

**SHIPTON UNDER WYCHWOOD PARISH COUNCIL**  
**Minutes of the Meeting held at the New Beaconsfield Hall at**  
**7.30pm on**  
**Thursday 23<sup>rd</sup> January 2014**

**Present:** Cllrs Jagger (in the Chair), Watson, Young, Rigby, McConnachie, Matthews, CCllr Rose (till end of item 7), DCllr Hibbert Biles

**Members of the Public:** Jillian Southwell (for item 11 b. below), Richard Tracey (for item 11 a below). Tom Shannon for item 11.e.

- 1. Apologies for Absence** were received from Cllr Mavin. There were no **Declarations of Interest**.
- 2. Minutes of the Meeting held on 19<sup>th</sup> December 2013** were approved and signed.
- 3. Matters arising from the Minutes.**  
Dry stone wall by cricket club still not fixed.
- 4. Public Time.**

**11.a Defibrillator**

Richard Tracey demonstrated the defibrillator. A caretaker would need to check the box weekly and speak with the Ambulance Service if there is a problem. Cllr Young will establish an appropriate person and brief them and the electrician re installation and giving the enclosed access code to Richard who will come back to photograph once the device is installed. Richard is also happy to carry out familiarization training and would suggest some Saturday dates to which interested parties could be invited. The Clerk asked about Insurance and risk assessment. The £2000 cost of the equipment needs to be added to the Parish Council Policy for cover against damage and theft. Vicarious public liability rests with the ambulance service once a person is in contact with them. Liability for Machine failure rests with the supplier. Richard will speak with suppliers of the kit about a suitable risk assessment for the parish council to carry out. A vote of thanks to the anonymous benefactor was recorded and a formal letter would be sent via Richard.

**11.b Library**

Jillian Southwell based her report on figures circulated already. To provide adequate staff hours for the library to function, and to cover all opening hours, we would need a total of 21 hrs and 40 mins Library Manager time per week.

- The Library Service budget will pay for 14 hrs and 15 mins per week, leaving 7 hours 25 mins to be funded.
- This would cost £7,164 per annum (including all “on costs”, and cover for holiday, and any other absence e.g. sickness or training)
- Based on the user figures and this year's costs, this could be broken down as follows:
  - o Ascott (8%) - £573.12 per annum
  - o Milton (62%) - £4,441.68 per annum
  - o Shipton (30%) - £2,149.20 per annum

In addition to the 21 hrs 40 mins of Library Manager time, we would need around 9 hours of volunteer time per week, which could be broken down into 3 sessions of 3 hours. A link will be established with a larger library to provide support (e.g. to cover long term sick leave replacement). The maximum rise next year would be 1%. This would be the parish council's total obligation. PCs would not be responsible for volunteer management or any other work. The County is only looking for help with revenue costs (not capital costs such as rent, computers, books etc), Contributions from fundraising would not necessarily reduce the ongoing commitment to regular PC donations and result in a refund since regular revenue is what is required for commitments to employees. The possible involvement of the Post Office is being explored but all would seek to avoid an unsatisfactory compromise for library and post office. The Parish Council unanimously supported the model of up to £2,500 support for

the library per annum. All 3 villages would be stakeholders and a stakeholder group would be formed with, ideally, a representative from each parish council. Jillian would like to begin the new system 6 months before April 2015 (April is when money will be required).

#### **5. County Councillor's Report.**

- The VAS can move to one of 2 sites, North of the railway bridge or just this side of it (but this would mean taking power across the road at a cost of £4,000). The latter option will be investigated.

- Milton road is going to Cabinet for a proper job to include drainage.

- A Flood forum will take place on the 1<sup>st</sup> March. Cllr Jagger would attend on behalf of the village. Cllr Watson reported that the system has worked well so far this year: the parish council was notified to undo the sand bunker and 100 sand bags were delivered to the Old Prebendal House.

- The Budget is going to Cabinet on the 28<sup>th</sup> January. On the 4<sup>th</sup> February Cabinet decides about buses.

- Library - Ascott and Milton are happy for CCllr Rose to arrange a meeting for all 3 councils. c.f. 4. above

- No movements on footpaths - the matter is still on his Agenda.

#### **6. District Councillor's Report.**

Energy efficient lighting is to be used in corporate buildings. A Cllr allowances - freeze has been voted. £1.6 m being given to high speed broadband. There is a new website. Money is being put back into the capital budget.

#### **7. Planning:**

##### **a. New:**

**13/1767/P/FP. The Barn, Milton Road, SUW.** Installation of 199Kw biomass boiler with associated flue. Insufficient information is available to enable proper assessment and judgment of the proposal. The Clerk was to write to request deferral pending the provision of appropriate information after which assessment and a proper decision could be made.

**14/0077/P/FP Unit 7, Wychwood Business Park, Milton Road, SUW.** Change of use from Day Centre to Business. (To be discussed in February.)

##### **c. Decisions:**

**13/1561/P/FP Land adj 2 Fairview Cottages High Street Shipton Under Wychwood. Erection of dwelling with parking space. Objection. Refuse.**

**13/1625/P/FP The Summer House, High Street, SUW.** Erection of a potting shed. No objections. **Withdrawn.**

**13/1600/P/S73 Land between 14 & 15 St Michael's Close.** Non compliance with conditions 2 and 4 of planning application 13/0860/P/FP. Strong objections. **Grant STC**

**13/1229/P/FP Coldstone Farm, Leafield Road, SUW.** Demolition of modern agricultural buildings. Erection of dwelling and alterations to traditional agricultural buildings to provide stables, car parking and ancillary accommodation. Letter of no objection sent. **Grant STC**

**d. Consultation on Community Infrastructure Levy.** 5<sup>th</sup> February deadline. Cllr McConnachie will fill in the form and complete it in the light of the evening's discussion.

**e. Community Assets.** It was agreed to suggest the bowling green but Councillors elected to speak with the owner about the process first.

**f. Village Appraisal.** Cllr McConnachie suggested deferring the discussion, which would be premature since there is nothing yet to speak about.

#### **8. Playground**

To report: any progress on signage, regular checks, weeding help and anything else of relevance. Deferred till Cllr Mavin present.

#### **9. Environment**

**a. Street Lighting.** OCC had reported it was being tackled today. CCllr Rose was publicly thanked for help with lighting.

- b. **Winter Preparations.** The swale had prevented flooding. The Parish Council registered a vote of thanks to DCllr Hibbert Biles for the role she had played in 2007 in initiating the work on the bund and the swale. It was noted that ongoing maintenance to keep it clear was needed. **Post meeting note:** DCllr Biles asked for thanks to be recorded too to all the other Agencies involved in the extensive works which also included clearing the arches, dredging the river, removal of bad river weed: OCC, WODC, Thames Water, Environment Agency.
- c. **Allotments:** Rents are coming in well. Cllr Mavin will report next time.

## 10. Highways and Transport

- a. **VAS in Shipton.** C.f. 5. Above.

## 11. Civic and Community

- a. **Defibrillator.** C.f. 4. Above.
- b. **Library** - c.f. 4. above.
- c. **Christmas** - Thanks would be sent to Bob Forster and Revd Kate Stacey as well as to Bruern and Charlie Barrett. There were not enough collectors, so more would be needed this year.
- d. **Elections** - It was noted that the Clerk is to attend a pre-election briefing on Thursday 13th February and can brief the Parish Council after that.
- e. **World War 1 Commemoration Plans.** Proposals under discussion include upgrading the War Memorial to include new names: from WW1 and Afghanistan (this one to be checked as the person may be commemorated elsewhere) with the permission of relatives, and the book of remembrance in church. An appropriate stonemason is being sought. Cllr Rigby will apply for a grant. A rededication ceremony is also under consideration, and work with the local children.

12. **Communication.** The January newsletter was provided to be distributed.

## 13. Financial and Administrative Matters

### a. Payments authorized and cheques were signed as follows:

|   |   |          |
|---|---|----------|
| 1 | Clerk December salary and expenses                | £125.73  |
| 2 | Treetech Sep - Nov 2013                           | £629.50  |
| 3 | CAB cheques for Carols Round the Tree proceeds    | £378.73  |
| 4 | Thames Water Allotments Taps Sep - Dec '13        | £178.10  |
| 5 | Data Protection Registration renewal fee          | £ 35.00  |
| 6 | Allotments Ground Mower (approx. £400 + Delivery) | Approved |
|   | once information is available                     |          |
| 7 | Windrush Press Newsletter printing                | £60      |

### b. Local Funding Opportunities.

Topic to be withdrawn.

- c. **Budget Approval** - Cllr Watson reported. The precept request was submitted on 7<sup>th</sup> January and acknowledged on 8<sup>th</sup> January. The budget had been updated to include increased playground costs to cover ground maintenance; the library at £3,000; allotments rent reduction and increased costs. Precept to be increased to £29,314. The budget was proposed, seconded and unanimously supported.
- d. The amended Standing Orders as resolved at the November Meeting and documented at Para. 7.d. were agreed and would be updated accordingly. It was decided to table the standing orders at first meeting of the new council
- e. **Parish Meeting** - 29<sup>th</sup> May, after the elections which would take place on the 22<sup>nd</sup> May. The format was discussed. It was agreed to produce a report, to be circulated to each household in advance, some copies to be available on the night. It would be put on the website, in the library, at the post office. We would aim for 6 sides to include the calling meeting notice and each Cllr was asked to do a report within his or her portfolio of topics that are relevant to residents to be presented to Cllr Watson who will collate by the March meeting. The list of those to be involved was to be reviewed by the Clerk and Chairman. Each would be asked for a- short verbal report for a maximum of 3 minutes. and a written report to go on the website. The Chairman would give a brief report then all would answer questions.

- f. Quality Parish Scheme.** Cllr Matthews reported it was launched in 2003. In 2012 it was suspended and was about to be relaunched. It was difficult to quantify advantages (to include credibility and increased delegated powers), which would justify the effort involved in applying. As part of our good practice we are already doing quite a few of the Mandatory and Discretionary requirements. It was agreed to publicise further information (perhaps with special posters) about how people could stand for election and vote - to be pursued at the next meeting. Also to keep the various criteria under review and once the new Council is elected to decide whether to commit resources to proceeding more formally.

**14. Correspondence Received.** Was noted.

**15. Any Other Business -**

The Grass cutting contract is up for renewal - up to 2.5% increase is proposed by Green Scythe, the current contractors. Because of the size of the contract it will be necessary to go out to tender, consider 3 quotations and publicise the tender in the local press.

16. **Dates of the next Meetings: 2014:** 20 February, 20 March, 24 April, 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 22<sup>nd</sup> May.

There being no further business the meeting finished at 9.45 pm.