



CROWMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held at Crowmarsh Gifford Village Hall on Thursday 1st February 2024
starting at 7.30pm**

Present:

Mr John Griffin (Chair)	Mr Stephen Sherbourne
Ms Anna Best	Mrs Fleur Stevenson
Prof Andrew Johnson	Ms Julia Streete
Mr David Rowley	Mr David Topliss

Attending: Dr Yvonne Peet and Mrs Sue Rance. District Cllr Andrea Powell attended part of the meeting.

Apologies: Received from Mr Julian Park and Mrs Liz Ryall.

Declarations of interest: Cllrs Sherbourne and Best declared an interest in the allotment fees and took no part in the discussion. Cllr Sherbourne declared an interest in planning application [P24/S0157/LDE](#) Hatchery Cottage, Old Reading Road, Crowmarsh Gifford OX10 8BW and took no part in the discussion.

The meeting was quorate.

NO.		ACTION
5545	<p>CO-OPTION OF PARISH COUNCILLOR</p> <p>An application to join the council had been received from Ms Anna Best, a local resident who is an IT project manager as well as being a qualified teacher and also does voluntary work. She outlined her background and interests and councillors introduced themselves. It was proposed by Cllr Griffin and seconded by Cllr Sherbourne that Ms Best should be co-opted as a councillor and this was unanimously agreed. Ms Best made her declaration of acceptance of office and joined the meeting.</p> <p>As background information, Cllr Johnson circulated copies of the leaflet summarizing the outcomes of the Parish Appraisal which was carried out two decades ago.</p>	

5546	<p>MINUTES OF MEETING HELD ON 7TH DECEMBER 2023</p> <p>The Minutes of the previous meeting were approved as a true record and signed by the Chairman.</p>	
5547	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p><u>Item 5533</u>: Google Drive is now being used as a platform for storage of parish council documents. Some councillors who are Mac users, are having problems using the system. The Clerk will ask Cllr Park for advice on this.</p> <p><u>Item 5533</u>: Consultation on strategic priorities: Cllr Stevenson reported on the 44 responses received. It was agreed to keep the survey open on the website for another month.</p> <p><u>Item 5537</u>: Home-Start Southern Oxfordshire: It was agreed to consider the grant request at the start of the new financial year in April.</p> <p><u>Item 5537</u>: Donation for Crowmarsh Treasure: The Clerk will contact the Oxfordshire Museums service to confirm that they may retain the additional £50 donated by the parish council.</p> <p><u>Item 5537</u>: Contact with Crowmarsh Gifford School. A letter will be sent to the headteacher confirming that the council would welcome improved liaison with the school.</p> <p><u>Item 5540</u>: The tree work at Newnham Murren Churchyard has been carried out. Thanks to Cllr Sherbourne for organizing this.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
5548	<p>REPORT FROM THE COUNTY COUNCILLOR</p> <p>No report had been received from County Councillor Bloomfield.</p>	
5549	<p>REPORT OF THE DISTRICT COUNCILLORS</p> <p>The District Councillors' report had been circulated and the following points were noted:</p> <ul style="list-style-type: none"> • Consultation on the Joint Local Plan 2041 began on 10th January on the SODC website and will run until 26th February. A drop-in session will be held between 11 am and 4 pm at the pavilion on Monday 5th February for residents to express their views on the Joint Local Plan to 2041. It was noted that the local plan does not require any further housing to be built in Crowmarsh Parish. 	

	<ul style="list-style-type: none"> • Additional funding of £200 for Wallingford Accessible Boat Club has been agreed. • The residential waste collection contract with Biffa has been extended for a further two years until June 2026. South Oxfordshire is now at the top of the English recycling tables. However, there is no room for complacency and the importance of reducing and reusing as well as recycling was emphasized. • The Environment Agency has applied for planning permission to repair the weir at Benson. • All “Areas of Outstanding Natural Beauty” are to be renamed “National Landscapes” following recommendations in the 2018 landscapes review led by Julian Glover. 	
5550	<p>PLANNING</p> <p>Decisions by SODC</p> <p>P23/S3983/HH 23 Park View Crowmarsh Gifford OX10 8BL Proposed two storey side and rear extension with single storey flat roof rear extension. New window to first floor front elevation. Proposed single storey, flat roof outbuilding in rear garden built into the sloping ground. Planning Permission.</p> <p>P23/S3182/LB Carmel College Mongewell Access Road, Mongewell OX10 8BU Retention of northern set of gate posts and walls as constructed. Refusal of Listed Building Consent.</p> <p>Consultations</p> <p>P24/S0157/LDE Hatchery Cottage, Old Reading Road, Crowmarsh Gifford OX10 8BW. To confirm implementation of planning permission P13/S3435/HH. No objection.</p> <p>P23/S4344/FUL Black Barn Farm, Church Lane, Ipsden OX10 6AE. Conversion of redundant pig building to commercial (small workshops or storage, Use Class B2, E(g)(iii) or B8) (including alterations to front). Recommend approval.</p> <p>P24/S0187/LB Chaise House 67 The Street Crowmarsh Gifford OX10 8EF Replace both existing bay windows at the front of the property. (As amplified by additional information received 30 January 2024.) Recommend approval but suggest use of conservation-grade double-glazed units if possible.</p>	

	<p>Major developments</p> <p>District Cllr Powell will make enquiries about the progress of the Newnham Manor development and research whether any action is required in connection with the land to be transferred to the school.</p> <p>Neighbourhood plan and SODC local plan</p> <p>Dr Nick Robins has offered to assist with the Neighbourhood Plan review.</p> <p>South Oxfordshire and Vale of White Horse District Councils Local Plan preferred Options, Regulation 18, Part 2 consultation is now open and runs from 10 January to 26 February.</p> <p>A drop-in event will be held at Crowmarsh Gifford pavilion (not the village hall) on Monday 05/02/2024, 11am-4pm.</p> <p>CPRE are facilitating a meeting to share views and are interested in hearing those of residents.</p> <p>This meeting will be via Zoom on Tuesday 6th February from 1900-2000.</p>	
5551	<p>FINANCE</p> <p>a) <u>Requests for grants and donations</u></p> <ul style="list-style-type: none"> • A grant request had been received from South and Vale Citizens' Advice. After discussion it was proposed by Cllr Griffin and seconded by Cllr Topliss that a grant of £500 be made under Section 137 and this was agreed. • A request for funding had been received from the Thames Run Committee which in the past has organized a run in aid of Style Acre and Crowmarsh Gifford School. The run has not taken place since before the pandemic. After discussion, it was proposed by Cllr Sherbourne and seconded by Cllr Griffin that a donation of £200 be made under Section 137 and this was agreed. <p>b) <u>Consider and agree payments since last meeting</u></p> <p>The Finance Officer had circulated a list of payments to be authorized. In addition to salaries and PAYE these were as follows:</p>	

	<p><u>January</u></p> <table border="0"> <tr> <td>Shield Maintenance Ltd. Dog bin emptying December</td> <td style="text-align: right;">£166.39</td> </tr> <tr> <td>BGI UK Annual allotment insurance</td> <td style="text-align: right;">£124.19</td> </tr> <tr> <td>Julia Streete Payment for Screwfix for fire safety signs</td> <td style="text-align: right;">£9.00</td> </tr> <tr> <td>Bowak Limited Janitorial products for Pavilion</td> <td style="text-align: right;">£227.18</td> </tr> <tr> <td>Grundon Waste Management for November</td> <td style="text-align: right;">£149.60</td> </tr> <tr> <td>Public Internet Ltd. Monthly webmail hosting</td> <td style="text-align: right;">£6.00</td> </tr> </table> <p><u>February</u></p> <table border="0"> <tr> <td>Shield Maintenance Ltd</td> <td style="text-align: right;">£166.39</td> </tr> <tr> <td>April Skies Accounting Interim Audit Fee</td> <td style="text-align: right;">£130.00</td> </tr> <tr> <td>Grundon Waste Management</td> <td style="text-align: right;">£123.35</td> </tr> <tr> <td>Lee Webb Plumbing Annual boiler service at pavilion</td> <td style="text-align: right;">£117.00</td> </tr> <tr> <td>SSE Energy Electricity at pavilion for November</td> <td style="text-align: right;">£170.96</td> </tr> <tr> <td>Benson Tree Services Tree work at Newnham Murren</td> <td style="text-align: right;">£7510.00</td> </tr> <tr> <td>PC Technicians WiFi extender service for meeting room</td> <td style="text-align: right;">£92.40</td> </tr> <tr> <td>Henley Contractors GPS Line marking of football pitches</td> <td style="text-align: right;">£240.00</td> </tr> </table> <p>It was proposed by Cllr Sherbourne and seconded by Cllr Johnson that these payments be approved and this was agreed.</p> <p>Cllrs Stevenson and Streete will authorise these payments online.</p> <p>c) <u>Review of Accounts Status for year to date</u></p> <p>The accounts status at 31st January 2024 was noted.</p> <p>Income for January was £3,209 and receipts £6,939, including £1,980.72 received from OCC Highways for additional resurfacing work either side of the new pedestrian crossing. Thanks to the Clerk for following this up. This money will go back into the CIL funds. £1,000 was received from the feed-in tariff from the solar panels on the pavilion.</p> <p>Income for the year to date was £227,007.64 and payments were £277,779.82. The closing balance was £195,377.84.</p> <p>d) <u>Interim Internal Audit</u></p> <p>The report and recommendations from the internal audit held on 17th January were circulated and reviewed. It was noted that staff members should receive a letter following each salary review and there are some audit tests to be carried forward to the next audit date.</p> <p>Of special note is the recommendation that the Council should review the potential for a backdated VAT refund since there has</p>	Shield Maintenance Ltd. Dog bin emptying December	£166.39	BGI UK Annual allotment insurance	£124.19	Julia Streete Payment for Screwfix for fire safety signs	£9.00	Bowak Limited Janitorial products for Pavilion	£227.18	Grundon Waste Management for November	£149.60	Public Internet Ltd. Monthly webmail hosting	£6.00	Shield Maintenance Ltd	£166.39	April Skies Accounting Interim Audit Fee	£130.00	Grundon Waste Management	£123.35	Lee Webb Plumbing Annual boiler service at pavilion	£117.00	SSE Energy Electricity at pavilion for November	£170.96	Benson Tree Services Tree work at Newnham Murren	£7510.00	PC Technicians WiFi extender service for meeting room	£92.40	Henley Contractors GPS Line marking of football pitches	£240.00	<p>FS/JS</p> <p>RFO</p>
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	<p>been a recent tribunal judgement regarding sports services charging. The RFO will investigate and report back.</p> <p>e) <u>Review of Grounds Maintenance Contract</u></p> <p>Cllr Sherbourne will liaise with the RFO to obtain quotes for next season. Mr Alan Jensen will be invited to quote for grass cutting at Newnham Murren Church.</p> <p>f) <u>Review of Allotment Fees</u></p> <p>Current fees are £20 for a whole plot and £10 for a half size one. It was noted that the Emery Owen allotments are charged at £20 for a large plot and £15 for a small one. After discussion it was proposed by Cllr Griffin and seconded by Cllr Streete that the charges for the coming year remain as at present and this was agreed.</p> <p>g) <u>Any Other Matters</u></p> <p>The RFO reported that the following items should be discussed at the March meeting:</p> <p>Financial Regulations Financial Risk Assessment Asset List Budget Review.</p>	<p>RFO</p> <p>Ssh/RFO</p> <p>Clerk (agenda)</p>
5552	<p>CHAIRMAN'S REPORT</p> <ul style="list-style-type: none"> • <u>Improving liaison between the parish council and the school</u> <p>It was noted that there is no longer a specific post on the governing body for a parish councillor. However, the governors have recently expressed a willingness to co-opt a councillor to the board if someone has sufficient time to fulfill both roles. It was agreed to write to the headteacher confirming that the council would welcome increased contact.</p> <ul style="list-style-type: none"> • <u>Bus Shelter Maintenance</u> <p>Core Clean Services has quoted £80 per shelter for an initial deep clean. It was agreed to go ahead with the cleaning of the two shelters on Nosworthy Way. The Clerk will make enquiries about the cost of removing graffiti from the wooden shelters in The Street, outside</p>	<p>Clerk</p> <p>Clerk</p>

	<p>the church and opposite Home Farm, plus the noticeboard in the wooden shelter at North Stoke, close to the crossroads.</p> <ul style="list-style-type: none"> • <u>Oxfordshire Councils Charter</u> <p>This draft document has been circulated with the aim of enhancing local democracy and developing a stronger partnership between Oxfordshire councils. Councillors and officers are encouraged to fill in the survey on the charter.</p> <p>In connection with this, is aiming to get all parish councils to sign up to NALC's Civility and Respect pledge https://www.nalc.gov.uk/our-work/civility-and-respect-project.</p> <p>OALC has recommended that councillors should attend training before signing the pledge, which will be revisited at a later meeting. Meanwhile the Clerk will recirculate the Code of Conduct.</p>	Clerk
5553	<p>REVIEW OF STRATEGIC PRIORITIES</p> <p>An informal meeting of councillors was held on 18th January to consider the responses from the survey. The main priorities identified were road safety and speeding issues. It was agreed to obtain costings for traffic calming and for improvements to Watery Lane and to allocate 20 minutes at the top of the agenda to a discussion of strategic priorities at the April meeting.</p>	ALL
5554	<p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation Ground</u></p> <p>A committee meeting was held in the new meeting room in the pavilion on 29th January. Cllr Streete has now been elected as committee Chairman.</p> <ul style="list-style-type: none"> • All urgent items following the fire risk assessment have been actioned. • One quote of £2,050 has been received for the installation of five fire call points. Cllr Streete requested permission to go ahead with this. It was recommended that two more quotes should be sought and subject to this, permission was given to accept the lowest quote. • Photos are now in place and new flood pictures will be displayed alongside the historical ones supplied by Mr Beasley. 	

	<ul style="list-style-type: none"> • The 420 trees have been planted and are doing well in spite of the floods. Twelve tonnes of mulch will be provided by Severn Trent and transported by AEH Services at a cost of £100. • The balance of the SODC grant (£35,000) will be paid when the report is available from Building Control and the certificate is issued at a cost of £500. Snagging issues are being addressed. • The football pitches have been realigned and hire fees will remain unchanged this year. • A new sewage pump is required and the current contractors have quoted £5,000 for its replacement. Two more quotes will be sought. • It is hoped to introduce an automated booking system. Cllr Best offered to help research this. The RFO asked that a booking system should link to the accounting package we use which is Rialtus, a dedicated system for parish councils. Benson PC uses an automated booking system and may be able to share their experience. • It was noted that a sign is needed at the entrance to the pavilion for the benefit of visitors. <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> • The speed device in North Stoke is still calibrated for a 30mph speed limit. This was supplied a few years ago by the County Council. The Clerk will contact Highways and request that it is now adjusted to 20mph. 	<p>Clerk</p> <p>RFO, AB</p> <p>Clerk</p>
5555	<p>UPDATE ON WEBSITE</p> <p>The website is up to date.</p>	
5556	<p>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</p> <p>No reports had been received.</p>	
5557	<p>CORRESPONDENCE</p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> • Oxfordshire Neighbourhood Plan Update • Rural Services Network updates • Police and Crime Bulletins December and January • Safeguarding News • NALC updates • OALC updates • SODC updates 	

	<ul style="list-style-type: none"> • Chilterns Conservation Board Update • Healthwatch Oxon update • Tactical Facilities Management re. grounds maintenance • Community Speedwatch Newsletter • Sustainable Wallingford Updates • Information on an automated booking system • Information on South and Vale's Joint Local Plan • Request from a student for information for their dissertation • Weather updates and warnings 	
5558	<p>DATE OF NEXT MEETING</p> <p>The next meeting will be held on Thursday 7th March at Crowmarsh Village Hall, starting at 7.30pm.</p>	
5559	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • This year's Great British Spring Clean will be held between 15th and 31st March. 1155 Wallingford will hold a litter pick on Saturday 16th March and it was agreed to work with them to organize a Crowmarsh litter pick on the same day, meeting at Bridge Villa Caravan park. • Cllr Stevenson reported that the litter bin at French Gardens is overflowing. The Clerk will report this to Bloor Homes as the land has not yet been adopted by the district council. 	Clerk

The meeting closed at 21.30.