



CROWMARSH PARISH COUNCIL

**Minutes of the Annual Parish Council Meeting
Held at North Stoke Village Hall on Thursday 12th May 2016
starting at 7.30pm**

Present:

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| Mr J Griffin (Chair) | Ms A Sharp |
| Mr N Hannigan | Mr S Sherbourne |
| Mr A Hermsen | Mr S Soames |
| Mr D Mannering | Mrs F Stevenson |
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Attending: Ms C M Malcolm (Finance Officer), and Mrs S Rance (Clerk). County Cllr M Gray attended part of the meeting.

Apologies: Received from Cllrs Johnson and Jones.

Declarations of interest: None.

The meeting was quorate.

| NO. | | ACTION |
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| 4460 | ELECTION OF CHAIRMAN AND VICE-CHAIRMAN It was proposed by Cllr Hannigan and seconded by Cllr Soames that Cllr Griffin be elected as Chairman and this was agreed. It was proposed by Cllr Griffin and seconded by Cllr Hermsen that Cllr Hannigan be elected as Vice-Chairman and this was agreed. | |
| 4461 | MINUTES OF PREVIOUS MEETING Correction to previous minutes: Item 4457. It was noted that planning permission for the Wates development in Winterbrook, Wallingford had been granted on appeal. Subject to this amendment, the minutes of the meeting held on 7th April were approved as a true record and signed by the Chairman. | |

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| 4462 | <p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p><u>Item 4450 Emergency Plan:</u> Cllr Jones is working on the updated emergency plan.</p> <p><u>Item 4450 Allotment Land:</u> Cllrs Griffin and Sherbourne will arrange to speak to the resident who has made the request. The Finance Officer has information on the procedure to follow.</p> <p><u>Item 4450 Vacant Plot at Botany Allotments:</u> Cllr Sherbourne is handling applications for the vacant plot.</p> <p><u>Item 4450: Section 106 funding from proposed development at the former Springs Hotel:</u> A planning application has been submitted. Cllr Gray recommended consulting as soon as possible on use of Section 106 funds for traffic calming. Cllr Sherbourne recommended a chicane at the entrance to the village. Cllr Gray will speak to Mark Francis of OCC Highways to arrange a site meeting.</p> <p><u>Item 4451: Grass Cutting Contract:</u> The Finance Officer will liaise with the Chairman regarding the grass cutting grants from OCC. Scofell has now started grass cutting. The contract will be reviewed again at the end of the season.</p> <p><u>Item 4454: Parking at Stephen's Field.</u> The riverside park access road has been built but is not yet open. A speed limit sign has been installed. Cllr Griffin will speak to John Backley about the plans for the road and any parking restrictions planned.</p> <p>The Clerk will check on the timeframe for handing the public land over to the Parish Council.</p> | <p>FJ</p> <p>JG/SSh</p> <p>RFO/JG</p> <p>JG</p> <p>Clerk</p> |
| 4463 | <p>REPORT OF THE COUNTY COUNCILLOR</p> <p>Cllr Gray reported that the A4074 road surface is to be repaired near the Benson junction. This will take place between June and August.</p> <p>Traffic calming at Portway: initial costings are being discussed. The first stage will be a topographical survey. One quote has been received and it was agreed to seek further quotes. Cllr Gray suggested that Oxford City Council Works Department may be asked to quote. The Finance Officer will try to obtain a contact for a further quote. The next stage will be a traffic survey. There is a possibility of development on land at Newnham Manor which may affect the road layout. A planning application is and the applicants intend to organise a further consultation meeting in the village. It was noted that a committed sum would need to be paid</p> | <p>RFO</p> |

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| | <p>to OCC for ongoing maintenance of a crossing. Cllr Gray will research the County Council view on access to the possible development from Portway via a slip road or roundabout.</p> <p>Oxfordshire Together: the question of whether to bid for some of the County Council delegated work will be discussed at the next Parish Council meeting. Mr Tim Shickle is the County Council lead on this. It is hoped to arrange a meeting with him.</p> <p>Cllr Gray reported that secondary school places have now been allocated with no significant problems.</p> <p>There is still no decision on the future of the site of the former SODC offices: it was noted that there was a covenant on the use of this land which may constrain future building plans. It is unclear whether the land may be used for community facilities.</p> <p>Children's Centres will continue to be funded until March 2017.</p> <p>Unitary authority for Oxfordshire: discussions are ongoing.</p> | <p>MG</p> <p>Clerk - Agenda</p> |
| <p>4464</p> | <p>FINANCE</p> <p>a) Consideration of payments made in April. A schedule of payments made in April was presented. It was proposed by Cllr Hannigan and seconded by Cllr Soames that the payments be approved and this was agreed.</p> <p>b) Accounts for year ended 31st March 2016 The financial position at year end is broadly the same as last year. Expenditure on the recreation ground and pavilion has been lower than last year but income has also been less. There was significant capital expenditure last year on the new boiler at the pavilion and other items. The underspend this year is approximately £14,000. Reserves are currently £125,851.79. Total funds are £139,931.02.</p> <p>c) Consideration of the annual internal audit report 2015/16 The annual internal audit report was presented and approved.</p> <p>d) Consideration of annual governance statement 2015/16 The annual governance statement was discussed and agreed.</p> <p>e) Consideration of the annual return for 2015/16 The accounting statements for 2015/16 were discussed. It was noted that assets in parish council accounts do not require depreciation. It was proposed by Cllr Soames and seconded by Cllr Sherbourne that the Annual Return be</p> | |

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| | <p>approved and this was agreed.</p> <p>f) Review of Electricity and Gas Contract Renewal quotes from British Gas were considered. The prices were lower than those currently paid. It was noted that not all suppliers will quote for business use. After discussion it was proposed by Cllr Hannigan and seconded by Cllr Griffin that a contract should be signed for three years for both electricity and gas and this was agreed.</p> <p>g) Update on grant applications re. Queen's Birthday</p> <p>Cllr Soames reported that celebration events are planned in the parish in, Mongewell and Crowmarsh on 11th June, and in North Stoke on 12th June plus an event for the Scouts, Beavers and Cubs on 7th June. After discussion it was agreed to apply for the full grant from SODC and to divide the funds received between the four groups. This was agreed and the application was signed. The Clerk will submit the application to the District Council.</p> | Clerk |
| 4465 | <p>CHAIRMAN'S REPORT</p> <p><u>Update on plans for Annual Parish Meeting</u></p> <p>The Annual Parish Meeting will be held on Thursday 19th May at Crowmarsh Gifford CE Primary School, starting at 7.30pm. Representatives have been invited from Thames Water, Thames Valley Police and the Environment Agency as well as County and District Councillors. The Chairman will draft posters and feedback forms.</p> | JG |
| 4466 | <p>PLANNING</p> <p>Decisions: The Council noted the following decisions from SODC.</p> <p>P16/S0844/HH (Householder): Application proposal, including any amendments: Single storey side and rear extension (permission previously granted under P15/S3211/HH). 14 Benson Lane, Crowmarsh Gifford, OX10 8ED. PERMISSION GRANTED.</p> <p>P16/S0854/FUL (Full Application): Application proposal, including any amendments: Construction of a new building for housing new boiler system and all associated pipework and equipment. Scotia Gas Above Ground Installation off the A4074, Ipsden. PERMISSION GRANTED.</p> <p>Applications: The Council was asked to agree its response to SODC on the following applications:</p> <p>P16/S1107/HH (Householder): Two storey rear extension. 10 Jethro Tull Gardens, Crowmarsh Gifford, OX10 8DS. RECOMMEND APPROVAL.</p> | |

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| | <p>P16/S1130/LDP (Certificate of Lawful Development): Erection of bay window to rear of existing dwelling. 7 Benson Lane, Crowmarsh Gifford, OX10 8ED. NO COMMENTS ACCEPTED.</p> <p>P16/S1156/LB (Listed Building Consent): The erection of a single storey conservatory to the rear. 2 Church Cottages, Church Lane, North Stoke OX10 6BH. RECOMMEND APPROVAL.</p> <p>P16/S1178/FUL (Full Application): Erection of Antenna (to include transmit and receive antennas). Boiler House, Howbery Park, Crowmarsh Gifford, OX10 8BA. RECOMMEND APPROVAL.</p> <p>P16/S1234/LB (Listed Building Consent): Proposed installation of new condensing gas boiler flue. Howbery Park, Benson Lane, Crowmarsh Gifford, OX10 8BA, RECOMMEND APPROVAL.</p> <p>P16/S1250/HH (Householder): Extension and refurbishment of the existing stable block. Chaise House, 67 The Street, Crowmarsh Gifford, OX10 8EF. RECOMMEND APPROVAL.</p> <p>P16/S1251/LB (Listed Building Consent): Extension and refurbishment of the existing stable block. Chaise House, 67 The Street, Crowmarsh Gifford, OX10 8EF. RECOMMEND APPROVAL.</p> <p>TOWN AND COUNTRY PLANNING ACT 1990. TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012 SOUTH OXFORDSHIRE DISTRICT COUNCIL (CROWMARSH AREA) TREE PRESERVATION ORDER No. 16S04</p> <p>The Council have been informed that on the 7th April 2016 South Oxfordshire District Council made the above Tree Preservation Order on a number of trees at 113 The Street, Crowmarsh Gifford, OX10 8EF.</p> <p>New Telecommunications Cabinet</p> <p>South Oxfordshire District Council have been informed by BT Openreach of its intention to install a new Telecommunications Cabinet as part of Openreach's ongoing proposal to expand broadband accessibility and the government's Digital Britain policy, under the Electronic Communications Code (Conditions and Restrictions, Part 5) Regulations 2003 (England and Wales). The proposed location of the new cabinet is opposite No. 8 Wallingford Road, North Stoke OX10 6BD.</p> | |
| 4467 | <p>UPDATE ON WEBSITE</p> <p>Cllr Stevenson reported that the website is now back to normal and councillors may update the site if they request access rights. The annual return and auditor's report will be posted on the website as well as the publications scheme and agendas and</p> | |

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| | minutes of Parish Council meetings. | |
| 4468 | <p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation Ground</u></p> <p>The committee will meet in June.</p> <p><u>Traffic and Transport</u></p> <p>Cllr Gray and Cllr Jones attended a meeting of Parish Transport Representatives on bus services. The 139 service will be re-routed from Wallingford to Henley via Crowmarsh. The 136 service will be routed from Wallingford to Cholsey, then Wallingford and Benson.</p> | |
| 4469 | <p>CORRESPONDENCE</p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> • Letter from Mr Tim Smith of Wallingford School, a community project worker who is trying to develop relationships between students and local organisations. He would like to be kept informed of any community projects which may be suitable for the students to assist with. • Invitation to Ewelme and Benson Liaison Meeting on Monday 16th May at Grundon's offices in Benson, starting at 10.30am. Cllr Sherbourne plans to attend. The Clerk will forward the information to him. It was suggested that the council might request gravel to improve the surface in Watery Lane. • Invitation to the Mayor's Service on Sunday 15th May. Cllr Griffin will attend. | <p>Clerk</p> <p>JG</p> |
| 4470 | <p>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</p> <ul style="list-style-type: none"> • Cllr Soames reported on the plans for a street party and the Open Gardens scheme in North Stoke. The North Stoke Village Hall Committee are planning to re-vamp the kitchen. | |
| 4471 | <p>DATE OF NEXT MEETING</p> <p>The Annual Parish Meeting will be held on Thursday 19th May at Crowmarsh Gifford CE Primary School, starting at 7.30pm. Cllrs Johnson, Sherbourne and Soames tendered their apologies for this meeting.</p> <p>The next Parish Council meeting will be held on Thursday 9th June at Crowmarsh Gifford Village Hall, starting at 7.30pm. A</p> | |

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| | proposal to close the Unity Trust account will be discussed at this meeting. | |
| 4472 | ANY OTHER BUSINESS <ul style="list-style-type: none"> • Cllr Sharp reported that there is a piece of metal sticking up from the path at the end of Thames Mead next to Watery Lane. • Cllr Jones had requested a bus shelter on the A4074 towards Wallingford and Reading. It was noted that this is in Benson Parish. | |
| | The meeting closed at 9.30pm. | |