# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at New Beaconsfield Hall

 on Thursday 18th May 2017 at 7.30pm

**Present:** Cllrs: B. Young (in the chair), B. Pitman, B. Rigby, J. Mavin, C. Arnold, District Cllr T. Simcox, County Cllr L. Leffman, **Parish Clerk**: L. Wilkinson, 1 member of public

Cllr Young congratulated and welcomed new County Cllr Liz Leffman.

**1. To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office.**

Cllr Brian Young was elected to be Chairman for the coming year. The Declaration of Acceptance of Office form was signed.

**2. To elect the Vice Chairman of the Council and to receive the Vice Chairman’s Declaration of Acceptance of Office**

Cllr Bartha Pitmanwas elected to be Vice-Chairperson for the coming year. The Declaration of Acceptance of Office form was signed.

**3. Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Dyer.

Declaration of Interest was received from Cllr Pitman for planning application 17/01086/FUL The Smithy.

4. Minutes of the Parish Council meeting held on 20th April 2017 and the Minutes of the Annual Parish Meeting held on 20th April 2017 were approved and signed.

**5**. **Matters arising from the Minutes**

None

**6. Public Time**

Jan Lund was present to speak about proposed bollards outside Elmdene.

Item 12a was brought forward to discuss during public time.

Thames Water has recently replaced a water valve and Ms Lund believes that this has alleviated much of the problem. She highlighted a Give Way sign at the A361 junction which is faded and covered with shrubbery, which if cleared and updated may also help.

Shipton Volunteers will cut back the shrubbery and County Cllr Leffman will investigate updating the sign.

The issues on this corner are damage to the wall from cars and safety for pedestrians. It had been agreed previously that bollards will not address the safety issue. Chevrons have been costed instead. Following a discussion it was **resolved** to wait for the winter to see if the water leak has been repaired which would prevent the flooding and thus the slippery road conditions.

**7**. **County Councillor’s Report**

CCllr Leffman is two weeks into the job. She thanked the community for electing her. She has already had discussions about the A361 and a crossing point for the school.

CCllr Leffman is aware of the safety concern of the concealed entrance to the Shaven Crown car park, and residents’ request to make the entrance more obvious.

If there are any issues that CCllr Leffman can help with, please get in touch.

Cllr Rigby reported that Highways are planning work on the bridge near Johnson’s garage which would involve closure of it and requested that CCllr Leffman investigate this.

**8. District Councillor’s Report**

District Cllr Simcox reported that the Local Plan is with the Inspector at present.

Green bin collections are now up and running. Those who have paid should be having their garden waste collected.

The Tour of Britain will be passing through the Wychwoods in September.

The Unitary issue is currently before the Secretary of State. There will be no movement on this until after the election.

9. Planning:

 a. *Planning applications received*

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref no.** | **Address** | **Proposal** | **PC Decision** |
| 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. | No objection |
| 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. | No objection |
| 17/01357/HHD & 17/01358/LBC | Mulberry Barn, Mawles Lane, SUW | Proposed 3 bay garage. Variation to implemented permission ref 16/02091/FUL | No objection |
| 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. | No objection |
| 17/01176/HHD | 41 Sinnels Field, SUW | Proposed single storey rear extension | No objection |
| 17/01494/HHD | 12 Ballards Close, SUW | Erection of rear conservatory | No objection |

b*. Decisions Outstanding:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref no.** | **Address** | **Proposal** | **Decision** |
| 17/00830/FUL | Fourwinds, Burford Rd, SUW | Conversion of barns to three dwellings | Comment |

**c. *Decisions made:***

None

**9. Environment**

 **a. Allotments**

 **i.** To authorise purchase ofstakes to support trees and ground labels for theOrchard.

The previous stakes are too small for purpose. 1.2 m long stakes are requested to help the trees to stay erect. Cllr Arnold would also like labels to be added to inform people what type of apples are there.

It was **resolved** to purchase stakes for the entire orchard and labels where necessary. It was agreed to spend up to £66 exclusive of VAT

Thanks were given to Richard Arnold for taking over the care of the orchard.

 **b.** **Volunteers**

 **i**. Update on 10th anniversary of Volunteers

Cllrs Arnold and Mavin would like to hold a function on August bank holiday to be held at the allotments. Volunteers and their families will be invited.

Initial plans are for guests to bring meat, drink and dessert; the meat will then be cooked on a barbeque and everything will be shared.

Photos of before and after work at the allotments, will be mounted. The councillors would also like to promote the Wild Garden at this event.

It was **resolved** to go ahead with this. Cllrs Mavin and Arnold will research this further and bring an outline figure of costs to a future meeting.

 **c. Village maintenance**

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

Treetech has been asked to remove the horse chestnut. Work will be carried out on Tuesday 20th June 2017. Cllr Arnold will advise New Beaconsfield Hall.

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

Cllr Young has received a quote from Groves to replace the plywood facing on the sand bunker, for £197 plus VAT. It was **resolved** to go ahead with this.

 **iii**. To note a grass cutting contract has been received from OCC.

Green Scythe has confirmed that they fulfil the conditions for the delegated contractors. The contract was signed by Cllrs Young and Arnold.

**10. Playground and School**

 **a.** Update on flashing lights outside school

Cllrs Mavin, Young, councillors from Milton and School Governors met with Mr Hutt, who demonstrated potential new lights. Flashing, warning, amber lights cost about £1700. They would be positioned at both sides of the school and operated by Bluetooth from the school office. This will be taken to the Board of Governors to discuss at their next meeting. The Governors have arranged to meet with County Cllr Leffman to discuss funding for this as OCC are saving by not having a school crossing patrol at present. There are other funding possibilities to investigate as well.

 **b**. Playground Quarterly Review

Cllr Mavin reported that there is a lot of timber rot on the wood, loose fixtures need tightening and rubber steps need repairing. More chippings are needed. The concrete on the skate ramp area needs repairing and the ramps need red oxiding.

Metal feet have been recommended instead of the current wooden feet on the timbers; however this would be very expensive as all the timbers would need to be replaced as the timbers are not the right size to fit the feet. It was decided not to pursue this option.

Cllrs Young, Pitman and Mavin met to decide what work is necessary for the short-term, medium-term and long-term at the playground.

 **c.** To consider and approve a list of work, and costs, required at the playground for 2017-8 including:

 **i**. gardening work

Not discussed.

 **ii.** quote of £203 plus VAT to replace rotten zip wire pole by Trevor Stewart.

This was **resolved**.

 **iii**. purchase of covered bin at cost of £180 plus VAT

DCllr Simcox will investigate bins for the playground

 **iv**. new sand for the sandpit

Cllr Mavin will try to get three quotes for digging out the grass in the sandpit and purchasing more sand.

A quote will also be obtained for tightening all the loose pins/screws and for the repair of the concrete at the skate ramp, the warning sign and the red oxiding.

The purchase of the rocks will be deferred until more information on the sand has been received as the same equipment may be needed to do both jobs.

Cllr Pitman explained that she is identifying the equipment on the playground that has guarantees and working out the life expectancy of each item.

There was a discussion about whether there should be guarantees on the timber used at the playground.

Cllrs Pitman and Mavin will accompany the ROSPA inspector in July.

**11. Civic and Community**

 a**.** Update on damaged wall on A361

OCC Highways have had the wall surveyed. They are not happy with the quote provided by their own contractors so are seeking an alternative quote.

 **b.** Update on planned defibrillator on Fiddler’s Hill:

 **i.** To resolve the purchase of a defibrillator and the adoption of the phone box.

These were **resolved.** The defibrillator from Community Heartbeat Trust will cost £1,775 plus VAT.

 **ii.** To authorise the clerk to sign the ‘Agreement for the Purchase of the Telephone Kiosk’

This was **resolved**.

 **iii.** To authorise a payment of £1 to be sent to BT for the purchase of the kiosk.

This was **resolved**.

 **c.** To resolve the purchase of replacement pads for the defibrillator at New Beaconsfield Hall at the cost of £33 for a pair.

This was **resolved**.

Training on the use of the defibrillator will be arranged when it has been installed.

**12. Highways and Transport**

 **a.** Update on bollards outside Elmdene, Milton Rd

See public time

 **b**. Speeding on Swinbrook Road

Ian Drainer has put up some warning signs. The clerk will obtain more ‘Thank you for not speeding’ signs. They are available but are only meant to be temporary signs so need moving location every few weeks.

The Speedwatch camera is operational again and will be used around the village.

**13. Communication**

 **a.** To authorise payment for website to be repaired.

There are several problems with the website at present. It was agreed that payment could be made to the developers who are solving these problems (Graham Matthews) if requested.

It was **resolved** to spend up to £200.

 Update on website:

Graham Matthews has decided to give up managing the website from the end of June.

The current website is becoming old and Graham Matthews has suggested updating it using Wordpress.

Cllr Young has contacted possible web designers to redesign the website.

Cllr Pitman and the clerk attended a Social Media for Parish Councils course. Cllr Pitman suggested that the PC should consider compiling a Social Media policy. This was approved and a draft policy will be brought to the June meeting.

Cllr Pitman also described the benefits of setting up a PC Facebook page as way of communicating with residents. This will be discussed further at the June meeting.

Cllr Rigby will put out an e-mail alert including the launch of the Thames Valley alert app. Councillors to send contributions to Cllr Rigby.

**14.** To review PC procedures as required under Standing Orders:

 a. To note revised portfolios of interest.

Cllr Dyer has been added to the Playground portfolio.

 b. To review the Local Council Insurance policy

This is the second year of a three year Long Term agreement with Aon.

 c. To review the bank mandate

The online bank account is working well so it was agreed to continue with it for another year.

**15. Financial and Administrative Matters**

 **a**. **Payments were authorised as follows:-**

|  |  |  |
| --- | --- | --- |
| i. Lisa Wilkinson | Clerk’s Salary and Expenses April 2017 | £512.29 |
|  | Plus overpaid Income Tax | £8.60 |
|  | Less Employee’s pension | £3.98 |
|  | 1&1 PHP Extended support (website) | £19.12 |
|  |  **Total** | **£536.03** |
| ii. Nest  | Clerk’s pension | £9.94 |
| iii. Aon UK Ltd | Local Council insurance renewal | £425.87 |
| iv. OCC | Speed survey on Station Rd | £120.00 |
| v. BT | Adoption of phone box on Fiddler’s Hill | £1.00 |
| vi. HMRC | Income tax for 2016-7 | £4.00 |
| vii. A & J Greatbatch | Road to container at allotments | £1,680.00 |

Cllrs Arnold and Mavin will authorise these payments**.**

 **b**. **Payments received:**

|  |  |  |
| --- | --- | --- |
| Donation from Mrs Stephenson | Defibrillator on Fiddler’s Hill | £1,000 |
| Donation from Shipton fete committee | Defibrillator on Fiddler’s Hill | £500 |
| SSE | Wayleaves | £188.85 |
| Allotment holder | Allotments | £30.00 |

 **c.** To note Internal Check list has been completed.

Cllr Pitman reported the Internal checklist has been completed prior to the accounts going to the internal auditor.

 **d**. To approve end of year accounts

These were circulated to the councillors and **resolved**. They will now be sent off to the internal auditor and put on the website to comply with the Transparency Code.

 **e**. To authorise setting up a direct debit for 1&1 Internet Ltd (website payments).

 It was agreed to set up a direct debit for future payments to 1&1. Cllrs Mavin and Arnold will authorise this.

 **f.** It was noted that the clerk’s appraisal has been completed.

Cllr Pitman summarised the appraisal.

 **g.** To approve restricted reserves list

This was circulated and approved.

 **h.** It was noted that Cllr Dyer is now a signatory on the bank account

**15.** **Correspondence Received**:

 Letter received from Robert Courts MP on the latest on broadband in West Oxfordshire.

16. Any Other Issues to Note

* Cllr Mavin requested that the trees by the school are cut back. The Volunteers will undertake this.
* Cllr Pitman is attending a Community Transport Network meeting run by Community First Oxford on Monday 22nd May. She is hoping to meet West Oxfordshire Community Transport who is looking at the possibility of running a six day a week bus service through the Wychwoods. CCllr Leffman has been involved in setting this up. There is no intention to affect the Villager bus service.
* Cllr Young asked councillors to see if anyone is interested in becoming co-opted as a councillor as there is still a vacancy on the PC.

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

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

Meeting closed: 9.20pm