



# CROMMARSH PARISH COUNCIL

**Minutes of the On-line Parish Council Meeting  
Held on Thursday 5<sup>th</sup> November 2020,  
starting at 7.30pm**

**Present:**

Mr John Griffin	Mr Stephen Sherbourne
Prof Andrew Johnson	Mr Stuart Soames
Mr Ken McCrea	Mrs Fleur Stevenson
Mr David Rowley	Mr David Topliss

**Attending:** Mr Robin Smith, Dr Yvonne Peet (Finance Officer) and Mrs Sue Rance (Clerk). District Councillor Andrea Powell attended part of the meeting.

**Apologies:** Received from Mr Julian Park and Mrs Liz Ryall.

**Declarations of interest:** None.

The meeting was quorate.

NO.		ACTION
5092	<b>INTRODUCTION OF MR ROBIN SMITH</b>  Mr Robin Smith had expressed an interest in joining the Parish Council as a councillor in the North Stoke ward. He gave a brief introduction to his background and experience and then left the meeting while councillors discussed his application. Following this it was proposed by Cllr Griffin and seconded by Cllr McCrea that he be co-opted as a councillor. This was unanimously agreed and Mr Smith joined the meeting. Councillors introduced themselves and the Clerk will send him the necessary paperwork.	<b>Clerk</b>
5093	<b>MINUTES OF MEETING HELD ON 1<sup>ST</sup> OCTOBER 2020</b>  The minutes of the meeting held on 1 <sup>st</sup> October were approved as a true record.	
5094	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>  <u>Item 5079:</u> Footpath to North Stoke Village Green: The question of the overgrown vegetation will be reviewed in the spring.	

	<p><u>Item 5079</u>: Cllr Sherbourne confirmed that the damaged planter near the bus stop in The Street will be replaced in the spring with a half barrel. half barrel will also be ordered to replace one of the planters at the Queen's Head roundabout.</p> <p><u>Item 5079</u>: P20/S1589/FUL The Springs Golf Club. It was noted that plans for a pedestrian link to connect to the B4009 have not yet been submitted to the planning authority, which is required as a condition of the planning permission. Cllr Griffin is monitoring this. It was noted that work on the development has started and permission had been granted for weekend working in order to remove bats before the end of October.</p> <p><u>Item 5080</u>: Cllr Gray is making enquiries about a possible development at the Hithercroft industrial estate, with access from the A4074. Notices have been posted about this at the junction with the Wallingford bypass.</p> <p><u>Item 5084 Tree planting</u>: Cllr Sherbourne has held a meeting with local residents to discuss tree planting at the top of Park View. Suggestions for other locations for tree planting are welcome.</p>	<p><b>SSh</b></p> <p><b>JG</b></p> <p><b>MG</b></p> <p><b>SSh</b></p>
<p><b>5095</b></p>	<p><b>REPORT OF THE DISTRICT COUNCILLORS</b></p> <p><b>Covid-19 support for individuals and families</b></p> <p>In recent days there has been a lot of focus on councils and how they are assisting with supporting those financially impacted by Covid-19 particularly over the recent half term school holidays, but also looking ahead to the Christmas break. With the country now moving back into a national lockdown, the Council's Community Hub is gearing back up to provide a wide range of support to those in need. From the start of the pandemic SODC have had a team working to support the most vulnerable in our communities. The Community Hub continues to carry out this work and is the main point of contact for individuals and families in need, if the local neighbourhood groups have not already provided such support. The message to residents is to contact the Community Hub if as result of Covid-19, they need help with access to food. SODC has a dedicated team who can put them in touch with a network of volunteer groups and organisations who can offer help with food and essential supplies.</p>	

The Community Hub team is available from:

- 8.30am-5pm Monday to Thursday
- 8.30am-4.30pm on Fridays

Call the Community Hub on 01235 422600 or email [communitysupport@southandvale.gov.uk](mailto:communitysupport@southandvale.gov.uk).

### **Covid-19 support for businesses**

The South & Vale Business Support team is working hard to keep up with the constantly changing advice and support available for small businesses. The best advice we can offer is to keep checking the SVBS website ([www.svbs.co.uk](http://www.svbs.co.uk)) and to sign up for their regular newsletters.

### **Waste analysis**

MEL Research will be carrying out analysis of residents' waste from six streets in both districts from Tuesday 27 October to Thursday 5 November. Different trucks will be choosing bins at random and will analyse the contents on our behalf to inform how we communicate with residents about our waste services in future. We will be informing residents about the changes using social media.

### **SODC Local Plan 2035**

The consultation on the Main Modifications has now concluded, and we expect to receive the final Inspector's report at the end of November. We are aware that many people have submitted comments on the inclusion of the Chalgrove Airfield; we have always considered that this site is unsustainable and undeliverable, but it was included in the submission version of the emerging Local Plan by the previous Conservative administration, several of whom have been lobbying the new administration, and the local MP, to have it removed. There has also been scaremongering about a huge potential site at Harrington, near the M40; this was never going to be included in the Plan and Mr Howell's stated concern that it would be "shoehorned into the Draft Local Plan at the last minute and without the proper site assessment and consultation that other sites had undergone" is simply without basis in fact.

### **Consultation on car parking policy**

We are currently consulting on proposed changes to parking arrangements in the district council's off street car parks. Over the summer the Cabinet agreed to amend the district's parking policy, including changes to charging periods to ensure all towns are

treated equally, and measures designed to encourage the use of electric vehicles in order to help tackle the climate emergency by reducing emissions.

The council is now giving people the chance to have their say before the new parking policy is finalised in early 2021. The council will also seek comments from statutory consultees such as the Police, the highways authority and town and parish councils.

**The following changes are being proposed:**

- Standard charging periods and times (9am-5pm) to be adopted in all town centre car parks across the districts, including an hour's free parking available at any time during that period; this ensures that those in Henley receive the same benefit as the other towns
- Charges for Sunday parking to apply for all car parks, not just in some locations
- A maximum stay of two hours to be introduced at the High Street car park in Chinnor to help reduce congestion
- Half price permits for electric vehicles (capable of travelling 20 miles on zero CO2)
- Additional parking for electric vehicles and powers to issue fines for parking non-electric vehicles in electric charging bays, or for leaving an electric vehicle in the bay when it's not charging.

To find out more about the proposals and to take part in the consultation please visit [southoxon.gov.uk/parking](https://southoxon.gov.uk/parking). The consultation is open until Thursday 19 November.

**Civil Parking Enforcement**

Plans to transfer responsibility for civil parking enforcement from the Police to SODC are well underway, and we expect that this process will conclude around this time next year.

**White Paper on Planning Reforms**

SODC submitted a very robust and detailed response to the Government's White Paper on Planning Reform, which is available on the council's website here:

	<p><a href="https://www.southoxon.gov.uk/south-oxfordshire-district-council/planning-and-development/local-plan-and-planning-policies/external-planning-consultations-our-response/">https://www.southoxon.gov.uk/south-oxfordshire-district-council/planning-and-development/local-plan-and-planning-policies/external-planning-consultations-our-response/</a></p> <p>There seems to be very little support for the proposals across the board, with concerns that they reduce local democratic input into planning decisions, put affordable housing delivery at risk and place unreasonably high demands on parts of the country which are already required to build more houses that are needed for local population growth forecasts (e.g. South Oxfordshire!). We await the Government's response with interest.</p> <p>Cllr Sherbourne suggested electrical charging points should be provided at the former SODC office site. District Councillor Powell will be meeting in the near future with a team who is monitoring what is to be done with the site and is particularly interested in keeping in touch with Crowmarsh, Wallingford and Benson. So far around 20 responses have been received to the consultation on the future of the site, which was printed in Crowmarsh News.</p> <p>At the October District Council meeting recognition of neighbourhood planning was agreed to be very important.</p> <p>It was noted that groundwater is being pumped from the Bloor site into the ditch in Benson Lane. Groundwater flooding has been a problem in the past in this area. Cllr Griffin has contacted Thames Water about this as well as SODC and will report on it in Crowmarsh News.</p> <p>District Cllr Sue Cooper has been investigating sewage problems near the SODC site, where residual tanks are sited.</p>	<b>JG</b>
5096	<p><b>PLANNING</b></p> <p><b>Decisions by SODC</b></p> <p><u>P20/S2748/FUL</u> Crowmarsh Pavillion Bellamy Way Crowmarsh Gifford OX10 8FN Internal alterations, new window/door openings, extension of external walkway and paved areas. Planning Permission</p> <p><u>P20/S2787/LB</u> 2 Church Cottages Church Lane North Stoke OX10 6BH Proposed like for like replacement of the existing roof. (as clarified by roof sections submitted on 8 October 2020). Listed Building Consent</p>	

[P20/S2348/HH](#) 6 Wallingford Road North Stoke OX10 6BD A. Demolition of existing garage wing B. Side extension C. Entrance gable D. Revised dormers (Amended Tree Protection Report received 6 October 2020). Planning Permission

[P20/S1342/FUL](#) 'New Barn', Mongewell Park Farm Constitution Hill Mongewell OX10 8BS Demolition of building. New dwelling with garden and laid out parking area and improved entrance. Planning Permission

[P20/S2701/HH](#) 24 Howbery Farm Crowmarsh Gifford OX10 8NR Replacement of an existing conservatory with a single storey, rear extension. Planning Permission

### **Consultations**

[P20/S3059/HH](#) 5 Carmel Terrace Mongewell OX10 8BX Two storey side extension to dwelling. Window alterations to the Eastern elevation. Recommend approval.

[P20/S3889/HH](#) 27 Benson Lane Crowmarsh Gifford OX10 8ED Proposed ground and first floor rear extension. Recommend approval – quite a large extension, but no further back than the new house next door.

[P20/S3870/N1A](#) 55b The Street Crowmarsh Gifford OX10 8EA Conversion of office to 2-bed residential property. All rooms are naturally lit in the subdivision of the property to this new use with the addition of one new window to the south facing elevation. The dwelling area (GIA) is 68.5sqm which is more than satisfactory for this size of property. This has very little outside space, no rear access and would insert a new window in a brick and flint wall.No strong views.

[P20/S3537/HH](#) 4 Whitehouse Road North Stoke OX10 6BA Demolition of existing conservatory. Two storey side and rear + single storey front and rear extensions. No strong views. Work has started already.

### **Tree preservation order**

Tree preservation order no. 20S14 has been confirmed on an oak tree at Blenheim Farm, Icknield Way.

### **Neighbourhood plan**

A meeting was held with SODC officers and councillors on Friday 9 October. Nick Robins has incorporated many of the consultation responses and parish councillors are asked to review the updated version and agree to the plan being submitted to SODC. There was a query on the village boundary and District Cllr Powell offered to convene a meeting of all interested parties when the neighbourhood plan is made.

<p><b>5097</b></p>	<p><b>FINANCE</b></p> <p><b>a) Payments made in October</b></p> <p>A schedule of payments made since the last meeting was circulated. This included biomisting with Zoono at the playground and an ATP test on 22<sup>nd</sup> October at a cost of £120.00 in total, dog bin emptying for July to September (£861.12) and grass cutting (£1,734.00) as well as salaries and two months' expenses for Chris Strange.</p> <p>It was proposed by Cllr McCrea and seconded by Cllr Sherbourne 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 31<sup>st</sup> October 2020. The total income to date was £145,352.01 including the second half of the precept. This included an instalment of CIL money but it was noted that this is capped per year so the council had received less than it might have done. The Finance Officer will discuss this with District Cllr Powell.</p> <p>Expenditure to date was £50,039.68. Operating income is down due to the pavilion being closed because of the Covid pandemic.</p> <p>The current account bank balance was £160,161.81 and there was £102,338.19 held on deposit. Total funds of £262,500 include £120,925.79 in CIL money.</p> <p><b>c) Requests for Grants and Donations</b></p> <p>A grant request had been received from Home-Start, an organisation which provides support for vulnerable children and families. After discussion it was proposed by Cllr Griffin and seconded by Cllr McCrea that a donation of £250 be made and this was agreed.</p> <p>Donations of £100 each for the Crowmarsh Gifford and North Stoke British Legion Poppy Appeals were agreed (proposed by Cllr McCrea and seconded by Cllr Sherbourne).</p> <p>A grant request had been received from the Children's Air Ambulance. This was discussed and it was agreed not to send a donation at this time to this national organization. The council has supported the Thames Valley air ambulance.</p>	<p><b>RFO</b></p>
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	<p><b>d) Audit Report</b></p> <p>The report is still awaited.</p> <p><b>e) Review of Salaries</b></p> <p>The Clerk and Finance Officer left the meeting while this was discussed. Councillors agreed an increase of 5% for Mr Chris Strange who is now working additional hours and 2.5% each for the Finance Officer and Clerk. All increases will take effect from 1<sup>st</sup> November 2020.</p> <p><b>f) Any Other Matters</b></p> <p>The Finance Officer will circulate a draft budget in advance for discussion and agreement at the December meeting. Councillors are asked to let her know any items to include in advance. The precept for 2021/22 will also be agreed.</p>	
5098	<p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <p>The parish council's top three priorities are currently:</p> <ul style="list-style-type: none"> <li>• A toucan crossing at Portway</li> <li>• A pedestrian crossing in The Street</li> <li>• Improvements to the Pavilion.</li> </ul> <p>These had been listed in Crowmarsh News. A survey on residents' preferences for the future of the SODC site is now taking place.</p> <p>Glanville Associates have been commissioned to carry out a survey for a pedestrian crossing in The Street near The Bell.</p> <p>Cllrs Griffin and Park will report on suggested improvements to the surface of Watery Lane. Other priorities under consideration are traffic and speed management in North Stoke, increased provision for walking and cycling and provision of electric vehicle charging points.</p> <p>It was noted that CIL money needs to be used to improve infrastructure for residents and for new people moving into the new housing in the parish. It has to be spent within five years of receipt. £120,925 is currently available. The proposed use of this money will be included in the budget for 2020/2021 and it is planned to discuss use of the CIL money further at the December meeting.</p>	Clerk (agenda)

5099

## REPORTS OF COMMITTEES

### Environment and Recreation Ground

The committee held an online meeting on 19<sup>th</sup> October and the minutes had been circulated.

- Chris Strange has reported that the outdoor gym and pavilion have had to be closed in line with government restrictions but the children's playground remains open. The outdoor gym will be fenced off and marked as closed. Biomisting treatment with Zoono will continue on an approximate 25 day cycle until the end of March.
- Planning permission for the proposed improvements to the pavilion has been granted. The next step will be applying for building regulations' approval and review of the costs for design. Further structural and ventilation consultation will be needed, which would then increase the previously agreed £10,000 approved for the design.
- Two structural engineer quotes have been received, one for £850 plus VAT and the other for £900 plus VAT. It was proposed by Cllr McCrea and seconded by Cllr Sherbourne that the £850 quote from SWJ be accepted and this was agreed, subject to clarifications suggested by the architect.
- Quotes have also been received from a ventilation installation company at £8,250 for the changing rooms that are being retained and £2,350 for air conditioning for the new meeting room. These quotes would cover all the work required for these two jobs.
- Chris is looking into reinstating the CCTV and is seeking quotes for hedge trimming in various areas.
- Cllr Soames has tendered his resignation from the committee and was thanked for his hard work over many years. Mrs Linda Parker, who is a Crowmarsh school governor and deputy church warden, has agreed to join the committee and will be co-opted.
- Ongoing maintenance costs are increasing. For example, the zip wire platform needs a non-slip surface. A maintenance and replacement fund was suggested. The playground and gym cost £225,000 and should last 15 to 20 years. Warranties vary depending on the element; two years for breaking and malfunction of movable parts, 5 years for same if caused by construction, workmanship and 15 years for structural instability and corrosion. A replacement fund could be set up within the parish council accounts with funds earmarked within the reserves. If £5,000 were added per year for twenty years, this would amount to approximately 50% of the original cost. If the parish council needs to apply for future grants this would

	<p>be evidence that the council is acting responsibly and planning ahead. It was agreed that the playground has been a great success and demonstrates the parish council in action. The Finance Officer will consult SODC about the correct approach to be followed regarding a replacement/repair fund.</p> <ul style="list-style-type: none"> <li>• Cllr Soames queried whether worm control treatment is to be carried out at the cricket ground. It is uncertain whether this has been agreed or what the cost would be. This will be discussed at the next Environment &amp; Recreation Ground committee meeting. Cllr Johnson will consult Chris Strange.</li> </ul> <p><u>Traffic and Transport</u> Nothing to report.</p>	<p><b>RFO</b></p> <p><b>AJ</b></p>
<b>5100</b>	<p><b>UPDATE ON WEBSITE</b></p> <p>The website is currently up to date. The survey on use of the SODC site is ongoing and Covid advice from SODC has been posted.</p>	
<b>5101</b>	<p><b>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>Nothing to report.</p>	
<b>5102</b>	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• Information on a campaign against 5G phone transmitters</li> <li>• Chinnor campaign about free school meals.</li> <li>• John Howell MP has asked for defamatory posters about MPs to be removed. It was agreed to do this if any are placed on the noticeboards.</li> <li>• It had been reported that seven motorcyclists had been using Watery Lane. Cllr Griffin will refer this to OCC Countryside Services.</li> <li>• OALC Update</li> <li>• NALC Update</li> <li>• Updates from SODC</li> </ul>	
<b>5103</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will take place on-line on Thursday 10<sup>th</sup> December 2020, starting at 7.30pm. The Clerk will circulate a list of suggested dates for meetings in 2021. It is planned to continue to meet online until May 2021 as advised by NALC.</p>	<p><b>Clerk</b></p>
	<p>The meeting closed at 10.05 pm.</p>	

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