



CROWMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held at Crowmarsh Gifford Village Hall on Thursday 2nd November 2023
starting at 7.30pm**

Present:

Mr John Griffin (Chair)	Mrs Fleur Stevenson
Mr Julian Park (attended on-line)	Ms Julia Streete
Mr David Rowley	Mr David Topliss
Mr Stephen Sherbourne	

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

Apologies: Received from Prof Andrew Johnson and Mrs Liz Ryll.

Declarations of interest:

- Cllr Sherbourne declared an interest in the grant request received from Crowmarsh Village Hall Committee and took no part in the discussion.
- Cllr Griffin declared an interest, as an editor of Crowmarsh News, in the grant request received from North Stoke PCC for funding for the printing of their magazine 'The Window'.
- Cllr Sherbourne declared an interest in planning application [P23/S3376/FUL](#) and took no part in the discussion.

The meeting was quorate.

Prior to the start of the meeting, Mr John Grosse spoke on behalf of Crowmarsh Village Hall Committee to report that repairs and improvements are needed to the surface of the external area close to the entrance to the hall. Tree roots have damaged a section of paving and interfered with the surface water drainage. Quotes have been obtained and that received from Southern Driveways has been accepted (£5,200 + VAT). The Committee would like to request a donation of £2,000 towards the cost of the work. An application has also been submitted to the District Councillor grant scheme.

NO.		ACTION
5518	<p>MINUTES OF MEETING HELD ON 5TH OCTOBER 2023</p> <p>The Minutes of the previous meeting were approved as a true record and signed by the Chairman.</p>	
5519	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p><u>Item 5505</u>: Regarding the use of a platform which could be used to upload parish council documents and thereby reduce the volume of emails currently being circulated to councillors, the Clerk will contact OALC for advice.</p> <p><u>Item 5509</u>: Cllr Park thanked the Clerk for her work on the grant application to the District Councillors' Fund for the tree planting project. The application is still being considered by District Council officers.</p> <p><u>Item 5511</u>: Cllrs Johnson, Stevenson and Streete have now received their pin numbers as signatories on the Lloyds account.</p> <p><u>Item 5511</u>: Alternative quotes are being sought to replace the sewage pump at the pavilion.</p> <p><u>Item 5512</u>: On 11th November, Cllr Sherbourne will meet with the surveyor who has carried out the tree survey at Newnham Murren Churchyard. A total of three quotes will be sought for carrying out the necessary work.</p> <p><u>Item 5514</u>: Cllrs Rowley and Griffin added their thanks to Cllr Andrew Johnson for his long service as Chair of the Environment and Recreation Ground Committee.</p>	Clerk
5520	<p>REPORT FROM THE COUNTY COUNCILLOR</p> <p>No report had been received.</p>	
5521	<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"> • A thermal imaging camera, suitable for assessing the level of insulation in a building, may be borrowed from our District Councillors. Residents are asked to contact the parish council to arrange this. The equipment is easy to 	

	<p>use and results may be downloaded to a computer.</p> <ul style="list-style-type: none"> It was noted that some pumpkins, put out with food waste, had not been collected. District Councillor Powell will report this to District Councillor Cooper. Consultation on the new local plan is due early in 2024. The Thames 21 charity has submitted a further application to secure bathing water status for Wallingford Riverside. 	AP
5522	<p>PLANNING</p> <p>Decisions by SODC</p> <p>P23/S3125/FUL Black Barn Farm, Church Lane, Ipsden. Change of use of redundant pig building to workshop. Planning Permission</p> <p>P23/S2817/HH Broomfields, 113 The Street, Crowmarsh Gifford OX10 8EF. Proposed loft conversion with dormer to the rear and front roof window. Planning Permission</p> <p>P23/S2887/HH Broomfields, 113 The Street, Crowmarsh Gifford OX10 8EF. Front porch. Planning Permission</p> <p>Consultations</p> <p>P23/S3376/FUL Sheepcote Farm Mongewell OX10 8BP, Change of use of former pig buildings and yard to provide small storage units. This is part retrospective. No strong views.</p> <p>P23/S3358/S73 Blenheim Farm, Icknield Way, OX10 6PR, Variation of condition 12 (materials) on P20/S0826/FUL (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) – to change horizontal softwood timber weather boarding (unstained) to horizontal composite woodgrain cladding in charcoal. The new material will have a greater carbon footprint but require less maintenance. No strong views.</p> <p>Major developments</p> <p>Request for comments on the proposed Newnham Manor development. Oxfordshire Highways and the Chilterns Conservation Board have also been consulted on the layout proposed for staff parking and drop-off and the forest school area in the area off Old Reading Road to be transferred to the school. Plans have been circulated. After discussion it was agreed that the Parish Council supports the whole package.</p>	

	<p>There was still no news on the plans for the SODC offices site.</p> <p>Neighbourhood Plan</p> <p>The neighbourhood plan needs to be monitored and reviewed. It was agreed to start this process early in 2024 and it will be an agenda item in February.</p>	Clerk
5523	<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 October £166.39 Ashburton Limited Grass cutting North Stoke Rec £108.00 Grundon Waste Wheelers September at pavilion £123.01 Origin Amenity Solutions Line paint & nozzles £390.42 Morgan Fire Protection Limited Risk Assessment £540.00 Morgan Fire Protection Limited Fire Extinguishers £547.11 Oxford Direct Services Tree survey at Newnham Church £534.00.</p> <p>It was proposed by Cllr Sherbourne and seconded by Cllr Streete that these payments be approved and this was agreed.</p> <p>Cllr Sherbourne and Cllr Stevenson will authorise the payments this month.</p> <p>b) <u>Review of Accounts Status for year to date</u></p> <p>The accounts status at 31st October 2023 was noted. The total balance was £203,954.00. The CIL money for 20/21 and 21/22 had been spent and £188,000 remains.</p> <p>c) <u>Requests for Grants and Donations</u></p> <ul style="list-style-type: none"> North Stoke Village Hall Committee. A request had been received from North Stoke Village Hall Committee to add two more trustees. The solicitor's fee for this was £1,200. The committee had requested a letter of support from the parish council as trustee and after discussion it was proposed by Cllr Griffin and seconded by Cllr Sherbourne that this be provided. In view of the healthy state of the village hall funds, it was agreed that the parish council would not make a grant towards the cost. The Clerk will draft a letter. 	Clerk

	<ul style="list-style-type: none"> • Crowmarsh Gifford Village Hall Committee. A grant request had been received from Crowmarsh Gifford Village Hall Committee for £2,000 towards the cost of improving the entrance to the hall. This would enable the committee to use their funds to carry out improvements to the kitchen and internal decorating. During lockdown the committee had used their own funds to refurbish the toilet facilities and hall lighting. After discussion it was proposed by Cllr Griffin and seconded by Cllr Rowley that a grant of £2,000 be made under Section 137 and this was agreed. • Oxfordshire Mind had submitted a request for a grant to support residents with mental health issues. In the last year 173 people in the local area had received help. After discussion it was proposed by Cllr Griffin and seconded by Cllr Streete that a grant of £300 be made under Section 137 and this was agreed. • A grant request had been received from North Stoke PCC for funding the printing costs of the Ipsden and North Stoke magazine 'The Window'. The total print costs are £300 per year. After discussion it was proposed by Cllr Streete and seconded by Cllr Sherbourne that a grant of £200 be made and this was agreed. <p>d) <u>Dog waste bin for French Gardens</u></p> <p>As agreed in October, the Finance Officer will request Shield Maintenance to supply and install a dog waste bin at French Gardens at the location previously agreed.</p> <p>e) <u>Pedestrian crossing additional costs</u></p> <p>The Clerk has contacted Cllr Gant to request reimbursement of the £1,908 for the additional tarmac and to remind OCC that the redundant signage has still not been removed from outside the Bloor site in Benson Lane.</p>	<p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p>
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	<p>f) <u>Building Regulations Certificate</u></p> <p>Cllr Rowley reported that the cost of getting a commissioning certificate by the engineers, for the mechanical ventilation – HCAC, as asked for by Building Regulations, would be £500 plus VAT. This would help satisfy them towards their issuing a certificate for the pavilion improvements. As the Environment and Recreation Committee has delegated authority to spend up to £500 plus VAT this expenditure was approved and Cllr Rowley will ask our architect to proceed. It is proposed that this expense be deducted from the approx. £11,000 retention money held by the parish council for this project.</p> <p>g) The Finance Officer recommended the purchase of the SLCC handbook at a cost of £119. This was agreed.</p>	DR
5524	<p>CHAIRMAN'S REPORT</p> <p>Cllr Griffin reminded councillors of the online Healthwatch Seminar scheduled for 9th November.</p>	
5525	<p>REVIEW OF STRATEGIC PRIORITIES</p> <p><u>Update on Interpretation Boards</u></p> <p>Two more quotes are required before this can be progressed. Cllr Park will discuss this with the Clerk.</p> <p><u>Watery Lane</u></p> <p>Cllrs Sherbourne, Park, Griffin and Streete will arrange a meeting to discuss how to progress the improvements to Watery Lane.</p> <p><u>Consultation on new strategic priorities</u></p> <p>The printed version of the strategic priorities survey had not been sent to Crowmarsh News for the November edition. It was agreed to add this to the December edition. 930 copies of the flyer will be needed. Cllr Stevenson will send the article to Cllr Griffin, who will arrange for its publication.</p>	<p>JP/Clerk</p> <p>SSh/JP/ JG/JS</p> <p>FS/JG</p>
5526	<p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation Ground</u></p> <ul style="list-style-type: none"> • A fire risk assessment has been carried out. 	

	<ul style="list-style-type: none"> • Update on Footpath No. 2 at French Gardens: there are three specific priority locations where improvements to general access are needed. The County Council will carry out remedial work along the whole length of the footpath. • Footpath No. 3: A complaint has been received from a dog walker about the failure to reopen this path and therefore the inaccessibility of Marsh Lane. This is the responsibility of Bloor Homes and has been reported to Jackie Smith of the County Council Countryside Service. • Review of CCTV Policy: Cllr Rowley reported that there are cameras all around the building but one or two more would be beneficial, to overlook the terrace and more of the field. The internet speed at the pavilion is not fast enough to generate clear images remotely, though the images recorded in the pavilion are high quality. A service of the system may help. Chris Strange will be asked to research the options. The CCTV policy has been circulated and this was reviewed. It was agreed to remove Cllr Griffin from the list of those authorized to view the CCTV footage and add Cllr Streete. Subject to this amendment, the policy was approved. • Delivery of the trees, stakes and tree shelters is expected soon. A date or dates will be arranged for tree planting. This will be published in Crowmarsh News and on Facebook. The Clerk is collecting expressions of interest from residents who are able to help plant the trees. The school may be invited to participate when the response from volunteers is known. <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> • Speed Limit on Nosworthy Way: a resident of the CABI development has requested the speed limit should be reduced to 40mph as it is at the far end of the Wallingford Bypass. Cllr Sherbourne suggested consulting Highways Officer Lee Turner about this and requesting that a speed survey be carried out. • Parking of HGVs on residential roads. This is still a problem in Benson Lane and on the entrance to French Gardens. Cllr Sherbourne has drafted a letter to be put on the windscreen of offending vehicles. A notice will be published in Crowmarsh News and the council will work with Thames Valley Police to resolve this problem. 	<p>SSh</p> <p>SSh/JG Clerk</p>
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	<ul style="list-style-type: none"> • Speed Indicator Devices: The new SID in The Street is ready to be mounted in position and set to 20mph. The SID in Benson Lane is now in place again and needs to be checked and set to 20mph. • New buses are soon to be used on the X40 route between Oxford and Reading. 	
5527	UPDATE ON WEBSITE The website is up to date and is regularly updated by Cllr Stevenson and the Finance Officer. It was agreed to add some new photos, for example of the new facilities at the pavilion and recreation ground.	
5528	REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES <u>River Users' Group (RUG3)</u> The minutes of the meeting held on 5 th October had been circulated and were noted. The next meeting will be held on Thursday 4 th April 2024 at Benson Parish Hall starting at 7.30pm.	
5529	CORRESPONDENCE The following correspondence was noted: <ul style="list-style-type: none"> • Rural Services Network updates • Police and Crime Bulletin October • Safeguarding News • NAHT update • OALC updates • Email from Crowmarsh School re vacancies on the governing body • SODC updates • Chiltern Conservation Board Update • Notice of Age UK AGM on Friday 3rd November • Healthwatch Oxon update • Citizens Advice newsletter • Thames & Chilterns in Bloom update • Police & Crime bulletin October. 	

5530	DATE OF NEXT MEETING <p>The next meeting will be held on Thursday 7th December at Crowmarsh Gifford Village Hall, starting at 7.30pm. Cllr Stevenson tendered her apologies for this meeting.</p> <p>At the December meeting, the budget for 23/24 will be reviewed and the budget for 24/25 will be considered as well as the precept.</p>	
5531	ANY OTHER BUSINESS <ul style="list-style-type: none"> • Cllr Topliss reported that a laurel hedge near the school is very overgrown. It was agreed to request the owner to cut it back. The Clerk will send a letter. • The Clerk will ask Southern Gas Networks for an estimate of the completion date for the current gas works on Thames Mead and The Street. 	Clerk Clerk

The meeting closed at 21.25pm.