



# CROWMARSH PARISH COUNCIL

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**Minutes of the Parish Council Meeting**  
**Held at Crowmarsh Gifford Village Hall on Thursday 5<sup>th</sup> March 2026**  
**starting at 7.30pm**

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**Present:**

Mr John Griffin (Chair)	Mr David Rowley
Ms Anna Best	Mr Stephen Sherbourne
Mrs Zazie Carruthers	Mrs Fleur Stevenson
Mr Julian Park	Mr David Topliss

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

**Apologies:** Received from Prof Andrew Johnson.

**Declarations of interest:** None.

The meeting was quorate.

NO.		ACTION
5849	<b>CO-OPTION OF PARISH COUNCILLORS</b>  Expressions of interest in joining the parish council had been received from Rachel Wakefield and Maryse Worrallo. After a short discussion it was proposed by Cllr Griffin and seconded by Cllr Sherbourne that they be co-opted and this was agreed unanimously. Both signed a declaration of acceptance of office and joined the meeting. They will complete a register of interests form for the next meeting. We will ask SODC to redact members' addresses from the published registers.	
5850	<b>MINUTES OF PREVIOUS MEETING</b>  The Minutes of the meeting held on 5 <sup>th</sup> February were approved as a true record and signed by the Chairman.	

<p><b>5851</b></p>	<p><b>MATTERS ARISING FROM PREVIOUS MINUTES</b></p> <p><u>Item 5837</u>: Autospeed Watch camera: Cllr Best reported that the subscription has expired and the unit has been deactivated. It will need to be returned for re-registration, calibration and relocation. The cost will be £179 to renew the subscription, £94 to recalibrate the unit and £48.50 to relocate the equipment in Benson Lane. It was noted that the sign will also need relocating. There are two lamp-posts which would probably be suitable on which to install the camera. It was noted that an additional unit would cost £700. It was proposed by Cllr Best and seconded by Cllr Griffin that the subscription be renewed and the unit be returned as outlined above. This was approved.</p> <p>It was noted that it was important to site the autospeed camera in a location where it will not interfere with the speed indicator device and an inspection will take place to agree the best location.</p> <p><u>Item 5841</u>: The Chairman had sent a response to the planning authority based on the agreed objections to the proposed Bloor development (P25/S4092/O).</p> <p><u>Item 5842</u>: Allotment Water Supply: The Finance Officer had attempted to discuss with Castle Water the recent invoice for water at the allotments but without success. It was agreed to pay this invoice in order to avoid a late payment charge and it is hoped to resolve the issue before another invoice is received.</p>	
<p><b>5852</b></p>	<p><b>REPORT FROM THE COUNTY COUNCILLOR</b></p> <p>Cllr McLauchlan's report had been circulated and this was noted.</p> <p>He is waiting to hear from OCC Highways about plans for Benson Lane and has had a discussion with Rosie Lawrence of OCC Highways about this. There is a current consultation on changes to speed limits and this should be implemented by Easter.</p> <p>It was proposed by the Chairman to send a Freedom of Information request to the Chief Executive of the County Council asking for all the documentation and correspondence about Benson Lane, the proposed bus gate and plans for a pedestrian crossing. Cllr McLauchlan advised this should be sent to Martin Reeves at OCC. (<a href="mailto:martinreeves@oxfordshire.gov.uk">martinreeves@oxfordshire.gov.uk</a>) It was noted that the Head of OCC Highways is Sean Rooney.</p>	<p><b>GM</b></p>

5853	<p><b>REPORT OF THE DISTRICT COUNCILLORS</b></p> <ul style="list-style-type: none"> <li>• The District Councillors' report had been circulated and the following points were noted: <ul style="list-style-type: none"> <li>➤ The District Councillor grants have been awarded and many local organisations have benefited including Crowmarsh Scouts.</li> <li>➤ News of how the Joint Local Plan is developing should soon be available. There will be public consultations during the summer and the plan should be adopted by the end of the year. It was noted that the new plan will have higher housebuilding targets.</li> </ul> </li> </ul>	
5854	<p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <ul style="list-style-type: none"> <li>• Bus Shelters. The first of three new bus shelters should be installed in mid-March.</li> <li>• Cllr Sherbourne has met with White Horse Contractors on Watery Lane. They have quoted to do a full survey and produce a written report for £900+VAT. The report could then be used to show other contractors and/or to apply for grants. A quote has already been received from Drayton Construction. It will be necessary to go out to tender as the cost will be in excess of £25,000. After discussion it was proposed by Cllr Sherbourne and seconded by Cllr Park that the survey be carried out and this was approved.</li> <li>• The County Council has quoted £10,681.82 including VAT for the new village signs. It was proposed by Cllr Sherbourne and seconded by Cllr Carruthers that this be approved and this was agreed. Cllr Griffin proposed that the signs should be funded from CIL money. This was seconded by Cllr Sherbourne and approved unanimously.</li> <li>• Interpretation Boards. The design is now complete and Cllr Park was thanked for his work on this project. As it is some time since the original quote was submitted Cllr Park will request an update.</li> </ul>	JP

5855	<p><b>PLANNING</b></p> <p><b>Decisions by SODC</b></p> <p>P26/S0079/HH 23 Park View, Crowmarsh Gifford, Wallingford OX10 8BL. Proposed tiled, pitched roof over outbuilding in rear garden to be constructed instead of the flat roof approved in application ref: P23/S3983/HH. Planning Permission.</p> <p><b>Consultations</b></p> <p>None</p> <p><b>Major developments</b></p> <p>No response has yet appeared from Oxfordshire Highways to the P25/S4092/O application. Highway issues are critical reasons for objecting to this application.</p> <p>We are concerned that the Newnham Manor legal agreement is still to be completed, although the applicants claim to be keen to implement the scheme.</p> <p>We have had no news of the Jewson site despite an email sent to T A Fisher. The district council's target decision date is now 31st March 2026.</p>																																	
5856	<p><b>FINANCE</b></p> <p>a) <u>Consider and agree payments since last meeting</u></p> <p>The Finance officer had circulated a list of payments to be authorized. In addition to salaries and PAYE these were as follows:</p> <table border="1" data-bbox="363 1375 1217 1886"> <tr> <td>07.02.2026</td> <td>SSE</td> <td>Church lighting January</td> <td>147.43</td> </tr> <tr> <td>30.01.2026</td> <td>Grundon</td> <td>Refuse collection January</td> <td>137.93</td> </tr> <tr> <td>27.02.2026</td> <td>Shield</td> <td>Dog bin emptying Feb</td> <td>243.10</td> </tr> <tr> <td>06.02.2026</td> <td>Castle Water</td> <td>Allotment water Jan</td> <td>60.11</td> </tr> <tr> <td>24.02.2026</td> <td>Benson Tree Services</td> <td>Tree works at Watery Lane</td> <td>360.00</td> </tr> <tr> <td>25.02.2026</td> <td>Parish Online</td> <td>Website &amp; reg of new email</td> <td>342.00</td> </tr> <tr> <td>26.02.2026</td> <td>OALC</td> <td>OALC membership</td> <td>510.85</td> </tr> <tr> <td>23.02.2026</td> <td>Ashburton</td> <td>Hedge trimming Howbery Farm</td> <td>420.00</td> </tr> </table>	07.02.2026	SSE	Church lighting January	147.43	30.01.2026	Grundon	Refuse collection January	137.93	27.02.2026	Shield	Dog bin emptying Feb	243.10	06.02.2026	Castle Water	Allotment water Jan	60.11	24.02.2026	Benson Tree Services	Tree works at Watery Lane	360.00	25.02.2026	Parish Online	Website & reg of new email	342.00	26.02.2026	OALC	OALC membership	510.85	23.02.2026	Ashburton	Hedge trimming Howbery Farm	420.00	
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04.03.2026	Ashburton	Hedge trimming tennis court	240.00
04.03.2026	OPFA	Annual membership	50.00
05.03.2026	Abacus Playgrounds	Resurfacing of playground area	26,883.72

It was proposed by Cllr Topliss and seconded by Cllr Sherbourne that the above payments be approved and this was agreed. Cllrs Stevenson and Sherbourne will authorise the payments on-line.

**FS/  
SSh**

It was proposed by Cllr Topliss and seconded by Cllr Sherbourne that the cost of resurfacing the playground areas should be funded from CIL money and this was agreed.

b) Review of Accounts Status for Year to Date

The accounts status at 28<sup>th</sup> February had been circulated. Payments made in February amounted to £100,346.09.. Income received in February was £85,985.50. The bank balance at 28<sup>th</sup> February was £196,538.24.

c) Review of budget for 2026/27

The following amendments were suggested by the Finance Officer:

Addition of CIL money that was not received last year due to company liquidation (£9,599). Increase in budget for netball income to £1,400. Increase in budget for yoga and Pilates income to £5,500. Increase in income for meeting room to £300. Increase in budget for £S137 donations to £4,000. Addition of £10,000 for purchase of interpretation boards. These amendments will result in the budget being broadly balanced. After discussion it was proposed by Cllr Sherbourne and seconded by Cllr Griffin that these changes be made and this was agreed.

d) Review of Asset List 2025/26

The assets review was completed by the Finance Officer and Mr Chris Strange on 3<sup>rd</sup> March 2026. The total assets value in March 2026 was £903,309.56, including additions of £12,567.51 and disposals of £1,994.10. After discussion it was proposed by Cllr Sherbourne and

	<p>seconded by Cllr Griffin that the list of assets be approved and this was agreed.</p> <p>e) <u>Review of effectiveness of internal control</u></p> <p>The draft form had been circulated and was reviewed. After discussion it was proposed by Cllr Sherbourne and seconded by Cllr Park that the review should be approved and this was agreed. The form was signed by the Chairman and Clerk.</p> <p>f) <u>Review of Code of Conduct</u></p> <p>The code of conduct for local councils was issued by SODC in 2022 and had been adopted by Crowmarsh Parish Council. This was reviewed and after discussion it was proposed by Cllr Griffin and seconded by Cllr Sherbourne that it should be approved with no amendments. This was agreed.</p> <p>g) <u>Consideration of biodiversity policy</u></p> <p>The auditor had suggested that the parish council should have a biodiversity policy. It was noted that the council does already have a sustainability policy. The Clerk will seek the advice of OALC.</p> <p>h) <u>Consideration of information and data protection policy</u></p> <p>It was noted that the parish council complies with GDPR requirements and that the Clerk is the data protection officer. It was agreed to take advice from OALC on the adoption of a policy.</p> <p>i) <u>Requests for grants and donations</u></p> <p>A request for a letter of support has been submitted by the Chilterns National Landscape for their project 'Not Bourne Yesterday'. This aims to connect communities with their local chalk streams. They hope to obtain lottery funding for this. It was agreed to send a letter of support.</p> <p>j) <u>Utilities</u></p> <p>The Finance Officer reported that Utility Aid has suggested that the parish council could benefit from fixed price contracts for gas and electricity. Utility Aid has implemented</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>JG</b></p>
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	<p>a change in contractor for the church lighting which will save £600 per annum. The supply will still be unmetered.</p> <p>It was noted that the end-of-year accounts will be presented at the annual parish council meeting in May.</p>	
<b>5857</b>	<p><b>CHAIRMAN'S REPORT</b></p> <ul style="list-style-type: none"> <li>• A litterpick has been arranged for the morning of 14<sup>th</sup> March, in conjunction with the 1155 group in Wallingford. Volunteers are asked to meet at 9.00 am at the yard next to Bridge Villa camping and caravan site. Hi-viz tabards, gloves and litterpickers will be provided.</li> <li>• Local Government Reorganisation: there are three options under consideration. It was proposed by Cllr Griffin and seconded by Cllr Sherbourne to support the Ridgeway option (also known as Two Councils) and this was agreed.</li> </ul>	
<b>5858</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 committee met on 2<sup>nd</sup> March and the minutes had been circulated.</li> <li>• The resurfacing work needed at the play area for safety reasons has been carried out by Abacus this week</li> <li>• Work is needed to improve the surface of the football pitches. Quotes have been obtained from White Horse Contractors (£8,505.01) and Henley Contractors (£7,800) to apply soil improver or sand and Verti-drain on the two pitches. The committee agreed to see what the Wallingford and Crowmarsh Football Club recommends and whether we can use grant funding already in their possession to pay for it. It was suggested that the parish council could investigate other sources of grant funding in future.</li> <li>• Quotes will be obtained for removing moss from the tennis courts.</li> <li>• A quote for a maintenance contract for the play equipment is being obtained from Eibe and further quotes will be sought.</li> <li>• The wooden train is in a poor state of repair and there are plans to replace it with a Playdale tractor and trailer at a cost of £4,306. A quote has been received for three</li> </ul>	



	<ul style="list-style-type: none"> <li>• Parish Online Update</li> <li>• SODC Updates</li> <li>• Healthwatch Oxon update</li> <li>• OALC updates</li> <li>• NALC updates</li> </ul>	
<b>5862</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will be held on Thursday 2<sup>nd</sup> April at Crowmarsh Gifford Village Hall starting at 7.30pm. Cllr Griffin and the Responsible Finance Officer tendered their apologies for this meeting.</p>	
<b>5863</b>	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• It was noted that the Annual Parish Council Meeting will be held on 7<sup>th</sup> May, when nominations will be invited for the posts of Chair and Vice-Chair and membership of committees will be agreed. This will be an opportunity for new councillors to join committees if they wish.</li> <li>• Cllr Best reported that there is a dog waste bin at the top of Cox Lane which is not being emptied. The Finance Officer will check whether this bin is on the schedule.</li> <li>• Cllr Best has received a request for posts to be installed at the end of Cox's Lane to stop motorists parking on the verge.</li> <li>• Cllr Topliss expressed a view about the ongoing maintenance of the playground equipment.</li> </ul>	<b>RFO</b>

The meeting closed at 9.25pm