

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council held at New Beaconsfield Hall
7.30pm on Thursday 18th February 2016

Present: Cllrs: Young (in the chair), Rigby, Matthews, Pitman, Mavin, Arnold, County Cllr Rose, District Cllr Simcox, Parish Clerk: L. Wilkinson, 1 member of public

1. Apologies for Absence were received from Cllr Jagger. There were no **Declarations of Interest**.

2. Minutes of the Meeting held on 21st January 2016 were resolved and signed.

3. Matters arising from the Minutes

Under no. 8 Planning applications: Julie Hemming stated that the school would consider reducing times of turning off security lights.

The times that the lights will be turned on and the height of the light posts have both been reduced.

4. Public Time

No issues were raised

6. County Councillor's Report

CCllr Rose reported that the OCC budget has gone through this week. For children's centres, an amended budget was agreed by councillors, which removed £2m worth of early intervention funding from the savings. Some funding for bus subsidies, which had been planned to be scrapped, may be available although details have not yet been arranged. Day centres need to be more self-sufficient. The summary of the budget decision is on the OCC website. County Cllr Rose is holding a follow-up meeting to 'Oxfordshire Together' on Monday 22nd February regarding funding of bus routes and other issues. CCllr Rose has sent out a Highway Maintenance Matrix for information.

7. District Councillor's Report

DCllr Simcox reported. WODC has carried out a parking survey. Car parks will remain free of charge but they are looking at how to improve council provision of car parks. This survey is on the WODC website. WODC has £1m of savings to be made. This is currently being worked out; at present there are no plans to cut frontline services but there may be a small increase in council tax in the future. The Local Plan was turned down by the Inspector as more housing numbers are needed. Part of this was to meet Oxford city's unmet need of 15000 houses spread across the four districts. However, any housing provided by WODC to meet this unmet need has to be accessible to Oxford City.

District Cllr Simcox and County Cllr Rose left the meeting.

8. Planning:

a. Planning applications received

Ref no.	Address	Proposal	PC Decision
16/00105/FUL	Land between Fiddlers Cottage and Meadow View Cottage, Upper End, SUW	Construction of detached dwelling and alterations to existing vehicular access	There was concern about this application on the grounds of height of dwelling, the disproportionate size and access problems. The PC objects on the grounds that the proposed development is bulky, overly dominating and visually intrusive in a locally sensitive area.

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
15/01575/FUL	Langley Mill,	Planning appeal:	No comment

	Shipton Rd, Ascott-u- Wychwood	Change of use of land from agricultural to domestic curtilage	

c. Decisions made:

Ref no.	Address	Proposal	Decision
15/04378/FUL	Wychwood Primary School, Milton Rd, SUW	Construction of a Multi-Use Games Area for school and community use including the provision of floodlighting, all within secure fencing surround with gated access	PC –Noted WODC – Approved
15/04202/FUL	Cricket Ground, High St, SUW	Extending a cricket practice net facility from 2 lanes to 3, extending the length of the lanes by 8 metres; extending the surrounding steelwork and netting safety ‘cage’ accordingly	PC -No objection WODC - Approved

d. Neighbourhood Plan. Presentation from Miriam Owen

Miriam Owen gave a presentation on developing a Neighbourhood Plan and how the PC could work with Milton and/or Ascott. The benefits of developing a plan would be to have a say in where development goes in the village. There followed a discussion on the pros and cons of developing a Neighbourhood Plan. As they are devised by the community it was **resolved** that this would be raised at the Annual Parish Meeting in April and the opinion of residents would be canvassed.

9. Environment

a. Allotments

i. Quarterly Report

Cllr Mavin reported that it is quiet at this time of year. Two allotments have been given up.

ii. To note a grant has been awarded by Tesco’s for improvements to the allotments and to consider how to implement this.

Cllr Rigby reported. The grant will double the size of the community orchard, provide secure, dry storage, smooth the pathways and provide raised beds for access for disabled people. Shipton PC will receive a minimum of £8,000 but it could be £10,000 or £12,000 depending on how people vote in Tesco’s shops between Saturday 27th February and Sunday 6th March. The PC will be notified by the middle of March about the outcome of the voting and how much it will receive. A flyer has been produced to advertise this to Shipton residents. Cllr Rigby proposed to ask the list holders of village groups if the flyer can be circulated to their members. This was agreed.

There was a discussion on how the project could be managed. Several people with expertise in this area have been approached to help. Cllrs Mavin and Arnold will also be involved in the project team.

b. Volunteers

i. Annual Report

The full annual report will be presented by Gordon Gillett in April. Cllr Arnold reported that this quarter they have had had 30 attendees with 60 hours worked. The proposed work schedule includes Simons Lane, Diggers Wood, cleaning the road signs and the Wild Gardens.

ii. To consider request to buy tools for Volunteers

The volunteers need brooms. It was **resolved** to pay £26.50 for 5 brooms.

A refund for the Volunteer get together was received.

Litter pickers and strong black bags were requested for residents who have been picking up litter around the village. It was **resolved** to buy six litter pickers.

c. Burial Ground

The agreement for the management of Shipton-under-Wychwood Burial Ground between the PC and PCC (Parochial Church Council) has been renewed for a further two years.

10. Playground and School

a. Playground Quarterly Review

A quotation has been received for the repair of the panels behind the basketball hoop for £320 plus VAT. It was **resolved** to proceed with the work.

11. Civic and Community

a. Update on grant for generator from SSE

This is ongoing.

12. Highways and Transport

a. Update on A361/Upper End

OCC has agreed to provide reflective bollards on the corner of the A361/Upper End to highlight the nature of the bend. Cllr Young will follow up the request to find out about the camber of the road.

A parking issue has arisen on the village green where cars were parked on the grass during a church event. This will be raised at the Annual Parish Meeting and put in the newsletter.

13. Communication

a. To consider items for the newsletter

The next newsletter is to be produced by the end of March. A list of topics was proposed. Councillors to send their articles to Cllr Matthews by the next PC meeting. Cllr Matthews will then collate them and produce the newsletter.

The Wychwood Magazine has requested an article on key issues for the PC. Clerk to send this.

14. Financial and Administrative Matters

a. Payments were authorised and cheques signed as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses January 2016	£478.18
ii. Shipton R.F. & V.H. Charity	Hire of committee room for PC meetings	£194.40
iii. Treetech	High Priority Works as per 2015 Tree Survey	£312.00
iv. OALC	New Councillor training	£78
v. Bartha Pitman	Mileage claim for Internal audit training	£21.62

b. Payments received:

HMRC	VAT repayment Quarter 3	£557.88
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c. To consider a pension for Auto-enrolment for the clerk

Cllr Pitman reported on the findings of her research into auto-enrolment. It was **resolved** that auto-enrolment would be accepted and early enrolment along with the relevant contributions would be discussed by the Chairman and Vice Chairman with the clerk as part of her annual assessment. Of the three pension providers researched it was resolved to enrol with NEST. The PC will be advised of the Chairman and Vice Chairman's recommendation in April.

d. To consider a list of invitees to the Annual Parish Meeting

Clerk to invite the same people/organisations as were invited last year.

e. To consider changes to audit arrangements for smaller councils

The Local Audit and Accountability Act 2014 closed the Audit Commission on 31st March 2015. Responsibility for appointing auditors and setting audit fees transferred to a new company Public Sector Audit Appointments Ltd. From the beginning of the financial year 2017-8 smaller authorities are responsible for appointing their own external auditor. Each council can choose to have an auditor appointed for it by the new sector led body or they can choose to appoint their own auditor. The advice from OALC is to opt in to this new sector led body. It was **resolved** to opt in.

f. Barry Way has been appointed as Internal Auditor for the 2015-16 financial year.

g. To consider appointing an Internal Checker for financial arrangements

Cllr Pitman explained the benefits of having an internal checking system. This would ensure that all financial systems were working well prior to the internal audit. It was **resolved** that this would be put in place and Cllr Pitman would be the internal checker.

h. To consider implementing electronic banking arrangements

The clerk reported that electronic banking is possible for Parish Councils although not with the current bank, HSBC. The cost of new banking arrangements to the Parish Council would be £60 per annum. However, the actual extra cost per annum would only be approximately £30 when other expenses were subtracted. It was **resolved** that electronic banking was to be accepted. All bank accounts are to be switched to Unity Bank.

i. To consider revised Standing Orders and Financial Regulations

Revised versions had been circulated to the councillors. It was **resolved** that these were adopted with amendments to the Standing Orders regarding Planning Applications and Project Teams. Clerk to circulate final versions.

j. To consider adding Cllr Arnold to the bank mandate as a signatory

This was **resolved**. Clerk to organise this after the bank accounts have been switched to Unity Bank.

k. Risk assessments have been reviewed and signed.

l. The website is being updated to adhere to the Transparency Code.

15. Correspondence Received. Noted

16. Any Other Issues to Note

Cllr Young reminded all councillors to provide Cllr Jagger with a report on their portfolios for the Chairman's Annual Report.

17. Dates of the next Parish Council Meetings: 17th March and 21st April 2016 (including Annual Parish Meeting)

Meeting closed at 9.40pm