



# CROWMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting**  
**Held at North Stoke Village Hall on Thursday 5<sup>th</sup> October 2023**  
**starting at 7.30pm**

**Present:**

Mr Julian Park	Ms Julia Streete
Mr Stephen Sherbourne (Chair)	

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

**Apologies:** Received from Mr John Griffin, Prof Andrew Johnson, Mr David Rowley, Mrs Liz Ryall, Mrs Fleur Stevenson, Mr David Topliss and District Cllr Sue Cooper.

**Declarations of interest:** None.

The meeting was quorate.

NO.		ACTION
5506	<b>MINUTES OF MEETING HELD ON 7<sup>TH</sup> SEPTEMBER 2023</b>  The Minutes of the previous meeting were approved as a true record and signed by the Chairman.	
5507	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>  <u>Pedestrian Crossing in The Street, Crowmarsh:</u> Shrouds have now been fitted to the beacons.  <u>Item 5498:</u> Water meter readings have been taken for the Pavilion and for Botany Allotments and these have been submitted to Castle Water.  <u>Hedge between Winters Field and the former SODC office site:</u> The hedge will be pruned to a height of two metres.  <u>Item 5498 (f) Allotments:</u> Cllr Sherbourne confirmed that there are currently no vacant plots. There is one resident on the waiting list.	

5508	<p><b>REPORT FROM THE COUNTY COUNCILLOR</b></p> <p>It was noted with regret that no report had been received.</p>	
5509	<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>• SODC currently has a 4.2 year supply of housing. The level has dropped below 5 years due to market conditions but sites have been allocated. The District Council's priority is low cost social housing. SODC will refuse planning applications which are not in the plan. Parish Council's are advised to have their neighbourhood plan as a regular agenda item and review it periodically. It was noted that Crowmarsh Parish's plan was finalized in May 2022. It was agreed to put this on the November agenda.</li> <li>• In-person planning training sessions will be held for parish councils on 10<sup>th</sup> and 17<sup>th</sup> October.</li> <li>• The closing date for grant applications to the District Councillors' Fund is 20<sup>th</sup> October. The Clerk will apply for a grant for the tree stakes and shelters which are to be supplied by Suregreen at a cost of £1315 plus VAT.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
5510	<p><b>PLANNING</b></p> <p><b>Decisions by SODC</b></p> <p><u>P23/S2439/FUL</u> Jasmin, Horbury, Dunworth, Marys &amp; Guys Mews, The Street, Crowmarsh Gifford OX10 8EJ. Installation of five Air Source Heat Pumps, each serving one dwelling as amplified by email from agent dated 24 August 2023. Planning Permission granted.</p> <p><b>Consultations</b></p> <p><u>P23/S3125/FUL</u> Black Barn Farm, Church Lane, Ipsden. Change of use of redundant pig building to workshop. Recommend approval.</p> <p><u>P23/S3182/LB</u> Carmel College Access Road, Mongewell OX10 8BU. Alterations to the opening width of the historic gate piers. There is a long planning history here and the owner of the lodge is objecting. The application seems to be trying again to regularise the current poor reconstruction that was refused permission by SODC (P20/S4150/LB) and now subject to enforcement action. Cllr Sherbourne will respond, expressing concern based on the previous sub-optimal work.</p>	

	<p><u>Major Developments</u></p> <p>The former SODC office site will be allocated to mixed use in the new plan. However the current permission for use as a depot has been extended for a further two years.</p> <p>There is no further news about the Newnham Manor development.</p>	
5511	<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> <p>Sue Rance McAfee and Microsoft subscriptions £189.98  Chris Strange weedkiller and grass seed £228.00  Shield Maintenance Dog bin emptying September £166.39  Ashburton Grass cutting Crowmarsh + Newnham Church £522.00  Moore Ltd External audit fee £1,008.00  Grundon Waste Rental of bins £10.08  Grundon Waste Wheelers August Pavilion £113.27  Origin Suregreen 420 tree stakes and shelters £1,577.42  Drayton Construction Traffic management Crossing £10,034.70  Playsafety Ltd. Annual inspection of playground + field £255.60.</p> <p>It was proposed by Cllr Sherbourne and seconded by Cllr Park that these payments be approved and this was agreed.</p> <p>It was agreed that Cllrs Streete, Stevenson and Johnson would be added as signatories on the bank account.</p> <p>b) <u>Review of Accounts Status for year to date</u></p> <p>The accounts status at 30<sup>th</sup> September 2023 was noted. The total balance was £197,521.57.</p> <p>The 2023/24 budget was reviewed with no comments.</p> <p>c) <u>External audit results</u></p> <p>The external audit is complete and the full report is available on the parish council website. The comments received from the external auditor regarding box 4 of Section 1 of the AGAR were duly noted.</p>	

	<p>d) <u>Dog waste Bin for French Gardens</u></p> <p>Shield Maintenance has quoted £560 including VAT for supply and installation of the dog waste bin. This was approved.</p> <p>e) <u>Review of insurance renewal</u></p> <p>The Council's insurance cover has been renewed with Hiscocks.</p> <p>f) <u>Replacement Sewage Pump at Pavilion</u></p> <p>The Finance Officer will request a breakdown of the quote from Xylem Pumps and will seek alternative estimates.</p> <p>g) <u>Requests for Grants and Donations</u></p> <ul style="list-style-type: none"> <li>• <b>North Stoke Village Hall Management Committee</b> A request from North Stoke Village Hall Management Committee has been received asking for a donation of £1,200 to add two more trustees to the title deeds for the hall as well as a letter in support of this initiative. This was deferred to the November meeting.</li> <li>• <b>Wallingford Volunteer Drivers</b> A request from Wallingford Volunteer Drivers has been received. After discussion it was proposed by Cllr Park and seconded by Cllr Streete that a grant of £250 be made under Section 137 and this was agreed.</li> <li>• <b>British Legion Poppy Appeal</b> It was proposed by Cllr Sherbourne and seconded by Cllr Streete that a donation of £100 each be made to the poppy appeal in North Stoke and Crowmarsh.</li> </ul>	<b>RFO</b>
<b>5512</b>	<p><b>CHAIRMAN'S REPORT</b></p> <p><u>Grass Cutting Agreement with OCC</u></p> <p>A revised schedule, requiring signature by the parish council, has been sent by OCC with reference to the grass cutting on verges outside the 30mph limit in the parish. The frequency of cutting is being reduced from two per year to one per year, with provision for biodiversity. After discussion, this was signed and will be returned to OCC as requested.</p> <p><u>Newnham Murren Church</u></p> <p>Cllr Sherbourne reported on consultation carried out with Revd Kevin Beer and Mrs Ibbotson regarding trees at Newnham Murren Church. A tree survey is needed and quotes have been</p>	

	received from Sarah Venners and from Oxford Direct Services. It was agreed to ask ODS to carry out the survey and to seek an additional quote for carrying out the work.	<b>SSh</b>
<b>5513</b>	<p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <p><u>Consultation on New Strategic Priorities</u></p> <p>The residents' survey is now live on the website. Cllr Stevenson will be requested to send a printable version of the survey to be inserted as a flier in Crowmarsh News.</p> <p><u>Update on Interpretation Boards</u></p> <p>Cllr Park has received one quote for the five interpretation boards, £9,000 for five boards, plus £500 for a site survey and £1,300 for installation. It is hoped to obtain two further quotes. There has been no objection to the proposed siting at Newnham Murren Church or at North Stoke, (subject to care being taken not to interfere with the water supply main. Cllrs Sherbourne and Streete will meet at Bridge Villa Campsite to discuss with Mr Townsend, the siting of a board there and will seek clarification on the purpose of the raised manhole covers close by in Watery Lane.</p>	<p><b>Clerk</b> <b>SSh</b></p> <p><b>SSh/JS</b></p>
<b>5514</b>	<p><b>REPORTS OF COMMITTEES</b></p> <p><u>Environment and Recreation Ground</u></p> <p>A vote of thanks was made to Cllr Andrew Johnson, proposed by Cllr Streete. Cllr Johnson has stood down as Committee Chair, after more than 14 years' service. Cllr Streete is the new Chair, special thanks to her.</p> <p>The fire extinguishers will from now on be maintained by Morgan Company and they will also undertake a fire risk assessment of the pavilion.</p> <p>Crowmarsh Youth Football Club will be charged £7.50 per hour to use the servery where the parish council provides the cups etc. (but not milk) during their practice sessions. This will be reviewed in January.</p> <p>SCM is now in receivership. Approximately £11,000 retainer is still held by the parish council. SCM did not supply a soundproof door between the servery and the meeting room and it is thought that the door may need to be a fire proof one. Our architect is</p>	<b>DR</b>

	<p>pursuing a final building certificate. When this is received Cllr Rowley will claim the final SODC grant money.</p> <p>Framed pictures will be mounted as agreed.</p> <p>420 trees are to be delivered in November/December. Cllr Streete will draft an article for Crowmarsh News to encourage community participating in planting. Chris Strange will mark out the planting area and Cllr Park will train the volunteers. Involving the school will be considered when the response to the appeal for volunteers is known.</p> <p>The next committee meeting will be held in January.</p> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>• Community Speedwatch has not met for a few weeks.</li> <li>• The replacement speed indicator device for The Street has been delivered.</li> <li>• The speed indicator device which was removed from Benson Lane when the lamp-posts were replaced is being stored in Abingdon by the contractor. The Clerk will make enquiries about when it will be replaced.</li> </ul>	<b>Clerk</b>
<b>5515</b>	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• A complaint has been received from an allotment holder about a number of dogs being exercised on the allotments. A notice has been published in Crowmarsh News and the situation will be monitored.</li> <li>• Invitation to OCC Highways Open Day on Saturday 16<sup>th</sup> September</li> <li>• SODC Updates</li> <li>• Notice of Citizens' Advice AGM on Tuesday 17<sup>th</sup> October</li> <li>• Notice of Sustainable Wallingford's AGM on 7<sup>th</sup> November</li> <li>• Rural Services Network updates</li> <li>• Police and Crime Bulletin</li> <li>• Safeguarding News</li> <li>• Information from Police Community Fund</li> <li>• NAHT Update.</li> </ul>	
<b>5516</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will be held on Thursday 2<sup>nd</sup> November at Crowmarsh Gifford Village Hall, starting at 7.30pm.</p>	

5517	<b>ANY OTHER BUSINESS</b> <ul style="list-style-type: none"><li>• The steps on Wallingford Bridge have now been completely repaired.</li><li>• Encroachment on Footpath No. 2 at French Gardens: This matter has been referred to the OCC Footpaths Officer to take the necessary action and enforcement.</li><li>• The Annual Return to the Charity Commission for the Village Green, North Stoke, for the year ended 31<sup>st</sup> December 2022, has been filed by the Clerk.</li></ul>	
------	--	--

The meeting closed at 20.55