



# 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> August 2025**  
**starting at 7.30pm**

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**Present:**

Mr John Griffin (Chair)	Mr Julian Park
Ms Anna Best	Mr Stephen Sherbourne

**Attending:** Dr. Yvonne Peet (RFO) and Mrs Sue Rance (Clerk). District Cllr Sue Cooper and County Councillor Gavin McLauchlan attended part of the meeting. Three members of the public attended the meeting.

**Apologies:** Received from Prof. Andrew Johnson, Mr David Rowley, Mrs Fleur Stevenson and Mr David Topliss.

**Declarations of interest:** None.

The meeting was quorate.

The Chairman reported that all councillors were very sorry to hear of the recent accident at Crowmarsh playground and hoped that the child concerned would make a speedy recovery. The parish council is conducting an investigation.

NO.		ACTION
5768	<b>MINUTES OF PREVIOUS MEETING</b>  The Minutes of the meeting held on 3 <sup>rd</sup> July were approved as a true record and signed by the Chairman.	
5769	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>  <u>Item 5764:</u> The Assistant Caretaker has now received and signed his contract of employment.  <u>Item 5764:</u> It was confirmed by Cllr Griffin and by District Cllr Sue Cooper that the cost of the traffic survey on the B4009 may not be taken from CIL money as it is not for infrastructure.  <u>Item 5766:</u> The Clerk has responded to a resident's request for a resident parking scheme in The Street.	

5770	<p><b>UPDATE ON EXTENSION OF FOOTPATH IN BENSON LANE</b></p> <p>A site meeting had been held, attended by three OCC officers, Cllr Sherbourne and County Councillor McLauchlan plus some local residents. All are in favour of continuing the pavement around from the entrance to French Gardens to meet with a new raised crossing to allow pedestrians to cross the road and to slow the traffic. There is a new OCC officer in charge of the project who is keen to progress this and proposes seeking quotes for the work. It was noted that due to fluctuating pavement levels further down the road, the pavement will not extend as far as 16 Benson Lane. The Clerk will advise the resident accordingly.</p> <p>It was also agreed that the trees on the left hand side of the alleyway off Benson Lane (Footpath 2) would need pruning back.</p>	Clerk
5771	<p><b>REPORT OF THE COUNTY COUNCILLOR</b></p> <ul style="list-style-type: none"> <li>• OCC Cllr McLauchlan's report had been circulated.</li> <li>• There is a lot of discussion locally about speeding issues.</li> <li>• A comprehensive programme of road resurfacing work is underway.</li> <li>• Cllr McLaughlan serves on the Audit and Governance Committee as well as Planning and Regulation. He is also the Military Champion for RAF Benson and is on the boards of the Chilterns Conversation Board and the Bridge Estate Charity.</li> <li>• On 8<sup>th</sup> September Martin Reeves, the OCC CEO, will visit each parish in the local area. A timetable is being drawn up for this and it is hoped that one or two councillors from each parish may be available. It was noted that Cllr Griffin will be on holiday at this time.</li> <li>• Cllr McLauchlan reported that Thames Valley Police have been monitoring speeding traffic on the A4074 at Portway.</li> <li>• Cllr McLauchlan is meeting with Cllr Andrew Gant to discuss Active Travel and noted that some cycle routes are overgrown with vegetation. Cllr McLauchlan would like a separate team to be set up for Active Travel.</li> </ul>	

5772	<b>REPORT OF THE DISTRICT COUNCILLORS</b> <ul style="list-style-type: none"> <li>The District Councillors' report had been circulated. Cllr Cooper reported that the funds for building new offices at the Didcot Gateway regeneration site opposite Didcot Station will now be used to buy more social housing. This decision has been made in the light of the forthcoming local government reorganization.</li> </ul>	
5773	<b>REVIEW OF STRATEGIC PRIORITIES</b> <p><u>Replacement Bus Shelters</u></p> <p>Cllr Sherbourne is researching replacement bus shelters at Thames Mead and Crowmarsh Church. Preferred material is sustainable hard wood. He has received a quote from Woodscape and is also considering Littlethorpe. He is awaiting a quote from Arrow Fencing, who constructed the shelter opposite the village hall. Consideration will also be given to replacing the two bus shelters in North Stoke.</p> <p><u>Interpretation Boards</u></p> <p>Cllr Park will obtain a map from the Ordnance Survey which shows relevant footpaths. Cllr Griffin reported that Parish Online can provide mapping. He will send details to Cllr Park.</p>	JG
5774	<b>PLANNING</b> <p><b>Decisions by SODC</b></p> <p><a href="#">P25/S1168/FUL</a> &amp; <a href="#">P25/S1170/LB</a> The Grange, The Street, North Stoke OX10 6BL Dismantle existing barn and replace with a single residential self-build dwelling with associated access off Pocock Lane, together with parking, landscaping and all enabling works. Planning Permission and Listed Building Consent granted.</p> <p><a href="#">P25/S1479/LB</a> Home Farm Cottage, 94 The Street, Crowmarsh Gifford OX10 8EJ Installation of an interior Terry uplift. Refusal of Listed Building Consent.</p> <p><a href="#">P25/S0629/FUL</a> H R Wallingford Ltd, Howbery Business Park, Benson Lane, Crowmarsh Gifford OX10 8BA. New flood resilient garden (Retrospective). Planning Permission.</p>	

	<p><b>Consultations</b></p> <p><a href="#">P25/S2210/LB</a> 15A Benson Lane, Crowmarsh Gifford OX10 8ED. Repointing of the north, east and west elevations of the north wing, including removal of inappropriate cementitious mortar and failed lime pointing. Localised replacement of spalled bricks with hand-made wood-fired bricks to match existing, bedded in lime mortar. Removal of a non-original 1990's kitchen and replacement with a modern kitchen. Removal of modern cement and gypsum plaster from internal walls in the kitchen, dining room, and entrance hall, and reinstatement with a breathable three-coat non-hydraulic lime plaster. Redecoration of all external timber windows and doors. Recommend approval.</p> <p><a href="#">P25/S1885/LDE</a> Rectory Farm House, Church Lane, North Stoke OX10 6BQ. Application for Certificate of Lawful Existing Use or Development for outbuilding used as outdoor kitchen incidental to the enjoyment of Rectory Farm House. No comments on this application.</p> <p><a href="#">P25/S0203/HH</a> (Amendment) North Stoke Farm, The Street, North Stoke, giving further details on flooding (file corrupted) and tree protection during construction. No response – the information is not clear.</p> <p><b>Major developments</b></p> <p>We still await news of the Newnham Manor application legal agreement.</p>																									
5775	<p><b>FINANCE</b></p> <p>a) <u>Consider and agree payments since last meeting</u> The Finance officer had circulated a list of payments to be authorized. In addition to salaries and PAYE these were as follows:</p> <table><tr><th>Date</th><th>Company</th><th>Details</th><th>£ inc VAT</th></tr><tr><td>16.07.25</td><td>Moore Ltd</td><td>External audit fee</td><td>504.00</td></tr><tr><td>21.07.25</td><td>Westcotec</td><td>SID traffic device</td><td>5,377.20</td></tr><tr><td>30.07.25</td><td>Duncan Reed</td><td>Fitting speed device</td><td>120.00</td></tr><tr><td>30.06.25</td><td>Crowmarsh Village Hall</td><td>Hall hire</td><td>20.00</td></tr><tr><td>15.07.25</td><td>Soma Services</td><td>Remedials to pumping station</td><td>3,870.00</td></tr></table>	Date	Company	Details	£ inc VAT	16.07.25	Moore Ltd	External audit fee	504.00	21.07.25	Westcotec	SID traffic device	5,377.20	30.07.25	Duncan Reed	Fitting speed device	120.00	30.06.25	Crowmarsh Village Hall	Hall hire	20.00	15.07.25	Soma Services	Remedials to pumping station	3,870.00	
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	16.07.25	Ebay S.Sherbourne	Britool for roundabout repair	19.92	
	25.07.25	Shield	Dog bin emptying	225.42	
	22.07.25	Refresh Pro	Window cleaning	84.00	
	30.06.25	Grundon	Refuse collection	131.45	
	31.07.25	Chiltern Society	Annual Subscription	30.00	
	03.08.25	Ashburton	Grass cutting	378.00	
	28.07.25	Ashburton	Grass citting	240.00	
	12.07.25	Ashburton	Grass cutting	576.00	
	09.07.25	Bowak	Janitorial products	167.64	
	07.08.25	A. Nesbitt	Sum-up machine	27.80	
	<p>It was proposed by Cllr Sherbourne and seconded by Cllr Griffin that the above payments be approved and this was agreed. Cllrs Sherbourne and Griffin will authorise the payments on-line. It was noted that work on the pumping station is now complete. A vote of thanks was made to Cllr Sherbourne and Mr Duncan Reed for installing the new speed indicator device in The Street.</p> <p>The pumping station repairs will be taken from CIL money as well as the new speed indication device in The Street.</p> <p>It was noted that the grass at Newnham Murren churchyard is currently being cut every month.</p> <p>b) <u>Requests for Grants and Donations</u></p> <p>North Stoke PCC had requested a grant of £1,471 for grass cutting in North Stoke churchyard and the adjacent pound. After discussion it was proposed by Cllr Sherbourne and seconded by Cllr Griffin that this be agreed and the grant was approved. The Clerk will request that before applying for a grant for next year the PCC should seek three quotes in order to ensure best value.</p> <p>c) <u>Review of Accounts Status for Year to Date</u></p> <p>The accounts status at 31<sup>st</sup> July had been circulated. Payments made in July amounted to £5,923.63 and income received was £6,007.39 including a VAT refund. Total receipts for the year to date were £40,642.61 and total payments were £35,511.86. The bank balance at 31<sup>st</sup> July was £216,029.58.</p>				Clerk

	<p>d) <u>External Audit Report</u></p> <p>The external audit report and certificate had been received and no issues reported, although it was noted that the parish council should have a gov.uk email address on their website. The Finance Officer will put the conclusion of audit notice on the noticeboard.</p> <p>e) <u>Salaries</u></p> <p>The RFO reported that an increase of 3.2% has been agreed by NALC for staff salaries, backdated to 1<sup>st</sup> April 2025. It was proposed by Cllr Griffin and seconded by Cllr Sherbourne that these increases be implemented. This was agreed.</p>	<b>RFO</b>
<b>5776</b>	<p><b>CHAIRMAN'S REPORT</b></p> <p>Cllr Griffin reported on the 'Talking Tables' OALC meeting. The emergency plan needs updating and Cllr Griffin has this in hand.</p> <p>It was suggested that a leaflet should be produced to encourage new councillors. Cllr Park will attend to this. Secondary schools could be consulted re possible interest from sixth formers.</p> <p>SODC is calling for a parish governance review. It was agreed not to consider this at present in view of the forthcoming changes to local government.</p>	<b>JP</b>
<b>5777</b>	<p><b>REPORTS OF COMMITTEES</b></p> <p><u>Environment and Recreation Ground Committee</u></p> <ul style="list-style-type: none"> <li>• The new sewage pipework has been installed.</li> <li>• Following the accident at the play park, additional signage will be posted on the equipment, which remains closed and research is being done on the landing surface. Andrew Parsons of the Oxfordshire Playing Fields' Association (OPFA) will do a site visit on Monday.</li> <li>• A review of first aid training for staff will be carried out and a standard operating procedure will be agreed for use in the event of any incident.</li> <li>• Maintenance of the nature area will be reviewed to agree future strategy. An ecological survey has been suggested and a quote of £2,000 received which it has been agreed is</li> </ul>	

	<p>too expensive. The possibility of a grant application will be considered.</p> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>• Some bus routes have changed and the X40 has improved in terms of service.</li> <li>• 33 bus to Henley will incorporate the 139 and run via Benson daily except Sundays from September.</li> <li>• Notes on the recent Parish Transport Reps' meeting have been circulated.</li> <li>• Community Speed Watch: Cllr Best will ask Cllr Sherbourne for hi-viz jackets and the training link.</li> </ul>	<b>AB/SSh</b>
<b>5778</b>	<p><b>UPDATE ON WEBSITE</b></p> <p>The parish website would benefit from updating and Parish Online is offering to do this for us. Cllr Best will have a look at Benson's website and the Finance Officer will consult South Stoke.</p> <p>Cllr Griffin will circulate the details of Parish Online and Cllr Best will make enquiries about help with the parish website and also about obtaining gov.uk email addresses through Parish Online as the existing arrangements are not satisfactory.</p>	<p><b>AB/RFO</b></p> <p><b>AB</b></p>
<b>5779</b>	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• Rural Funding News</li> <li>• Parish Online Update</li> <li>• SODC Updates</li> <li>• Healthwatch Oxon update</li> <li>• OALC updates</li> <li>• NALC updates.</li> </ul>	
<b>5780</b>	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• It was noted that there is a weed problem on the kerb at Robert Sparrow Gardens.</li> <li>• Compliments have been received about the bench which has been installed on the spare ground at Botany Allotments.</li> <li>• Some residents have requested improvements to the post and rail fence adjacent to Cox Lane.</li> </ul>	
<b>5781</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will be held on Thursday 4<sup>th</sup> September 2025 at Crowmarsh Gifford Village Hall starting at 7.30pm. Cllr Griffin has given his apologies. Cllr Sherbourne will chair this meeting.</p>	

The meeting closed at 21.10.