

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Meeting of the Council held at New Beaconsfield Hall  
7.30pm on Thursday 21<sup>st</sup> January 2016

**Present: Cllrs:** N. Jagger (in the chair), B. Young, B. Rigby, B. Pitman, C. Arnold (co-opted)  
**Parish Clerk:** L. Wilkinson, 5 members of public.

1. **Apologies for Absence** were given by Cllr J. Mavin, Cllr S. Matthews, DCllr T. Simcox.  
There were no **Declarations of Interest**.
2. **Minutes of the Meeting held on 15<sup>th</sup> October 2015 were signed, and Minutes of the Meeting held on 19<sup>th</sup> November and Minutes of the Extra Meeting held on 11<sup>th</sup> December** were approved and signed.
3. **Matters arising from the Minutes**  
There were none.
4. **Co-option of new councillor**  
Carole Arnold stood for co-option. It was **resolved** that Ms Arnold was to be co-opted onto the Parish Council. Cllr Arnold signed her Declaration of Acceptance of Office and her Register of Interests so she could participate in the rest of the meeting.
5. **Public Time**  
Dr. Ken Gray spoke about the issue of HGVs on the A361. Burford Town Council has been looking for a solution to HGVs going through the town for many years. In 2008 an agreement with the haulage industry was reached about acceptable routes for HGVs. This included no HGVs passing through Burford or Shipton. However, OCC could not provide the notification signs for this so no action was taken. On average twenty HGVs an hour pass through Shipton on a weekday. Of those, 50% travel from Burford through Shipton to Chipping Norton. At the moment there are no restricted zones in West Oxfordshire unlike in the east of the county where there are several. There is a proposed new zone from the A40 to the west of the county. A restricted zone is where HGVs cannot pass through but only deliver to it. The benefit to Shipton, Burford and Chipping Norton would be heavily reduced HGV traffic. Trading Standards are the responsible body for enforcing these zones, not the police. The information provided to Trading Standards has to be locally generated by CCTV. Questions were asked about enforcement and the process involved. Shipton PC gave qualified support to the campaign and would like to hear the result of the meeting with OCC next week.
6. **County Councillor's Report**  
County Councillor R. Rose reported. The Oxfordshire County Council cabinet budget should be ratified on 20<sup>th</sup> February. CCllr Rose will try to provide help in the Wychwoods on issues such as subsidised bus routes. OCC need to know what the current need is for bus routes. If the budget is passed, bus subsidies will be phased out over a few months.
7. **District Councillor's Report**  
The next Councillor surgery will be held on 30<sup>th</sup> January in the Wychwood Inn.
8. **Planning:**
  - a. **Planning applications received**

Ref no.	Address	Proposal	PC Comment
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	No objection

		safety 'cage' accordingly	
15/04387/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	<p>Julie Hemming, School Business manager, explained the reasons for applying for a Multi-Use Games Area. Any grants applied for (for example National Lottery) expect community use to be incorporated. For the community to be able to access the pitch, lighting is necessary. There has only been one objection from local residents. A caretaker will monitor bookings. The school is happy to reduce the current security lights to help the community. It will plant trees to help block any light. Martin Gibbs, who is on the funding committee, explained that they consulted with a WODC planner at the outset. They have tried to eliminate all possible problems. Sport England has been very supportive of the application.</p> <p>Alastair Moore, a sports ground designer working with the school on this application, explained in detail about the lighting. As the pitch will be used for field games during the evening, the lower end of lighting levels recommended by Sport England can be implemented. The height of the lights is at the optimal level for the amount of light needed. The lights are located on the corners so there is less spillage. The light is shielded by the school, trees and the hedge by the road.</p> <p>Cllr Rigby raised the issue of lighting in a conservation area. Cllr Jagger explained he would have liked some engagement with the school to address the concerns. The PC is in favour of the pitch but the main concerns were excessive noise, type of users, car parking issues and lighting. These could have been addressed through discussion.</p> <p>The PC has no objections to the planning application with some reservations: the PC would like reconsideration given to the height of the lighting whilst minimising overspill, strict governance of the users, ways of reducing light spillage between usages and the light restrictions of 9pm on weekdays and 6pm at weekends must be enforced.</p>

**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	
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**c. Decisions made:**

Ref no.	Address	Proposal	Decision
15/03622/HHD	27 Littlebrook Meadow, SUW	Insertion of 2 dormer windows, one in the garage roof space and the other above the utility.	PC -No objection WODC – Approved
15/03781/LBC	Court Farm, Mawles Lane, SUW	Internal and external alterations	PC-Noted WODC - Approved
15/03777/FUL	Court Farm, Mawles Lane, SUW	Conversion of barn to dwelling.	PC –Noted WODC - Approved
15/04112/HHD	Oakwood House, Plum Lane, SUW	Erection of front porch and canopy	PC - No objection WODC - Approved
15/04078/HHD	The Old Beerhouse, Simons Lane, SUW	Internal and external alterations to include erection of single storey rear and two storey side extensions.	PC - No objection WODC - Approved
15/03356/FUL	Land at Owl's View, Shipton Rd, Milton-u- Wychwood	Erection of 2 detached dwellings with separate garage/car port and associated private amenity space. Formation of new vehicular accesses to both dwellings.	PC – Object WODC - Refused
15/04082/HHD	The Cottage, 1 The Row, Fiddlers Hill, SUW	Single storey rear extension	PC- No objection WODC - Approved
15/04188/FUL	Workshop, Grove Farm Barns, High St	Alterations to barn to form secure storage and former stables to create storage/workshop	PC -No objection WODC –Approved

**d. A Planning and Finance meeting** was held on 11<sup>th</sup> December 2016.

**e. Planning notifications from West Oxfordshire District Council.**

There is some concern over timings of planning consultations received from WODC. The clerk has drawn up a log of planning applications since September 2015. This showed a pattern of the PC being informed of the planning application up to 2 1/2 weeks after the application had been received by WODC. The clerk will continue to monitor this and ask WODC to send out applications as soon as they are received. Clerk to circulate the log to all councillors.

The West Oxfordshire Local Plan has been suspended for 12 months by the Inspector. One of the reasons is because it did not meet the Duty to Cooperate requirement to take on some of Oxford City's unmet housing needs.

**9. Environment**

**a. Allotments**

**i. Update on maintenance of the copse at the allotments.**

Cllr Young reported. Treotech has submitted an application to WODC to take down the silver birch in the allotments. WODC have reservations about this and Nick Daulby from WODC has a meeting with Cllr Young on 25<sup>th</sup> January to discuss it.

**ii. Application for Tesco's grant**

Cllr Rigby reported. An application for a grant from Tesco's for improvements to the allotments has been submitted. This is for an allotment uplift and disabled access.

**10. Playground**

A verbal quote has been received for £322 plus VAT to fix the backboard of the basketball hoop. It was **resolved** to pay up to £350.

**11. Civic and Community**

**a. To consider request from the Bowls club for advertising.**

The Bowls Club would like to put up a board on the Village Green on the evenings that they have bowls practice. This is usually Wednesdays and Thursdays between 6pm and 9pm. The season lasts from the end of March to the end of September. The board would be taken down at all other times. It was **resolved** to accept this for this season on a trial basis.

**b. To discuss Queen's 90<sup>th</sup> birthday celebrations in June.**

A litter pick, to support the 'Clean for the Queen' campaign is being held by the Volunteers. Cllr Arnold to invite the village to get involved.

The Government is encouraging communities to hold street parties on the weekend of 11<sup>th</sup>/12<sup>th</sup> June. This will be mentioned in the newsletter in case anyone would like to organise a street party.

**c. Christmas Eve carol collection.**

The £377 raised from this collection is to be donated to youth groups who use New Beaconsfield Hall, as resolved at the October 2015 Parish Council meeting. The Hall manager has been asked to let the organisations know where the money came from. Several notes of thanks for the Carols around the Tree have been received.

The PC gave a vote of thanks to Nigel Beale, Bob Forster and Anne Hartley for their help. Cllr Young to research new notices for Carols around the Tree.

**d. To consider the proposed remodeling of Shipton Post Office.**

Cllr Rigby reported. The Post Office cannot become a Community Post Office as Johnsons garage sell food so it is not the only shop in the village. Discussions continue about how/when the post office converts to a Post Office Local.

**e. Update on grant for generator from SSE.**

The grant has been received from SSE and needs to be used within three months. Cllr Rigby to look into purchasing the generator.

**12. Highways and Transport**

**a.** As a result of OCC budget cuts, meetings between bus companies and parish representatives were held on 19<sup>th</sup> and 20<sup>th</sup> January. Bus companies appear keen to maintain some service to the Wychwoods. Bus users in Shipton need to make it known what services they would like keep.

**b.** A conference is being held on Friday 12<sup>th</sup> February 'Creating the Rail Infrastructure to support Businesses from Oxford to Hereford'.

**c. A361/Upper End**

CCllr Rose, Cllr Young and Cllr Jagger met with a Highways representative last November. It was agreed that he would map out chevrons on the bend at Upper End. CCllr Rose to chase this up.

**d.** On Ascott Road/Mutton Lane there are patches where the surface is breaking up. This was only repaired two years ago. Shipton Volunteers attempted to clear the drains in that area but flooding is still a problem.

CCllr Rose left the meeting

**13. Communication**

It was agreed that a newsletter would be published in early April.

**14. Financial and Administrative Matters**

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

i. Lisa Wilkinson	Clerk's Salary and Expenses December 2015	£499.24
ii. Shipton Volunteers	End of year thank you	£120
iii. Repay Brian Young	Christmas Display Board	£20
iv. Thames Water	Allotments	£5.90
v. OALC	Councillor audit training	£84

**b. Payments received:**

Shipton PCC	Memorial fees	£55
Shipton PCC	Memorial fees	£116
SSE	Grant for generator	£2179

**c. Quarterly accounts report.**

Financial statements, bank balances and unrestricted/restricted reserves for the third quarter of 2015/6 were distributed. Cllr Pitman reported that the bank reconciliations for the quarter had been signed off.

**d. Precept.**

A precept of £32,415 has been formally requested for the financial year 2016/7.

**e. Role of lengthman.**

The possibility of employing a lengthman was discussed. £5000 from next year's budget has been allocated for this. However, with the cuts at OCC the money may be needed for larger jobs that the Volunteers cannot undertake e.g. clearing gullies. It was **resolved** that the money from the precept would be used for hiring in contractors as and when necessary.

**f. Thank you letter to David Astor.**

The clerk will write to David Astor to thank him for the Christmas tree donation.

**g. Annual Parish Meeting**

It was **resolved** that the format of the Annual Parish Meeting would be the same as last year. Cllr Jagger will compile the annual report.

**h. IT support to Parish Council Business**

It was **resolved** that the clerk could purchase a printer/scanner/copier up to the value of £150  
It was **resolved** that the PC would contribute towards High Speed Broadband for the clerk when it is enabled.

**i. Meeting dates for next financial year.**

The following meeting dates were approved.

Date	Thursday of month	Weeks between meetings
21 <sup>st</sup> April 2016 including Annual Parish Meeting	3rd	5
19 <sup>th</sup> May 2016	3rd	4
16 <sup>th</sup> June 2016	3rd	4
21 <sup>st</sup> July 2016	3rd	5
August: Planning and finance meeting if required – to be arranged		
15 <sup>th</sup> September 2016	3rd	
20 <sup>th</sup> October 2016	3rd	5
17 <sup>th</sup> November	3rd	4
December: Planning and finance meeting if required – to be		

arranged		
19 <sup>th</sup> January 2017	3rd	
16 <sup>th</sup> February 2017	3rd	4
16 <sup>th</sup> March 2017	3rd	4

15. **Correspondence Received.** Noted
16. **Any Other Issues to Note**  
Councillor portfolios to be updated.
17. **Dates of the next Parish Council Meetings:** 18<sup>th</sup> February, 16<sup>th</sup> March and 21st April 2016  
(including Annual Parish Meeting)

Meeting closed: 9.50pm