

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

At New Beaconsfield Hall
7.30pm on Thursday 16th July 2015

MINUTES

1. **Apologies for Absence:** Cllr Hogan

Declarations of Interest: Cllr Rigby declared a non-prejudicial, non-financial interest in planning application 15/02266/FUL 15 Meadow Lane

2. **Minutes of the Meeting held on 18th June 2015** were approved and signed.

3. **Matters arising from the Minutes.** There were none.

4. **Public Time.** No members of public were present.

5. **County Councillor's Report**
Please see separate report

6. **District Councillor's Report**
The problems with West Oxfordshire District Council's (WODC) planning website are slowly being resolved. The public consultation of the Local Plan is about to be sent to the Inspectorate for approval. The next Councillor's surgery is being held at Ascott church on Saturday 28th July.

7. **Planning:**

a. New:

15/02204/HHD 4 Evenlode Cottages, High St, SUW. Erection of single storey extension and formation of dormer to North East elevation. Insertion of two roof lights to South West elevation. **No objections**

15/02266/FUL 15 Meadow Lane SUW. Proposed change of use of agricultural land to domestic garden. **The Parish Council objects to this application on the grounds that it is virtually indistinguishable from application 14/01513/FUL which was rejected by the Planning Authority for the reasons given in the Decision Letter of 12th December 2014. There has been no change in circumstances to overcome those valid planning objections.**

b. Ongoing

None at present.

c. Decisions

15/00900/HHD 16 High Street SUW. Single storey extension and conversion of roof space. New double garage with room above, double electric gates and off road parking. **Withdrawn**

15/01916/FUL Station Road Garage, Station Road, SUW Alterations to allow increase of service station kiosk. **Approved.**

15/01575/FUL Langley Mill Shipton Road Ascott Under Wychwood Change of use of land from agricultural to domestic curtilage. **Refused.**

5/02074/LBC 7 - 8 Church Street SUW. Remove existing garage roof. **Approved.**

8. **Environment**

a. Allotments Quarterly Report

Two new people are renting allotments. The flail mower is in use. There is some discrepancy with metre readings from Thames Water. The clerk to follow up.

b. Renewal of contract for tree stock in the village (currently Treetech)

The Treetech contract expires in August, although there is a possibility of a one year extension. There is a walkthrough inspection due before the end of the contract. Cllr Young will then discuss this one year extension to the contract with Treetech.

9. Highways and Transport

a. OCC Transport Consultation

Cllr Pitman attended the meeting on 7th July in Witney, about proposed changes to subsidised bus services and to the Dial a Ride service in Oxfordshire. The consultation period for this ends on 14th September 2015. There is a questionnaire on the use of buses that are currently subsidised by Oxfordshire County Council (OCC), which the public may fill in. There was discussion about the X10 bus and the Villager service and how these may be affected. Shipton, Milton and Ascott Parish Councils have agreed to produce a joint letter to put forward to OCC regarding this issue. It was resolved that Cllr Pitman may sign this on Shipton Parish Council's behalf to meet the deadline in September.

10. Communication

No issues this month

11. Civic and Community

a. Lady Reade Educational Trust

It was formally agreed that Anita Hollingdale be co-opted by the Parish Council as a trustee for Lady Reade Educational Trust.

12. Financial and Administrative Matters

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

i. Clerk's Salary and Expenses	£472.92
ii. Treetech-Maintenance of Parish Tree stock	£629.50
iii. Treetech- Recreation Field Hedge Trimming	£360.00
iv. Greenscythe	£1,094.83
v. Malcolm Cochrane (repay for red oxide for skate ramp)	£39.61
vi. BDO Audit fee	£240

Authorisation was given to Cllr Rigby to be refunded monies against a successful bid from WODC for a motorised projector screen.

b. Review of requirement for three signatories on Parish Council bank accounts.

A discussion was held about whether there was a need for 3 signatories on cheques. It was resolved that 2 signatories are sufficient. The Standing Orders will be amended at the next review.

c. External auditors' comments on Annual Return

Cllr Young reported. This year's report has been received from the External Auditors (BDO). The figures are correct. Two minor comments were made: the Capital Asset Register should record cost, date and location against each asset (currently only cost and date are recorded); the corrected 2014 figures were restated but this does not impact on the current year's figures.

13. Correspondence Received.

- The Clerk Magazine
- Letter from Mr Chris Fitzpatrick regarding the site off Ascott Road
- Letter from Mr and Mrs Mehrtens regarding the site off Ascott Road
- Proposed plans for site off Ascott Road from Mr Tamplin (architect). These were discussed.

14. Any Other Business

- Rev'd Kate Stacey has raised concerns about parts of the churchyard that are overgrown. Shipton Volunteers will start work on the trees on 17th July. There is concern that the paving slabs in the graveyard are breaking up because of the digger. Cllr Young to follow up.
- Cllr Matthews attended a meeting with Astrid Harvey (WODC) about Community Assets. This issue is to be put on September's agenda.
- Annual Parish Meeting 2016 confirmed to take place on Thursday 21st April in the Committee room at New Beaconsfield Hall.

15. Dates of the next Parish Council Meetings: 17th September, 15th October, 19th November, 21st January 2016, 18th February 2016, Wednesday 16th March 2016, 21st April 2016