

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

**Minutes** of the Meeting of the Council at New Beaconsfield Hall  
held on Thursday 16<sup>th</sup> February 2017 at 7.30pm

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

**1. Apologies for Absence** were received from County Cllr R. Rose. There were no Declarations of Interest

**2. Minutes of the Parish Council meeting held on 19<sup>th</sup> January 2017** were approved and signed with the following amendments:

- Item 4 Public time: it was agreed that Cllr Rigby would contact County Cllr Rose to discuss the provision of wooden bollards.
- Item 8.c.ii: the pollarding of the limes to be carried out before 31<sup>st</sup> March 2017.

**3. Matters arising from the Minutes**

Highways will contact Cllr Rigby and provide an estimate for the wooden bollards. Highways will also be asked to look at the junction at Ascott Rd

Pollarding of the limes will take place on 27<sup>th</sup>/28<sup>th</sup> February.

**4. Co-option of new councillor**

Rob Dyer put himself forward for the role of councillor. It was **resolved** that he was co-opted onto the council. Rob Dyer signed the Declaration of Acceptance of Office and was then eligible to take part in the rest of the meeting.

It was **resolved** that Cllr Dyer would become a signatory on the bank accounts.

**4. Public Time**

None

**5. County Councillor's Report**

In his absence County Cllr Rose sent in a Parish Report. This is summarised below:

**Unitary Update** - Last week OCC launched 'A Fresh Start for Oxfordshire', a draft of OCC's intended proposal on how and why a single unitary authority for Oxfordshire could work. The full proposal can be found online at [www.oneoxfordshire.org](http://www.oneoxfordshire.org). An online survey will enable OCC to engage with the wider public. The results of these actions will be incorporated into a revised version of the proposal document to be considered at the March 14th meeting of the Cabinet. Following advice from the DCLG at the end of last year, OCC has been reassured that there is nothing preventing the pursuing of reorganisation of local government in parallel to working with the District Councils on a potential devolution deal for Oxfordshire. OCC is keen to hear from as many councillors, community groups, businesses and residents as possible via the website.

**Proposals for spending £3.4M of adult social care temporary funding** - Proposals for how £3.4m of temporary funding can be spent were discussed at Cabinet on 24th January. The money would come from OCC being allowed by Government to set a 5% council tax rise in 2017/18 and 2018/19 – with 3% intended to be spent on adult social care. If the council votes to levy the 5% council tax increase at its budget meeting in February, OCC proposes to spend the adult social care portion of the money investing in capacity building and resilience, to help respond to future demand.

**Additional £975,000 to help transition for daytime support services** - OCC is proposing a new daytime support system that would enable older people and people with disabilities to live independently in their community.

**Response to CCG's Consultation about Oxfordshire's Health Services** - The Oxfordshire Clinical Commissioning Group has now launched the first phase of its consultation on proposed changes to health services in Oxfordshire. OCC is a consultee in the process, and Cabinet is due to make its view known at the cabinet meeting on 21st February.

**Carers set to continue to receive personal budgets** - OCC currently provides personal budgets of between £200 and £600 a year to more than 1,800 people who provide care to relatives and others. A consultation was undertaken during 2016 about discontinuing these personal budgets to save the

county council £690,000. However, after having listened to consultation responses, a new proposal has been made for annual personal budgets of £300 targeted at those carers with the highest needs.

## 6. District Councillor's Report

DCllr Simcox reported on the Unitary debate. Oxfordshire County Council wants to set up a single unitary authority 'One Oxfordshire.' WODC believes that there is too much at risk for a 'One Oxfordshire' and it would put many current services at risk.

WODC believes that the following are at high risk if there is a single authority:

- Low council tax
- Free parking
- Proposed A40 improvements
- Local knowledge and a local voice
- Leisure centres and community facilities
- Dix Pit Waste Recycling Centre
- Buoyant local economy

Oxford City and Cherwell Councils are also opposed to this. OCC cannot make this decision themselves. With their 20/20 Vision, WODC has already saved £750,000 a year. WODC requests PCs respond to the consultation as well as individuals.

It believes an efficient and locally accountable district council is best placed to serve the needs of local residents. Go to: [www.westoxon.gov.uk/at-risk](http://www.westoxon.gov.uk/at-risk) - for your views on the impact for West Oxfordshire

At the February WODC planning committee meeting, the 44 houses on Milton Rd were approved. There was no policy to object to as 25 houses were already on the Local Plan. Section 106 money will be received by the PC. A large transport subsidy will be awarded under Section 106 as there is currently no sustainable transport in the area. A drainage survey has not yet been undertaken so this is a condition placed on the planning permission.

A query was raised about if there would be an opportunity to influence the mix of houses (e.g. starter homes) when the application goes to full planning permission. It has been agreed by WODC that there will be 17 affordable homes on the development.

## 7. Planning:

### a. Planning applications received

Ref no.	Address	Proposal	PC Decision
17/00108/S73/ 15/00290/FUL	Hawthornes, Station Rd, SUW	Variation of Condition 2 of Planning Permission 15/00290/FUL to allow reduction in size of the rear extension*	No comment

\* Planning application received after agenda was issued. No extension of deadline was allowed due to WODC time constraints so it was unable to be placed on the March agenda. Due to nature of application (variation of condition) it was placed on a Supplementary agenda and discussed at this meeting for the sake of transparency.

### b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
16/04169/OUT	Land between Fiddlers Cottage and Meadow View Cottage, Upper End, SUW	Erection of detached dwelling and associated works	Comment

### c. Decisions made:

Ref no.	Address	Proposal	Decision
16/03894/FUL	Upper End House, Upper End, SUW	Change of use to part of adjacent land to domestic	PC – Comment WODC - Approved
16/03297/FUL Amended	Court Farm, Mawles Lane, SUW	Construction of detached family home with associated garden store, car ports and pedestrian access onto High Street.	PC – Comment WODC – Approved Lime trees are part of conservation area

16/04116/HHD	26 Sinnels Field, SUW	Erection of rear single storey extension to existing kitchen. Loft conversion including new dormer window and two rooflights	PC- No objection WODC - Approved
16/02851/OUT	Land south of Milton Rd, SUW	Erection of up to 44 dwellings and a school car park with associated access and landscaping.	PC- Comment WODC - Approved

## 8. Environment

### a. Allotments

#### i. Quarterly Report

Cllr Mavin reported a key code lock has been put on the gate due to several burglaries that have taken place on the allotments recently.

#### ii. Update on Tesco's grant

Cllr Arnold reported that the Tesco's Completion Grant Form will be completed in the next few days.

iii. To consider quotes for extending the road to the container. As yet only one quote has been received

### b. Volunteers

#### i. Volunteer's Annual Report

Cllr Arnold reported that all is fine at present.

### c. Village maintenance

#### i. To consider tenders for grass cutting contract.

It was noted that the PC has advertised for tenders in the Witney Gazette for three weeks (17/1/17 – 9/2/17).

Quotes have been received from only one company despite other companies being asked. It was **resolved** to award the contract to Green Scythe.

#### d. Update on proposal to plant a tree on the Village Green

Advice from Treetech is that the proposed tree will not grow very tall. They will provide advice on what will suit the area.

#### g. Report on village tree stock

Cllrs Arnold and Young have surveyed all the trees in the village for a risk assessment. Most of required tree maintenance can be managed by the volunteers. There is concern regarding the horse chestnut which may need to be felled, due to fungi spreading extensively on the live wood. Nick Dalby, the Landscape and Forestry Officer at WODC, will be asked to examine this tree.

## 9. Playground and School

### a. Update on flashing lights outside the school

Cllr Mavin reported that the demonstration of new lights by Calvin Hutt was postponed until after half term.

### b. Update on offer from resident to provide a memorial bench at the recreation ground

No update at present.

There are several jobs at the playground to be done by Trevor Stewart. Malcolm Cochrane will try to repair the motorbike. The beams in the ravine will be taken out as they have timber rot. A quote of approximately £500 (net) has been received for boulders to replace the beams. This was approved. A quote to replace the wooden supports has been requested. One wooden support needs doing immediately.

## 10. Civic and Community

### a. To discuss Shipton fete.

It was noted that Ray Derkacz is stepping down as chairman of the fete committee. Thanks were expressed for his hard work over the past few years.

For the fete to continue in future years, a team of volunteers are needed. This will be advertised in the newsletter.

### b. To report on Wychwoods Working Together meeting held on 6<sup>th</sup> February

Cllr Young reported that this was a useful meeting. Among the issues discussed were potential new train stops at Ascott and Shipton and the Milton Neighbourhood Plan. With regard to the Emergency Plans, a request was made that the three PCs reach a reciprocal arrangement to use neighbouring village halls as overspill in an emergency. Shipton may host the next WWT meeting later in the year.

## 11. Highways and Transport

a. To consider resident's request for bollards outside Elmdene, Milton Rd.

A request was made during public time at the January PC meeting for wooden bollards to be erected outside Elmdene as cars take the bend in the road too fast and often end up on the grass.

See Matters Arising.

b. To consider request for traffic calming on Station Rd

A request has been received by a local resident to explore traffic calming measures on Station Road. The clerk will contact OCC Highways to request a speed monitoring check to be carried out. Cllr Mavin will request that the Speedwatch programme undertakes a survey on Station Road.

c. Ascott PC with the support of Cotswold Line Promotion Group are requesting an off peak train stop at Ascott-u-Wychwood.

Cllr Pitman reported she would like to request a stop at Shipton station, as Ascott PC has for Ascott station. Cotswold Line Promotion Group has identified a suitable train. If there is enough demand a stop may be added to the timetable. Cllr Pitman will advertise this in the newsletter to see if there is any interest in this.

d. To consider asking Highways for additional sign posts on Mawles Lane

Cllr Mavin reported that the construction traffic on Mawles Lane is often coming out of the one way road system, the wrong way. OCC Highways have been asked for a new arrow sign outside the new development at Court Farm.

## 12. Communication

a. To confirm articles for the newsletter

Articles have been sent to Cllr Jagger to collate.

Cllr Rigby will write the article for the Wychwood Magazine and an e-mail alert.

## 13. Financial and Administrative Matters

a. Payments were authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses January 2016	£496.54
	Less Income Tax	£2.80
	Less Employee's pension	£3.85
	Grounds Maintenance Tender advert in Witney Gazette	£161.28
	1&1 PHP repay L. Wilkinson (10/1-10/4/2017)	£19.12
	<b>Total</b>	<b>670.29</b>
ii. Nest	Employer's Pension	£9.64
iii. Repay B. Young (Xmas Direct)	New Christmas lights	£251.34

b. Payments received:

i. Shipton PCC	Burial fees	£287.00
ii. HMRC	VAT repayment Q2&3	£1562.50

c. To consider Parish Council purchasing system. To consider opening accounts with Groves and other relevant companies.

Cllr Pitman recommended that the PC opens an account with Groves. The account would be paid at the end of the month. This will avoid councillors having to use personal debit cards. This was **resolved** with a monthly limit of £200.

d. To consider revised Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations have been reviewed and circulated. It was **resolved** to accept the Standing Orders.

The Financial Regulations have been updated and amended so they are now more in line with the NALC Model Financial Regulations. It was **resolved** to accept these with the amendment that the upper limit for obtaining one quote is raised to £750.

An update on the possibility of getting a parish council debit card was given. It was agreed that these are too expensive at a £50 set-up fee and £3 per month.

e. To note risk assessments have been reviewed  
Risk assessments have been reviewed. The portfolio holders for the allotments, playground, skateboard ramp and burial ground signed off the assessments. The clerk has signed off the other risk assessments.

A risk assessment will be drawn up for the Volunteers.

f. To consider format and list of invitees for Annual Parish Meeting  
A suggested running order for the APM was distributed. This was **resolved**. The Clerk will issue invitations to OCC, WODC, Lady Reade Educational Charity, New Beaconsfield Hall, Wychwood Primary School, the PCSO, the PCC, Wychwood Surgery, and the Patient Participation Group at the Surgery, to provide reports for the meeting.

g. To approve meeting dates for the next financial year:

Date	Thursday of month	Weeks between meetings
20 <sup>th</sup> April 2017 including Annual Parish Meeting	3rd	5
18 <sup>th</sup> May 2017	3rd	4
15 <sup>th</sup> June 2017	3rd	4
20 <sup>th</sup> July 2017	3rd	5
August: Planning and finance meeting if required – to be arranged		
14 <sup>th</sup> September 2017	3rd	
19 <sup>th</sup> October 2017	3rd	5
16 <sup>th</sup> November	3rd	4
December: Planning and finance meeting if required – to be arranged		
18 <sup>th</sup> January 2018	3rd	
15 <sup>th</sup> February 2018	3rd	4
15 <sup>th</sup> March 2018	3rd	4

These were **resolved**.

**14. Correspondence Received.** Noted.

**15. Any Other Issues to Note**

- County Council elections are being held in May.
- DCllr Simcox, CCllr Rose and Robert Courts MP will be attending the next monthly surgery being held in Ascott on 25<sup>th</sup> February at 11.30am in the Pavillion
- There is deep mud spread across the path on Shipton Rd where the hedge has been taken up and a fence put in. The Volunteers may be able to clear the mud.
- The stone wall on the A361 outside Evenlode Cottages (used to be Costcutters) has been damaged by a lorry reversing into it. The clerk has contacted the company involved and Rodney Rose as it is a Highways issue.
- The damage to the path and verge on Upper High St, due to the construction work, has been reported to Highways and the developers. Abbeymill Homes have agreed to make good the damage after work is complete.
- Clerk and Carole Arnold have been given access to the website. Clerk has asked Graham Matthews to provide some basic coding tuition.
- Leafield Rd is deteriorating rapidly. Clerk to report it on Fix-my-Street

**16. Dates of the next Parish Council Meetings:** 16<sup>th</sup> March 2017, Annual Parish Meeting 20<sup>th</sup> April 2017

Meeting closed: 9.55pm

