified by SODC. Nominations will not be accepted by post, fax, email or any other means. The Clerk will be unable to deliver nominations on behalf of councillors. 	Clerk
4310	<p>REPORT OF THE COUNTY COUNCILLOR</p> <p>County Councillor Mark Gray reported as follows:</p> <ul style="list-style-type: none"> • It is hoped to carry out resurfacing work on the A4074 at Benson. • The County Council is considering devolving some services to parishes. • The serious case review on abuse has been published. • 91% of students are now getting their first choice of secondary school. • Cllr Gray will send the specification for the proposed pedestrian crossing to Cllr Brown. • The local public transport review should come before OCC very soon. The hourly134 service is of great value to the local community and it is hoped to retain this. Cllr Gray will 	MG

	report back to Cllr Jones as soon as the report is published.	MG
4311	<p>PLANNING</p> <p>Decisions: The Council noted the following decisions from SODC.</p> <p>P14/S3055/HH (Householder): Application proposal, including any amendments: Amended details. Remove existing rear extension and replace with new timber framed extension with increased footprint, (as amplified by Shadowing Report accompanying e-mail from agent received 20th December 2014). Church Cottages, Church Lane, North Stoke OX10 6BH: PERMISSION GRANTED.</p> <p>P14/S3056/LB (Listed Building Consent): Application proposal, including any amendments: Remove existing rear extension and replace with new timber framed extension with increased footprint. Church Cottages, Church Lane, North Stoke OX10 6BH: PERMISSION GRANTED.</p> <p>P14/S4073/HH (Householder): Application proposal, including any amendments: Part retrospective application for erection of extensions to accommodate enlarged kitchen/dining area, home office and studio, (amendments to approved application P14/S1177/HH). 39 Thames Mead, Crowmarsh Gifford, OX10 8EY: PERMISSION GRANTED.</p> <p>Applications: The Council was asked to agree its response to SODC on the following applications:</p> <p>P15/S0134/HH (Householder): Demolition of single storey front extension, construction of new larger single storey extension, internal alterations and creation of a new rear door. The Old Farmhouse, The Street, North Stoke OX10 6BL: RECOMMEND APPROVAL.</p> <p>P15/S0135/LB (Listed Building Consent): Demolition of single storey front extension, construction of new larger single storey extension, internal alterations and creation of a new rear door. The Old Farmhouse, The Street, North Stoke OX10 6BL: RECOMMEND APPROVAL.</p> <p>P15/S0397/HH (Householder): Proposed single storey rear extension. 2a Carmel Terrace, Mongewell OX10 8BX: RECOMMEND APPROVAL.</p>	

	<p>South Oxfordshire Local Plan 2031 Refined Options</p> <p>SODC is consulting on details of the revised Local Plan, which will run until 2031. Parishioners were asked for their views on the ideas for a new local plan, back in the summer of 2014. The full Plan can be viewed at local libraries or online at www.southoxon.gov.uk/newlocalplan. The consultation lasts until 2nd April. As part of this consultation there will be an exhibition of proposed housing sites in Crowmarsh Gifford Pavilion on the 14th of March, 10 a.m. to 3 p.m.</p> <p>Community Infrastructure Levy Draft Charging Schedule</p> <p>South Oxfordshire District Council have considered the representations from the earlier Preliminary Draft Charging Schedule and are now asking for comments on the Community Infrastructure Levy Draft Charging Schedule (CIL) which sets out the proposed charging rates for developments in South Oxfordshire. The consultation runs until 26th March 2015 and can be viewed on the Council's website www.southoxon.gov.uk/cil.</p>	
4312	<p>REPORTS OF COMMITTEES</p> <p><u>Environment & Recreation Ground</u></p> <ul style="list-style-type: none"> • The possible change of use of the pavilion changing rooms was discussed. Some councillors had visited the pavilion to view the facilities. More detailed information from Mr Strange on the likely demand for additional bookings would be useful. After discussion, it was agreed that the council's first priority should be a pedestrian crossing for The Street. The management committee will meet and discuss options for use of the space at the pavilion at their next meeting in May. • Cllr Lowes reported that litter bins are needed on the A4074 near the bus stop, at the foot of Constitution Hill and by the underpass at Mongewell. Also, a dog bin is needed near the underpass. The Clerk will email her a map to mark the exact locations required so the necessary action can be taken. • Cllr Brown requested that deterrent signs be obtained to discourage anti-social behaviour in regard to dog fouling. <p><u>Traffic and Transport</u></p> <p>Cllr Sherbourne reported on the Truvelo speed camera system. It is hoped that the police would provide the necessary support by enforcing this as necessary. Cllr Sherbourne is liaising with Superintendent Andy Boyd and will keep Cllr Gray informed of developments.</p>	<p>Env/ Rec</p> <p>Clerk</p> <p>Clerk</p> <p>SSh</p>

4313	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • Email from Mr Richard Neale regarding the proposed ground survey he would like to commission. He intends to submit a detailed proposal and possibly give a presentation at the April meeting with a view to requesting funding. It was noted that the parish council cannot award grants to individuals. Cllr Griffin will respond and possibly invite Mr Neale to speak at the Annual Parish Meeting. • Chiltern Society magazine • Information about the Riverside Meadows and the Castle Meadows. A meeting of the Meadows Consultative Committee will be held on Tuesday 17th March at 10am at the Earth Trust. 	JG
4314	<p>UPDATE ON WEBSITE</p> <p>The website will be updated with the date and venue for the Annual Parish Meeting when this is known.</p>	FS
4315	<p>DISTRICT COUNCILLOR'S REPORT</p> <p>District Councillor Crabbe submitted the following written report.</p> <p>Thames Water update:</p> <p>Officers met Thames Water for a progress meeting on 22 Jan, the week after the SODC fire. At the meeting John Backley reiterated the request for a follow-up public meeting to discuss the results of the sewer flow monitoring. The timing is in Thames Water's hands and we need to await the conclusion of the work and the analysis of the data.</p> <p>The key actions with Thames Water are:</p> <ul style="list-style-type: none"> • to do a 'look and lift' survey • to carry out a CCTV survey by end of May • to do flow surveys and monitor through the winter to assess infiltration and provide a summary <p>CABI</p> <p>No further information except that the planning business manager confirmed that in terms of the planning process the application would not come to committee before the election in May.</p> <p>Local plan meeting 2031:</p> <p>Saturday, 14 March 10:00 to 15:00, Crowmarsh Pavillion.</p>	

4316	<p>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</p> <p><u>River Users' Group 3</u> The walkway across the weir is now open again at Benson Lock.</p>	
4317	<p>DATE OF NEXT MEETING</p> <p>The next Parish Council Meeting will be held at Crowmarsh Gifford Village Hall on Thursday 9th April, starting at 7.30pm. The Chairman and Clerk gave their apologies for this meeting. The Finance Officer has kindly agreed to take the minutes.</p>	
4318	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Cllr Lowes would like to start a club for residents suffering from dementia. The Clerk will send her the email address of Cllr Cheeseman, who is the parish council's community information network representative. • Cllr Lowes expressed concern about delays in determining the Section 106 funding from the Carmel College site development. • Clacks Lane: Cllr Lowes will contact County Cllr Gray about the result of the survey work carried out recently in Clacks Lane. 	Clerk
	The meeting closed at 10.00 pm.	