



# CROMMARSH PARISH COUNCIL

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**Minutes of the Annual Parish Council Meeting  
Held at North Stoke Village Hall on Thursday 9<sup>th</sup> May 2024  
starting at 7.30pm**

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**Present:**

Mr John Griffin	Mr David Rowley
Ms Anna Best	Mr Stephen Sherbourne
Prof Andrew Johnson	Mr David Topliss

**Attending:** Dr Yvonne Peet and Mrs Sue Rance. District Cllr Andrea Powell attended part of the meeting as did two members of the public.

**Apologies:** Received from District Cllr Sue Cooper, Mr Julian Park, Ms Julia Streete and Mrs Fleur Stevenson

**Declarations of interest:** Cllr Sherbourne declared an interest in planning application P24/S1296/FUL Shepherds Barn, Clacks Lane, OX10 8BE and took no part in the discussion.

The meeting was quorate.

It was noted with regret that Mrs Liz Ryall had tendered her resignation as a parish councillor, due to pressure of other commitments. A vote of thanks was made to her for all her hard work over many years. Cllr Ryall had been able to provide valuable input from the local business and farming communities. She had also taken on responsibility for the emergency plan and had served on the River Users' Group (RUG3).

NO.		ACTION
5588	<b>ELECTION OF CHAIR AND VICE-CHAIR</b>  It was proposed by Cllr Sherbourne that Mr John Griffin be elected as Chair. Cllr Griffin confirmed his willingness to take on this role and, there being no other nominations, he was unanimously elected.	

	<p>It was proposed by Cllr Griffin that Mr Stephen Sherbourne be elected as Vice-Chair. Cllr Sherbourne confirmed his willingness to take on this role and, there being no other nominations, he was unanimously elected.</p> <p><u>Election of Committee Members:</u> The following councillors representing the parish council on the Environment and Recreation Ground committee were re-elected subject to their availability: Cllrs Streete, Johnson, Rowley and Park. Cllr Sherbourne was re-elected as chair of the Traffic and Transport committee.</p>	
<b>5589</b>	<p><b>MINUTES OF MEETING HELD ON 4<sup>TH</sup> APRIL 2024</b></p> <p>The Minutes of the meeting held on 4<sup>th</sup> April 2024 were approved as a true record and signed by the Chairman.</p>	
<b>5590</b>	<p><b>MATTERS ARISING FROM PREVIOUS MINUTES</b></p> <p><u>Item 5575:</u> CABI Bus shelter photos on Google Drive. The Clerk has this in hand.</p> <p><u>Item 5575:</u> The chairman has requested information from County Council officers about the time frame for adoption of the roads at French Gardens. A reply is awaited.</p> <p><u>Item 5578:</u> The council's expression of interest in the SODC CIL grant scheme had not been approved as it was deemed to be a county council responsibility.</p>	<b>Clerk</b>
<b>5591</b>	<p><b>REPORT FROM THE COUNTY COUNCILLOR</b></p> <p>No report had been received from County Councillor Bloomfield. However, a copy of the report from County Councillor Freddie van Merlo had been received. It was noted that recycling centres will no longer open late on Thursdays.</p> <p>139 Bus Service: Following OCC discussion with Thames Travel there is agreement on a single ticket price for journeys from Ewelme/RAF Benson to Cholsey via Wallingford. Agreement was also reached in principle on reversing the loop at certain times to enable a direct Ewelme/RAF Benson to Benson service. Parish Transport Reps are invited to provide input on which times would be most beneficial.</p>	

5592	<p><b>REPORT OF THE DISTRICT COUNCILLORS</b></p> <p>The District Councillors' report had been circulated and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The survey on 'The Way Ahead' for South Oxfordshire will close on 14<sup>th</sup> May.</li> <li>• District Cllr Powell outlined the District Council's strategy for meeting the need for affordable homes.</li> <li>• The riverside splash park will open on 25<sup>th</sup> May. Cllr Topliss requested that the grass is cut in advance of the opening date. District Cllr Powell will feed this back to those responsible.</li> <li>• The District Council's annual meeting is to be held during the week commencing 13<sup>th</sup> May.</li> </ul>	AP
5593	<p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <ul style="list-style-type: none"> <li>• <u>Interpretation Boards</u> Cllr Park has recommended purchasing five boards from Arien Signs. After discussion it was agreed to accept their quote of £5,820 in principle. Cllr Park will take this forward.</li> <li>• <u>Feedback on meeting with OCC Highways held on 17<sup>th</sup> April</u> This site meeting was attended by Mr Jon Beale of OCC Highways and several residents also attended. It was agreed to commission a speed survey at lamppost 4 for seven days, at a cost of £190 + VAT. It was noted that the solar powered SID in Benson Lane is not always working.  Pedestrian access to French Gardens was the main matter discussed. It was noted that the pavement does not continue into Benson Lane which makes it dangerous for pedestrians. Consideration will be given to facilitating pedestrian access by means of a pavement on the east side on Benson Lane. At present this is very dangerous, especially at night and residents are keen to resolve the issue. Highway Records can provide a map of this area of Benson Lane which can be used to take this forward. OCC agreement in</li> </ul>	JP

	<p>principle will be needed and then funding can be considered.</p> <p>Footpath 2 is the other issue which can be dealt with in conjunction with the county council's development team. Cllr Griffin is in contact with the Rights of Way officer. It will also be necessary to establish whether OCC has served notice on those residents whose properties are adjacent to the footpath where the vegetation is overgrown.</p> <p><u>Update on defibrillator cases for Mongewell and East Crowmarsh.</u></p> <p>Cllr Sherbourne has identified a case which costs £2,550 + VAT. A concrete slab would be needed in addition to the defibrillator. Suggested locations are next to the noticeboard at Carmel Terrace and at the entrance to Park View. Cllr Sherbourne will discuss costings with the company and report back to the next meeting.</p> <ul style="list-style-type: none"> <li>• <u>Improvements to Watery Lane</u> Three quotes have been received for tree work: <p>Cottrells: £5,100 + VAT Benson Tree Services: £4,420 (no VAT) First Class Tree Surgeons £2,000 + VAT.</p> <p>Cllr Sherbourne has done a site visit with each contractor. It has been agreed to postpone the work until the end of the bird nesting season in August. Meanwhile Cllr Sherbourne will seek quotes for improving the surface from Grundon and others.</p> </li> </ul>	<p><b>SSh</b></p> <p><b>SSh</b></p>
<p><b>5594</b></p>	<p><b>PLANNING</b></p> <p><b>Decisions by SODC</b></p> <p><u>P24/S0908/HH</u> 14 McCulloch Meadows, Crowmarsh Gifford OX10 8FX. Erection of a garden studio. Planning Permission</p> <p><u>P24/S0831/HH</u> 18 Hasthorpe Road, Mongewell OX10 8FR. Single storey rear infill extension and partial garage conversion. Planning Permission</p>	

	<p><a href="#">P24/S0746/CM</a> Land at White Cross Farm near Winterbrook. Notice of Submission of Further Information in relation to: Extraction and processing of sand and gravel including the construction of new site access roads, landscaping and screening bunds, minerals washing plant and other associated infrastructure with restoration to agriculture and nature conservation areas, using inert fill. County Matters – Refusal Recommendation</p> <p><a href="#">P24/S0187/LB</a> 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.) <u>Listed Building Consent</u></p> <p><b>Consultations</b></p> <p><a href="#">P24/S0589/S73</a> The Sycamores, Land East of 206 Crowmarsh Hill, Crowmarsh Gifford OX10 8BG. Variation of condition 2 (Approved plans), 3 (materials), 9 (Landscaping) and 10 (carbon reduction energy efficiency measures) on planning application P21/S4223/FUL (Alterations to extant planning permission P20/S0267/FUL Erection of five dwellings and associated works) - revisions to the external materials and alterations to some of the fenestration and door designs. The proposals will not make any changes to the internal layout or external above ground dimensions. Permission is also sought for the provision of subterranean basements to Plots 3, 4 and 5 and replacement of the approved post and rail fencing to the south of the Site with close board, timber fencing. No objection, subject to the energy efficiency being maintained: uncertain if the original Passivhaus standard is retained in the revised carbon reduction energy efficiency measures.</p> <p><a href="#">P24/S1296/FUL</a> Shepherds Barn, Clacks Lane, near Crowmarsh Gifford OX10 8BE Erection of straw and farm stores with apron between. Large barns in an open location, but apparently necessary. This is a sensitive site for archaeology.</p> <p><a href="#">P24/S1084/HH</a> 174 Crowmarsh Hill, Crowmarsh Gifford OX10 8BG Increasing pitch of garden studio roof (retrospective). No objection.</p> <p><b>Major developments</b></p> <p>News on the Newnham Manor site legal agreement to be requested in time for the Annual Parish Meeting.</p>	
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	<p><b>Neighbourhood plan</b></p> <p>Dr Nick Robins reported that this is proceeding. The online survey will close at the end of May.</p>																																																																									
5595	<p><b>FINANCE</b></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> <table border="1" data-bbox="363 622 1217 1787"> <thead> <tr> <th>Date</th> <th>Company</th> <th>Details</th> <th>£ inc VAT</th> </tr> </thead> <tbody> <tr> <td>26.04.24</td> <td>Shield</td> <td>Dog bins</td> <td>176.80*</td> </tr> <tr> <td>30.04.24</td> <td>Scofell</td> <td>Nature area cut + nettle spray</td> <td>1200.45</td> </tr> <tr> <td>16.04.24 + 01.05.24</td> <td>Ashburton</td> <td>Grass cutting Newnham Church x 2</td> <td>264.00</td> </tr> <tr> <td>17.04.24</td> <td>Ashburton</td> <td>Grass cutting N Stoke rec.</td> <td>108.00</td> </tr> <tr> <td>30.04.24</td> <td>Ashburton</td> <td>Grass cutting village</td> <td>378.00</td> </tr> <tr> <td>31.03.24</td> <td>Lawncare</td> <td>Service garden tractor</td> <td>563.40</td> </tr> <tr> <td>19.04.24</td> <td>Bowak</td> <td>Janitorial supplies</td> <td>137.09</td> </tr> <tr> <td>08.05.24</td> <td>Castle Water</td> <td>Allotment water</td> <td>14.64</td> </tr> <tr> <td>02.05.24</td> <td>Typeform</td> <td>Survey subs.</td> <td>30.00</td> </tr> <tr> <td>30.04.24</td> <td>April Skies</td> <td>Internal audit fee</td> <td>195.00</td> </tr> <tr> <td>16.04.24</td> <td>SSE Energy</td> <td>Electricity March</td> <td>180.57</td> </tr> <tr> <td>31.03.24</td> <td>Grundon</td> <td>Refuse March</td> <td>131.44</td> </tr> <tr> <td>18.04.24</td> <td>Haynes</td> <td>SID battery</td> <td>128.69</td> </tr> <tr> <td>31.03.24</td> <td>Crowmarsh hall</td> <td>Hire in March</td> <td>20.00</td> </tr> <tr> <td>01.04.24</td> <td>Community 1<sup>st</sup></td> <td>Membership</td> <td>55.00</td> </tr> <tr> <td>09.05.24</td> <td>OALC</td> <td>A Best training</td> <td>72.00</td> </tr> <tr> <td>11.03.24</td> <td>Origin Amenity Solutions</td> <td>Grass seed and fertilizer</td> <td>399.26</td> </tr> </tbody> </table> <p>*A price increase of 55p per bin was noted.</p>	Date	Company	Details	£ inc VAT	26.04.24	Shield	Dog bins	176.80*	30.04.24	Scofell	Nature area cut + nettle spray	1200.45	16.04.24 + 01.05.24	Ashburton	Grass cutting Newnham Church x 2	264.00	17.04.24	Ashburton	Grass cutting N Stoke rec.	108.00	30.04.24	Ashburton	Grass cutting village	378.00	31.03.24	Lawncare	Service garden tractor	563.40	19.04.24	Bowak	Janitorial supplies	137.09	08.05.24	Castle Water	Allotment water	14.64	02.05.24	Typeform	Survey subs.	30.00	30.04.24	April Skies	Internal audit fee	195.00	16.04.24	SSE Energy	Electricity March	180.57	31.03.24	Grundon	Refuse March	131.44	18.04.24	Haynes	SID battery	128.69	31.03.24	Crowmarsh hall	Hire in March	20.00	01.04.24	Community 1 <sup>st</sup>	Membership	55.00	09.05.24	OALC	A Best training	72.00	11.03.24	Origin Amenity Solutions	Grass seed and fertilizer	399.26	
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	<p>It was proposed by Cllr Johnson and seconded by Cllr Topliss that the above payments be approved and this was agreed.</p> <p>Cllrs Griffin and Sherbourne will authorise the payments on-line. Cllr Johnson requested training on the on-line system.</p> <p>b) <u>Requests for Grants and Donations</u></p> <p>A grant request had been received from North Stoke PCC for £1,736.00 under Section 137, for grass cutting in the churchyard and pound. This is to cover the anticipated nine cuts in 2024, amounting to £900, plus £350 to cover the shortfall in 2023. After discussion it was proposed by Cllr Griffin and seconded by Cllr Sherbourne that this be approved and the grant was unanimously agreed. It was proposed by Cllr Sherbourne to notify the PCC that in future the parish council would like to see competitive quotes in order to assure themselves of best value.</p> <p>A grant request for £69 had been received from Benson Library under Section 137, based on the number of Crowmarsh residents using the facility. After discussion, it was proposed by Cllr Griffin and seconded by Cllr Sherbourne that a grant of £100 be made and this was agreed.</p> <p>c) <u>Internal Audit Report</u></p> <p>The internal audit had been successfully completed and the report was noted.</p> <p>The auditor had suggested that when the risk assessment is next reviewed, a reference to cyber risk should be added. In future earmarked reserves will be reviewed more frequently. It was noted that if turnover exceeds £200,000 for three years running, there would be a change in the way this is recorded in the accounting system. This is not required at present.</p> <p>d) <u>Section 1: Annual Governance Statement 2023/24</u></p> <p>The annual governance statement was reviewed and completed. It was proposed by Cllr Johnson and seconded by Cllr Sherbourne that it be approved by the council. This was agreed and the statement was signed by the Chairman and Clerk.</p>	<p><b>JG/SSh</b></p> <p><b>Clerk</b></p>
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	<p>e) <u>Section 2: Year-end accounts &amp; accounting statements 23/24</u></p> <p>The accounting statements for the annual return (certified by the RFO) were considered. The balance to carry forward at the year-end was £180,583. It was proposed by Cllr Griffin and seconded by Cllr Sherbourne that these be approved and this was agreed.</p> <p>f) <u>Notice of public rights</u> The notice of public rights period will be set as Monday 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024 and a notice will be posted on the website and all noticeboards.</p> <p>g) <u>Review of Salaries</u></p> <p>The Finance Officer and the Clerk withdrew while the salary review took place. It was agreed to award a 5% pay increase to all three staff members, backdated to 1<sup>st</sup> April 2024.</p> <p>h) <u>Review of publications scheme</u></p> <p>The publications scheme had been circulated. After consideration it was agreed to re-word the section on 'Additional Information' to read 'The Council will provide additional information as necessary'. Subject to this amendment, the document was approved.</p> <p>i) <u>Allotments</u></p> <p>The Finance Officer reported that five allotment holders had not yet paid for the current year. It was agreed to specify in future tenancy agreements that invoices should be paid within two months. There are three residents on the waiting list.</p>	
5596	<p><b>CHAIRMAN'S REPORT</b></p> <ul style="list-style-type: none"> <li>• The Annual Parish Meeting will be held on Thursday 23<sup>rd</sup> May at the Pavilion, starting at 7.00pm. The Clerk will organize the provision of tea and coffee on arrival and will display notices publicizing the event.</li> <li>• OALC had advised that parliamentary candidates should not be specifically invited to attend the annual meeting. Mrs Eaglen, the headteacher of Crowmarsh School is unable to attend but will encourage a school governor to do so. No response has yet been received from Thames Valley Police. It might be possible to</li> </ul>	Clerk



	<p>invite a resident to speak about the broadband speed problems on the east side of the village.</p> <ul style="list-style-type: none"> <li>• It was agreed to display the King's Portrait in the George Jarvis Room at the Pavilion.</li> </ul>	
<b>5597</b>	<p><b>REPORTS OF COMMITTEES</b></p> <p><u>Environment and Recreation Ground</u></p> <ul style="list-style-type: none"> <li>• Eibe has quoted £1,500 to repair the large circular 'Saturn Whizzler' and has offered to attempt to repair the inclusive Orbit roundabout when they visit by greasing the bearing thoroughly. This was approved.</li> <li>• It was noted that Abingdon Town Council are seeking tenders for the maintenance of their playground equipment. It was agreed to keep a watching brief on the Crowmarsh playground equipment and to ask Cllr Streete to meet with Eibe when they visit.</li> <li>• A revised estimate of £5,472 has been received for the new sewage pump. This has been agreed.</li> <li>• The tent, previously reported on, is still in the nature area.</li> <li>• Cllr Rowley reported that an enquiry has been received from the scouts to use the servery for six weeks during the school summer holidays from 10 – 2 each day. This was welcomed. The terrace games could also be made available. It is hoped to publicise this booking in Crowmarsh News and elsewhere.</li> <li>• Bookings have also been made by Wallingford School to use the meeting room for exams.</li> <li>• It was noted that 'Wild about Wallingford' are interested in liaising with the parish council on environmental matters.</li> </ul> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>• No update on community speedwatch at present.</li> </ul>	<b>Env/Rec JS</b>
<b>5598</b>	<p><b>UPDATE ON WEBSITE</b></p> <p>Cllr Best will liaise with Cllr Stevenson on how to achieve website accessibility.</p>	<b>AB/FS</b>

5599	<p><b>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>It was noted that, following Cllr Ryall's resignation, there is a vacancy for a parish council representative on the River Users' Group (RUG3).</p>	
5600	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• Three traffic regulation notices affecting Crowmarsh and North Stoke, in particular the B4009 and Cox's Lane plus the lane opposite Sheepcote Farm.</li> <li>• Email from a resident about broadband speeds in the parish.</li> <li>• Rural Services Network updates</li> <li>• Rural Funding Digest</li> <li>• NALC updates</li> <li>• OALC updates</li> <li>• SODC updates</li> <li>• Healthwatch Oxon update</li> <li>• Parish Online Newsletters</li> </ul>	
5601	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will be held on Thursday 6<sup>th</sup> June at Crowmarsh Gifford Village Hall, starting at 7.30pm.</p>	
5602	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Cllr Sherbourne will order geraniums for the flower tubs at Benson Lane and The Street.</li> </ul>	

The meeting closed at 21.45.