



CROWMARSH PARISH COUNCIL

**Minutes of the Parish Council Meeting
Held at Crowmarsh Gifford Village Hall on Thursday 5th September 2019,
starting at 7.30pm**

Present:

Mr John Griffin (Chairman)	Mr David Rowley
Prof Andrew Johnson	Mrs Liz Ryall
Mr Julian Park	Mr Stephen Sherbourne

Attending: Mr Jon Grove, Dr Yvonne Peet (Finance Officer) and Mrs Sue Rance (Clerk). District Councillor Sue Cooper attended part of the meeting.

Apologies: Received from Mr Ken McCrea, Mr Stuart Soames, Mrs Fleur Stevenson, Mr David Topliss and County Councillor Mark Gray..

Declarations of interest: None

The meeting was quorate.

NO.		ACTION
4921	CO-OPTION OF NEW PARISH COUNCILLORS <ul style="list-style-type: none">Mr Jon Grove has applied to join the Parish Council and outlined his interest in becoming a councillor. After discussion it was proposed by Cllr Griffin and seconded by Cllr Park that he should be co-opted. This was carried unanimously. Mr Grove completed a declaration of acceptance of office and joined the meeting.Ms Gaynor Hopkins had also expressed an interest in becoming a councillor but was unable to attend this meeting. After discussion it was proposed by Cllr Ryall and seconded by Cllr Johnson that she should be co-opted and this was carried unanimously.	
4922	MINUTES OF MEETING HELD ON 8TH AUGUST <p>The Minutes of the meeting held on 8th August were approved as a true record and signed by the Chairman.</p>	

<p>4923</p>	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p><u>Item 4912:</u> The Clerk had asked SODC to attend to weeds growing in the kerbside in Benson Lane as part of the deep cleanse. District Cllr Cooper will check whether this has been carried out.</p> <p><u>Item 4912:</u> An article about the history of names chosen for the streets at the CABI development will be published in a future issue of Crowmarsh News. The Chairman will action this.</p> <p><u>Item 4912:</u> Wallingford School students, under the leadership of Kevin Brophy, have offered to carry out more environmental work in Crowmarsh Gifford. Cllr Griffin will put them in touch with Cllrs Johnson and Sherbourne with a view to improving the path near the play area at Cox Lane. Cllr Johnson suggested work could be done at the nature area.</p> <p><u>Item 4912:</u> Thanks were expressed to Mrs Denise Hall who has agreed to carry out an independent bank reconciliation every three months, as requested by the auditor.</p> <p><u>Item 4914:</u> The Clerk will send a copy of Chris Strange's contract to the Chairman and Vice-Chairman. Cllr Griffin will ask OALC for advice on how to proceed with the draft contracts for the Finance Officer and Clerk.</p> <p><u>Item 4918:</u> An acknowledgment of the letter to the Chief Constable, requesting more police speed checks, has been received.</p> <p><u>Item 4919:</u> All grit bins in the parish were used last winter and are in need of refilling. The Clerk will report this to OCC.</p>	<p>SC</p> <p>JG</p> <p>JG</p> <p>Clerk JG</p> <p>Clerk</p>
<p>4924</p>	<p>FINANCE</p> <p>a) <u>Payments made in August</u></p> <p>A schedule of payments made since the last meeting was presented. It was noted that Mr Peter Etchells, who stands in for Chris Strange when required, has now been set up on the payroll system.</p> <p>It was proposed by Cllr Sherbourne and seconded by Cllr Johnson that these payments be approved and this was agreed.</p>	

	<p>b) <u>Consider accounts for year to date.</u></p> <p>The accounts for the year to date had been circulated. A full summary for the six months to 30th September 2019 will be presented at the October meeting.</p> <p>c) <u>Other Matters</u></p> <ul style="list-style-type: none"> • It was noted that approximately £1500 per year is allocated for maintenance of the nature area. There is a management plan for differential mowing of certain areas. • Several issues have been raised about the grass cutting contract. The play area at Robert Sparrow Gardens has not been cut this season. It is uncertain who cuts the upper play field at Park View. Cllr Sherbourne and the Finance Officer will meet to discuss these queries. • Cllr Griffin has received a letter concerning business rates for the pavilion. A reply will be sent to SODC. • A request for a grant has been received from Sue Ryder to support their Hospice at Home service. After discussion it was proposed by Cllr Johnson and seconded by Cllr Sherbourne that a donation of £200 should be made and this was carried unanimously. 	<p>SSh RFO</p> <p>JG</p>
<p>4925</p>	<p>CHAIRMAN'S REPORT</p> <p><u>Committees and Representatives on Outside Bodies</u></p> <p>The current list of committees and representatives was reviewed and amended as necessary. Cllr Park will join the Environment and Recreation Ground Committee and Cllr Grove will join the Traffic and Transport Committee and will also assist Cllr Stevenson with the parish website. Cllrs Griffin, Topliss and McCrea will lead on planning and will meet between council meetings when necessary to achieve a timely response. Cllr Ryall will co-ordinate the Emergency Plan and will contact Mrs Francesca Jones for some guidance.</p> <p>It was noted that it is no longer a requirement to appoint a representative to the board of governors at Crowmarsh Gifford Primary School.</p>	<p>LR</p>
<p>4926</p>	<p>REVIEW OF STRATEGIC PRIORITIES</p> <p>In view of the council's high level of reserves, it had been agreed to review the strategic priorities. The list drawn up in 2017 had been circulated again and this was reviewed and updated. A survey of residents' views is planned and it was agreed to invite ideas for a revised list to be issued early in 2020. Cllr Johnson recommended that questions requiring a Yes/No answer should</p>	

	<p>be used rather than creating a more complicated questionnaire. Cllrs Griffin and Sherbourne will draft an article for Crowmarsh News.</p>	<p>JG/SSh</p>
<p>4927</p>	<p>PLANNING</p> <p><i>Decision</i> P19/S1860/HH 22 Howbery Farm Crowmarsh Gifford OX10 8NR Erection of garden shed. <i>Planning Permission</i></p> <p><i>Applications</i></p> <p>P19/S2624/LB Repairs and redecoration to the external fabric of the building. The Bell Public House, 79 The Street Crowmarsh Gifford OX10 8EF. <i>Recommend approval</i></p> <p>P19/S2545/HH Crowmarsh Stores 64 The Street Crowmarsh Gifford OX10 8ES. Single storey rear extension. This is to the residential part of the premises. <i>Recommend no objection</i></p> <p><i>Neighbourhood plan</i></p> <p>An application has been submitted for a grant of £7700 for professional consultancy to help prepare the plan for consultation and submission.</p> <p><i>Newnham Manor housing site</i></p> <p>An informal update meeting is to be held on Friday 6 September with the agents for this development of 100 houses and the outcome will be reported to councillors.</p> <p><i>Dealing with planning applications</i></p> <p>One way we could ensure that we respond to planning applications in good time would be to set up a planning committee that meets between parish council meetings to discuss applications. This would comprise a small number of councillors, but any member could attend and take part. All councillors will still be encouraged to look at applications on the SODC website and raise issues and comments. This would take some of the load off the full council meetings, although some applications (particularly major ones) will still need to be debated in the full council.</p>	

4928	<p>REPORTS OF COMMITTEES</p> <p><u>Environment and Recreation Ground</u></p> <ul style="list-style-type: none"> • Cllr Johnson reported that the fallen tree has now been removed. • DBS certificates are to be obtained for Mr Chris Strange and his stand-in, Mr Peter Etchells. • A child fell off the climbing frame recently, resulting in a broken arm. • Cllr McCrea has reviewed the safeguarding policy and has made some amendments. Revised wording for the hiring of facilities by organisations is being considered and Cllr Johnson will circulate this to councillors before agreement is reached. • An updated report on the pavilion toilet access has been circulated. • A meeting has been held with Eibe at the playground on a number of issues. These will be reported at the next Environment and Recreation Ground Committee meeting. • A eucalyptus tree is to be removed. • It was agreed to ask three architects to quote for plans for a new toilet for recreation ground users. It was suggested that a single toilet, incorporating disabled and baby changing facilities should be adequate. This will be discussed further by the Environment and Recreation Ground Committee. <p><u>Traffic and Transport</u></p> <p>The damaged bus shelter at Portway has been demolished by the County Council.</p>	<p>AJ</p> <p>Env/Rec</p>
4929	<p>REPORT OF THE DISTRICT COUNCILLOR</p> <p>Cycling Survey – final call</p> <p>We are determined to prioritise safe cycling routes in any new developments, so are very keen to support the Oxfordshire Cycle Survey currently underway. The survey asks what you like or dislike about cycling in Oxfordshire and about any problems you encounter.</p> <p>The results of the survey will support the production of the first 'local cycling and walking infrastructure' plans for Oxford, Bicester and Didcot and is open for comments until 6 September. The survey can be found at https://consultations.oxfordshire.gov.uk/consult.ti/Cyclesurvey2019/consultationHome</p>	

Councillor Grants Scheme

A reminder that the Councillor Community Grants scheme has opened for the next round of applications, with a closing date in December. We plan to coordinate our decision-making on this exercise, so that we get best value for money and are fair and transparent in how we allocate our respective £5k pots. We'd be grateful if the Parish Council could use its own channels to promote the scheme to Crowmarsh residents, and direct them to the SODC website for more information.

<http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/grants-and-community-loans/councillor-community-grants>

Audit of accounts

Our unaudited financial accounts for 2018/19 are now available [online](#) on our website.

This year, our audited accounts were not available by the 31 July deadline due to a delay by our external auditors. They have written to both South and Vale councils in a [joint letter](#) to explain the reasons for the delay and have let us know that the audits will now take place later this month or in September. Once the accounts are audited, we will publish them on our websites.

Budget

The budgeting process begins this month and the council will begin drafting its new medium-term financial plan. The District, in common with councils across the country, is in difficult financial straits.

Over the past five years the council has been taking an average of £2m per annum from usable reserves in order to balance its budget. At this rate, the usable reserves will last seven years.

David Turner, cabinet member with responsibility for finance, and William Jacob, the council's Chief Financial Officer, have asked for all cabinet members to work alongside Heads of Service to identify savings and potential ways of increasing income through fees and charges. New projects should seek external sources of funding.

NB the average council tax charge in Shire District councils for a Band D property is £186 compared with SODC which charges £121 for a Band D property.

	<p>Local Plan</p> <p>Discussions continue re trying to save the Housing Infrastructure Funds which OCC need for road & cycle track building in the Didcot area which should have taken place BEFORE so many houses were built there.</p> <p>A new Brexit officer has been appointed to the District Council. At the next council meeting some budget increases will need to be made to cover the rising cost of building the new council offices.</p>	
4930	<p>CORRESPONDENCE</p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> • OALC Newsletter (Oxfordshire Association of Local Councils) • Chiltern Society Newsletter 	
4931	<p>DATE OF NEXT MEETING</p> <p>The next meeting will be held at North Stoke Village Hall on Thursday 3rd October, starting at 7.30pm. Cllrs Topliss and Sherbourne tendered their apologies for this meeting.</p>	
4932	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Overgrown vegetation at the junction of Cox Lane and Portway has been reported on Fix My Street. • Problems with lorries delivering to Jewsons have been reported. This will be discussed at the October meeting. • Cllr Park requested a copy of the parish boundary map. Cllr Griffin will action this. • The 75th anniversary of the Halifax plane crash at Newnham Farm will be marked on Monday 9th September with a short service at 9.05am. 	<p>Clerk (Agenda) JG</p>
	<p>The meeting closed at 9.55 pm.</p>	