



# CROWMARSH PARISH COUNCIL

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**Minutes of the Parish Council Meeting  
Held at Crowmarsh Gifford Village Hall on Thursday 7<sup>th</sup> April 2016  
starting at 7.30pm**

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**Present:**

Mr J Griffin (Chair)	Mr D Mannering
Mr N Hannigan	Mr S Sherbourne
Prof A Johnson	Mr S Soames
Mrs F Jones	Mrs F Stevenson

**Attending:** Ms C M Malcolm (Finance Officer), and Mrs S Rance (Clerk). Mrs S Nesbitt attended part of the meeting.

**Apologies:** Received from Cllrs Hermsen and Sharp, District Councillor R Pullen and County Councillor M Gray.

**Declarations of interest:** None.

The meeting was quorate.

NO.		ACTION
4448	<b>RESIGNATION OF PARISH COUNCILLOR</b>  The Chairman reported that Mrs M Fillmore had tendered her resignation due to pressure of other commitments. He had passed on the council's thanks to Mrs Fillmore for the contribution she had made.	
4449	<b>MINUTES OF PREVIOUS MEETING</b>  Correction to previous minutes: Item 4441. It was noted that Mongewell are planning a picnic on Saturday 11 <sup>th</sup> June and North Stoke are arranging a street party on Sunday 12 <sup>th</sup> June (not vice versa as recorded in the minutes).  Subject to this amendment, the minutes of the meeting held on 3 <sup>rd</sup> March were approved as a true record and signed by the Chairman.	

4450	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
	<p><u>Item 4438 Inappropriate Parking:</u> The owners of the camper vans had contacted the Parish Council. It was agreed that no further action can be taken on this matter.</p>	
	<p><u>Item 4438 Dog Waste Regulations:</u> SODC has advised that the contract for emptying the dog bins is ongoing with no end date.</p>	
	<p><u>Item 4438 Emergency Plan:</u> Cllr Jones is making enquiries about the recommended supplier for bags suitable for use as sandbags.</p>	<b>FJ</b>
	<p><u>Item 4438 Bus Stop at North Stoke:</u> Cllr Soames reported that, repairs had been carried out to one bus stop in North Stoke and the other would be done free of charge.</p>	
	<p><u>Item 4438 Allotment Land:</u> The Finance Officer will research the costs and procedures involved in the process of transferring allotment land and will report back. It was agreed that Cllrs Griffin and Sherbourne will arrange to speak to the resident who has made the request.</p>	<b>JG/SSh</b>
	<p><u>Item 4438 Community Information Network:</u> The Finance Officer will pass the contact details for this organization to Cllr Sherbourne.</p>	<b>RFO</b>
	<p><u>Item 4439: Accounting Controls:</u> Cllr Mannering is prepared to assist the council by carrying out a regular check of invoices against cheques. The Finance Officer will discuss the procedure with him.</p>	<b>RFO/DM</b>
	<p><u>Item 4439: Water meter at allotments:</u> Cllr Sherbourne has checked the water meter and noted that there had been little change.</p>	
	<p><u>Item 4440: Section 106 funding from proposed development at the former Springs Hotel:</u> There is no further news on this planning application at present.</p>	
	<p><u>Item 4441: Queen's Birthday Celebrations.</u> Mrs Nesbitt reported that the Church Flower Festival and Fete will take place on 11<sup>th</sup> and 12<sup>th</sup> June on the theme 'Celebration'. Activities will be on the Royal weekend theme but the flower arrangements may represent any form of celebration. The festival will run from 10.00 am – 6.00pm on Saturday and 12 – 6pm on Sunday, followed by Songs of Praise. It was agreed that it was important to complement these events rather than competing with them when considering any additional event that weekend in Crowmarsh Gifford. A grant of £672 is available to the parish for community events for the Queen's birthday. Cllr Soames will claim for the</p>	<b>SS</b>

	<p>North Stoke and Mongewell events. Mrs Nesbitt will ask Mrs Hannigan if there are any plans for an event in Crowmarsh.</p> <p><u>Item 4447: Shrub at end of Thames Mead:</u> it was agreed to take no action on this until after the bird nesting season.</p> <p><u>Item 4447: Vacant plot at Botany allotments:</u> three enquiries have been received and Cllr Sherbourne will contact those interested.</p> <p><u>Item 4447: Fencing at Bridge Villa Campsite.</u> New fencing will be erected and the barbed wire removed.</p>	<b>SSh</b>
<b>4451</b>	<p><b>FINANCE</b></p> <p><b>a) Consideration of payments made in March</b> A schedule of payments made in March was presented. It was proposed by Cllr Sherbourne and seconded by Cllr Soames that the payments be approved and this was agreed.</p> <p><b>b) Accounts Status at 31<sup>st</sup> March 2016</b> A summary of the accounts at 31<sup>st</sup> March was presented. Although the full year's accounts had not yet been finalised, this summary represented the year-end position and showed an under-spend of £13,840. Receipts are on target and payments are underspent. There has been no capital expenditure during the year. As there is £45,000 in the current account, it was agreed to move £40,000 to the reserve account, subject to the Finance Officer checking on the procedure for moving the funds back to the current account if necessary.</p> <p><b>c) Update on Grass Cutting Contract for 2016</b> Scofell's contract price for 2016 has increased by £560 this year but this does include some areas which had previously been omitted from the contract. The Parish Council receives a grant from the County Council towards the cost of this. It was agreed to continue with Scofell for another year.</p> <p><b>d) Review of Publications Scheme</b> The Publications Scheme was reviewed and approved. It was agreed to post the annual return and auditor's report on the website as well as the agendas for Parish Council meetings.</p>	<p><b>RFO</b></p> <p><b>RFO/FS/ Clerk</b></p>

	<p><b>e) Requests for Grant and Donations</b></p> <p><u>Nasio Trust</u> A request for a grant had been received from the Nasio Trust, to enable four local young people to go to Kenya to carry out charity work. A donation of £200 was proposed by Cllr Hannigan and seconded by Cllr Sherbourne and this was agreed.</p> <p><u>North Stoke PCC</u> A request for a grant for mowing the grass in the churchyard and pound had been received. A donation of £945 was proposed by Cllr Mannering and seconded by Cllr Sherbourne and this was agreed.</p> <p><u>North Stoke Village Hall</u> A request for a grant for mowing the grass and cutting the hedges at North Stoke Village Hall and grass-cutting at the crossroads had been received. A donation of £760 was proposed by Cllr Griffin and seconded by Cllr Hannigan and this was agreed.</p> <p><b>f) Any Other Matters</b></p> <ul style="list-style-type: none"> <li>• The subscription of £70 to Community First Oxon (formerly Oxfordshire Rural Community Council) was approved.</li> <li>• It was agreed to keep the allotment charges unchanged this year but review them before April 2017.</li> <li>• A review of the electricity contract will take place at the next meeting.</li> </ul>	<p><b>Clerk (Agenda)</b></p>
<p><b>4452</b></p>	<p><b>CHAIRMAN'S REPORT</b></p> <p><u>Update on Capital Projects</u></p> <p>Cllrs were reminded to rank the suggested projects and to submit their project forms to the Clerk with any new suggestions. At the next meeting the revised questionnaire will be circulated again to councillors.</p> <p><u>Annual Parish Meeting</u></p> <p>The Annual Parish Meeting is scheduled for Thursday 19<sup>th</sup> May at Crowmarsh School, starting at 7.30pm. Cllr Griffin will research the contacts for the Environment Agency, Thames Water and SODC, whose representatives are to be invited. The Clerk will</p>	<p><b>ALL</b></p> <p><b>JG</b></p>

	arrange for light refreshments to be provided.	<b>Clerk</b>
<b>4453</b>	<p><b>PLANNING</b></p> <p><b>Decisions:</b> The Council noted the following decisions from SODC.</p> <p>P11/W2357: Application proposal, including any amendments: Redevelopment to provide 166 residential dwellings (C3), refurbishment of Grade II and Grade II listed buildings, including provision of a restaurant/community cafe and swimming pool and retention of boating facilities and associated landscaping, access and parking arrangements (as amplified and amended by drawings and reports accompanying letter from agent dated 5<sup>th</sup> December 2012 and as amended by plans and supporting documents accompanying agent's email and letter dated 30<sup>th</sup> July 2013 and 1<sup>st</sup> and 8<sup>th</sup> October 2013). As further amended by revised masterplan drawings 00-P/MP-02T, 03G and 02A-A, updated arboricultural method statement, tree planting strategy and drawings 480/01-P6, 02-P4, 100-P1, preliminary drainage drawing PDL/01 rev F and traffic and access note from WSP with drawing 0283-SK-01A, 04-A, ATR -07A and 08A accompanying agent's letter dated 4<sup>th</sup> March 2014. As further clarified by report and plans in relation to an alternative access from WSP dated 6<sup>th</sup> June 2014. Former Carmel College, Mongewell Park, Mongewell OX10 8BU. PERMISSION GRANTED.</p> <p>P11/W2358/LB (Listed Building): Application proposal, including any amendments: Redevelopment to provide 166 residential dwellings (C3), refurbishment of Grade II and Grade II listed buildings including provision of a restaurant/community cafe and swimming pool and retention of boating facilities and associated landscaping, access and parking arrangements (as amplified and amended by drawings and reports accompanying letter from agent dated 5<sup>th</sup> December 2012 and as amended by plans and supporting documents accompanying agent's email and letter dated 30<sup>th</sup> July 2013 and 1<sup>st</sup> and 8<sup>th</sup> October 2013). As further amended by revised masterplan drawings 00-P/MP-02T, 03G and 02A-A, updated arboricultural method statement, tree planting strategy and drawings 480/01-P6, 02-P4, 100-P1, preliminary drainage drawing PDL/01 rev F and traffic and access note from WSP with drawing 0283-SK-01A, 04-A, ATR -07A and 08A accompanying agent's letter dated 4<sup>th</sup> March 2014. Former Carmel College, Mongewell Park, Mongewell OX10 8BU. PERMISSION GRANTED.</p> <p>P13/S2469/FUL (Full Application): Application proposal, including any amendments: Demolition of existing Grade II Listed northern gate pier at the entrance to Carmel College and re-build, 1.5 metres north of existing location, and shorten the flanking wall. Additional quoin stones to north corner of wall (as amended by revised details and amended drawing refs (CC)(20)-ENT-01RevB</p>	

and 02RevB accompanying agent's letter dated 12<sup>th</sup> June 2014). Former Carmel College, Mongewell Park, Mongewell (in the parish of Crowmarsh), OX10 8BU. PERMISSION GRANTED.

P13/S2470/LB (Listed Building): Application proposal, including any amendments: Demolition of existing Grade II Listed northern gate pier at the entrance to Carmel College and re-build, 1.5 metres north of existing location, and shorten the flanking wall. Additional quoin stones to north corner of wall. Additional quoin stones to north corner of wall (as amended by revised details and amended drawing refs (CC)(20)-ENT-01RevB and 02RevB accompanying Agent's letter dated 12<sup>th</sup> June 2014). Former Carmel College, Mongewell Park, Mongewell OX10 8BU. PERMISSION GRANTED.

P16/S0216/FUL (Full Application): Application proposal, including any amendments: Change of use from domestic dwelling to office. General refurbishment to interior. The Lodge, Howbery Park, Benson Lane, Crowmarsh Gifford, OX10 8BD. PERMISSION GRANTED.

P16/S0217/LB (Listed Building): Application proposal, including any amendments: Change of use from domestic dwelling to office. General refurbishment to interior. The Lodge, Howbery Park, Benson Lane, Crowmarsh Gifford, OX10 8BD. PERMISSION GRANTED.

P16/S0568/HH (Householder): Application proposal, including any amendments: The addition of a high level rooflight on the north elevation, as previous granted application P14/S3445/HH. The Walled Garden, The Street, Crowmarsh Gifford, OX10 8EJ. PERMISSION GRANTED.

P16/S0645/FUL (Full Application): Application proposal, including any amendments: Proposed Office extension to western elevation. Jewson Limited, The Street, Crowmarsh Gifford, OX10 8ET. PERMISSION GRANTED.

**Applications:** The Council was asked to agree its response to SODC on the following applications:

P16/S0844/HH (Householder): Single storey side and rear extension (permission previously granted under P15/S3211/HH). 14 Benson Lane, Crowmarsh Gifford, OX10 8ED. RECOMMEND APPROVAL.

P16/S0854/FUL (Full Application): Construction of a new building for housing new boiler system and all associated pipework and equipment. Scotia Gas Above Ground Installation off the A4074, Ipsden (in the parish of Crowmarsh). RECOMMEND APPROVAL.

	<p><b>Community Infrastructure Levy (CIL)</b></p> <p>The Community Infrastructure Levy (CIL) came into force on the 1<sup>st</sup> April 2016, The CIL is a levy on most new development to raise funds for infrastructure projects that support development. In South Oxfordshire the levy CIL will apply to new residential development, supermarkets and retail warehouses. SODC will continue to use Section 106 agreements to secure affordable housing and for improvements to infrastructure that are directly related to the development of a site. From 1<sup>st</sup> April 2016, planning applications that are granted planning permission will be liable to pay the CIL. Town and parish councils are entitled to 15% of the CIL funds received where development has taken place within their boundaries and 25% if a Neighbourhood Plan has been adopted.</p>	
4454	<p><b>REPORTS OF COMMITTEES</b></p> <p><u>Environment and Recreation Ground</u></p> <ul style="list-style-type: none"> <li>• Cllr Johnson reported that the Recreation Ground finances are no longer in deficit. (This does not include money spent on the nature area.) One more quote is needed for the basketball half court which is planned. The path at the nature area forms a circuit but there is also a path through, which has become very muddy. Quotes are being obtained to make this suitable for all weathers. To date, quotes for £6,000 and £3,000 have been received. Scofell has suggested laying drains across the muddiest areas which would cost around £1,000. Cllr Johnson recommended taking this action initially and then reviewing the situation. It was proposed by Cllr Hannigan and seconded by Cllr Griffin that this work be done and this was agreed.</li> <li>• An enquiry had been received from a local resident about potential parking problems at Stephen's Field. The Clerk will respond. It was noted that the green area at the front of the development is still managed by Croudace but responsibility for this will eventually be handed over to the Parish Council to be managed as a public open space.</li> </ul> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>• OCC have notified the Parish Council that the Go Ride Wallingford – Goring 134 bus service will continue, with a reduced service and higher fares after the end of July. The timetable will be published in Crowmarsh News in June or July.</li> </ul>	<p><b>Clerk</b></p> <p><b>FJ</b></p>

	<ul style="list-style-type: none"> <li>Traffic Calming Measures at A4074 Portway: one of the potential contractors had expressed interest in the proposed technical assessment for a crossing. Cllr Sherbourne will contact Mr Nigel Long at Glanville and request an estimate.</li> </ul>	<b>SSh</b>
<b>4455</b>	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>RAF Reception on Thursday 19<sup>th</sup> May: the Chairman and Clerk had received invitations to this event, which coincides with the Annual Parish Meeting. Cllrs Johnson and Sherbourne expressed interest in attending.</li> <li>OALC newsletter.</li> <li>Further information has been received about proposals for devolving local government. The County Council is commissioning a review of the options.</li> </ul>	<b>AJ/SSh</b>
<b>4456</b>	<p><b>UPDATE ON WEBSITE</b></p> <p>Cllr Stevenson reported that the website had been hacked and a temporary website had had to be set up quickly. Considerable work would be needed to restore all the information which had been lost. Priority will be given to current information and news.</p>	<b>FS</b>
<b>4457</b>	<p><b>REPORT OF THE DISTRICT COUNCILLOR</b></p> <p>District Councillor Pullen had emailed a report which will be circulated to all councillors. The following points were noted:</p> <ul style="list-style-type: none"> <li>South Oxfordshire has topped a list of the best places to live in the UK countryside, according to a survey produced by the Halifax.</li> <li>The District Council's Corporate Services Contract has now been agreed by all participating councils and work has moved to the initiation phase.</li> <li>The project to migrate the District Council's IT systems to an external platform is now almost complete.</li> <li>A consultation is taking place on devolution for local government (visit <a href="http://www.oxfordshire.vision/">http://www.oxfordshire.vision/</a>)</li> <li>Community Safety Partnership: District Council officers work closely with colleagues in the other local councils on a number of safety issues.</li> <li>The Oxford Multi Agency Support Hub (MASH) is one of a number of centres set up in the Thames Valley to help prevent abuse of vulnerable people. This is part of a number of initiatives designed to share issues around criminal activity and exploitation.</li> <li>Planning: the appeal for the Wates development in Wallingford has been upheld.</li> </ul>	<b>Clerk</b>



	<ul style="list-style-type: none"> <li>• Community Infrastructure Levy Money: this new method of collecting funding from developers has been introduced from 1<sup>st</sup> April.</li> <li>• The Clean 'For the Queen' campaign has resulted in four tons of rubbish and one ton of recycling being collected from the South and Vale districts.</li> <li>• Capital Grants Scheme: further applications will be considered later in the year; round 2 opens on 2<sup>nd</sup> May.</li> <li>• Sportivate: more funding from Sport England has been received for this national project, designed to encourage 11 – 25 year olds to get involved in regular sport and activity.</li> <li>• For more information on these topics and many others, visit the SODC website.</li> </ul>	
<b>4458</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The Annual Parish Council Meeting will be held on Thursday 12<sup>th</sup> May at North Stoke Village Hall, starting at 7.30pm.</p> <p>The Annual Parish Meeting will be held on Thursday 19<sup>th</sup> May at Crowmarsh Gifford CE Primary School, starting at 7.30pm.</p>	
<b>4459</b>	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• A vote of thanks was made to Cllr Sherbourne for planting the flower tubs at the roundabout, which greatly enhance the street scene.</li> </ul>	
	<p>The meeting closed at 9.30pm.</p>	