



# CROMMARSH PARISH COUNCIL

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**Minutes of the On-line Parish Council Meeting  
Held on Thursday 2<sup>nd</sup> July 2020,  
starting at 7.30pm**

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**Present:**

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| Mr John Griffin (Chairman) | Mr Stephen Sherbourne |
| Prof Andrew Johnson        | Mr Stuart Soames      |
| Mr Ken McCrea              | Mrs Fleur Stevenson   |
| Mr Julian Park             | Mr David Topliss      |
| Mrs Liz Ryall              |                       |

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

**Apologies:** Received from Mr David Rowley.

**Declarations of interest:** Cllr Ryall declared an interest in planning application P20/S0465/HH for 1 Newnham Farm Cottages and took no part in the discussion.

The meeting was quorate.

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| 5040 | <b>MINUTES OF MEETING HELD ON 4<sup>TH</sup> JUNE 2020</b><br><br>The minutes of the meeting held on 4 <sup>th</sup> June were approved as a true record.   |  |
| 5041 | <b>MATTERS ARISING FROM PREVIOUS MEETING</b><br><br><u>Item 5027:</u> The Clerk reported that the plaque for the bench outside The Bell should be ready for collection soon.<br><br><u>Item 5027:</u> The Finance Officer has closed the Unity Trust account and funds have been transferred into the Lloyds account.<br><br><u>Item 5028:</u> County Councillor Gray has requested that Old Reading Road should be made more cycle and pedestrian friendly as part of the active travel measures. Cllr Ryall reported on difficulties in using the lane by car which she has to do in order to access the farm. Cllr Gray will ensure that Cllr Ryall is consulted before any measures are agreed. | <b>Clerk</b><br><br><br><br><br><br><br><br><b>ER/MG</b> |

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|                    | <p><u>Item 5032</u>: There had been no request for an election in response to the publication of the notice of casual vacancy, following the resignation of Cllr Grove. The council will be able to co-opt. Cllr Hopkins has confirmed that she wishes to stand down as a parish councillor. The Clerk will publish the required notice of casual vacancy.</p> <p><u>Item 5034</u>: Cllr Johnson reported that the architect will proceed on an hourly rate for work on the plans for the pavilion improvements and will send an invoice in due course.</p> <p><u>Item 5034</u>: Footpath to North Stoke Village Green: Cllr Griffin has visited the site and will arrange to meet with Cllr Soames to discuss the necessary work.</p> <p><u>Item 5034</u>: Cllr Griffin has had a site meeting with Mr Ralph Green to discuss the proposed bus shelters. Mr Green will send in his report as soon as possible. It is hoped that real-time information can be provided at these bus stops.</p> <p><u>Item 5037</u>: A tap has been installed at Botany Allotments and a key provided to the allotment holder who had requested it. Allotment holders require a doctor's note to get access to a key. The leak has now been repaired.</p>     | <p><b>Clerk</b></p> <p><b>JG/SS</b></p> |
| <p><b>5042</b></p> | <p><b>REPORT OF THE COUNTY COUNCILLOR</b></p> <p>County Councillor Gray reported that the promised £600,000 government grant for the Active Travel initiative has been cut to £300,000 but the County Council will make up the total amount. The government has said that the submitted scheme was not imaginative enough to attract the full amount. The money will be used to enhance the maintenance of cycle lanes and the pedestrianisation of Witney High Street with provision for cyclists. In total, £2.3 million is being applied for.</p> <p>Cycle racks are being provided at Park and Ride sites and in market towns.</p> <p>Old Reading Road is to be made more cycle friendly and the cycle lane on the A4074 is to be widened.</p> <p>A meeting is to be held at Jewsons to discuss the problems with lorries trying to access the site. OCC Cllr Mark Gray had arranged for lorries to wait at the Fairmile layby in Cholsey which has worked well in the past. He will look into the provision of appropriate signage.</p> <p>County Cllr Gray has £1000 available for a project in Crowmarsh Gifford and bids are invited. Funding has previously been provided for repairs to the culvert in North Stoke and for the</p> | <p><b>MG</b></p>                        |

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|                    | <p>provision of a speed awareness sign in Crowmarsh Gifford.</p> <p>Cllr Gray is keen that ongoing support should be provided for volunteer community groups. District Cllr Cooper reported that SODC is also keen to pursue this and will liaise with OCC.</p>  |  |
| <p><b>5043</b></p> | <p><b>REPORT OF THE DISTRICT COUNCILLORS</b></p> <p><b>SODC Local Plan Examination in Public</b></p> <p>The EiP is due to start on 14<sup>th</sup> July, so there is a huge amount of activity taking place in preparation. In March the Secretary of State, Rt Hon Robert Jenrick, instructed the Council to take the plan through examination and to adopt it by the end of December. We therefore have a rather bizarre situation where the Council's Planning team is following those instructions and will be defending the eLP2034 that was submitted in March 2019 by the previous administration, while District Councillors who opposed the plan in the run up to the local elections in May 2019 - and who registered to speak at the Inspection during the Reg. 19 consultation - are preparing statements in an attempt to make significant improvements to the plan. These representations are being made by Councillors in their capacity as Ward representatives, and address issues such as the overall numbers in the plan, housing density, removal of sites from the Green Belt, provision of affordable housing and, crucially, the impact of the plan on the climate and the environment.</p> <p>The EiP will last over a 4-week period and will be streamed live (details to be confirmed).</p> <p><b>Virtual Planning committees – latest news</b></p> <p>As a reminder, the temporary process to handle the backlog of applications and to compensate for the lack of live participation by members of the public at planning committee meetings is as follows:</p> <ul style="list-style-type: none"> <li>• If the Parish council objects to a <b>Minor</b> application, a planning officer will contact them to explain the likely recommendation and seek to resolve their planning concerns, but can determine the application, unless one of the ward members calls it in, in which case it will go before Head of Planning + Planning Committee Chair+ Vice Chair+ Ward member to resolve, and they will decide if it should go to planning committee or not for a decision.</li> <li>• If the Parish council objects to a <b>Major</b> application it will go to planning committee for a decision if the planning officer's recommendation is for approval.</li> </ul> |  |

- **‘Other’** applications (householder) eg extensions - unchanged - do not go to planning committee if the parish/town council objects, unless the ward member calls it in, or the planning officers decide it should go to committee.

The statutory time limits remain unchanged as 13 weeks for major development and 8 weeks for all other types of development (unless the application is subject to an Environmental Impact Assessment, in which case a 16 week limit applies.)

The public consultation period for an Application is 21 days (from the date the letter/notice is posted), and if there is a significant change to the Application following amended plans, a further public consultation period, usually 14 days, is undertaken. The Application can be called in to a Planning Committee by a district councillor with planning reasons up to 28 days from registration.

SODC is currently working on providing a system that will allow the general public, town and parish councils and other external organisations to contribute directly to our virtual committee meetings, which we will be testing shortly; should the tests be successful, we are hoping to implement the new system as soon as possible.

On 18 May the Chief Executive took a decision, under emergency powers, for the councils to hold virtual meetings including the adoption of virtual meeting procedure rules. The priority, at that time, was to ensure the councils used a safe platform for the transmission of live meetings which would be accessible for members of the public. The software we use for our virtual meetings meant we couldn’t initially include invitations to external parties like towns and parishes, although we made it clear that they would, along with any other interested parties, be able to provide written statements, which many have done. To date these meetings have been successful and allowed the councils to maintain a transparent democratic decision-making process.

SODC agreed to review this arrangement after six months but made it clear that the operation would be kept under review with the ambition to return to public speaking as soon as possible. Officers have been actively investigating and working on options to allow external parties like towns and parishes and members of the public to address council committee meetings using the current meetings platform. The council believe they have found a solution, which we will be testing over the coming weeks with the intention of introducing it for the meeting of the Joint Audit and Governance Committee on 13 July and then hopefully rolling it out for all meetings (including the Planning Committee) after that.

All meetings need to continue in the meantime, particularly the planning committee, following the government's guidance that we should do all we can to continue the planning process.

### **Consultation on South Oxfordshire Corporate Plan, 2020-2024**

Every four years the Council develops a new strategic plan that provides the framework for all of its programmes and operations. As a new administration, this gives us the opportunity to convert our manifesto pledges and our political priorities into programmes of action, as well as to recognise the many partnerships and collaborations which are necessary to deliver services (current and future) to our residents. For example, we cannot deliver sustainable transport infrastructure on our own, nor can we help our local high streets and businesses to recover from the shock of COVID-19 without working collaboratively with agencies like OxLEP (Local Economic Partnership) and within the OxCam Arc grouping.

The new Corporate Plan is now in draft form and will be going out for public consultation in mid-July. We will be seeking feedback on the six Themes which we have identified as our priorities for the next 4 years, including addressing the climate emergency and protecting our natural environment, while also supporting community recovery and resilience. Further details on the consultation process will be published after the Full Council meeting on 16<sup>th</sup> July, and we do encourage you to participate!

### **River Thames Champion – new appointment**

SODC has appointed Woodcote and Rotherfield ward Councillor Jo Robb to the newly created role of Thames Champion. Jo was the Green Party's parliamentary candidate for the Henley ward in 2019.

The River Thames is an important ecological corridor and a haven for wildlife. It attracts thousands of visitors to South Oxfordshire each year, playing a significant role in the local economy, particularly for the market towns of Henley and Wallingford. It also plays a key part in attracting people to come and live in the district by providing a great location to spend time with family and friends, something that has become even more important during the coronavirus pandemic. 40 miles of the Thames flows through our District.

The Thames Champion will network with river users, councillors and neighbouring councils to improve access to, and protect and

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|      | <p>enhance the biodiversity and cleanliness of, the river.</p> <p><b>Oxfordshire 2050</b></p> <p>Feed into the Oxfordshire 2050 consultation; how do you see Oxfordshire's future for living and working, connectivity and Climate Change? Contribute <b>your</b> ideas!</p> <p><a href="https://www.oxfordshireopenthought.org/">https://www.oxfordshireopenthought.org/</a></p> <p><b>Local Lockdowns</b></p> <p>Public Health are responsible for putting in place local lockdowns should they be required and guidelines have been circulated.</p> <p><b>Thames Water</b></p> <p>Cllr Sherbourne reported that Ofwat will not permit Thames Water to increase their prices and this means that the company does not have the funds to invest in any projects. In the past Thames Water has said that any infrastructure needed will be put in place for any new housing developments. District Cllr Cooper will report this to the EIP.</p> <p><b>Refuse Collection</b></p> <p>Cllr Topliss reported on a serious litter problem by Wallingford Bridge. The Earth Trust manages some of the fields owned by SODC. There are bins but they are inadequate and fill up very fast and Cllr Topliss recommends that larger bins are provided. District Cllr Cooper will investigate.</p> | <p>SC</p> <p>SC</p> |
| 5044 | <p><b>PLANNING</b></p> <p><b>Decisions by SODC</b></p> <p><a href="#">P20/S1326/LB</a> The Mill House The Street North Stoke OX10 6BL Replacement of three existing doorsets. LISTED BUILDING CONSENT</p> <p><a href="#">P20/S1107/DIS</a> Benson Lane Crowmarsh Gifford OX10 8ED Discharge of condition 22 (broadband) of planning permission (on appeal APP/Q3115/W/17/3186858) P16/S3608/O. Partially Agreed</p> <p><a href="#">P20/S0117/DIS</a> Benson Lane Crowmarsh OX10 8ED Discharge of Condition 16 - Arboricultural Method Statement, of application P16/S3608/O (amended information received 7 May 2020). Partially Agreed</p>  |                     |

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|  | <p><a href="#">P20/S0910/FUL</a> Fleming Boat House Chalmore Gardens Wallingford OX10 9EP. Wooden shed to house Wallingford's Accessible Boat Club's operations in the summer seasons and administration all other times (as amended to remove portaloo). PLANNING PERMISSION</p> <p><a href="#">P20/S1878/CHR</a> CABI International Nosworthy Way Mongewell OX10 8DE<br/>Extension of operational hours between 06:30 and 19:00 for a period of at least 6 months. APPROVED</p> <p><b>Consultation on applications</b></p> <p>P20/S1589/FUL The Springs Golf Club, Wallingford Road, North Stoke OX10 6BE. Amendment – biodiversity study. Earlier response unchanged.</p> <p><a href="#">P20/S0465/HH</a> 1 Newnham Farm Cottages Old Reading Road Crowmarsh Gifford OX10 8BW Two storey extension to side of existing dwelling. New garage, utility, master bedroom and ensuite. Single storey extension to rear for kitchen. Amended 15 June 2020 changing design of the extension. NO OBJECTION</p> <p><a href="#">P20/S1744/HH</a> 4 Whitehouse Road North Stoke OX10 6BA<br/>Demolition of conservatory. Two storey side and single storey rear extensions. As amended on 1 July 2020. NO OBJECTION</p> <p><a href="#">P20/S1755/HH</a> 15A Wallingford Road North Stoke OX10 6BD<br/>Erection of Garden Shed. NO OBJECTION</p> <p><b>Neighbourhood plan</b></p> <p>The consultation phase of the Crowmarsh Parish Neighbourhood Plan began on 26 June and will run to Friday 21st August. The Pre-submission version of the Plan and the supporting evidence reports are available as pdf files on the Parish website. Hard copies of the Plan are available from Crowmarsh Stores or Stuart Soames. There will be opportunities to talk about the Plan in August in the grounds of the two village halls – dates to be announced.</p> <p>Cllr Park commented that not many people would look at the website to read the neighbourhood plan and it is difficult to reach everyone without a paper copy of Crowmarsh News. District Cllr Cooper suggested a door to door leaflet drop and Cllr McCrea suggested making a more eye-catching statement on the website to draw attention to it. Cllr Griffin will consult with Mr Robins and Mr Hannigan.</p> | <p><b>JG</b></p> |
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| 5045 | <p><b>FINANCE</b></p> <p><b>a) Payments made in June</b></p> <p>A schedule of payments made since the last meeting was presented. As well as the regular payments for salaries and expenses, this included £341.22 paid to Castle Water for water supply at the Pavilion from April to end September and £95.44 for allotment water for the same period. £215.00 was paid for repairs to the leak at the allotments and £1,380 for grass cutting in June. £334.32 was paid to Eibe for playground spares.</p> <p>A request had been received from North Stoke Village Hall for a grant of £760 for grass and hedge cutting at the hall and at bus stops in The Street.</p> <p>It was proposed by Cllr McCrea and seconded by Cllr Park that these payments be approved and this was agreed.</p> <p><b>b) Accounts for Year to Date</b></p> <p>The Finance Officer had circulated a summary of receipts and payments for the period ended 30<sup>th</sup> June 2020. The total income was £103,208.76 including approximately £70,000 CIL money. The first half of the precept had been received (£19,000).</p> <p>Expenditure to date was £23,263.43. The total bank balance was £247,133.02 including reserves held on deposit.</p> <p>The end of year reports have been sent to the external auditor and the accounts have been posted on noticeboards and on the website.</p> <p><b>c) Allotments</b></p> <p>One allotment holder had not yet paid their rent. Cllr Sherbourne will chase this up. It was noted that one allotment holder does not wish to continue. It was agreed that the new tenant could have the rent waived for the rest of the year and any rent paid will be refunded. The Clerk will revise the chart of allotments and circulate when the details are updated.</p> <p>Allotment holders will be reminded of their obligations when the rent is reviewed. The Clerk will check the minutes for any mention of allotment rules in 2008. Cllr Johnson has a tenancy agreement from the Allotments Association which he will make available to the Clerk. The Clerk will contact him about this.</p> | <p><b>SSh/<br/>Clerk</b></p> <p><b>Clerk/AJ</b></p> |
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|             | <p><b>d) Grass Cutting</b></p> <p>Cllr Sherbourne and the Finance Officer will meet with the contractor to discuss the specification as some areas are being missed.</p> <p><b>e) Requests for grants and donations</b></p> <p>A request for a donation had been received from Sue Ryder's Palliative Care Hub. They urgently need funds to continue supporting patients at home. After discussion it was proposed by Cllr Griffin and seconded by Cllr Sherbourne that a donation of £200 be made and this was agreed.</p>  | <b>SSh/RFO</b> |
| <b>5046</b> | <p><b>CHAIRMAN'S REPORT</b></p> <p>Cllr Sherbourne reported that the bench on the grass verge outside the village hall site is not safe. He will inspect it and report back.</p>   | <b>SSh</b>     |
| <b>5047</b> | <p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <p>Proposed pedestrian crossing in The Street. Cllr Sherbourne reported that the firm of Peter Brett Associates has been taken over. He has spoken to Mr Daniel Townsend who will investigate and report back. Two other quotes will be needed. Cllr Sherbourne will send an email to County Councillor Mark Gray, who will forward it on to Mr Geoff Barrell at OCC.</p>   | <b>SSh/MG</b>  |
| <b>5048</b> | <p><b>REPORTS OF COMMITTEES</b></p> <p><u>Environment and Recreation Ground</u></p> <p>Government guidance will now permit the re-opening of play areas and outdoor gyms providing suitable risk assessments are in place. The Environment and Recreation Ground committee have studied the government guidance and have put together their own risk assessments.</p> <p>The provision of adequate hand sanitizers is required as well as appropriate signage. Effective cleaning of equipment may pose a challenge for Mr Strange. The play area and outdoor gym will not reopen at present and it is hoped to obtain further advice from other councils.</p> <p>It was agreed that there remains a risk in re-opening and it is right to be cautious. The action being taken by the district councils and other parish councils will be noted. It will be necessary to provide hand sanitizer dispensers on poles at each entrance to the play</p> |                |

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|  | <p>area as well as inside the area and next to the outdoor gym. Explicit warning signs will be needed as well as signage to remind people to use the dispensers.</p> <p>The risk of Covid-19 is not going to disappear in the near future and the risk to Mr Strange is a paramount consideration.</p> <p>Cllr Stevenson will post a notice on the parish website stating our intention not to re-open until suitable measures can be put in place.</p> <p><u>Improvements to Pavilion</u></p> <p>Cllr Johnson reported that the architect has supplied a revised sketch of the proposed modifications following further discussion between Mr Strange, Cllr Rowley and Cllr Johnson. New toilets are the main priority, each to have a separate door. A new servery will be available to hirers for sports events and a new meeting room which will be made slightly larger. The entrance on the north side has a ramp for disabled users. This will be made larger to allow access to the toilets. The brick wall will be replaced by railings. A new entrance will be created to the meeting room (currently a fire escape) so it will not affect users of the main hall. The next stage, after the design is approved, is to put in a planning application. Most changes are internal but flood compensation is very important. The proposed new platform and three external doors are subject to planning permission. A structural engineer will be needed before removal of the load bearing wall can be approved and an electrician will be needed to review the ventilation in the changing rooms. Up to £10,000 has been agreed for the design phase of the project.</p> <p>A quantity surveyor may be needed for pricing the building phase but the architect should have a good idea. It will be necessary to apply for grants to fund the building work.</p> <p>It is hoped that this project could run alongside the planned pedestrian crossing for The Street, which has as high a priority. Cllr Johnson suggested the council could apply for funding next year to start building in 2022. Grants cannot be applied for without planning permission.</p> <p>After discussion it was proposed by Cllr McCrea and seconded by Cllr Park to proceed with a planning application and this was agreed.</p> | <p><b>FS</b></p> |
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|             | <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>• Cllr Hopkins had reported that a speed sign on the A4074, just past the Bloor site in the direction of Benson, is a national speed limit sign whereas the speed limit on that stretch of the road is 50mph. Cllr Griffin has emailed Thames Valley Police, Oxfordshire Highways and the planning officer about this, as well as OCC Cllr Gray.</li> <li>• A Parish Transport Rep's report was received after the meeting and was circulated to councillors. This contained details of forthcoming improvements to bus services.</li> </ul> |  |
| <b>5049</b> | <p><b>UPDATE ON WEBSITE</b></p> <p>Cllr Stevenson reported that the website is up to date. The notice about consultation on the neighbourhood plan has been moved to the front page in order for it to be more eye catching.</p>  |  |
| <b>5050</b> | <p><b>REPORT OF REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p><u>River Users' Group 3</u></p> <p>Cllr Ryall reported that the RUG3 meeting has been postponed.</p>   |  |
| <b>5051</b> | <p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• NALC Update.</li> <li>• OALC Update</li> <li>• Rural Services Network Update.</li> <li>• Healthwatch Oxfordshire update</li> <li>• SODC update</li> <li>• Correspondence from Dr Peter Wood about the problem of lorries trying to park at Jewsons.</li> <li>• Notice of the Sustainable Wallingford AGM to be held on 6<sup>th</sup> July.</li> </ul>   |  |
| <b>5052</b> | <p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will take place on-line on Thursday 6<sup>th</sup> August 2020, starting at 7.30pm.</p>  |  |

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| 5053 | <p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Cllr Park asked when the council might resume face to face meetings. Cllr Johnson commented that he finds online meetings very satisfactory and the government legislation has authorized them to continue until May 2021. OALC has recommended not meeting in person for the time being. It was noted that members of the public are entitled to attend council meetings, whether online or otherwise.</li> <li>• Cllr Rowley has had a constructive meeting with a group from the Wallingford Town Council Bull Croft new playground and pavilion group, at the Crowmarsh Playground to answer questions and give feedback on lessons learnt, to help them with their proposals.</li> <li>• There is a new gate on the footpath from Crowmarsh Gifford to Mongewell near to the CABI development. This belongs to Mr and Mrs Ryall and their neighbours to replace a previous gate. It inhibits motorbikes, protects cattle and stops vehicular access to the new development.</li> <li>• It was noted that there is a footpath across a field near Newnham Farm which has a considerable growth of crop in the middle. The field belongs to Mr Edwards.</li> </ul> |  |
|      | <p>The meeting closed at 9.30 pm.</p>   |  |