

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Meeting of the Council at New Beaconsfield Hall  
on Thursday 15<sup>th</sup> June 2017 at 7.30pm

**Present: Cllrs:** B. Young (in the chair), B. Pitman, B. Rigby, C. Arnold, J. Mavin, R. Dyer, County Cllr L. Leffman, **Parish Clerk:** L. Wilkinson

### **1. Apologies for Absence and Declarations of Interest**

Apologies for absence were received from DCllr Simcox.

Declarations of Interest were received from Cllr Young for item 8e, Sinnels Field Management Committee

**2. Minutes of the Parish Council meeting held on 18<sup>th</sup> May 2017** were approved and signed.

### **3 Matters arising from the Minutes**

There were no matters arising.

### **4. Public Time**

There was none.

### **5. County Councillor's Report**

CCllr Leffman reported back on queries from the last meeting.

- OCC has agreed to replace the worn out road sign at the junction of A361 and Milton Road.
- Work on the bridge over the Evenlode has not been scheduled as yet.
- CCllr Leffman attended a meeting with the school governors about possible new flashing lights outside the school. The school has been told that the original lights cannot be turned back on, Cllr Leffman will investigate this. She is also asking all the Wychwood PCs if they are willing to contribute towards the lights then OCC could be asked for match funding.
- A meeting is being held on Monday 19<sup>th</sup> June to discuss a HGV-free zone.

### **6. District Councillor's Report**

None provided

### **7. Planning:**

#### **a. Planning applications received**

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>PC Decision</b>
17/01442/LBC & 17/01441/HHD	The Old Beerhouse, Simons Lane, SUW	Internal and external alterations to include erection of single storey rear and two storey side extensions and garage	No further comment

#### **b. Decisions Outstanding:**

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>PC Decision</b>
17/00830/FUL	Fourwinds, Burford Rd, SUW	Conversion of barns to three dwellings	Comment

#### **c. Decisions made:**

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
17/01494/HHD	12 Ballards Close, SUW	Erection of rear conservatory	PC -No objection WODC - Approved
17/01176/HHD	41 Sinnels Field, SUW	Proposed single storey rear extension	PC -No objection WODC - Approved
17/01086/FUL	The Smithy, High St, SUW	Change of use of ground floor from B1 office to residential. Erection of porch, demolition of external stairs on north elevation and creation of two parking spaces.	PC -No objection WODC - Approved
17/01357/HHD &	Mulberry Barn, Mawles Lane, SUW	Proposed 3 bay garage. Variation to implemented permission ref	PC - No objection WODC - Approved

17/01358/LBC		16/02091/FUL	
17/01269/HHD	Doctor's House, Church Path, Station Rd, SUW	Erection of 2 storey extension to West elevation with shower room in roof space above.	PC -No objection WODC - Approved
17/01268/HHD	Doctor's House, Church Path, Station Rd, SUW	Re-roofing of garage with conversion of roof space to ancillary accommodation including 3 dormer windows and external staircase.	PC -No objection WODC - Approved

## 8. Environment

### a. Allotments

Cllr Mavin reported. She has asked Nigel Beales to cut down the long grasses and seeds on the unattended plots. The raised beds have not yet been taken up. Their availability will be publicised. The red van that has been parked on Fiddlers Hill for several weeks will be reported.

### b. Volunteers

#### i. Update on 10<sup>th</sup> anniversary of Volunteers

Cllr Mavin reported that she has received a very competitive quote from a butcher in Long Compton for meat for the barbeque. This is through contacts with the Post Office. A quote for expenditure for the event will be considered at the July meeting.

### c. Village maintenance

#### i. Update on removal of horse chestnut (recreation ground)

Cllr Young reported that the diseased horse chestnut has been taken down. The chippings have been taken to the Wild Gardens. Cllr Arnold is investigating replacement trees.

#### ii. Sand storage at New Beaconsfield Hall

Groves have given an estimated date for the repair of the doors. The work will be done in two to three weeks' time (early July).

#### d. Giant Hogweed infestation on Ascott Rd/Gas Lane

A letter has been received from a resident, concerned about the spread of Giant Hogweed. The landowner, where the Hogweed is present, has been informed. OCC and the Environment Agency have also been informed.

Part of the land also appears to belong to the Church. Clerk to contact James Walmsley.

#### e. Request from Sinnels Field Management Company for reimbursement of grass cutting grant from OCC.

This year the PC will be receiving the grass cutting grant usually paid directly to Sinnels Field Management Company. It was **resolved** to pay the requested amount of £51.50 to them.

## 9. Playground and School

### a. Update on flashing lights outside school

CCllr Leffman has met with Cllr Mavin and school governors. She has suggested that if Shipton and Milton PCs contribute towards the cost of the lights, they may be more likely to receive funds from OCC. Councillors queried the logic of this approach. OCC should be providing funding for a lollipop lady. As there is no lollipop lady the unused funding should go towards the funding of the new lights. CCllr Leffman agreed that this was a fair comment and promised to investigate further with OCC. Nigel Clark at OCC has been asked about why the current lights are unable to be used. As yet there has been no response to the query

### b. Update on maintenance at playground

Trevor Stewart has been asked for a quote for general maintenance jobs. It was **resolved** that approximately £400 excluding VAT can be spent on miscellaneous maintenance.

#### i. To consider quote for playground sand at £65 plus VAT per bag plus delivery.

It was **resolved** to purchase two bags of sand. (£165)

James Janssen has agreed to carry out the work free of charge if the PC provides the sand.

#### ii. Update on bins at the playground.

WODC has agreed that the bin on the recreation ground is their responsibility; the PC is waiting to hear if they will repair or replace it as required. Therefore the bin that was agreed to be paid for in conjunction with New Beaconsfield Hall is no longer required.

Cllr Mavin is still awaiting a decision by WODC on emptying the other bins on the playground.

iii. To authorise gardening work at the playground  
It was **resolved** to pay Sophie England for 1 hour's work. A further budget will be discussed at the July meeting.

## 10. Civic and Community

### a. Update on planned defibrillator on Fiddler's Hill

Cllr Dyer reported. The phone box now officially belongs to the PC. The phone has been removed from the kiosk. Cllr Dyer has informed CHT that the PC now owns the phone box and thus is ready to proceed with the installation of the defibrillator. Once the defibrillator is installed training will be arranged for villagers.

## 11. Highways and Transport

### a. Speeding on Swinbrook Road

Cllr Young reported. The PC is waiting for some 'Thank you for not Speeding' signs to arrive from OCC. Ian Drainer has agreed to put them up and has moved the existing signs to slightly different locations..

## 12. Communication

### a. To consider developing a new website.

Cllr Young reported on the investigation into developing a new website. There are two options:

1. Custom built site at a rough cost of £2,000 plus annual running costs of £400-500, built by a local company thus having the advantage of local support and designed specifically to the PC's requirements.

2. Company who specialises in PC websites (so an off the shelf website). This would cost about £600 for the initial build and running costs would be £100-£300 per year. The advantages for these sites are cost and familiarity of PC legislation.

Following a discussion on the pros and cons of these two packages, it was **resolved** to go with a PC specialist company.

Following a discussion on three PC specialist website companies, it was **resolved** to offer the work to parishcouncilwebsites.org.uk.

The Standard (£449) or Gold packages (£599) were discussed. These would also incur running costs of £200 or £300 respectively per year. It was **resolved** to go with the Gold package as this offers a directory, better security updates, newsletter facility and a larger memory.

### i. To consider paying up-front costs for the website if necessary (before the next meeting).

It was **resolved** that if necessary Cllr Young can spend £899 for the initial set up and first year running costs before the next meeting.

## 13. Financial and Administrative Matters

### a. Payments to be authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses May 2017	£591.95
	Less Income Tax	£0.60
	Less Employee's pension	£8.76*
	<b>Total</b>	<b>£582.59</b>
ii. Nest	Clerk's pension	£5.48*
iii. Viking Direct	Stationery	£115.24
iv. Groves	Volunteer items	£3.42
v. Green Scythe	Grounds maintenance (April)	£1,200.43
vi. HMRC	Income tax	£1.20 amended
vii. Castle Water	Allotments	£180.50

### b. Payments received:

Donation from WI	Defibrillator on Fiddler's Hill	£1,000
Jousting Horse		£15.00
HMRC	VAT reclaim Q4 2016-7	£436.12

\* Error in pension. To be corrected on July payment schedule.

Cllrs Dyer and Arnold will authorise the payments by Friday 16<sup>th</sup> June.

### b. To consider Draft Social Media policy

This had been circulated to the councillors. It was **resolved** that this was accepted.

### c. To consider Internal Auditor's report

The internal audit has been completed. The only issue raised was that the James Alfred Willis Trust needs to be reviewed annually.

**d.** To authorise section 1 of the annual return

The Annual Governance statement was read out by Cllr Young. This was **resolved**.

**e.** To authorise section 2 of the annual return

The Accounting Statement was distributed and read out. This was **resolved**.

**15. Correspondence Received:**

- Article from Chipping Norton news on planning
- Letter from Wychwood Primary school explaining that they are no longer proceeding with the MUGA project. Request for funding to be put on July agenda.

**16. Any Other Issues to Note**

- Cllr Mavin has been approached by resident concerned about cars parked outside the Post Office, as often people are not seen passing behind the cars. Cllr Mavin will talk to the ladies at the Post Office about solutions for this.
- Trees to be added to July agenda.

**17. Dates of Parish Council Meetings for 2017/8:**

20 <sup>th</sup> July 2017
August: Planning and finance meeting if required – to be arranged
21 <sup>st</sup> September 2017
19 <sup>th</sup> October 2017
16 <sup>th</sup> November
December: Planning and finance meeting if required – to be arranged
18 <sup>th</sup> January 2018
15 <sup>th</sup> February 2018
15 <sup>th</sup> March 2018

Meeting closed: 9.05pm