



# CROMMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting**  
**Held at North Stoke Village Hall on Thursday 5<sup>th</sup> December 2019,**  
**starting at 7.30pm**

**Present:**

Mr John Griffin (Chairman)	Mr David Rowley
Mr Jon Grove	Mrs Liz Ryall
Ms Gaynor Hopkins	Mr Stephen Sherbourne
Prof Andrew Johnson	Mr Stuart Soames
Mr Ken McCrea	Mrs Fleur Stevenson
Mr Julian Park	

**Attending:** Dr Yvonne Peet (Finance Officer) and Mrs Sue Rance (Clerk). Mr Nigel Hannigan and Mr Nick Robins attended part of the meeting.

**Apologies:** Received from Mr David Topliss, County Councillor Mark Gray and District Councillors Sue Cooper and Andrea Powell. Mr Ken McCrea apologised for unavoidably arriving late.

**Declarations of interest:** Mr Stephen Sherbourne declared an interest in the planning application P19/S4084/HH 45 Thames Mead Crommarsh Gifford OX10 8HA

The meeting was quorate.

NO.		ACTION
4958	<b>MINUTES OF MEETING HELD ON 7<sup>TH</sup> NOVEMBER 2019</b>  The Minutes of the Meeting held on 7 <sup>th</sup> November were approved as a true record and signed by the Chairman.	
4959	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>  <u>Item 4945:</u> Cllr Ryall reported that Mr Hannigan had served over 30 years as a parish councillor and she is trying to establish the exact length of service.  <u>Item 4952:</u> The Clerk had circulated the 'turn it off' posters advising motorists not to let their engines idle for a long period and she has a supply of printed copies.  <u>Item 4952:</u> The Clerk will contact County Councillor Gray about the traffic and transport queries after the general election has taken place.	<b>ER</b>  <b>Clerk</b>

	<p><u>Item 4955</u>: Cllr Rowley had attended the ‘Punchbowl Event’ at the Corn Exchange.</p> <p><u>Item 4957</u>: Many of the daffodil bulbs donated by Grundon have now been planted at the pavilion and village hall, as well as Cox’s Lane and Robert Sparrow Gardens.</p> <p><u>Item 4957</u>: Cllr Sherbourne reported that quotes are in hand from Cottrells and Coulton Tree Services to attend to the overgrown vegetation at Cox’s Lane and Robert Sparrow Gardens. The Clerk will send him an alternative email address for Broomfield Tree Services as no response has yet been received from them.</p>	<b>SSh Clerk</b>
<b>4960</b>	<p><b>REPORT OF THE DISTRICT COUNCILLOR</b></p> <p>The District Councillors’ report had been circulated.</p> <p><b>General Election and “Purdah”</b>  In the run-up to the General Election on 12<sup>th</sup> December we are constrained by the rules of purdah, which mean that we cannot promote policies, changes to services, or council activities that could be perceived as favouring one candidate or party over another or implies a council position on sensitive political issues.</p> <p><b>Local Plan</b>  There is nothing to report on the status of the District Council Local Plan; it remains “frozen” while the holding order from the Secretary of State remains in place, and now we await the outcome of the election to see what will happen next.</p> <p><b>Councillor Grants.</b>  We have both had several requests for funding, all of which we’ve been able to confirm. This has included the Going Forward bus service, which is based in Goring but serves several local villages, the Wallingford Archers club and the Riverside Counselling service, both of which are used by residents in our ward. We both still have a small amount left for any other good local causes, but the funds are rapidly dwindling!</p> <p><b>Affordable housing</b>  At its meeting in October, Cabinet discussed the problems around the provision of genuinely affordable housing in South Oxfordshire, and asked officers to prepare a paper on ways in which the council can put in place a new approach to council intervention to bring forward a wide range of housing delivery in South Oxfordshire. This is a complex and very technical subject with all kinds of financial, legal and operational considerations, so we need to look very carefully at what options are viable. A workshop on the issue is now planned for the end of January, following in-depth investigations by the Development &amp; Regeneration team.</p>	

### **“New Crowmarsh”**

Work has begun on the design specification for the new council offices in Benson Lane, and we are being supported by a very professional team at Ridge, who are our project managers, architects and building experts. We will be deploying all available measures to ensure that the building is constructed from sustainable materials, has a minimal impact on the environment and is highly efficient to run, as well as being attractive and an asset to the local community. The Council Chamber will be large enough to hold both South and Value Councils at the same time, so will be a large facility that will hopefully be available to other local groups. The site will provide ample car-parking for local events, and will include significant tree planting, both for biodiversity gain and as part of the heating/lighting strategy for the building. Our aim is to submit the plans for planning approval in the Spring of 2020.

### **Countryside Services**

The SODC Countryside Service manages a number of sites around South Oxfordshire that we own, under contract with the Earth Trust, to conserve and enhance the natural environment, for the benefit of wildlife and people, and also to preserve the historic environment. This includes looking after Grade 1 listed ruins and a Scheduled Ancient Monument at Wallingford Castle Meadows.

To find out about some of the positive work we've carried out at the site please see the [latest report for Wallingford Castle Meadows and Riverside Meadows](#). Andrea is one of the SODC nominated liaison people for these two sites, and will be meeting the Warden on 17<sup>th</sup> December.

### **Climate Emergency Committee Update**

The new Climate Emergency Advisory Committee has recommended a number of overarching goals for the council in achieving carbon neutrality. You can see the [South](#) targets set on our website.

Work is now being planned and prepared around seven themes: council business, housing, partnership, infrastructure, transport, biodiversity and behaviour change. The Insight and Policy team are now evaluating these plans and working with other service areas to look at the feasibility of some of the options.

As part of an Oxford University programme, the team has also secured student consultancy support to capture their creativity and fresh ideas on strategies and techniques to help achieve the challenging targets set out by the committee. The students will create a data pack of information around the urgency of climate change and adaptation. A reminder that the meetings of the

	<p>Climate Emergency Advisory Committee are held in public for anyone who is interested in learning more.</p> <p><b>Civil Parking Enforcement</b></p> <p>The Council is investigating the feasibility of decriminalising parking offences and taking control of enforcement. The advantage of taking this on is that we would receive any income from parking fines and be much more in control over all parking restrictions in our towns and villages. It turns out to be quite a complicated matter (of course), and has to be done in collaboration with other local authorities. Apparently we are one of the few councils in the country which doesn't already control parking restrictions and infringements, so we are keen to move this forward. We're at the feasibility study stage, working with OCC and other authorities, but we've been advised that nothing will move forward until after Brexit.</p>	
<p><b>4961</b></p>	<p><b>FINANCE</b></p> <p>a) <u>Payments made in November</u></p> <p>A schedule of payments made since the last meeting was presented. This included:</p> <ul style="list-style-type: none"> <li>• Staff salaries and PAYE</li> <li>• Allotment insurance £81.20</li> <li>• Hall hire for North Stoke Village Hall £85.00, including hall hire for the Neighbourhood Plan exhibition.</li> <li>• Allotment affiliation fee £20.00</li> <li>• UK map for neighbourhood plan £25.24</li> <li>• Attendance at environmental planning meeting £306.00</li> <li>• October grass cutting £930.00</li> <li>• October refuse collection £104.21</li> <li>• Photocopying done at school Nov 18 – Nov 19 £128.92</li> <li>• Printing of invoices for pavilion/recreation hire £114.00</li> <li>• RCOH fee (to come out of £7,500 grant) £2,310.</li> </ul> <p>It was proposed by Cllr Sherbourne and seconded by Cllr Ryall that these payments be approved and this was agreed.</p> <p>b) <u>Consider accounts for year to date.</u></p> <p>The accounts to 30<sup>th</sup> November showed income to date of £206,377 and expenditure of £89,199. These figures were affected by the playground project. Receipts in November were £2,558 and payments £8,469. A cheque for £614 was received for the feed in tariff which is now up to date. A replacement cheque was sent to Arrow Fencing to replace one which had been lost in the post.</p>	

c) Draft Budget and Precept for 2020/21

- The draft budget had been circulated. No increase in the precept was proposed for next year, currently £38,201.
- A slightly higher income is projected for the pavilion and recreation ground as cricket and netball are expected to bring in some funds.
- Yoga is shown separately in the budget as it accounts for a high percentage of pavilion income.
- Miscellaneous income includes bowls and photography clubs.
- Total budget income is £52,632, compared with last year's figure of £51,317.
- Expenditure on salaries is expected to be in line with the current year. The budget includes £50 for travel expenses.
- Insurance costs are budgeted for at £4,300.
- Membership fees budget is £250. £146 has been spent this year to date.
- Audit fees this year cost £850; next year may be lower as overall expenditure is expected to reduce now that the playground project is complete.
- Training will be budgeted for at £150 for councillors and £200 for staff. There has been no expenditure for this year to date. Councillors are encouraged to take any planning training which may be offered.
- Publicity budget = £200.
- Section 137 donations: next year's limit is £8.32 per elector.
- Equipment has been budgeted for at £3,000. This year's spend is currently £5,440 for the speed indicator devices.
- Neighbourhood Plan: £1,000 budget assuming the £7,500 grant is spent.
- Playground maintenance budget £3,000. £5,000 was suggested as a budget for ongoing repairs and towards eventual replacement in order to build up a fund over the years. However, there is £183,300 currently in the capital reserve, including CIL and neighbourhood plan money.
- Weed control budget for nature reserve £1500 as currently.
- Cllr Johnson would like to plant more trees in the nature area for climate emergency and suggested a budget of £3,500. Cllr Sherbourne proposed that this project could be a strategic priority and this was agreed.
- The refuse collection charges are due to increase on 1<sup>st</sup> January and this has been built in to the budget.
- Budget for annual service inspections at the pavilion was agreed at £1,000.
- Budget for grants is for items other than Section 137.
- The total budget expenditure was £57,000, income £52,600.

	<ul style="list-style-type: none"> <li>• It was proposed by Cllr Griffin and seconded by Cllr McCrea that the draft budget be approved and that the precept remains at £38,201 for 2020/2021. This was agreed. There are 709 dwellings in the parish. There will be more CIL money coming in during the year.</li> <li>• It was agreed to commission an architect to draw up plans for the toilets and other changes at the recreation ground but is assumed that this will be done during the current financial year.</li> </ul>	
4962	<p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <p><u>Residents' Survey</u></p> <p>Cllr Stevenson circulated the results of the survey so far. It was agreed to keep the survey open and to put it into Crowmarsh News again. Cllr Johnson suggested putting a printed copy in the village shop; it could also be put on the Facebook page. It was agreed to request comments by end of January; hopefully a 20% response rate could be achieved.</p> <p>Cllr Hopkins requested guidance on what to include on the Facebook page. It was agreed any notices on the website could be posted and information on road closures etc.</p>	
4963	<p><b>PLANNING</b></p> <p><b>Decisions by SODC</b></p> <p>P19/S3124/DIS 69 The Street, Crowmarsh Gifford, OX10 8EF Discharge of condition 3 - Tree Protection to application P19/S2254/HH. Single storey glazed extension. DETAILS AGREED.</p> <p>P19/S2889/HH 17 Robert Sparrow Gardens, Crowmarsh Gifford, OX10 8DQ</p> <p>Single storey conservatory to rear elevation. PLANNING PERMISSION</p> <p><b>Consultation on applications</b></p> <p>P19/S4107/HH 1 Winterbrook, Wallingford OX10 9DX (across the River Thames)</p> <p>Demolition of one existing garage building and existing single storey rear extension and construction of new single storey rear extension, construction of replacement garage and cladding of existing garden store building. Amendment 11 November 2019. Recommend NO STRONG VIEWS – it does not affect our parish.</p> <p>P19/S4084/HH 45 Thames Mead Crowmarsh Gifford OX10 8HA</p> <p>Proposed demolition of existing conservatory and replacement extension. Proposed partial garage conversion (additional parking plan drawing no. 2129.G4.V1 received 21 November 2019).</p>	

Recommend NO OBJECTION

***Discharge of conditions (to note)***

P19/S4370/DIS 27 Benson Lane Crowmarsh Gifford OX10 8ED

Discharge of condition 3 (materials) of application

P18/S2866/FUL Detached dwelling (amended scheme to planning approval number P16/S2454/FUL)

**Newnham Manor housing site**

The revised plans still need to be resubmitted to SODC's planning committee.

**Neighbourhood plan**

The pre-submission version of the plan had been circulated by Mr Hannigan and Mr Robins. It is proposed submit this on 6<sup>th</sup> January for the six weeks statutory consultation period. It is necessary for the plan to be adopted by the parish council before the consultation period begins. Any comments from the District Council will be incorporated and residents may then comment on it. The plan will be posted on the parish website and at key locations round the parish. It will also be published in Crowmarsh News.

There will be a public consultation meeting on 11<sup>th</sup> January at Crowmarsh Gifford Village Hall, when the community café will also take place, and on 18<sup>th</sup> January at North Stoke Village Hall. Mr Hannigan and Mr Robins have spent a lot of time developing the plan and consulting with interested parties all over the county. The plan provides for a level of development which is higher than that required up to 2034; 341 homes is the current figure. When the plan is made it will enable the parish council to receive a higher level of CIL money and will eliminate any speculative extra development.

The consultation documents will need to be emailed by the parish clerk. Parishioners will be notified by Crowmarsh News, Facebook parish website and there will also be a banner on the village hall.

It was noted that at the Neighbourhood Plan consultation meeting a plain English summary of the contents of the plan would be a great help.

As suggested amendments and corrections put forward by members of the Parish Council are not related to the overall strategy, it was agreed these will be addressed as part of the consultation stage.

	<p>Cllr Rowley has asked Andrea Powell, the SODC Cabinet member for Corporate Services, if SODC have any recommendations or guidance for Parish Councils on how they can develop their own climate emergency/sustainability action plans as part of their Neighbourhood Plan, in line with what is being developed at SODC. He has also encouraged her to push for achieving a high level of sustainability accreditation (such as BREAM (Building Research Establishment Environment Assessment Method – Outstanding rating) and to address future adaptability for their new offices in Crowmarsh.</p> <p>After discussion it was proposed by Cllr McCrea and seconded by Cllr Park that the pre-submission plan be adopted by the parish council and this was carried with one abstention.</p>	
4964	<p><b>REPORTS OF COMMITTEES</b></p> <p><u>Environment and Recreation Ground</u></p> <ul style="list-style-type: none"> <li>• An architect will visit on Monday 9<sup>th</sup> December with a view to drawing up a plan for modifications at the pavilion. Two other quotes have been sought.</li> <li>• The mowers are currently being serviced and worm treatment is being carried out on a limited area of the playing field as cricket is expected to resume next year.</li> <li>• Wallingford Wildlife Group have been showing an interest in the nature area.</li> <li>• Total expenditure on the playground project so far is £222,603 excluding VAT of which £36,623.49 excluding VAT has been contributed by the parish council. A vote of thanks was made to Cllrs Rowley and Johnson.</li> <li>• The next meeting of the Environment and Recreation Ground Committee will be held on Monday 20<sup>th</sup> January 2020.</li> <li>• It was suggested that funding may be available from SODC for tree planting. Ideas for locations for trees would be welcome.</li> </ul> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>• Cllr Sherbourne has carried out checks on the SID in The Street, Crowmarsh. It appears that the batteries are failing to support the solar panel. Cllr Johnson expressed concern that the SID in The Street is situated on the stretch of road with speed bumps, so motorists tend to speed up on the approach to Wallingford Bridge.</li> <li>• Cllr Ryall reported that a lorry had broken down across The Street opposite the entrance to Jewson and the road had to be closed by the police.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Cllr Soames expressed concern about the road closure notice on the B4009 for four days in February to connect two new houses in North Stoke to the water supply. The Clerk will make enquiries about this, with particular reference to the effect on bus routes and the school bus and will inform County Councillor Gray.</li> <li>• Cllr Grove suggested that white gates could be installed at the entrances to North Stoke village on the B4009. Cllr McCrea reported that this has been done in Ipsden at a cost of £10,000 and County Councillor Gray contributed £1,000 towards this. It was agreed to look into this.</li> </ul>	<b>Clerk</b>
<b>4965</b>	<p><b>UPDATE ON WEBSITE</b></p> <p><u>Accessibility</u> Cllr Grove has taken advice from Christine Lalley of OALC about this. The purpose of an accessible website is to enable visually impaired and those with other disabilities to use it. There is an online training course available at a cost of £95 + VAT. It was agreed to fund this cost. Cllr Grove will have a further conversation with Christine Lalley. Meanwhile he will look at Benson's website which is thought to be compliant.</p>	
<b>4966</b>	<p><b>REPORT OF REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p><u>North Stoke Village Hall</u></p> <p>Cllr Soames reported on the prolonged delay he is experiencing with the Land Registry registration of the village hall. He also reported that the parish boundary has been confirmed as the other side of the River Thames.</p>	
<b>4967</b>	<p><b>CORRESPONDENCE</b></p> <p>➤ Town and Parish Forum survey. It was agreed that it would be helpful to have a joint forum with the County Council. If anyone has views to express, please email Cllr Griffin.</p>	
<b>4968</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Suggested dates for meetings in 2020 were circulated and agreed. The Clerk will book the venues as appropriate.</p> <p>The next meeting will be held on Thursday 6<sup>th</sup> February at Crowmarsh Gifford Village Hall.</p>	<b>Clerk</b>

4969	<b>ANY OTHER BUSINESS</b> <ul style="list-style-type: none"><li data-bbox="347 271 1235 416">• Cllr Hopkins reported that she had received a complaint from a North Stoke resident about refuse bins being left on a footpath opposite the village hall and causing an obstruction.</li></ul>	
	The meeting closed at 10.00 pm.	