

SHIPTON UNDER WYCHWOOD PARISH COUNCIL
Minutes of the Meeting held at the New Beaconsfield Hall at
7.30pm on
Thursday 24th April 2014

Present: Cllrs Jagger (in the Chair), Watson, Young, Rigby, Matthews, Mavin, McConnachie, CCllr Rodney Rose (till after item 11.d.), DCllr Hibbert Biles, Parish Clerk: Annie Champness

1. There were no **Apologies for Absence**. A personal interest but not a disclosable pecuniary interest was declared by Cllr Young in relation to the Sinnels Field application. He was therefore able to remain part of the discussion.
2. **Minutes of the Meeting held on 20th March 2014** were approved and signed.
3. **Matters arising from the Minutes**. There were none.
4. **Public Time**. No members of the public were present.
5. **County Councillor's Report:** included the following updates on outstanding matters:
 - VAS. - the position for it. Waiting to hear from S Electric
 - Milton road drainage. Work to be done in Q4.
 - Footpaths by the railway bridge. To be chased.
 - A361 surface: there are bald patches where chippings have come away. Patching has been done preparatory to tar and chip, which is due in May and or June.The Fire Service is looking to amalgamate local services into 4 national services. This is a very bad idea.
6. **District Councillor's Report.**

The roll out of broadband is increasing across the county. The £1.6 million allocated may not be enough to cover West Oxfordshire. It is due in the village eventually. Administrative performance targets have very nearly been achieved.
7. **Planning:**
 - a. **New:**
 - 14/0466/P/FP 1 Heathfield Cottages, Swinbrook Road, SUW.** Erection of single storey rear extension. There were no objections.
 - 14/0491/P/FP 37 Sinnels Field, SUW.** Loft conversion including insertion of front and rear dormer windows and first floor extension over existing front bedroom. Construction of new entrance lobby. Development so far has been sympathetic to design of the estate and its original concept; the proposals are out of keeping and overbearing in relation to neighbouring properties. The parish council asked the Clerk to convey their objections referring to relevant planning policies and material considerations. **Post meeting note** - the application was withdrawn.
 - 14/0457/P/FP The Summer House, High Street, SUW** Erection of Potting Shed. There were no objections.
 - 14/0507/P/FP Blenheim Cottages, Burford Road, SUW.** Erection of two storey extension and detached garage. There were no objections.
 - 14/0404/P/AC The Lamb Inn, High Street, SUW.** Erection of various illuminated and non illuminated signs. There would be considerable impact on the conservation area with such a large illuminated sign - the idea of signs was supported, but not the illumination of new signs A and B. C is acceptable if illuminated as now. D and E are also acceptable. There is a street light in that setting so more lighting is not needed.
 - 14/0556/P/FP The Old Smithy, High Street, SUW.** Change of use of ground floor from B1 office to residential. Erection of a new porch, removal of external stairs and creation of two car parking spaces. Delegated to the Clerk once Councillors have conferred and fed back results of deliberations.

b. Ongoing:

14/0346/P/FP Unit 7, Wychwood Business Park, Milton Road, SUW. Installation of heat/air conditioning units to the rear. No objections.

c. Decisions:

14/0198/P/FP The Doctors House Church Path Shipton Under Wychwood Alterations and re-roofing garage to form first floor ancillary living accommodation. Approved. **Grant STC.**

14/0201/P/FP The Doctors House, Church Path, SUW. Erection of two storey extension to West elevation with shower room in roof space above. Councillors had no objections. **Grant STC**

14/0170/P/LB Shaven Crown Hotel, High Street, SUW. Alterations and refurbishments to reconfigure room layouts including new bar position, new toilets and general accommodation upgrading. Warm support. Encouragement to improve car parking signage. **Grant STC**

14/0129/P/FP 6 Church Street, SUW. Erection of two storey rear extension and insertion two dormer windows to replace existing former window to rear elevation. No objections from the PC subject to neighbours' views. Post meeting note - there had been objections from neighbours and thus the parish council reconsidered and objected too. **Grant STC**

14/0253/P/FP 6 Tothill, SUW. Erection of single storey rear extension to replace existing conservatory. No objections. **Grant STC**

d. Community Assets. After discussion it was agreed that all relevant assets need to be considered in the village. The process is to identify/nominate property then send the details to WODC for vetting; if registered, the owner has time to register an objection; then if the asset is offered for sale, there is a 6 week period during which the PC has the opportunity to decide whether or not to attempt to buy, then the balance of the 6 months in which to prepare funding and made a bid. The owner can decide based on bids whether to accept or not. It was agreed that the parish council would be failing in its duty to the community if they don't do this since the process gives the village the opportunity to purchase areas of special community value. Sports and recreation areas are at most risk from changes in government planning rules and this legislation allows the community to have a voice about their future use. It was decided to look at sites to be selected and draft the paperwork; the information gathered would then be discussed at the next meeting. Initial areas mentioned included the Bowling Green, Shop, Cricket Club; Cllrs Matthews and Watson would work on this with the Clerk and report at the next meeting.

e. Village Appraisal/Neighbourhood Plan/Village Development. To include SMHA Housing needs assessment, Oxford Transport plans. These topics were discussed - local areas are vulnerable before local plans are finalised, but the process of preparing a neighbourhood plan is very costly and time consuming. Proposed housing in West Oxfordshire is an over 60% increase and these figures have been challenged. The local WODC plan is not due to be finalized till July 2015. The PC needs to be vigilant especially in June and July as consultation takes place. This would be re-visited in November.

f. Rights of Way Consultation. A response was submitted in line with the Minutes of the last meeting.

8. Playground

Cllr Mavin reported. French drainage works have been done taking water off gardens in Meadow Lane and diverting it from the playground area into the car park. Rainwater from the adjacent field was discussed, and more expert advice was being sought from Janssen. The Trim Trail work was soon to start. Safety checks were done this week and all is fine. Work is continuing on signs. Some vandalism took place yesterday afternoon; hopefully the perpetrators will have been caught on CCTV.

9. Environment

a. Burial Grounds.

Cllr Young reported on the fallen wall at the end of the cemetery. The wall between the cemetery and the licence house came down because of a laurel growing in License House. 12 - 15' of wall will need replacing. £470 was the approximate stone cost. A 50/50 shared cost

approach was authorised on this occasion since it was not possible to allocate legal responsibility. This would not form a precedent.

b. Waterworks Building.

The owners are seeking to drain the building and had sought permission to put a pipe over the Simons Lane path. The PC has no objection to putting a pipe over the path but the owners need to apply to the Environment Agency for permission to send water from private premises to a public watercourse.

10. Highways and Transport.

a. Provisional details of the rearrangement of subsidized bus transport is now available and a better outcome than expected. A really good job had been done with Cllr McConnachie's input. A bus link to Chipping Norton had been provided which will be useful.

11. Civic and Community

a. Defibrillator.

Training would be provided on 10th May at 9.15 am in the New Beaconsfield Hall. There were 20 takers so far and wider invitations would now be issued. The process for regular inspections was: fortnightly by Cllr Young; in terms of risk assessment there were 2 elements - the box on the wall: someone may walk into it and the liability for the defibrillator itself - here the process is covered by the South Ambulance Service. The parish council had given the letter of thanks, written in January, to the anonymous donor.

b. Library

Cllrs Mavin and Young reported on progress. The draft agreement was being considered, including the PC responsibilities. The Volunteer timetable had been circulated (9 hours pw). Manager (22 hrs pw). Each council has contributed: SUW: £2,149, Milton: £4,442, Ascott: £573 - 8% of total. All these figures per year for three years. Careful management of 6 volunteers pw will be needed. A maximum of 20 will be needed. Recruiting would be done now till August, with training in September, The new Timetable starts in January next year. Cllr Rose will contribute to an informal drop in evening for volunteers. PC representatives are wanted on the steering committee (Cllrs Mavin and Young volunteered.) This would be added to Cllr portfolio responsibilities. On investigation it had not been viable to move the Milton post office into the library.

c. Elections

2 new individuals had been nominated and elected to the Council. There would be the full complement of 7 Councillors.

d. World War 1 Commemoration Plans.

Cllr Rigby had committed to provide a written report at the March meeting. No report was available yet, but one would be forthcoming. There will be a commemoration service in August.

e. Football Club -

Location of football equipment adjacent to the sand bunker had been agreed (and they would store discretely and take responsibility for it).

12. Communication.

Annual Report - copies were distributed to Cllrs to post through doors in the next couple of weeks. Cllr Matthews would provide a notice for the noticeboards. Grateful thanks were extended to Cllr Watson for his work in preparation and production of the report.

13. Financial and Administrative Matters

a. Payments were authorized and cheques signed as follows:

1	Parish Clerk March salary and expenses	£447.60
2	Thames Water Allotment Taps 17 Dec to 13 March	£163.35
3	Viking Stationery	£3.53
4	J C Janssen French Drain	£1680.00
5	Planning Training Course for Cllr Matthews	£42.00
6	NBH Committee Room Hire for the year	£219.60

b. Figures/Audit for 2013/14.

Cllr Watson reported. Draft Accounts had been circulated. Accounts will need to be approved on 29th May, the Parish Council having gone through the Return.

14. Correspondence Received. Was noted.

15. Any Other Business

- Grateful thanks were extended to DCllr Hibbert Biles for all her help and support over the past 11 years.
- Grateful thanks were also recorded to Cllrs Watson and McConnachie for all their professionalism and their long service on the parish council.
- Go ahead had been given for access from the School to the Wild Garden.

16. Dates of the next Meetings: 29 May (Annual Meeting of the Parish Council at 6 pm) followed by the Parish Annual Meeting at 7.30 pm. Elections will be held on 22nd May.

There being no further business the meeting ended at 9.22 pm