



CROWMARSH PARISH COUNCIL

Minutes of the Parish Council Meeting
Held at Crowmarsh Gifford Village Hall on Thursday 7th December 2023
starting at 7.30pm

Present:

Mr John Griffin (Chair)	Mr Stephen Sherbourne
Prof Andrew Johnson	Ms Julia Streete
Mr Julian Park	

Attending: Dr Yvonne Peet (part of meeting) and Mrs Sue Rance. District Cllr Andrea Powell attended part of the meeting. Two members of the public attended the meeting.

Apologies: Received from Mr David Rowley, Mrs Liz Ryall, Mrs Fleur Stevenson and Mr David Topliss.

Declarations of interest: None.

The meeting was quorate.

Prior to the start of the meeting, Mrs Pat Shields spoke on behalf of Crowmarsh News Association. It has become impossible for them to continue producing the monthly magazine without income in addition to that received from advertising. A 10% increase in advertising charges is being introduced from renewal date. Vouchers have been given as Christmas gifts to the volunteers who deliver Crowmarsh News but more volunteers are needed, in particular for the French Gardens development and the Cala Homes development next to CABI. Revd. Kevin Beer provides some very useful IT support and a new laptop had to be purchased in the last year.

NO.		ACTION
5532	MINUTES OF MEETING HELD ON 2ND NOVEMBER 2023 The Minutes of the previous meeting were approved as a true record and signed by the Chairman.	
5533	MATTERS ARISING FROM PREVIOUS MINUTES Item 5519: Regarding the use of a platform which could be used	

	<p>to upload parish council documents and thereby reduce the volume of emails currently being circulated to councillors, the Clerk has contacted OALC for advice. OALC is not aware of any dedicated software but suggested Microsoft Share Point, One Drive, Google Drive or Dropbox. There is also software specifically for parish councils offered by Edge IT but this would not be cost effective as the parish council would not be able to use all the systems offered. Cllr Park has recommended the use of Microsoft Teams which is available free of charge to charities but there would be a significant cost to the parish council. The Clerk has looked at Sharepoint and reported that the cost is £4.90 + VAT per user per month. It was agreed that the clerk will contact Wallingford Town Council for advice on what system they use. Cllr Sherbourne has a contact at Benson Parish Council and will contact them for advice.</p> <p><u>Item 5525</u>: Consultation on strategic priorities: The Clerk has received some completed copies of the consultation but it was noted that the online consultation has now closed. The Clerk will report this to Cllr Stevenson and request that it be re-opened for another month.</p> <p><u>Item 5526</u>: Speed limit on Nosworthy Way: There has been no further news on this but it was agreed to review when the residents' survey on parish council strategic priorities is complete.</p> <p><u>Item 5526</u>: Parking of HGVs on residential roads. The system of alerting offending drivers with a letter on their windscreen is in place and the situation will be monitored.</p>	<p>Clerk</p> <p>SSh</p> <p>Clerk</p>
<p>5534</p>	<p>REPORT FROM THE COUNTY COUNCILLOR</p> <p>No report had been received from County Councillor Bloomfield. However, the District Councillors had forwarded a report sent to neighbouring parishes by their County Councillor. This gives information on the Oxfordshire Councils Charter, which is being developed with OALC, district and city councils and town and parish councils. A survey is available until 10th December at https://letstalk.oxfordshire.gov.uk/ox-councils-charter</p> <p>A budget consultation for 2024/25 is available until 10th January on https://letstalk.oxfordshire.gov.uk/budget-consultation-2024-25</p> <p>The third of three online Oxfordshire conversations will take place on Monday 11th December 4.30pm to 6.00pm. The sessions are open to all, subject to booking, and are designed to provide an opportunity for cabinet representatives to connect with residents on their priorities for local services. The chairman will attend.</p>	

5535	<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 starts on 10th January for eight weeks on the SODC website. No allocation has been made for the former SODC office site and residents may give their views as part of the consultation. • The consultation will be publicized in Crowmarsh News. • A meeting will be held on Saturday 27th January from 10 am until 2 pm to discuss proposed improvements to the Riverside swimming pool. • Additional funding for Wallingford Accessible Boat Club has been agreed. 	
5536	<p>PLANNING</p> <p>Decisions by SODC</p> <p>P23/S3376/FUL Sheepcote Farm, Mongewell OX10 8BP Change of use of former pig buildings and yard to provide small storage units. Planning Permission.</p> <p>P23/S3358/S73 Blenheim Farm, Icknield Way, near Benson OX10 6PR. Variation of condition 12 (materials) on P20/S0826/FUL - to change horizontal softwood timber weather boarding (unstained) to horizontal composite woodgrain cladding in charcoal. (Demolition of existing buildings on site and erection of new dwelling, new B8 storage building and 2 x holiday let dwellings with associated access and parking). Planning Permission.</p> <p>Consultations</p> <p>P23/S3986/LB 1 Church Cottages Church Lane North Stoke OX10 6BH. Single storey rear extension and alterations. The effect on the listed buildings is for SODC to decide.</p> <p>P23/S3985/HH 1 Church Cottages Church Lane North Stoke OX10 6BH. Single storey rear extension and alterations. The three cottages and their gardens and access are very intimate / interconnected, so neighbours' views are paramount. The extension is larger than what's there, but enables internal and external reorganisation that would improve the access and privacy of the cottages as well as the living arrangements for 1</p>	

	<p>Church Cottages. No strong views.</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. Recommend approval.</p> <p>Major developments</p> <p>No news has been received on the Newnham Manor S.106 legal agreement.</p> <p>Neighbourhood plan and SODC local plan</p> <p>The Chairman attended part of an online session on neighbourhood planning run by SODC.</p> <p>A speaker from Woodcote, one of the NP pioneers (they have revised their plan twice), gave a few reasons for updating the plan. Notably the most recently adopted plan (SODC's Local Plan or our NP) takes precedence where there are conflicts with non-strategic policies, and new Local Plan policies in SODC's new plan may invalidate our neighbourhood plan policies. The new Local Plan will be out for consultation soon, so the parish council will need to respond to that, as highlighted in the District Councillors' report as well as reviewing the neighbourhood plan.</p> <p>Other matters</p> <p>It was noted that Jewsons has very recently closed. This will be discussed when the neighbourhood plan is reviewed.</p>	
5537	<p>FINANCE</p> <p>a) <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>Shield Maintenance Dog bin emptying November £166.39 Public Internet: domain hosting and annual fee x 2 £318.00 Albry Printing (930 leaflets for Crowmarsh News) £90.00 Duncan Reed (work on installing SID) £110.00 TVH Industrial Products (clips for installing SID) £127.32 Stephen Sherbourne (Root One, daffodil bulbs for village) £20.00 Julia Streete (Screwfix – fire safety signs for pavilion) £24.95</p>	

	<p>Venners Arboriculture (consultancy work for Watery Lane) £95.00 Arrow Fencing: repair of train in playground £150.00 Ashburton Limited: Mowing of Newnham Churchyard £144.00 Busy Baskets: supply of three wooden half barrels £90.00 Grundon Waste Management: refuse collection October £123.35 Scofell Nature area nettle spray and cut and drop £598.50 SSE Energy Unmetered flood lighting at church £160.52 OALC Councillor training (J. Streete) £72.00 Crowmarsh Gifford Village Hall hire for PC meeting Sept (£20.00)</p> <p>It was proposed by Cllr Sherbourne and seconded by Cllr Park that these payments be approved and this was agreed.</p> <p>b) <u>Review of Accounts Status for year to date</u></p> <p>The accounts status at 30th November 2023 was noted. The total balance was £196,340.27. The total CIL receipts at the year end 2022/23 were £201,996.27. No CIL money is due in the coming financial year.</p> <p>c) <u>Requests for Grants and Donations</u></p> <ul style="list-style-type: none"> • Home-Start Southern Oxfordshire: a request for funding has been received. It was noted that a grant of £300 was made in May 2023 and £250 was donated in June 2022. It was agreed that a maximum of one grant per financial year should be made. The Clerk will respond, saying this latest request will be considered in the new year. • Donation for Crowmarsh Treasure: Following the council's donation of £100 to acquire the silver item found in Crowmarsh, Oxfordshire Museum has indicated that they only required £50 to obtain the item. It was agreed that it would not be necessary for the museum to return the balance of £50.00 (proposed by Cllr Sherbourne and seconded by Cllr Griffin). The Finance Officer will advise them of this. • A request has been received from a staff member at Crowmarsh School for a donation for books for a particular class. It was agreed that grant requests from the school should come from senior management on behalf of the whole school. The Clerk will respond. The council hopes to improve their support of and 	<p>Clerk</p> <p>RFO</p> <p>Clerk</p>
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	<p>liaison with the school and will contact the headteacher in the new year.</p> <p>d) <u>Crowmarsh News Association</u></p> <p>A request for funding had been received, outlining the need for ongoing support towards the printing costs of Crowmarsh News. These have risen partly due to the increased housing in the parish. It was considered important to continue to provide a printed magazine for the benefit of residents. After discussion it was proposed by Cllr Johnson and seconded by Cllr Sherbourne to make a grant of £1,500 and to provide funding in the budget for future years. This was agreed.</p> <p>e) <u>Update on salaries</u></p> <p>The Finance Officer reported that NALC has agreed the salary award for 2022-23. An additional £1.00 per hour has been approved, back dated to 1st April 2023. It was agreed that this should be implemented for parish council staff.</p> <p>f) <u>Bus Shelter Maintenance Proposal</u></p> <p>Core Clean Services has contacted the council to offer a cleaning and maintenance service for bus shelters. The Clerk will request further information in regard to the two shelters near to the CABI premises.</p> <p>g) <u>Consideration of budget and precept for 2024/25</u></p> <p>The Finance Officer presented a draft budget for 2024/25. After discussion, it was proposed by Cllr Sherbourne and seconded by Cllr Johnson that the budget be approved and this was agreed. The budget will be reviewed in March and a forecast trajectory for the council's reserves will be prepared in view of the auditor's comments that these are too high.</p> <p>The shortfall of income compared to expenditure was discussed in detail. Cllr Johnson proposed that a 5% increase in the parish element of the council tax should be implemented, which would mean the precept would rise from £46,634 in 23/24 to £54,232 also taking into account an increase due to a change in the number of households in the Parish. This was seconded by Cllrs Park and Sherbourne and agreed unanimously.</p>	<p>RFO</p> <p>Clerk</p>
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5538	<p>CHAIRMAN'S REPORT</p> <ul style="list-style-type: none"> • It was agreed that it was desirable to improve liaison between the parish council and the school. This will be considered in the new year. • It was noted that no parish council representative had attended on Remembrance Sunday to lay a wreath at the lych gate. The Clerk will add this to the calendar of events for future reference. • Two expressions of interest have been received from potential new parish councillors. 	<p>Clerk (agenda)</p> <p>Clerk</p>
5539	<p>REVIEW OF STRATEGIC PRIORITIES</p> <p><u>Update on Interpretation Boards</u></p> <p>Cllr Park has circulated a proposal for interpretation boards. This will be discussed at the February meeting.</p>	<p>Clerk (agenda)</p>
5540	<p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation Ground</u></p> <ul style="list-style-type: none"> • Cllr Streete reported that the fire inspection report on the pavilion had been received and the issues raised were being addressed. These mainly relate to signage. Chris Strange has received a quote of around £500 for fire points. Two doors were not closing properly but this has been rectified. • It is hoped to obtain the commissioning certificate for the pavilion building works in the next week. • Additional quotes for a replacement sewage pump would be helpful but alternative suppliers are not easy to find. Cllr Park will research this. • The inspection of the emergency lighting and the PAT testing is in hand. • The framed pictures have now been hung in the corridor. • Tree Planting: Approximately one-third to half of the trees have now been planted and the second session is due to take place on 9th December. • Cllr Griffin reported that he is trying to ascertain when new trees are to be planted at the riverside and to offer help if necessary. 	

	<p><u>Newnham Murren Churchyard</u></p> <p>Cllr Sherbourne has received two quotes for the necessary tree work (£7,950 + VAT and £7,010 with no VAT). Before proceeding, it was agreed to contact the Churches Conservation Trust to establish whether the parish council is responsible for maintaining the trees. The Clerk will do this and will ask Revd. Kevin Beer for his advice as well as contacting OALC.</p> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> • Dorchester Parish Council has proposed forming a working group to monitor the problem of motorcycle speeding and noise. Cllrs Streete and Ryall have offered to join the group and the Clerk has forwarded their email addresses to the co-ordinator, Mike Atkinson. • The Parish Transport Rep will send a report in the new year. • Cllr Sherbourne would like to progress the provision of traffic calming in North Stoke. 	Clerk
5541	<p>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</p> <p><u>Emery Owen Trust</u></p> <p>Cllr Johnson reported that there are five trustees in total on the Emery Owen Charity. Two of the trustees, Mrs Helen Aplin and Prof Andrew Johnson, are standing down. The vacancies have been advertised and Mr Peter Hall and Mr Jim McGill have volunteered their services and have been accepted. Both are local residents with experience of other charities. Cllr Johnson will act as liaison officer between the charity and the parish council. It was unanimously agreed to approve these appointments.</p>	
5542	<p>CORRESPONDENCE</p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> • Rural Services Network updates • Police and Crime Bulletin November • Safeguarding News • NAHT update • OALC updates • SODC updates • Chilterns Conservation Board Update • Healthwatch Oxon update • Information on the High Sheriff Awards for 2023/24 	

	<ul style="list-style-type: none"> • Active Places Newsletter December • School Admissions Poster for primary admissions 	
5543	<p>DATES OF MEETINGS IN 2024</p> <p>Suggested dates for meetings in 2024 had been circulated and these were approved. The next meeting will be held on Thursday 1st February at Crowmarsh Gifford Village Hall, starting at 7.30pm.</p>	
5544	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Cllr Park proposed a vote of thanks to Cllr Griffin for guiding the council through the past year and for all his hard work. This was carried unanimously. • If bathing water status is confirmed for Wallingford Beach, then SODC will take responsibility for the necessary signage. 	

The meeting closed at 22.00pm.