

**Minutes of St Helen Without Parish Council Meeting
held on Monday 8th July 2024 at 7.30 p.m. at Cothill School.**

Present: Cllr. M. Page (Chair), Cllr R. Bahu, Cllr N. Benchiba-Savenius, Cllr D. Churchouse, Cllr M. Littleboy, Cllr M Rusby, Cllr S Rusby

Absent: none

Also in attendance: W Bates (Clerk)

1. To note apologies for absence - none
2. To receive any Declarations of Interest from Councillors relating to items on the Agenda -
3. To receive reports from District and County Councillors and MOD Station Admin Manager
 - a. MOD Station Admin Manager, David O’Hara – guard numbers have been increased, security alarm system tests will be undertaken; notice will be provided for this. Whilst dog walkers are trespassing, providing that dogs are kept under control this will be tolerated. Equally, residents cannot install gates onto the airfield as MOD land is private property and residents doing so will be contacted about this. The events calendar being provided is much appreciated.
 - b. County Councillor, Peter Stevens – his likely roles are pensions and planning on the County Council. Cllr Bahu updated Cllr Stevens that Glanville Consultants have been appointed by the DIO for the transport modelling. Cllr Page raised the issue of Barrow Road traffic and damage. An update on the Lodge Hill junction was requested.
 - c. District Councillor, Robert Clegg – regular meetings with the DIO. Thames Water have launched a consultation and have a series of public events. Issues about proposed leisure activities were raised. Street trading licensing issues with the Crown in Marcham are to be considered at the next meeting of the District Council. The District Councillor needs to ensure that they do not collude with Parish Councils on the development of the Dalton Barracks site.
4. To receive matters raised by members of the public – none
5. To confirm the Minutes of the meeting held on 24th June 2024 – the minutes were approved subject to the correction of the time as 10:30am not 7:30pm.
6. Governance
 - a. To consider the allocation of geographical areas and areas of responsibility for Councillors. It was agreed that whilst Councillors have a responsibility to represent all parishioners, the Council will operate as follows going forward.

Geographical Areas:

Cothill & Gozzard’s Ford	Cllr M Rusby, Cllr S Rusby
Dry Sandford	Cllr Benchiba-Savenius, Cllr Littleboy
Shippon	Cllr Bahu, Cllr Churchouse, Cllr Page

In this role they will assume responsibility for the well-being of resident, general maintenance of their assigned community area and taking initial action in response to any complaints received or issues identified.

Councillors also have responsibility for specific aspects of the Council's functions as detailed below.

Cllr Page	Chair	responsible for day-to-day functioning of the Council, strategic direction (in consultation with all Councillors), conduct of meetings in accordance with standing orders, liaison with other bodies (unless delegated), supervision and employment matters relating to the Clerk, monitoring and support of Councillor's in discharging their specific duties as set out below.
Cllr Churchouse	Vice Chair	deputises for the Chair as above. Planning applications across the parish, independent reviewer of finances.
Cllr Littleboy		Sandleigh Road Recreation Ground -including grounds and equipment maintenance within agreed budgets
Cllr Benchiba – Savenius		Communication Strategy
Cllr S Rusby		Liaison with Army over airfield events and issues
Cllr M Rusby		Highways and traffic management
Cllr Bahu		all matters relating to the Dalton Barracks redevelopment – review of Neighbourhood Plan. (assisted by Cllr Page & Cllr Churchouse)

Lead Councillors may co-opt other Councillors when requiring assistance but will be responsible the preparation of proposals and/or updates for full Council. Any Councillor may request their co-option to any of the above where they have a particular interest in doing so.

Lead Councillors should also update all Councillors on any significant issues/developments.

The role will be to inform the Council and decisions should be brought to Council for decision.

- b. To consider the structure of meetings going forward – it was agreed that the Committee Structure be disbanded and all items will be considered at the Full Council meetings. It was agreed to commence the meetings at 7pm.

7. Finance Matters

- a. To agree the list of payments and any additional invoices presented for payment in since the circulation of the agenda:

Ref	Invoice Date	Payee	Amount	Method
b9	05/04/2024	OALC/Training - Employing People	£ 36.00	bacs
b10	28/06/2024	Shield Maintenance Ltd/Bin Emptying	£ 46.80	bacs
b11	31/05/2024	BGG/Grass Cutting	£ 258.60	bacs
b12	30/06/2024	BGG/Grass Cutting	£ 138.60	bacs

b13	08/07/2024	Parish Online/Website	£ 504.00	bacs
b14	24/06/2024	Price of Wales/Wise Elf Hospitality/hire	£ 25.00	bacs
b15	04/07/2024	Erimax Ltd/Consultancy	£ 2,400.00	bacs
b16	05/01/2024	Friends of Shippon/Grant	£ 500.00	bacs
b17	30/06/2024	Mick Herring/SID Relocation '0526	£ 90.00	bacs

b. To note the list of receipts – none

8. To consider whether to support the development of a Community Speedwatch group for the parish – it was agreed to set up a Community Speedwatch Group; this will be progressed by Cllr M Rusby.
9. To consider the quotes for the works on the Sandleigh Road Recreation Ground – It was agreed to appoint Andrew McLean to undertake the works at £400+VAT on 11th July.
10. To receive an update on the Dalton Barracks Development – it was agreed to form a Neighbourhood Plan Group together with Wootton Parish Council. This will consist of Cllr Bahu, Cllr Churchouse, Cllr Page and Cllr S Rusby and to request for four Councillors from Wootton to be part of this. Meeting with Glanville Consultants on the 10th July and the DIO on 11th July. It was agreed to approve the recommendations in Nigel McGurk's report:
 - Form a NP Group between SHW and W PCs.
 - Map and Review NP policies against JLP Preferred Options, particularly related to Design and Spatial Strategy with emphasis on JLP AS10 and AS14.
 - Engage with VWHDC on NP update and proposal to develop a new NP Design Code with consideration of SPD guidelines
 - Engage with VWHDC on reviewing JLP infrastructure policies and consideration of SPD guidelines relating to infrastructure.
 - Engage with VWHDC and DIO on masterplan and how it relates to the JLP, SPD and our updating of our NP and creation of a new NP Design Code.
 - Apply for Grants from Locality for NP update and new NP Design Code
 - Review Technical Support Packages from Locality
 - Draw up requirements for NP update support and get quote from NMcG as our specialist consultant following on from his report.
 - Get quotes for developing the new NP Design Code. Note: Already have one from Create Streets.
 - AECOM are Locality's preferred supplier under an agreement with them.
 - Draw up project plans for NP update and new NP Design Code with timeline to align with publication of draft JLP in Autumn 2024 and adoption of JLP in 2025.
11. To review and note Communications received and to consider any responses if required:
 - a. To note the "Noisy Events Calendar" from Dalton Barracks.
 - b. Thames Water - invite a representative from the Parish Council to attend a pre-event session at The Marcham Centre, OX13 6TY, on Thursday 18th July from 1pm – 2pm. These sessions are specifically for local Parish Council's, ahead of the events opening to the wider public later on those two dates.

c. OALC AGM on Monday 15th July, 7.30pm at County Hall, Oxford, with a drinks reception from 6pm and the meeting starting at 7pm. This is now available to book online at <https://www.oalc.org.uk/event-detail/00000000220>

12. To note matters raised by members of the Council and Clerk.

- a. New website www.sthelenwithout-pc.gov.uk now live
- b. Email addresses for Councillors are set up and ready to use.
- c. Barrow Road and speeding communication received
- d. 37 Spey Road, Shippon shipping container without planning permission.
- e. 75 Besselsleigh Road have put garden waste onto recreation ground - Clerk

13. Date of next meeting:

To confirm the date of the next Parish Council Meeting, which is scheduled for 7.30 p.m. on Monday 2nd September 2024 at the Church Hall in Shippon.

The meeting closed at: 21:36

Signed..... Date.....