



CROWMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held at Crowmarsh Gifford Village Hall on Thursday 5th August 2021,
starting at 7.30pm**

Present:

Mr John Griffin (Chair)	Mr Stephen Sherbourne
Prof Andrew Johnson	Mrs Fleur Stevenson
Mrs Liz Ryall	Mr David Topliss

Attending: District Cllr Sue Cooper, District Cllr Andrea Powell, Dr Yvonne Peet (Finance Officer) and Mrs Sue Rance (Clerk). Dr Nick Robins and three members of the public attended part of the meeting.

Apologies: Received from Mr Julian Park, Mr David Rowley, Mr Robin Smith and Mr Stuart Soames.

Declarations of interest: The Chairman declared an interest in the renewal of the subscription to the Chiltern Society as he is a member. He took no part in the discussion.

The meeting was quorate.

NO.		ACTION
5198	MINUTES OF MEETING HELD ON 1ST JULY 2021 Correction to previous minutes: Item 5197: It was noted that the recreation ground at North Stoke had not been cut in May but has since been done in July. The vegetation on the path had encroached from the sides. Subject to this correction the Minutes of the previous meeting were approved as a true record.	
5199	MATTERS ARISING FROM PREVIOUS MEETING <u>Item 5187:</u> The Finance Officer will distribute some of the 20s Plenty stickers to local residents. <u>Item 5187:</u> Noise from Motorcycles: Mr Nick McGregor and Mr Nick Sumner, who attended the meeting, have begun to draft a letter from Crowmarsh Parish Council. This will be sent to the Police and Crime Commissioner and copied to the District	RFO

	<p>Councillors, County Councillor and to John Howell, MP, plus the H Café where the motorcyclists meet and to other local councils. It was noted that the problem has worsened in recent weeks and is a safety issue as well as a noise nuisance. The police have not responded to complaints. It was agreed that Cllr Sherbourne will convene a sub-group including Mr Nick McGregor and Mr Nick Sumner to co-ordinate the response and the letter will be signed by Cllr Griffin.</p> <p><u>Item 5187</u>: Assets of Community Value Q&A Session. A link to the notes on this session has been sent to Cllr Sherbourne.</p> <p><u>Item 5188</u>: Discharge of condition 17 at The Springs Development. District Cllr Powell has discussed this with the planning officer who says that the condition should not be discharged until the road safety audit has been completed. The developer's view is that a dropped kerb would be acceptable but this has not been approved by OCC Highways. This is a safety issue which will be reported to our OCC Councillor, Felix Bloomfield.</p> <p><u>Item 5187</u>: It had not yet been possible to find a suitable site for a defibrillator in Mongewell.</p> <p><u>Item 5189</u>: Further information on the plans for civil parking enforcement is due in November.</p> <p><u>Item 5190</u>: District Cllr Powell has written to the Head of Planning at SODC requesting that the Newnham Manor planning application should go to committee as soon as possible.</p> <p><u>Item 5190</u>: It was noted that the Crowmarsh Gifford settlement boundary includes the current Bloor development but not their proposed phases 2 and 3.</p> <p><u>Item 5190</u>: The Newnham Manor site is inside the village boundary and may come to planning committee this autumn.</p> <p><u>Item 5190</u>: English Heritage had concerns about the 0.28 hectares at Howbery Park designated in the Neighbourhood Plan for employment use, because of the impact on four Grade 2 listed buildings. This was fully addressed following a consultant's report by rotating the site footprint so this has now been resolved.</p> <p><u>The Bell</u>: It was noted that the pub seems to be in very poor condition and has been boarded up. Cllr Sherbourne will draft a letter for Cllr Griffin's signature, asking the CEO of Greene King what their plans are for the property.</p>	<p>SSh JG</p> <p>SSh/JG</p>
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5200	<p>REPORT FROM THE COUNTY COUNCILLOR</p> <p>No report available.</p>	
5201	<p>REPORT OF THE DISTRICT COUNCILLOR</p> <p>Planning Applications and call-in triggers</p> <p>There has been a big increase in planning applications, from householders as well as bigger ones, in the last few months. In May 2021 we received 390 applications, which is a 48% increase on May 2020. 61% of applications received were valid on receipt. As a result, the planning department is a few days behind on registering new applications. Council has also agreed a change to the trigger arrangements for Minor planning applications. If you recall we introduced some emergency arrangements at the start of the pandemic to ensure we could meet our statutory responsibilities. However the council agreed to reinstate the previous approach (from 15 July) so it is immediately effective, which means that where a town or parish council object to a planning application that is classified as a 'Minor' application and the planning officer is minded to approve it, then the planning application will be automatically referred to the planning committee to determine. This does have the potential to increase the workload for planning officers & the planning committee so we are hoping that parishes will only object when there are strong planning reasons supported by evidence of policies in Neighbourhood plans or the Local Plan being contravened. To help with this do ask the planning officer involved for further explanations if you need them. We are also in the process of producing a simple list to make it easier to reference the LP2035 policies without all the explanatory text. (The explanatory text is still important but can be gone into in greater detail when needed.) Parishes may like to consider doing the same for their Neighbourhood Plan? Please also note that for 'Major' applications, the trigger arrangements have remained unchanged throughout the emergency arrangements and will continue to remain unchanged.</p> <p>Covid Grants and Support for Self-Isolation</p> <p>Total Covid19 Grant Payments processed through the District council since April 2020 were £42.8m. The Council carries out pre- and post- grant award checks to detect any fraud regarding</p>	

any grant including the £500 isolation grant - an important part of what the finance team have been doing this last year. With Covid case numbers increasing, more people are finding themselves having to self-isolate as a result of a positive diagnosis or close contact with someone who has tested positive. The community hub is also continuing to help link residents up to food support, either by signposting to help organising shopping, arranging for a click and collect shopping order to be collected or getting an emergency food parcel out.

Councillor Grant Scheme Opens

This year's scheme, which once again allocates £5k to each Councillor for use on community projects in their ward, has launched this week. Organisations which are 'not-for-profit' can now apply for grants from £250 up to a maximum of £5,000 per councillor in their ward for projects that will bring positive outcomes for local residents. Applicants are asked to consider how their project will align with SODC's key strategic objectives, such as protecting and restoring nature, and improving community well-being. All details of how to apply can be found on the SODC website, but applicants are encouraged to discuss their application with their Ward councillor in the first instance. This year the fund will be allocated in two tranches so that projects emerging later in the year don't miss out.

SODC grounds maintenance, litter picking and waste collections

The number of grass cuts has been reduced this year, but this is being kept under review. There are also more staff allocated for litter picking for the summer. As you are probably aware, Biffa is continuing to experience issues with staffing which has led to serious disruptions in the waste collections service in our district.

The disruptions are mainly down to a shortage of HGV drivers and the increasing numbers of staff who have been advised to self-isolate. As you are probably aware these are national issues, not just affecting us locally.

The limited numbers of staff still able to work are doing their best to get to as many homes as they can, and have been working weekends to try and catch up but in order to prioritise the collection of food waste, recycling and normal household rubbish, we have had to suspend garden waste collections during August.

Subscribers to this service will still receive the contractual minimum number of collections (20 per year) – normally they get 25 or 26 per year) so there will be no refunds.

Our advice to residents for other bins is as follows:

If any of your waste was not collected last week, or if your bins are missed in the next couple of weeks, firstly leave the bins out for 3 days after your usual bin day and if still not collected please bring your bins back in and put them out next time they are due to be collected.

While we normally do not collect extra black bin rubbish, if we are unable to collect yours as a result of this disruption, you can leave up to three black sacks' worth out the next time it is due. Please remember you can always put out additional recycling and food waste on your next scheduled collection.

We are extremely sorry for the inconvenience and we and our waste contractor are working hard to try and resolve these issues.

Thames River Clean Up day

SODC is supporting communities as part of a Thames River clean-up day on Sunday 26 September, to coincide with World Rivers Day. The event aims to clean up the River Thames and raise awareness of the climate and ecological emergencies.

Events taking place on the day will help to restore river health, cut down on pollution, and protect and enhance the cleanliness, biodiversity and natural setting of the River Thames.

As well as carrying out a clean-up, groups are also encouraged to have information stalls and talks to raise awareness about water quality and sewage discharge, create community cohesion around caring for the river Thames, and enhance the wellbeing of the community. Any local groups planning an event are encouraged to contact the Comms team at SODC so we can help them to promote it and put them in touch with organisations who can offer support. Email communications@southandvale.gov.uk to let them know.

New air quality website for the county – feedback invited

We've been working with Oxford City Council, the county council and the other districts on a countywide air quality community website to help raise awareness of air pollution. The city council received £162,500 of funding for the website and is leading the

	<p>project. Once developed, the website should provide air quality evidence, information and advice in a simple and accessible manner to all Oxfordshire visitors and residents. This week the city has launched a consultation asking local people for their views on what they want from the new website.</p> <p>The deadline to submit your comments is 5 September.</p> <p>Oxfordshire 2050 and the OxCam Arc</p> <p>A reminder that the public consultations on both the Oxfordshire 2050 plan and the Ox-Cam Arc spatial framework are now open:</p> <p>https://www.oxfordshireopenthought.org/ (closes Friday 8th October)</p> <p>https://www.gov.uk/government/consultations/creating-a-vision-for-the-oxford-cambridge-arc (closes Tuesday 12th October)</p> <p>Report on crime in Oxfordshire</p> <p>According to a recently published report on crime and community safety, South Oxfordshire has relatively low levels of crime compared to other districts in the county. The figures have come via a county-wide partnership we're part of called the "Safer Oxfordshire Partnership". The partnership works to reduce crime and create safer communities across the county and every year it receives a "Strategic Intelligence Assessment" for Oxfordshire that summarises our local crime and community safety stats.</p>	
5202	<p>PLANNING</p> <p>Decisions by SODC</p> <p>P21/S2302/A The Springs Golf Club Wallingford Road North Stoke OX10 6BE. Application for the siting of two new main entrance signs and new brick walling. Advertisement consent granted.</p> <p>P21/S2014/LDP Mere Cottage Mongewell Park Mongewell OX10 8DA Provision within curtilage of dwelling of a mobile home. Certificate of lawful use or development granted.</p> <p>Consultations</p> <p>P21/S3227/HH 6 Shuttleworth Close Mongewell OX10 8FS. To construct a single storey Edwardian design conservatory to the rear of the property. Recommend approval.</p> <p>P21/S3101/HH The Old Farmhouse The Street North Stoke OX10 6BL. Proposed oak framed incidental outbuilding following</p>	

	<p>demolition of existing outbuilding.(Additional information received 21-07-21). Recommend approval.</p> <p>P21/S2954/FUL The Springs Golf Club Wallingford Road North Stoke OX10 6BE. Siting of two new brick walls to hold 2 new main entrance signs for which an advertisement application has been approved (P21/S2302/A). Recommend approval.</p> <p>P21/S2951/FUL Stallion Cottage, Mongewell Park Farm Wallingford Road Mongewell OX10 8DY. Change of use to allow extension of Stallion Cottage (residential) into adjoining existing building and related works of alteration. (Farm office retained). Recommend approval.</p> <p>Neighbourhood plan</p> <p>The referendum will be held on Thursday 2 September. Posters and notices will be displayed until that date.</p> <p>Nick Robins has arranged printing of a leaflet for every house to deliver during August. The Parish Council has a budget of £2442.06 for the neighbourhood plan referendum allocated by the District Council which will cover this.</p>	
5203	<p>FINANCE</p> <p>a) Payments to be made in August</p> <p>The Finance Officer reported that a grant request had been received from Sue Ryder. It was proposed by Cllr Johnson and seconded by Cllr Sherbourne that a donation of £200 be made and this was agreed.</p> <p>The Finance Officer reported that the council's subscription to the Chiltern Society is now due at a cost of £30.00. The Chairman declared an interest as he is a member and took no part in the discussion. The Chiltern Society was set up to look after the Chilterns countryside and to campaign on planning, wildlife, heritage and public access. It was proposed by Cllr Sherbourne and seconded by Cllr Ryall that the subscription be renewed and this was agreed.</p> <p>The Finance Officer presented a list of payments to be made. This included:</p> <ul style="list-style-type: none"> • £120 for Zoono treatment • £300 for the internal audit • £1512.72 to Eibe for repairs to the zip wire. • £1,722.24 for dog bin emptying from April to June 2021 • £762 for grass cutting in June • £139.75 for electricity at the Pavilion for the first quarter of 2021/22. • £229.17 on the neighbourhood plan. 	

<p>It was proposed by Cllr Sherbourne and seconded by Cllr Ryall that these payments be approved and this was agreed.</p> <p>The Finance Officer will investigate the reason for the increase in charges for dog bin emptying.</p> <p>In regard to the Zoono treatment, as the charges had not been reviewed in June as originally planned, it was agreed to review Zoono treatment and other Covid precautions in September.</p> <p>b) Accounts for Year to Date</p> <p>The Finance Officer presented a summary of the accounts to 31st July 2021. If the neighbourhood plan is approved the council will receive 25% of future payments of CIL money.</p> <p>c) Review of Bank Signatories</p> <p>The auditor had recommended that the bank signatories be reviewed. Currently these are Cllr Griffin, Cllr Sherbourne and Cllr Soames. Two out of three signatories need to authorise payments. It was proposed by Cllr Ryall and seconded by Cllr Topliss that the signatories remain as at present and this was agreed.</p> <p>d) Additional payment for Mr Chris Strange</p> <p>Cllr Johnson had circulated details of extra work carried out by Mr Strange, especially on additional cleaning due to Covid. It was proposed by Cllr Topliss and seconded by Cllr Sherbourne that an additional payment of £300 be made to him and this was agreed. A further review of Chris's work level will be carried out as necessary.</p> <p>e) Review of staff salaries</p> <p>Staff salaries were reviewed and it was agreed to award a 2.5% increase to all employees backdated to June 2021.</p> <p>f) Other Matters</p> <ul style="list-style-type: none">• Tendering for the pavilion improvements is in hand.• A water meter reading for the allotments is needed.• There are still three allotment tenancy agreements outstanding. It is hoped to get an uncultivated plot cleared in order to make it available to prospective tenants.	<p>Clerk- agenda</p> <p>SSh Clerk/ SSh</p>
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5204	<p>CHAIRMAN'S REPORT</p> <p><u>Grass Cutting</u></p> <p>The green space at Howbery Farm had not been cut by the council's contractor, as previously thought, but by a local resident. The contractor has now cut the grass at Park View.</p> <p>Cllr Sherbourne suggested splitting the contracts for the recreation ground and the village grass cutting. Cllr Johnson has identified a suitable mower which the council could buy for Mr Strange to use at the recreation ground as Mr Strange has said he would be happy to do this. The cost of the mower is £7,500. It was proposed by Cllr Sherbourne and seconded by Cllr Johnson that the mower be purchased and this was agreed. Alternative contractors will be considered in future for the verges and other grass areas.</p> <p><u>Horse chestnut tree</u></p> <p>Residents had expressed strong support for carrying out surgery on the tree in order to retain it. Cllr Griffin will obtain quotes for the necessary work.</p>	JG
5205	<p>REVIEW OF STRATEGIC PRIORITIES</p> <p>Cllr Griffin has emailed OCC Highways Officer Lee Turner as well as County Councillor Felix Bloomfield to try to resolve the parking problems at Stephens Field as well as progressing the proposed pedestrian crossings.</p> <p>Cllr Griffin has contacted the OCC Footpaths Officer, Jackie Smith and the Ridgeway National Trail Officer, Sarah Wright about a site visit to Watery Lane.</p>	JG
5206	<p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation Ground</u></p> <ul style="list-style-type: none"> a) Cllr Johnson reported that the zip wire has been repaired under warranty and repairs to the moving parts have been carried out and paid for. b) Mr Strange is getting quotes for repairing damage to the netball court caused by the cherry tree roots. c) WiFi has now been installed in the pavilion. d) CCTV is to be installed during the week beginning 13th September. The cameras are of a high specification and should work well even in low level light. The CCTV policy 	

	<p>has been drafted. Those authorized to view images are Cllr Griffin, Cllr Johnson, Cllr Rowley and Mr Strange. The policy will be circulated to councillors for approval at the September meeting.</p> <p>e) The car park height limit barrier has now been installed.</p> <p>f) The Finance Officer is using 'Contract Finder' for the tendering process needed for the pavilion improvements. It is a requirement that the council has a 'gov.uk' email address. The Clerk has this in hand.</p> <p>g) A discussion took place on the procedure required if and when an urgent payment has to be made. It was agreed that details would be circulated by email for councillors to agree and this would be minuted at the next parish council meeting. <i>(Following the meeting, it was established that the necessary quorum for a decision to be made is one-third of the whole number of councillors, subject to a minimum of three. This means four councillors.)</i></p> <p>h) In June 2022, the Queen will celebrate her Platinum Jubilee. It is hoped to hold a celebration at the Recreation Ground and to form a committee to organize it.</p> <p>i) Wallingford Town Council is hosting a meeting on 21st August to discuss tree planting. Cllr Griffin will attend this meeting. Cllr Rowley and Mrs Linda Parker are also interested. There will be a follow-up meeting in October.</p> <p><u>Traffic and Transport</u></p> <p>Amanda Griffin's report from the Oxfordshire parish transport representatives' (PTR) meeting held on 6th July had been circulated.</p> <p>It is hoped to reconvene the Traffic and Transport Committee. Currently Cllrs Sherbourne and Ryall are committee members with Mrs Amanda Griffin as PTR rep. Other residents can be co-opted.</p>	<p>Clerk</p> <p>RFO</p> <p>Clerk</p>
<p>5207</p>	<p>UPDATE ON WEBSITE</p> <p>Cllr Stevenson reported that the neighbourhood plan referendum has been publicized on the website and on the Facebook page.</p> <p>She is hoping to update the section on clubs and local business which is out of date. Mr Strange may be able to provide more information on local activities.</p> <p>In due course the tender documents for the pavilion will be added.</p>	<p>FS</p>

5208	<p>REPORTS OF REPS ON OUTSIDE BODIES</p> <p>None.</p>	
5209	<p>CORRESPONDENCE</p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> • Police and Crime Commissioner’s Bulletin July 2021 • Winter Preparedness (salt orders) OCC • Citizens Advice Update • Summer News from the Ridgeway Trail • TRC Henley 25th July for Community Celebration St. Andrews Road • Request for a grant from Sue Ryder • SODC News July 2021 • Chilterns AONB News • TRC Henley 20th July Western Avenue Century party • OALC update including information on Oxfordshire 2050 Plan consultation • NALC newsletters • Rural Services Network updates • Notice of RAF Benson Families Day on 19th August • Notice of bridge investigation works in North Stoke to take place October 2021 • Notice of Litter Bug Detectives trails from SODC • Notice of referendum for Crowmarsh Neighbourhood Plan on 2nd September • Information on complaint about odour from composting site at Benson • Information from OCC about park and charge electric vehicle events • Information from SODC about dog fouling • Information on Queen’s Platinum Jubilee celebrations from Lord Lieutenant of Oxfordshire • Building Beautiful Places Factsheet on planning reforms from Central Government • Healthwatch Oxon Briefing July • Notice of OALC AGM on 5th July • Notice of OCC electric blanket testing service 	
5210	<p>DATE OF NEXT MEETING</p> <p>The next parish council meeting will be held on Thursday 9th September 2021 at North Stoke Village Hall, starting at 7.30pm. Please note change of date and venue as the Neighbourhood Plan referendum will take place on 2nd September.</p> <p>Cllrs Stevenson and Ryall gave their apologies for this meeting.</p>	

5211	ANY OTHER BUSINESS <ul style="list-style-type: none"> • A tour of the nature area will be considered for the Big Green Week, 18-26 September. • The give way sign at the end of Thames Mead is in a poor state. There is another post (no sign) near The Limes that can probably be removed. 	
	<p>The meeting closed at 21.55.</p>	