



# CROMMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting  
Held at Crommarsh Gifford Village Hall on Thursday 7<sup>th</sup> September 2017  
starting at 7.30pm**

**Present:**

Mr J Griffin (Chair)	Mr S Sherbourne
Mrs D Hall	Mr S Soames
Mr N Hannigan (Chair)	Mrs F Stevenson
Mrs F Jones	Mr D Topliss
Mr D Rowley	

**Attending:** District Councillor R Pullen, Mrs Y Peet (Finance Officer) and Mrs S Rance (Clerk).

**Apologies:** Received from Prof A Johnson and Mr D Mannering.

**Declarations of interest:** None.

The meeting was quorate.

NO.		ACTION
4641	<b>MINUTES OF THE MEETING HELD ON 3<sup>RD</sup> AUGUST 2017</b>  The Minutes of the meeting held on 3 <sup>rd</sup> August 2017 were approved as a true record and signed by the Chairman.	
4642	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>  <u>Item 4632 Trees at Wallingford Bridge:</u> It was reported that the overhanging trees at Wallingford Bridge have been trimmed.  <u>Item 4632 Fence at Howbery Farm:</u> Cllr Griffin has visited the resident concerned and has suggested an alternative solution to the problem of access relating to the fence. It was agreed that the council could not support the storage of motorcycles in the house for health and safety reasons.  <u>Item 4632 A4074:</u> The traffic survey will be done in the next week in the 30mph zone.  <u>Item 4632 Traffic in North Stoke:</u> Cllr Soames has not yet had any contact from Mark Francis about highways problems in North Stoke.	

	<p><u>Item 4632 Allotments</u>: The Finance Officer reported that all allotment invoices have now been paid.</p> <p><u>Item 4632 Environment and Recreation Ground</u>. A search at the pavilion only located outdated documents relating to the title for the recreation ground, but Cllr Rowley has now obtained the current version from the Land Registry, (title no. ON150062). This shows the area that the Parish Council owns. A vote of thanks was made to Cllr Rowley.</p> <p><u>Item 4632 Ash Tree at Jethro Tull Gardens</u>: The type of tree to be planted to replace the ash tree has not yet been agreed.</p> <p><u>Item 4634 Grass cutting agreement</u> with Oxfordshire County Council: the Finance Officer will check that the council does have £10 million public liability insurance. Subject to this, the Chairman will sign the agreement and return it to OCC.</p> <p><u>Item 4638 North Stoke Village Hall</u>. Cllr Soames reported that if a grant is made by WREN for refurbishment of North Stoke Village Hall, a sum of 10.75% will have to be paid for administration costs. A grant decision will be announced in November.</p> <p><u>Item 4640 Display boards</u>: It was agreed to purchase display boards for use at the neighbourhood plan exhibitions.</p>	<p>RFO/ JG</p> <p>NH/FJ</p>
<p><b>4643</b></p>	<p><b>FINANCE</b></p> <p>a) A schedule of payments made since the last meeting was circulated. It was proposed by Cllr Hannigan and seconded by Cllr Topliss that the payments be approved and this was agreed. The parish council's insurance premium of £3,739.10 had been paid as had the external audit fee of £360.00.</p> <p>The Finance Officer reported that the grass cutting charges have been resolved with the contractor, Berinsfield Community Business and credit notes received. The charges are as follows:  £170 per cut for Crowmarsh Recreation Ground  £140 per cut for North Stoke Recreation Ground  £295 per cut for grass verges.  Cllr Sherbourne reported that Botany Gardens play area has not been cut at all by the contractor this season. The Finance Officer will discuss this with them.</p> <p>b) A financial report to 31<sup>st</sup> July was presented. Income was £27,614 including the first precept payment of £19,101. Expenditure was £12,173. The annual return has been approved and accepted and will now be posted on the website and on the noticeboards with the notice of</p>	<p>RFO</p> <p>RFO/FS</p>

	<p>conclusion of audit. No problems had been identified by the auditor.</p> <p>c) The Finance Officer had received confirmation of the change of details on the bank account but internet access has not yet been made available for her. The Finance Officer will pursue this with the bank.</p> <p>d) Requests for grants and donations</p> <ul style="list-style-type: none"> <li>• A request for £250 has been received from Soldiers of Oxfordshire, for the museum in Woodstock. The Finance Officer reported that the council has not made any donation to this organisation in the past.</li> <li>• A request has been received from Guideposts, an organisation established in 1972, to support disadvantaged people in the local community. The Clerk will make enquiries about what they are doing to help people in the immediate vicinity.</li> <li>• The Clerk reported that a number of other grant requests have been received. The Chairman has also received a communication from Mr Richard Neale about his proposal for an archeological geophysical survey to be carried out in the parish.</li> </ul> <p>It was agreed to obtain further information on the grant requests received and to consider them all at the October meeting.</p>	<p><b>RFO</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>4644</b></p>	<p><b>CHAIRMAN'S REPORT</b></p> <ul style="list-style-type: none"> <li>• Vacancy for Parish Councillor: the Chairman reported that an expression of interest in the vacancy had been received from Mrs Liz Ryall.</li> </ul>	
<p><b>4645</b></p>	<p><b>PLANNING</b></p> <p><b>Decisions:</b> The Council noted the following decision from SODC.</p> <p>P17/S2363/FUL (Full Application): Application proposal, including any amendments: Proposed garage conversion. Change existing garage into a ground floor, one bedroom annexe, Sycamore House, 12 Lane End, Crowmarsh Gifford, OX10 8DG. PERMISSION GRANTED.</p> <p><b>Applications:</b> The Council was asked to agree its response to SODC on the following applications:</p>	

P17/S2944/HH (Householder): Change of heating system from oil fired boiler to an air source heat pump. The Grange, The Street, North Stoke (in the parish of Crowmarsh), OX10 6BL. RECOMMEND APPROVAL.

P17/S2945/LB (Listed Building): Change of heating system from oil fired boiler to an air source heat pump. The Grange, The Street, North Stoke (in the parish of Crowmarsh), OX10 6BL. RECOMMEND APPROVAL.

P17/S3067/LDP (Lawful Development Permission): The existing gas site is fenced, a perimeter fence around the site and then a rail and post fence. It is secured with a vehicle gate which is being replaced for a new gate with similar height and same location. Southern Gas Networks AGI Offtake, Ipsden (in the parish of Crowmarsh), OX10 6AF. NO RESPONSE ACCEPTED.

P17/S3195/LDP (Lawful Development Permission): Formation of habitable room in roof-space with rear-dormer and gable buildup. 176 Crowmarsh Hill, Crowmarsh Gifford, OX10 8BG. NO RESPONSE ACCEPTED.

**Appeal Decision  
Town and Country Planning Act  
Appeal under Section 78**

P15/S3387/FUL: 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, as amended. CABI International, Nosworthy Way, Mongewell (in the parish of Crowmarsh), OX10 8DE.

An appeal was made to the Secretary of State against SODC's decision to refuse the above application. The appeal was determined on the basis of a public inquiry. The appeal is ALLOWED and planning permission is GRANTED.

**South Oxfordshire Local Plan 2033**

SODC will publish its final draft of the Local Plan on 11<sup>th</sup> October 2017 and will invite a further round of comments from the public, which will then be submitted along with the plan to the government. The plan and the comments will be considered by a planning inspector as part of a public examination, which will take place next year. The Local Plan is the document that explains how the council will address the need for housing in the district until the year 2033, including helping Oxford City's unmet housing

	<p>need. The total number of homes that SODC is planning for over the next 22 years is approximately 22,500 homes.</p> <p>Following comments received from the Parish Council and residents, SODC has reduced the number of houses allocated to Crowmarsh Gifford to 110. Previously proposed housing sites in Crowmarsh Gifford have been removed from the Local Plan to allow the forthcoming Neighbourhood Plan to allocate sites. A number of neighbourhood plans across the district are also supporting the need for additional housing by allocating sites.</p> <p><b>Neighbourhood Plan</b></p> <p>The Chair of Planning gave a brief update on the Neighbourhood Plan.</p>	
<b>4646</b>	<p><b>UPDATE ON WEBSITE</b></p> <p>Nothing further to report at present.</p>	
<b>4647</b>	<p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <p>Cllr Sherbourne suggested that the councils of Wallingford, Cholsey, Benson and Brightwell might work together for the benefit of all. He has drafted a letter to be circulated and would welcome comments from councillors before sending this out.</p>	<b>SSh/ Clerk</b>
<b>4648</b>	<p><b>REPORTS OF COMMITTEES</b></p> <p><b>Environment and Recreation</b></p> <p><u>Play Area Action Group</u></p> <ul style="list-style-type: none"> <li>Cllr Rowley reported that planning permission will be required before an application can be made for a grant from SODC's community fund when the new round of grants opens in April. The same may also be required by other grant providers. The cost of applying for planning permission would be £97.50. Four quotes have been received, three of approximately £200,000 and the fourth £188,000. It was proposed by Cllr Rowley and seconded by Cllr Hannigan that planning permission should be applied for and this was agreed. Cllr Rowley will also check how long the quotes are valid for.</li> </ul> <p><u>Pavilion and Recreation Ground</u></p> <ul style="list-style-type: none"> <li>Cllr Rowley recommended providing access to the toilets at the pavilion for people using the play area and recreation ground. This could be facilitated with the use of a Smart Lock at a cost of £350 and a door closer. Mr Chris Strange will get a quote for fitting.. It is proposed that a</li> </ul>	<b>DR</b>

	<p>code would be used for access within agreed times e.g. 2 - 6pm on weekdays during term times and 9am – 6pm at weekends and weekdays in the holidays. The code could be published in the Crowmarsh school newsletter and in Crowmarsh News. The system would record when access has taken place. Those using the toilets would not need access to the rest of the premises. Disabled access would have to be addressed if the need arose.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> <li>○ Security could be an issue as the door could be left open but a closer and periodic checks by Chris could reduce the risk. The inner doors would be locked and could be alarmed.</li> <li>○ The council’s insurers would need to be consulted. The Finance Officer will contact them.</li> <li>○ Chris Strange may need additional pay for extra cleaning of the two toilets.</li> </ul> <p>This will be discussed again at the October meeting.</p> <p><u>Replacement Noticeboards</u></p> <ul style="list-style-type: none"> <li>● Cllr Jones reported that there are eight noticeboards, including one in the bus shelter in North Stoke, all in need of replacement. Cllr Soames would like at least one board with a lockable portion; this could be outside the village hall in North Stoke. Planning permission will not be needed for replacement boards. Cllr Jones will report back to the October meeting with quotes.</li> </ul> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>● Cllr Jones has visited the manager of Jewson regarding the inappropriate parking and congestion created by their suppliers’ delivery lorries. Jewson has apologized for the problems caused and commented that suppliers should not turn into Thames Mead. Jewson will contact the suppliers involved and requested that any further incidents be reported to them at the time. It was noted that some public parking creates an obstruction at their gate and Jewson would be prepared to pay for parking bays to be marked out. Cllr Sherbourne suggested clearer marking of the bus stop and the area in front of Jewson’s gate would be more useful. Cllr Jones will write an article for Crowmarsh News for the information of residents.</li> <li>● The 136 bus service has stopped running on Sundays. This Thames Travel service serves Cholsey and RAF Benson and also served Henley on Sundays. In October the service will be cut further.</li> </ul>	<p><b>RFO</b></p> <p><b>Clerk (Agenda)</b></p> <p><b>FJ</b></p> <p><b>FJ</b></p>
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4649	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• Details of charges to be introduced for the recycling of certain items at household waste centres.</li> <li>• Notice of a University of Oxford event 'Curiosity Carnival' to be held on 29<sup>th</sup> September.</li> <li>• Chiltern Magazine Autumn 2017.</li> </ul>	
4650	<p><b>REPORT OF THE DISTRICT COUNCILLOR</b></p> <p>District Councillor Pullen reported as follows:</p> <ul style="list-style-type: none"> <li>• The CABI appeal has been upheld</li> <li>• The current SODC round of grants closed on 6<sup>th</sup> September</li> <li>• District Councillors Pullen and Bloomfield each have £5,000 grant money available for specific projects.</li> <li>• The Leader fund has £75,000 for grants to rural communities.</li> <li>• No announcement has yet been made about the future of the former SODC office site. SODC is expected to move to Didcot on a permanent basis.</li> <li>• There is no further news on a unitary authority for Oxfordshire.</li> <li>• Plans are in hand for Didcot Garden Town.</li> <li>• The route for the Oxford – Cambridge expressway has not yet been decided. There are three options for a southern and one for a northern route.</li> <li>• Improvements are planned for the A34.</li> <li>• The South Oxfordshire Local Plan provides for 3,000 houses in Chalgrove, 1,500 in Berinsfield and 3,000 in Culham.</li> </ul>	
4651	<p><b>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p><u>North Stoke Village Hall</u></p> <p>Cllr Soames reported that the village hall refurbishment has now been completed with the help of a lottery grant. CPR and defibrillator training will be held in the near future. There are 20 potential candidates for this training.</p> <p><u>Vacancy for Trustee for Wallingford Bridge Estate Charity</u></p> <p>It was proposed by Cllr Griffin and seconded by Cllr Soames, that Cllr Sherbourne be appointed as a trustee of the charity, to represent the Parish Council. This was agreed and the Clerk will advise the charity accordingly.</p>	<p><b>Clerk</b></p>

4652	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will be held on Thursday 5<sup>th</sup> October, at North Stoke Village Hall, starting at 7.30pm. Cllr Soames will book the village hall for this meeting.</p> <p>Cllr Griffin tendered his apologies for the November Parish Council meeting.</p>	<b>SS</b>
4653	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• It was agreed that a steering group should be appointed for the neighbourhood plan process.</li> <li>• Cllr Jones reported that significant changes in data protection legislation will take effect when the General Data Protection Regulations replace the Data Protection Act on 25<sup>th</sup> May 2018. Training may be needed. It was agreed to consult Cllr Johnson initially as he has managed the council's registration as a data controller.</li> <li>• It was reported that the Employment Action Group, a charitable organisation, is now running the children's centre in Berinsfield. One of their services is to offer assistance to those who have problems in applying for jobs online. They have funding for the next two years. The Berin Centre is opening on 8<sup>th</sup> September.</li> <li>• Cllr Sherbourne has purchased new children's defibrillator pads which he will fit soon.</li> <li>• Team members are needed for 'Quiz 'n' Chips on 13<sup>th</sup> October at St Mary Magdalene Church.</li> <li>• The Regal Centre has closed for eighteen months due to fire safety regulations.</li> </ul>	
	<p>The meeting closed at 10.00 pm</p>	