



CROWMARSH PARISH COUNCIL

Minutes of the Parish Council Meeting
Held at Crowmarsh Gifford Village Hall on Thursday 6th March 2025
starting at 7.30pm

Present:

Mr John Griffin (Chair)	Mr Stephen Sherbourne
Mr Julian Park	Mrs Fleur Stevenson
Mr David Rowley	Ms Julia Streete

Attending: District Cllr Sue Cooper, Dr Yvonne Peet and Mrs Sue Rance. Three members of the public attended the meeting.

Apologies: Received from Ms Anna Best, Prof Andrew Johnson, Mr David Topliss, and District Cllr Andrea Powell.

Declarations of interest: None.

The meeting was quorate.

A member of the public requested that new fencing be fitted between Cox Lane and the allotment land and requested that a bench be supplied at the spare ground there.

A member of the public requested access to the data generated by the new Autospeed Watch camera. It was noted that this can be obtained from Cllr Best.

A member of the public expressed thanks for the improvements to the surface of the footpath 2 on the French Gardens development and for removing diseased trees at the Benson Lane boundary.

A member of the public reported that residents of French Gardens have to walk in the road in Benson Lane due to there being no pavement on the approach to the development. It was noted that the parish council is pursuing this with Oxfordshire Highways.

A member of the public commented on the large number of potholes in The Street, Crowmarsh. One of the speed bumps has disintegrated badly. Cllr Streete is a Fix my Street superuser and has reported this problem. However any member of the public may report potholes and other highway problems on Fix My Street and are encouraged to do so. It is recommended that any report includes a photo of the location.

pc mins 060325/1

NO.		ACTION
5705	<p>MINUTES OF MEETING HELD ON 6TH FEBRUARY 2025</p> <p>The Minutes of the parish council meeting held on 6th February 2025 were approved as a true record and signed by the Chairman.</p>	
5706	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p><u>Item 5693</u>: Cllr Johnson is still having problems with the online payment system and it was agreed to remove him from the list of councillors who are permitted to authorize payments.</p> <p><u>Item 5693</u>: Cllr Griffin will contact the Highways Engagement Team about the phasing of the traffic lights on Wallingford Bridge.</p> <p><u>Item 5698(a)</u>: The Finance Officer is in contact with Scottish and Southern Electricity regarding the charges for the church floodlighting.</p> <p><u>Item 5700</u>: The unstable basketball post at the spare ground at Botany Allotments has been laid flat and Cllr Sherbourne is contacting the owner about its removal.</p> <p><u>Item 5700</u>: OALC had provided two contacts we could approach for a tree survey.</p> <p><u>Item 5700</u>: A response has been sent to Oxfordshire Highways expressing support for speed reductions on the A4074 and Wallingford bypass.</p> <p><u>Item 5701</u>: Cllrs Best and Stevenson have the website accessibility statement in hand.</p> <p><u>Item 5702</u>: The new bench is now in place at North Stoke Recreation Ground and is a welcome asset to the village.</p>	<p>RFO</p> <p>JG</p> <p>RFO</p> <p>SSh</p> <p>AB/FS</p>
5707	<p>REPORT FROM THE COUNTY COUNCILLOR</p> <p>No report had been received from the County Councillor Bloomfield.</p>	

5708	<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"> • SODC has approved its budget for 2025/6 with no cuts to services. • District Cllr Cooper reported that the District Councillors' fund for 2025 has been increased to £7,500. The scheme will be open for applications from 18th August until December. • The new payment system for the garden waste scheme is now open and comes into effect in April. • An infrastructure grant scheme is being introduced. • A grant funding advice session is taking place at Cornerstone Arts Centre in Didcot on Thursday 20th March. Appointments are available from 12.30pm to 4.00pm. • Discussions are taking place on the introduction of a new unitary authority. Concern was expressed about whether residents would be able to influence the future of the former SODC site under the new arrangements. 	
5709	<p>REVIEW OF STRATEGIC PRIORITIES</p> <ul style="list-style-type: none"> • Improvements to Watery Lane are in hand. • It was agreed to write to Gavin Belcher of OCC to progress the extension of the pavement along Benson Lane to French Gardens. It was agreed that a named contact is needed for the duration of the work. Cllr Sherbourne will draft a letter to him and underline the health and safety concerns. 	SSh
5710	<p>PLANNING</p> <p>Decision by SODC</p> <p>P24/S3999/HH 6 Newnham Green, Crowmarsh Gifford OX10 8EW. Demolition of detached garage. Single storey side extension to provide new attached garage. Planning permission.</p> <p>Application withdrawn</p> <p>P24/S4053/FUL H R Wallingford Ltd, Howbery Business Park, Benson Lane, Crowmarsh Gifford OX10 8BA. Proposal for a flood resilient garden for public view and educational purposes.</p>	

	<p>Consultation</p> <p>P25/S0629/FUL H R Wallingford Ltd, Howbery Business Park, Benson Lane, Crowmarsh Gifford OX10 8BA New application for a flood resilient garden. Recommend approval.</p> <p>P25/S0408/LDE Annexe, 202 Crowmarsh Hill, Crowmarsh Gifford OX10 8BG Use of annexe building as independent residential unit. Lawful development application. We have no specific evidence to offer.</p> <p>Major developments</p> <p>A meeting with SODC planners and the applicant’s agent on the Newnham Manor application legal agreement is being arranged.</p> <p>Neighbourhood plan</p> <p>The revised neighbourhood plan has been made. We thank Dr Nick Robins for successfully steering it through this process.</p>																																					
5711	<p>FINANCE</p> <p>a) <u>Consider and agree payments since last meeting</u> The Finance officer had circulated a list of payments to be authorized. In addition to salaries and PAYE these were as follows:</p> <table><tr><th>Date</th><th>Company</th><th>Details</th><th>£ inc VAT</th></tr><tr><td>26.02.2025</td><td>Sue Rance (for Woodland Trust)</td><td>Purchase of trees</td><td>230.00</td></tr><tr><td>28.02.2025</td><td>Shield Maintenance</td><td>Dog bin emptying</td><td>225.42</td></tr><tr><td>31.01.2025</td><td>Grundon</td><td>Refuse collection Jan</td><td>160.24</td></tr><tr><td>05.02.2025</td><td>Castle Water</td><td>Water allotments Jan</td><td>29.44</td></tr><tr><td>10.02.2025</td><td>Fresh Air Fitness</td><td>Assessment of outdoor gym</td><td>198.54</td></tr><tr><td>26.02.2025</td><td>First Class Tree Surgeons</td><td>Removal of elm trees Benson Lane</td><td>£1200</td></tr><tr><td>02.03.2025</td><td>OALC</td><td>Annual membership</td><td>494.74</td></tr><tr><td>17.02.2025</td><td>Arrow Fencing</td><td>Fence repairs Howbery Farm</td><td>390.00</td></tr></table>	Date	Company	Details	£ inc VAT	26.02.2025	Sue Rance (for Woodland Trust)	Purchase of trees	230.00	28.02.2025	Shield Maintenance	Dog bin emptying	225.42	31.01.2025	Grundon	Refuse collection Jan	160.24	05.02.2025	Castle Water	Water allotments Jan	29.44	10.02.2025	Fresh Air Fitness	Assessment of outdoor gym	198.54	26.02.2025	First Class Tree Surgeons	Removal of elm trees Benson Lane	£1200	02.03.2025	OALC	Annual membership	494.74	17.02.2025	Arrow Fencing	Fence repairs Howbery Farm	390.00	
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11.02.2025	Paul Webb	Fit toilet seat in disabled toilet	80.00
04.03.2025	Ashley Tree Surveys	Tree survey Benson Lane	275.00
17.02.2025	SSE	Church floodlighting	192.04

It was proposed by Cllr Park and seconded by Cllr Sherbourne that the above payments be approved and this was agreed. Cllrs Stevenson and Streete will authorise the payments on-line. It was proposed by Cllr Park and seconded by Cllr Sherbourne that the tree survey and removal of the elm trees in Benson Lane should be funded from CIL money and this was agreed. It was noted that employers' national insurance contributions will be calculated on the HMRC website.

b) Review of accounts status at 28th February 2025

The financial summary was presented. Total receipts for the year to date were £131,818.18. Receipts in February were £803.00 and total payments were £6,199.00. Total payments for the year to date were £96,214.92 The balance at the bank was £216,185.04. The Finance Officer confirmed that as receipts and payments totalled less than £200,000, no change is required to the accounting system.

c) Confirmation of acceptance of CIL money in April

£9599 CIL money is due in April for The Sycamores, Crowmarsh Hill. It was proposed by Cllr Griffin and seconded by Cllr Streete that this be accepted and this was agreed. It was noted that CIL money of £57,471.83 for 22/23 needs to be spent by 27/28.

d) Asset Review

The following items were added to the asset list:

Clerk's laptop £483

Two solar powered defibrillators inc. batteries + pads £7348

Dog waste bin at French Gardens £267

Sewage pump at pavilion £5447

Roadside speed unit £838

Defibrillator base x 2 £795

16 smoke and heat detectors £1480.

Total additions = £16,658.

£257 was removed for the broken cooker at the pavilion.

	<p>Total assets at March 2025 = £,892,737. The pavilion value is now £1,487,200.</p> <p>After discussion it was proposed by Cllr Streete and seconded by Cllr Griffin that the revaluation of the assets be approved and this was agreed.</p> <p>e) <u>Financial Risk Review</u></p> <p>The financial risk management schedule was reviewed and some minor amendments identified. It was proposed by Cllr Sherbourne and seconded by Cllr Griffin that the amended document be approved and this was agreed.</p> <p>f) <u>25/26 Budget Review</u></p> <p>A year end forecast had been circulated. It was agreed to include in the budget for 25/26 the CIL income expected for that year (£9599). Subject to this change, it was proposed by Cllr Griffin and seconded by Cllr Sherbourne that the budget analysis be approved and this was agreed.</p> <p>g) <u>Ear-Marked Reserves</u></p> <p>The Finance Officer recommended that a figure be included in the 25/26 budget to cover ear-marked reserves for current projects. After discussion it was agreed that £35,000 be included for improvements to the surface of Watery Lane and £50,000 for improvements to Benson Lane. This was agreed unanimously.</p> <p>h) <u>Review of Standing Orders</u></p> <p>An update to the NALC Model Standing Orders document had been issued and this had been edited to reflect the actual practice of Crowmarsh Parish Council. After discussion it was proposed by Cllr Sherbourne and seconded by Cllr Griffin that the revised document be approved and this was agreed.</p> <p>i) <u>Review of Financial Regulations</u></p> <p>A new edition of the Model Financial Regulations has been issued. It requires tailoring by each Parish and Town Council to reflect individual practice. The Clerk has begun work on this and will circulate the document to councillors to invite their input. The revised document will be reviewed at the April meeting.</p>	
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	<p>j) <u>Bus Shelter Spring Clean</u></p> <p>Core Clean Services had quoted £50 each for a spring clean of the two bus shelters near to CABI. It was agreed to accept this price.</p>	ALL
5712	<p>CHAIRMAN'S REPORT</p> <p><u>Litterpick on Saturday 15th March</u></p> <p>All are encouraged to participate in the litterpick from 9 – 12 noon on Saturday 15th March. Volunteers should meet at Bridge Villa's yard. Hi-viz clothing, litterpickers and bags will be provided.</p> <p><u>North Stoke Bus Shelter</u></p> <p>It was reported that some panels in the North Stoke bus shelter have been removed. The Clerk will ask Nigel Aplin whether he is willing to undertake the necessary repairs. Failing this, Arrow Fencing will be asked to quote.</p>	Clerk
5713	<p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation Ground</u></p> <p>Quotes are being obtained for repairs to the tunnel on the play area and the surrounding surface. These will be circulated to councillors when they are received.</p> <p>Photographs are being collected of the recreation ground in a variety of weather conditions and of sports activities there. These will be displayed at the pavilion and on the website.</p> <p>The spare cooker at the village hall has been relocated to the pavilion to replace the one that had been damaged. The damaged toilet seat has been replaced.</p> <p>The additional trees have now been planted at the recreation ground. A few are being kept aside to be used as replacements if needed.</p> <p>Chris Strange has a quote for a replacement sight screen for cricket. Cllr Streete will discuss with him whether to make an insurance claim for the damaged one.</p>	<p>DR</p> <p>JS</p>

	<p>Two quotes have been received for sewer repairs. Xylem's service contract for the sewage pump is due for renewal in May. The cost last year was £812.97 + VAT</p> <p>It was agreed to consult the residents of Park View and Robert Sparrow Gardens about their preferences for future use of the spare ground.</p> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> • There is still no news about the replacement speed indicator device at North Stoke. The Chairman will continue to pursue this with Oxfordshire Highways. • Cllr Best is keen to re-activate the Community Speedwatch initiative and knows a number of local residents who are willing to volunteer. She will make the reports from the new Autowatch speed camera available via Crowmarsh News and the website. 	<p>JS</p> <p>JG</p> <p>AB</p>
5714	<p>UPDATE ON WEBSITE</p> <p>Cllr Stevenson reported that the website accessibility statement is in hand and she is liaising with Cllr Best on this.</p>	AB/FS
5715	<p>CORRESPONDENCE</p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> • Safeguarding Update • Rural Funding Digest • Police and Crime Bulletin • SODC updates • Chiltern Society Magazine • Healthwatch Oxon update • Parish Online Newsletter. • Rural Network update • OALC updates • NALC updates. 	
5716	<p>DATE OF NEXT MEETING</p> <p>The next meeting will be held on Thursday 3rd April at Crowmarsh Village Hall starting at 7.30pm.</p>	

