



CROWMARSH PARISH COUNCIL

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

Present:

Mr John Griffin (Chair)	Mrs Liz Ryall
Prof Andrew Johnson	Mr Stephen Sherbourne
Mr Julian Park	Mr Stuart Soames
Mr David Rowley	Ms Julia Streete

Attending: Dr Yvonne Peet (Finance Officer) and Mrs Sue Rance (Clerk). District Cllr Sue Cooper attended part of the meeting.

Apologies: Received from Mr Jay Anderson, Mrs Fleur Stevenson, Mr David Topliss and District Councillor Andrea Powell.

Declarations of interest: Cllr Griffin declared a personal interest in planning application P22/S4164/FUL and took no part in the discussion.

The meeting was quorate.

NO.		ACTION
5411	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2ND FEBRUARY 2023. The Minutes of the previous meeting were approved as a true record and signed by the Chairman.	
5412	MATTERS ARISING FROM PREVIOUS MINUTES <u>Item 5399:</u> Thames Path Closure. Cllr Griffin is drafting a letter to the Environment Agency. Benson Parish Council has a councillor with a contact at EA. <u>Item 5399:</u> Streetlamps on Wallingford Bridge. The lights have not yet been repaired but work is ongoing. The steps from the bridge to the riverside will be repaired in June. <u>Item 5400:</u> Cllr Topliss is investigating the Community Speedwatch Scheme.	JG DT

	<p>An Eco Fair is to be held in Thame to encourage local businesses to be more environmentally friendly.</p> <p><i>Following the parish council meeting, it was agreed to hold a litter picking event in Crowmarsh on Saturday 11th March.</i></p>	
5415	<p>PLANNING</p> <p>Decisions by SODC</p> <p>P22/S4648/S73 Blenheim Farm Ickniel Way Benson OX10 6PR. S73 application to vary conditions 2 (approved plans), 7 (Contamination remediation strategy), 9 (parking & manoeuvring areas), 10 (vision splay protection), 13 (landscaping) and 15 (restriction of use) on application 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 revise the wording of Condition 7 (contamination) to allow for a phased development, and to make minor amendments to the approved landscaping scheme. Planning Permission.</p> <p>P22/S3853/LDP UK Centre For Ecology & Hydrology, Maclean Building Benson Lane Crowmarsh Gifford OX10 8BB. To install 6 EV car charge points with dual outlets to provide the site with 12 x EV car charging spaces. Certificate of Lawful Use or Development.</p> <p>P22/S4382/HH 6 Wallingford Road North Stoke OX10 6BD. Proposed cart shed (as amended by plan received 6 February 2023). Planning Permission.</p> <p>P22/S1045/FUL UK Centre For Ecology & Hydrology, Maclean Building, Benson Lane Crowmarsh Gifford OX10 8BB. Ground mounted solar arrays to the north-east and west of the site (amended plan and flood risk assessment received 6 October 2022). Planning Permission.</p> <p>Consultations</p> <p>(Neighbouring parish) P22/S4164/FUL Land east of Reading Road, Wallingford OX10 9HG on Thames riverbank. Change of use of land to informal private leisure use; to include an area allocated to the open storage of non-motorised boats and the siting of a trailer storage shed (Retrospective). Cllr Griffin declared a personal interest and took no part in the discussion. No strong views.</p> <p>Major application</p> <p>Following a meeting with Arron Twamley, Avant Homes, district councillors and planning officers about the management of the open spaces on the Newnham Manor site, the applicants are insisting on a management company rather than transferring the open space and management responsibility to the parish council.</p>	

	<p>The parish council expects to be represented alongside residents on the management board.</p> <p>Notes from SODC planning officer:</p> <ul style="list-style-type: none"> • Lindsay Ramsden (LR) from Avant explained that using a management company was their preferred option as this was undertaken successfully at other sites. • LR acknowledged the Parish Council's desire to take on the open space and appreciated support to date in progressing the details of this site. • LR from Avant indicated that the Parish Council could be involved alongside residents in the board that oversees the management company and possibly also a representative of the Registered Landlord to represent the affordable housing could be considered. • Arron Twamley (agent) agreed to provide further information on the management company. • Confirmation of these arrangements is awaited. 	
5416	<p>FINANCE</p> <p>a) <u>Payments to be approved since last meeting.</u></p> <p>The Finance Officer had circulated a list of payments to be authorized. In addition to salaries, PAYE and expenses, this included £166.39 for dog bin emptying, £123.35 for refuse collection, £592.99 for a new more robust cabinet for the defibrillator to replace the previous one which was damaged, £212.38 electricity charges in January at the pavilion, £6.00 for the public internet fee, £416.70 membership fees for OALC, Playing Fields Association membership £45, and Cllr Johnson's expenses for refreshments for the last two years £45. It was proposed by Cllr Griffin and seconded by Cllr Johnson that these payments be authorized and this was approved.</p> <p>In addition, it was reported that repairs to the zip wire are needed at a cost of £895 +VAT. It was proposed by Cllr Sherbourne and seconded by Cllr Ryall that these repairs be carried out and this was agreed.</p> <p>b) <u>Accounts status at 28th February 2023</u></p> <p>Receipts for the year to date were £276,695.40 and total payments were £282,699.22. Total funds were £268,777.22.</p> <p>There is currently £100,000 in a deposit account. Cllr Park asked if more funds could be placed on deposit now that interest rates have risen. This was agreed and the RFO will make the necessary arrangements.</p>	RFO

c) Review of Financial Regulations

The Finance Officer had proposed some additions to the financial regulations and these were discussed and agreed. The Clerk will update the document and circulate it.

Clerk

d) Review of Financial Risk Assessment

The financial risk assessment had been circulated. It was reviewed and approved without amendment.

e) Review of Asset List

The asset list was reviewed and the following additions were made:

Item	Cost
Flagpole	£721.54
Linemarking machine	£846.10
TV for pavilion	£578.11
TOTAL	£2,145.75

Including the above additions, total assets for 2022/23 were £843,593.18.

The new assets for the pavilion will be added to the asset list once SCM hand over the project (April 2023). In future the asset list will include the location of items.

f) Additional Support at Pavilion

Cllr Johnson reported that there is a need for an Assistant Caretaker at the pavilion to support Chris Strange at busy times. It was agreed that back-up is needed and this will be discussed by the Environment and Recreation Ground Committee. It was suggested that an assistant caretaker could be employed for a few hours per month with the option to work additional hours when needed. It was agreed to provide £1,500 in the budget for cover (proposed by Cllr Johnson and seconded by Cllr Griffin).

AJ/Env

g) Amendments to Budget

The budget for 2023-24 was reviewed and amended to include new salary information plus the following items.

- Increase of income at the recreation ground to £7,000 plus £1,000 for the meeting room hire.

	<ul style="list-style-type: none"> • £8,000 expenditure on grass cutting. • There is currently no budget for events but it is planned to hold a grand opening of the new facilities at the pavilion. • There is another £18,000 income expected from grants for the pavilion improvements which will probably be received in the new financial year. <p>The budgeted income for 2023-24 was agreed at £154,185 including £93,443 CIL funding.</p> <p>Budgeted expenditure for 2023-24 was agreed at £77,076.</p> <p>The Finance Officer wanted it to be noted that, excluding the CIL money, expenditure exceeds income by £16,334.</p> <p>Budget reviews for 2023-24 will take place every three months.</p> <p>It was noted that downpipes and guttering at the pavilion may need replacing. CIL money could be used for this.</p> <p>It was proposed by Cllr Johnson and seconded by Cllr Griffin that these amendments to the budget be made and this was approved. It was noted that although the parish council's council tax charge per household has not been increased this year, the additional housing will result in an increase in the precept received.</p> <p>h) <u>CIL Money</u></p> <p>The Finance Officer reported that payment of CIL money due had been deferred from October 2022 to April 2023. The amount now due is £97,817.96 but this may be capped at £93,000. It was agreed to accept this payment. The Clerk will action this.</p> <p>i) <u>Provision of Dog Waste Bins</u></p> <p>Additional dog bins are needed. One at the Bloor development in Benson Lane and one at the CABI was recommended. The Clerk will circulate a plan showing the current locations of the bins.</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>j) <u>Review of Allotment Charges</u></p> <p>Annual allotment fees are currently £20 for a full-sized plot. This is the same as the fees charged at the Emery-Owen allotments. After discussion, it was agreed to make no change for the forthcoming year.</p> <p>k) Grass Cutting</p> <p>Cllr Sherbourne reported that three quotes have been received, to include North Stoke recreation ground and Newnham Murren churchyard. Potential contractors are Landscape Oxford, Ashburton Limited, J. Drew Landscapes and Scofell. When all quotes have been received, Cllr Sherbourne will meet with the Finance Officer and make a proposal to circulate before the next meeting. Cllr Soames commented that North Stoke usually apply for a grant for grass cutting at the village hall but may wish to consider amalgamating with the Crowmarsh arrangements in future.</p> <p>Cllr Johnson confirmed that Scofell will continue to maintain the nature area at the same price as last year.</p> <p>'No mow May' will be observed in a few places where wild flowers have been planted.</p>	
5417	<p>CHAIRMAN'S REPORT</p> <p><u>Local Elections</u></p> <p>Parish Council elections will be held on 4th May 2023. Current councillors and other residents, including those who have recently moved into the village, are encouraged to come forward. The parish covers Crowmarsh Gifford, Mongewell and North Stoke. There are three vacancies for North Stoke and Mongewell ward and nine for Crowmarsh Gifford.</p> <p>This has been publicized in Crowmarsh News and on the website. The Clerk will circulate the timetable for the parish council elections. It was noted that photo ID will be required when voting in the District Council elections and in the event of a Parish Council election being required.</p>	Clerk
5418	<p>REVIEW OF STRATEGIC PRIORITIES</p> <p><u>Pedestrian Crossing at The Bell, Crowmarsh Gifford</u></p> <p>Two companies had expressed interest in quoting for this project and plans have been sent to them. Once this is underway the proposals for a crossing at Benson Lane will be considered.</p>	

5419	<p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation Ground</u></p> <p>Update on Pavilion Project</p> <p>Cllr Johnson reported that the committee is now considering the purchase of furniture for the new meeting room and the outside servery. The anticipated cost of this is £2,500 for chairs and tables and outside awnings. The committee would like permission to proceed with this. All terrace furniture is included in the grant. Cllr Johnson will obtain an overall estimate of the outfitting cost.</p> <p>After consideration it was proposed by Cllr Park that the committee be authorized to spend up to £5,000 of the contingency fund of £23,000. If more is needed this will be discussed again at the April meeting. This was seconded by Cllrs Sherbourne and Griffin and unanimously agreed. Councillors are invited to report back on any bargains to be found in regard to suitable furniture.</p> <p>The Environment and Recreation Ground Committee was intending to hold the grand opening of the new facilities on Saturday 15th April but after discussion it was felt this might be soon in the event of delays. The committee will agree a suitable date in May or June. Mr David Beasley has agreed to putting on a display of historic photographs.</p> <p>Coronation Tree Project</p> <p>Cllr Park reported that £500 - £1000 will be needed for stakes and protection for the trees. CIL money could be used for this.</p> <p><u>Traffic and Transport</u></p> <p>Cllr Sherbourne reported that a meeting of the committee was held on 27th February to discuss traffic matters. The police have not responded to the parish council's recent letter. There are several volunteers who are interested in Community Speedwatch and it was agreed to apply for this. County Highways would be asked to install larger, more prominent speed limit signs on the main road approaches.</p> <p>It was noted that a pedestrian had recently suffered an accident on the steps down to the riverside from Wallingford Bridge.</p>	<p>AJ</p> <p>Env/Rec</p>
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5420	<p>CORRESPONDENCE</p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> • Letter from a resident about speeding traffic • OCC Consultation on Local Government Boundary Review • Info from Oxford Health School Aged Immunisation Service • Information on Town and Parish Elections • Information on Public Consultation Event at Caversham Lakes • Chilterns AONB Update • OCC request to confirm parish contact details • SODC updates • Annual report of South Chilterns Path Maintenance Volunteers • NALC newsletter • OALC updates • Rural Services Network bulletins • Healthwatch Update • Safeguarding News 	
5421	<p>DATE OF NEXT MEETING</p> <p>The next meeting will be held on Thursday 6th April 2023 at Crowmarsh Gifford Village Hall, starting at 7.30pm. The Finance Officer gave her apologies for this meeting.</p>	
5422	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Cllr Ryall reported that she is updating the emergency plan and will submit it as soon as possible. She is awaiting further information from stakeholders about venues to be used in the event of an emergency. • Cllr Soames has received a request from Chris Strange about the use of North Stoke Recreation Ground for football games. Cllr Johnson will discuss this with Chris Strange to find out more information about likely demand for pitches. Cllr Soames requested that action be taken to control the rabbit population, which had been discussed in the past. The Clerk will contact Mr Carrington of Advanced Pest Control and put him in touch with Cllr Soames. 	Clerk
	The meeting closed at 21.52.	