



# CROWMARSH PARISH COUNCIL

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**Minutes of the Parish Council Meeting  
Held at Crowmarsh Gifford Village Hall on Thursday 7<sup>th</sup> September 2023  
starting at 7.30pm**

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**Present:**

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

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

**Apologies:** Received from Prof Andrew Johnson, Mrs Liz Ryall, Ms Julia Streete, Mr David Topliss and District Cllr Andrea Powell.

**Declarations of interest:** Dr Yvonne Peet declared an interest in planning application [P23/S2887/HH](#) 113 The Street Crowmarsh Gifford OX10 8EF front porch and [P23/S2817/HH](#) Broomfields 113 The Street Crowmarsh Gifford. She left the meeting during the discussion.

The meeting was quorate.

Prior to the start of the meeting, a resident of The Street, raised concerns about light pollution caused by the beacons at the zebra crossing. He has contacted the County Council about this and they have promised to fit shrouds. The Finance Officer will contact Drayton Construction to find out when the shrouds will be fitted. The possibility of turning the beacons off or stopping them from flashing at night was also suggested if shrouds were not effective.

A resident of Winters Field reported that the former SODC office site has become a nuisance and a health and safety risk due to overgrown bushes, hedges and grass which in the current dry weather are a fire risk. District Cllr Cooper will discuss the problem with the new head of property at SODC to ensure that their premises are properly maintained in future.

NO.		ACTION
5493	<p><b>MINUTES OF MEETING HELD ON 3<sup>RD</sup> AUGUST 2023</b></p> <p>The Minutes of the previous meeting were approved as a true record and signed by the Chairman.</p>	
5494	<p><b>MATTERS ARISING FROM PREVIOUS MINUTES</b></p> <p><u>Item 5489</u>: An expression of interest in the county council's EV charging station scheme has been submitted for the village hall and the pavilion.</p> <p><u>Item 5481</u>: The transfer of funds to the deposit account is in hand.</p> <p><u>Item 5481</u>: Cllr Park has in hand the provision of stakes for the new trees which are due to be delivered in November.</p> <p><u>Item 5481</u>: The pavilion is currently valued at £1.14 million. The insurance company has advised that this should be increased to £1.2 million.</p>	
5495	<p><b>REPORT FROM THE COUNTY COUNCILLOR</b></p> <p>It was noted with regret that no report had been received.</p>	
5496	<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 riverside splash park will reopen this weekend from Friday to Sunday in view of the hot weather</li> <li>• 7<sup>th</sup> September is International Clean Air Day. World Electric Vehicle Day will take place on 9<sup>th</sup> September.</li> <li>• SODC are launching a campaign to educate residents in appropriate kerbside recycling to avoid lorryloads being rejected due to contamination.</li> <li>• A second application is being prepared for Bathing Water Status at Wallingford riverside.</li> <li>• SODC's regulations on street trading were clarified.</li> <li>• Information on grant funding available to parishes was outlined.</li> </ul>	

5497

**PLANNING**

**Appeal decision by the Planning Inspectorate**

APP/Q3115/W/22/3310171 Sheringham House, Crowmarsh Hill, Crowmarsh Gifford, OX10 8BG. Existing garage and dwelling retained, demolish rear single storey extension. Proposed two storey single dwelling C3. The appeal against refusal of application Ref P22/S2233/FUL has been dismissed. (The parish council recommended refusal).

**Decisions by SODC**

[P23/S2125/HH](#) 15 Thames Mead, Crowmarsh Gifford OX10 8EU. Single storey front extension. New roof over proposed and part existing. Planning permission.

[P23/S2481/LB](#) 55A The Street Crowmarsh Gifford OX10 8EA. Replace 3 sash windows on front elevation with like for like wooden double glazed units. Listed Building Consent

[P23/S2179/HH](#) 6 The Limes Crowmarsh Gifford OX10 8HF. Proposed first floor front extension above existing single storey projection and two storey rear extension. Removal of existing conservatory and erection of single storey rear extension. Planning Permission

**Consultations**

[P23/S2887/HH](#) 113 The Street Crowmarsh Gifford OX10 8EF. Front porch. Recommend approval.

[P23/S2817/HH](#) Broomfields 113 The Street Crowmarsh Gifford OX10 8EF. Proposed loft conversion with dormer to the rear and front roof window. Recommend approval.

5498

**FINANCE**

a) Consider and agree payments since last meeting

The Finance Officer had circulated a list of payments to be authorized. In addition to salaries and PAYE these were as follows:

01/09/2023	Origin Amenity Solutions	846.12	grass seed + loam cricket
25/08/2023	Shield Maintenance Ltd	166.39	monthly dog bin emptying
07/09/2023	Drayton Construction Ltd	126676.46	road crossing Crowmarsh
01/07/2023	Oxford Museums Service	100.00	S137 donation
04/08/2023	Bowak Ltd	19.13	toilet roll holder
05/09/2023	Simpson Architecture Ltd	3124.00	contract admin Pavilion
14/08/2023	Tom Cottrell Landscapes	480.00	tree work at Nature Area

18/08/2023	Scofell Landscapes Ltd	580.00	nature area nettle strim		
05/06/2023	Ashburton Ltd	144.00	grass cutting churchyard		
05/09/2023	Ashburton Ltd	630.00	grass cutting verges etc		
01/07/2023	Public Internet Ltd	96.00	annual domain hosting		
02/08/2023	Southern Electric	110.01	Elec Pav July		
04/09/2023	Southern Electric	224.10	unmetered church lighting		
31/07/2023	Grundon Waste Ltd	133.72	waste wheelers July Pav		
<p>It was noted that there would be a charge of £11,000 (invoice awaited) for the traffic lights management during the construction of the pedestrian crossing.</p> <p>After consideration it was proposed by Cllr Park and seconded by Cllr Sherbourne that these payments be approved and this was agreed.</p> <p>It was proposed by Cllr Park and seconded by Cllr Rowley that the pedestrian crossing should be funded from CIL money and this was agreed.</p> <p>It was noted that resurfacing work had had to be carried out on the road for a distance either side of the crossing and the traffic calming humps had been removed.</p> <p>Regarding the architect's fee for the pavilion improvements, any future work will be charged on an hourly basis at a rate of £75 per hour.</p> <p>The Finance Officer reported that the direct debit for Castle Water has been increased significantly. Cllr Sherbourne will take a water meter reading for the allotments.</p> <p>b) <u>Review of Accounts Status for year to date</u></p> <p>The accounts status at 31<sup>st</sup> August 2023 was noted. The total balance was £314,798.11.</p> <p>c) <u>External audit results</u></p> <p>The results have not yet been received so this item was deferred to the October meeting.</p> <p>d) <u>Appointment of internal auditor</u></p> <p>The audit fee for the internal audit will remain at £260 for the current year. This was agreed.</p>				<b>SSh</b>	

	<p>e) <u>Review of insurance renewal</u></p> <p>A quote for insurance renewal is expected. The finance officer will circulate details when received. If members accept the quote is reasonable, it was agreed that the premium be paid before the next meeting.</p> <p>f) <u>Review of allotments</u></p> <p>A complaint has been received from an allotment holder. Cllr Sherbourne will write in response and the fees for this year have been refunded.</p> <p>g) <u>Update on dog bin at French Gardens</u></p> <p>Residents of French Gardens have received a letter and plan showing the proposed location of the dog waste bin. Several comments have been received by the Clerk, all of which were in favour of the proposal. Residents were asked to respond by the end of September. A number of householders would like more than one bin to be located on the estate. After discussion it was agreed to proceed with the installation of one bin and review the need for additional bins in due course.</p>	<p><b>RFO</b></p> <p><b>SSh</b></p>
<p><b>5499</b></p>	<p><b>CHAIRMAN'S REPORT</b></p> <p><u>Community Larder</u></p> <p>The Finance Officer offered to represent the parish council on the group who are working on this project. This was agreed.</p> <p><u>Recruiting and retaining parish councillors</u></p> <p>It is hoped to encourage new residents as well as those living in Mongewell and North Stoke to apply to join the parish council. It was agreed to include a leaflet in Crowmarsh News. Cllr Park will design a flier. The cost for one issue is £33 plus the printing costs.</p> <p>It was noted that many Oxfordshire parish councils have vacancies for councillors and OALC are willing to advise on attracting new members.</p> <p><u>Arrangements for public speaking at meetings</u></p> <p>It was agreed that members of the public wishing to address a parish council meeting will be welcome to do so prior to the business meeting for up to 3 minutes, with a maximum of 15 minutes public speaking in total per meeting.</p>	<p><b>JP</b></p>

<p><b>5500</b></p>	<p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <p><u>Update on Interpretation Boards</u></p> <p>Cllr Park circulated information on the proposed locations for the interpretation boards. Five boards are recommended to be sited as follows:</p> <ul style="list-style-type: none"> <li>• End of Watery Lane near the old road bridge</li> <li>• Newnham Farm/Church</li> <li>• Carmel/Mongewell</li> <li>• Icehouse Hill near Lodge House</li> <li>• North Stoke, near Village Hall.</li> </ul> <p>Each board would be vertical rather than sloped and include the same information with an indication of the reader's location ("You are here"). Each board to be A1 size and with an oak frame and UV protection. Landowners' permission would be sought where appropriate. Advertisement permission may be needed from SODC. Cllr Park will consult the Crowmarsh History Group regarding the information to be included and will seek three quotes for design.</p> <p>The Clerk will contact landowners as necessary.</p> <p>It was agreed to proceed on this basis.</p> <p><u>Consultation on New Strategic Priorities</u></p> <p>It was agreed to consult residents on future strategic priorities. This will be done via an online survey and in Crowmarsh News.</p> <p>Regarding improvements to the surface of Watery Lane, there is frustration at the lack of progress, but Cllr Griffin reported that he has responded to the OCC Strategic Active Travel Network consultation to support the Wallingford to Goring off-road route, which includes Watery Lane and sections of the Ridgeway. This is also being explored with the Chilterns Conservation Board and others.</p>	<p><b>JP</b></p> <p><b>Clerk</b></p>
<p><b>5501</b></p>	<p><b>REPORTS OF COMMITTEES</b></p> <p><u>Environment and Recreation Ground</u></p> <p>Update on Pavilion Improvement Project: Cllr Rowley reported that the builders, SCM, had gone into liquidation on 7<sup>th</sup> August. The architect, Michael Simpson, will expect to receive further</p>	

	<p>details when available. The majority of the funds due for the project has been paid, with £3,300 still to pay, plus 5% retention, less any costs for snagging works still required, extra architect's fees and liquidated damages. A meeting has been arranged for Monday 11<sup>th</sup> September at the pavilion to discuss these with Michael Simpson, the architect. A handyman/carpenter will be found to carry out the final tasks.</p> <p>Building regulations approval is still awaited. Michael Simpson is trying to obtain mechanical and electrical certificates. A further meeting of the committee will be held on 28<sup>th</sup> September.</p> <p>A further £36,000 (approx.) in grant money is due from SODC which is usually payable on completion of the project. Cllr Rowley will write explaining the circumstances and send a list of outstanding items along with the building control certificate when this is received.</p> <p>There have been one or two hirings of the servery this season and it is hoped that bookings will increase next year.</p> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>• Benson Lane/French Gardens Pedestrian Safety: A recovery vehicle is being parked on a regular basis in Benson Lane and its location is causing an obstruction and health and safety risk to residents. It was agreed to draft a letter to be placed on the windscreen.</li> <li>• Review of 20mph implementation and next steps: 20mph signs have been installed but there is inconsistency in the signage in some areas. A resident of North Stoke has reported that there are no roundels in the B4009 which only has the small 20mph posts installed and speeding is still a problem on this road.</li> <li>• The SID in the Street is not working and it has not yet been possible to obtain a quote for its repair. After discussion it was agreed to purchase a new one at a cost of £2,250. This was proposed by Cllr Park and seconded by Cllr Rowley. Cllr Sherbourne will place the order.</li> </ul>	<p><b>DR</b></p> <p><b>Clerk</b></p> <p><b>SSh</b></p>
<p><b>5502</b></p>	<p><b>UPDATE ON WEBSITE</b></p> <p>Cllr Stevenson reported that the website is up to date. The Finance Officer is now able to upload financial documents herself.</p>	

5503	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• Letter of complaint about speeding traffic on B4009 at North Stoke and incomplete signage for the 20mph zone.</li> <li>• Residents' responses to consultation on dog bin at French Gardens</li> <li>• Update from Police and Crime Commissioner</li> <li>• Update from Chilterns Conservation Board</li> <li>• NAHT Update</li> <li>• Update from Rural Services Network</li> <li>• SODC Updates</li> <li>• Update from Healthwatch</li> <li>• OALC Updates</li> <li>• News from Sustainable Wallingford</li> <li>• OCC Updates</li> </ul>	
5504	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will be held on Thursday 5<sup>th</sup> October at North Stoke Village Hall, starting at 7.30pm. Cllr Griffin gave his apologies for this meeting which will be chaired by Cllr Sherbourne.</p>	
5505	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Cllr Stevenson will research the provision of a facility such as One Drive to hold parish council documents and reduce the large number of emails which are currently circulated.</li> <li>• The gov.uk email addresses have been issued to councillors and these will be the preferred addresses once the above facility is in place.</li> <li>• The steps at Wallingford Bridge have been repaired but the top step is still in need of attention.</li> </ul> <p style="text-align: center;">The meeting closed at 21.50</p>	<b>FS</b>