



# CROWMARSH PARISH COUNCIL

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**Minutes of the Parish Council Meeting**  
**Held at Crowmarsh Gifford Village Hall on Thursday 2<sup>nd</sup> April 2026**  
**starting at 7.30pm**

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**Present:**

Mrs Zazie Carruthers	Ms Rachel Wakefield
Prof Andrew Johnson	Ms Maryse Worrallo
Mr Stephen Sherbourne (Chair)	Mrs Clare Walker

**Attending:** Mrs Sue Rance (Clerk). District Cllr Sue Cooper attended part of the meeting. Two members of the public attended the meeting.

**Apologies:** Received from Ms Anna Best, Mr John Griffin, Mr Julian Park, Mr David Rowley, Mrs Fleur Stevenson, Mr David Topliss, Dr Yvonne Peet, County Cllr Gavin McLauchlan and District Cllr Andrea Powell.

**Declarations of interest:** None.

The meeting was quorate.

NO.		ACTION
5864	<b>CO-OPTION OF PARISH COUNCILLORS</b>  An expression of interest in joining the parish council had been received from Mrs Clare Walker. After a short discussion it was proposed by Cllr Sherbourne and seconded by Cllr Johnson that she be co-opted and this was agreed unanimously. Mrs Walker signed a declaration of acceptance of office and joined the meeting. She will complete a register of interests form for the next meeting.	
5865	<b>MINUTES OF PREVIOUS MEETING</b>  The Minutes of the meeting held on 5 <sup>th</sup> March were approved as a true record and signed by the Chairman.	

5866	<p><b>MATTERS ARISING FROM PREVIOUS MINUTES</b></p> <p><u>Item 5851</u>: Allotment Water Supply: Cllr Sherbourne reported that discussions are on-going with Castle Water and Thames Water to try to resolve the issues with the meter. District Cllr Cooper will send information to the Clerk on possible alternative contractors.</p> <p><u>Item 5856(g)</u>: No response has been received from OALC to the Clerk's enquiry about a biodiversity policy. However, Cllr Johnson offered his assistance and advice with this.</p> <p><u>Item 5856(h)</u>: No response has been received from OALC to the Clerk's enquiry about a data protection policy. The Clerk will follow this up.</p> <p><u>Item 5863</u>: The Finance Officer has added the dog waste bin at the top of Cox Lane to the schedule of collections.</p>	<p><b>SC</b></p> <p><b>AJ</b></p> <p><b>Clerk</b></p>
5867	<p><b>REPORT FROM THE COUNTY COUNCILLOR</b></p> <p>Cllr McLauchlan's report had been circulated and this was noted.</p> <ul style="list-style-type: none"> <li>• OCC has issued a formal legal notice to Raise the Colours to stop flagging street furniture.</li> <li>• OCC has committed to clearing every roadside gully, drain and manhole every year during the current term. Some have been missed. Residents may report these via FixMyStreet.</li> <li>• OCC Cllr Andrew Gant will be visiting Crowmarsh and it is hoped that this will clarify plans for Benson Lane.</li> <li>• Speed limit reductions will be actioned by Spring 2027 including on the B4009 at North Stoke.</li> </ul>	
5868	<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>➤ Information on SODC grants can be found at <a href="https://www.southoxon.gov.uk/south-oxfordshire-district-council/community-support/grants/">https://www.southoxon.gov.uk/south-oxfordshire-district-council/community-support/grants/</a></li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>➤ A timetable for the resumption of the Local Plan investigations is awaited, possibly July.</li> <li>➤ The government has proposed to create a Greater Oxford Development Corporation. A consultation will take place later in the year.</li> <li>➤ Recent planning appeals for Benson and Chalgrove have highlighted the importance of having an up-to-date neighbourhood plan with allocated housing sites, which Crowmarsh has.</li> <li>➤ A new planning system for SODC is planned which should be implemented by 24<sup>th</sup> April.</li> </ul>	
<b>5869</b>	<p><b>REVIEW OF STRATEGIC PRIORITIES</b></p> <ul style="list-style-type: none"> <li>• Bus Shelters. Installation of the first of three new bus shelters is awaited.</li> <li>• A survey of Watery Lane is awaited.</li> <li>• The project for new village signs has been approved and will be managed by OCC who will appoint a contractor. No date for the work has yet been agreed.</li> <li>• Cllr Park has obtained an updated quote for the interpretation boards from Arien Signs. For the supply of five boards, plus delivery and installation, this amounted to £7,734 including VAT. After discussion, it was proposed by Cllr Sherbourne and seconded by Cllr Johnson that the quote be accepted and this was agreed. It was confirmed that this project will be funded from CIL money.</li> <li>• For the benefit of new councillors, Cllr Johnson outlined the Council's strategic priorities. Councillors are encouraged to put forward suggestions for new strategic priorities to be considered.</li> </ul>	
<b>5870</b>	<p><b>PLANNING</b></p> <p>The District Council has insufficient houses for its five-year land supply.</p> <p>It was noted that access to the French Gardens development is not good for pedestrians and there are no street signs at the entrance which makes it unclear for motorists too. District Councillor Cooper will advise the council about this.</p> <p>District Councillor Cooper will ask OCC Cllr Andrew Gant if he has any information about the progress of the Newnham Manor application.</p>	

	OCC Highways have raised some technical issues relating to the planning application for development on the former Jewson's site.																																					
<b>5871</b>	<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"> <tr> <td>27.03.2026</td> <td>Shield</td> <td>Dog bin emptying March</td> <td>243.10</td> </tr> <tr> <td>30.03.2026</td> <td>Community First Oxon</td> <td>Annual membership</td> <td>55.00</td> </tr> <tr> <td>17.03.2026</td> <td>Footprint interpretation</td> <td>Design for interpretation boards</td> <td>300.00</td> </tr> <tr> <td>16.03.2026</td> <td>Ashburton</td> <td>Grass cutting – Church + N Stoke rec</td> <td>240.00</td> </tr> <tr> <td>19.03.2026</td> <td>Ashburton</td> <td>Grass cutting – Crowmarsh</td> <td>378.00</td> </tr> <tr> <td>25.03.2026</td> <td>Sports Courts UK Ltd</td> <td>Pressure washing tennis courts</td> <td>990.00</td> </tr> <tr> <td>09.03.2026</td> <td>SSE</td> <td>Church lighting – final SSE invoice</td> <td>82.69</td> </tr> <tr> <td>28.02.2026</td> <td>Grundon</td> <td>Waste wheelers February</td> <td>136.81</td> </tr> <tr> <td>06.03.2026</td> <td>Castle Water</td> <td>Allotment water February</td> <td>49.20</td> </tr> </table> <p>It was proposed by Cllr Sherbourne and seconded by Cllr Johnson that the above payments be approved and this was agreed. Cllrs Stevenson and Sherbourne will authorise the payments on-line.</p> <p>b) <u>Review of Financial Risk Assessment</u></p> <p>The financial risk assessment had been circulated. After discussion it was proposed by Cllr Sherbourne and seconded by Cllr Johnson that the document be approved without amendment and this was agreed.</p>	27.03.2026	Shield	Dog bin emptying March	243.10	30.03.2026	Community First Oxon	Annual membership	55.00	17.03.2026	Footprint interpretation	Design for interpretation boards	300.00	16.03.2026	Ashburton	Grass cutting – Church + N Stoke rec	240.00	19.03.2026	Ashburton	Grass cutting – Crowmarsh	378.00	25.03.2026	Sports Courts UK Ltd	Pressure washing tennis courts	990.00	09.03.2026	SSE	Church lighting – final SSE invoice	82.69	28.02.2026	Grundon	Waste wheelers February	136.81	06.03.2026	Castle Water	Allotment water February	49.20	<b>FS/ SSh</b>
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	<p>c) <u>Review of Publications Scheme</u></p> <p>The publications scheme had been circulated and it was noted that the Finance Officer had suggested the charge for a hard copy of a document should be increased from 15p to 50p per sheet. This was proposed by Cllr Sherbourne, seconded by Cllr Johnson and unanimously agreed.</p>	
5872	<p><b>CHAIRMAN'S REPORT</b></p> <ul style="list-style-type: none"> <li>• Approval of Updated Emergency Plan The updated emergency plan had been circulated and was approved with one amendment.</li> </ul>	
5873	<p><b>REPORTS OF COMMITTEES</b></p> <p><u>Environment and Recreation Ground Committee</u></p> <ul style="list-style-type: none"> <li>• The play equipment which had been cordoned off since last August, has now reopened following the resurfacing work carried out by Abacus.</li> <li>• The committee is working towards a new management scheme for the nature area.</li> <li>• Plans are in hand for a new seat to be sited near the church.</li> <li>• It is hoped to replace the wooden train with a Playdale tractor and trailer. Three new litter bins are also planned. This equipment will be funded from CIL money. After discussion, it was proposed by Cllr Johnson and seconded by Cllr Carruthers that a sum of up to £10,000 be approved, to include improvements to the surface if needed. This was agreed.</li> </ul> <p><u>Traffic and Transport</u></p> <ul style="list-style-type: none"> <li>• A new traffic survey was carried out by OCC Highways during week commencing 23<sup>rd</sup> March and the results are awaited.</li> <li>• Mr Paul Whitehouse has expressed an interest in becoming the parish council's new parish transport representative and this was agreed. The Clerk will accept his offer and Mrs. Amanda Griffin will contact him to provide handover information.</li> </ul>	Clerk

	<ul style="list-style-type: none"> <li>• Update on SIDs for North Stoke: It was noted that the post for the additional SID (on the northbound carriageway) will be installed on 8<sup>th</sup> April and the two speed indicator devices should be delivered on 20<sup>th</sup> April.</li> <li>• Autospeed Watch camera: Cllr Sherbourne will liaise with Cllr Best to return the Autospeed Watch camera for re-registration and calibration. It will then be relocated in Benson Lane.</li> </ul>	<b>SSh/AB</b>
<b>5874</b>	<p><b>UPDATE ON WEBSITE</b></p> <p>The Clerk will contact Parish Online for an update on the gov.uk email addresses.</p>	<b>Clerk</b>
<b>5875</b>	<p><b>REPORTS OF REPS ON OUTSIDE BODIES</b></p> <p><b>RUG3:</b> A meeting of the River Users' Group will take place at Benson Parish Hall on 9<sup>th</sup> April at 7.30pm. Cllr Wakefield will attend on behalf of the parish council. The Benson walkway has now reopened.</p>	<b>RW</b>
<b>5876</b>	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was noted:</p> <ul style="list-style-type: none"> <li>• Update from the Chilterns National Landscape</li> <li>• Update from the Police and Crime Commissioner</li> <li>• Rural Weekly 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>5877</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will be the Annual Parish Council Meeting to be held on Thursday 7<sup>th</sup> May at North Stoke Village Hall starting at 7.30pm. Nominations for Chair and Vice-Chair are invited; please send these to the Clerk.</p> <p>The Annual Parish Meeting is scheduled for 7.00pm on 21<sup>st</sup> May at the Pavilion. Cllr Griffin has suggested inviting our MP, Freddie van Mierlo.</p>	

5878	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Cllr Worrallo will attend the RAF Benson Annual Reception on 21<sup>st</sup> May. The Clerk will accept the invitation on her behalf.</li> <li>• No councillor is available to attend the Didcot Mayor Making on 5<sup>th</sup> May so the Clerk will advise Didcot Town Council accordingly.</li> <li>• SODC will carry out a deep cleanse In Crowmarsh between 26<sup>th</sup> and 29<sup>th</sup> May. The following was noted as needing attention: <ul style="list-style-type: none"> <li>➤ Litter in Benson Lane</li> <li>➤ Weeds on pavements in Benson Lane</li> <li>➤ Leaves at The Limes and Stephens Field. Councillors are asked to advise the Clerk of any other items to be addressed.</li> </ul> </li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
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The meeting closed at 9.00pm