

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Meeting of the Council at New Beaconsfield Hall  
on Thursday 20<sup>th</sup> July 2017 at 7.30pm

**Present: Cllrs:** B. Young (in the chair), B. Pitman, B. Rigby, J. Mavin, R. Dyer, County Cllr L. Leffmann (late arrival), **Parish Clerk:** L. Wilkinson, 1 member of public.

### **1. Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr C. Arnold and District Cllr T. Simcox

Declaration of Interest was received from Cllr Young for planning application 17/01882/HHD 5 Sinnels Field.

**2. Minutes of the Parish Council meeting held on 15<sup>th</sup> June 2017** were approved and signed as a true record.

### **3 Matters arising from the Minutes**

There were no matters arising.

### **4. Public Time**

None

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

This was moved to later in the meeting as County Cllr Leffman had stated that she would be arriving late.

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

No report received.

### **7. Planning:**

#### ***a. Planning applications received***

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>PC Decision</b>
17/01882/HHD	5 Sinnels Field, SUW	Alterations and erection of single storey rear extension	No objection
17/02070/FUL	Tall Trees Care Centre, Burford Rd, SUW	Enlargement of windows and doors and fitting of velux windows	No objection

#### ***b. Decisions Outstanding:***

None

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

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
17/00830/FUL	Fourwinds, Burford Rd, SUW	Conversion of barns to three dwellings	PC – Comment WODC - Refused
17/01442/LBC & 17/01441/HHD	The Old Beerhouse, Simons Lane, SUW	Internal and external alterations to include erection of single storey rear and two storey side extensions and garage	PC -No further comment WODC - Approved

### **8. Environment**

#### **a. Allotments**

##### **i. Rent review**

It was **resolved** that there would be no rise in allotment rent for 2018.

Cllr Mavin has received a request for another water trough. Cllr Mavin will obtain quotes for a trough to bring to the September meeting.

Ragwort is on the allotments. Allotmenters have been asked to pull up and burn it. If not enough people help, the Shipton Volunteers may be asked to carry out this job.

## **b. Volunteers**

### **i. Update on 10<sup>th</sup> anniversary of Volunteers**

Cllr Mavin updated the PC on the latest plans for this event. There have been 58 acceptances to the invite. It was agreed to cater for 65- 70 people. People will bring their own barbeques, salads and alcohol.

### **ii. To consider authorising expenditure for the 10<sup>th</sup> anniversary event**

It was **resolved** to spend up to £125 on the event.

### **iii. To consider authorising a monthly budget for volunteer expenses**

A pre-approved monthly budget would enable Cllr Arnold to purchase refreshments for the volunteers and small items from Groves as required. Approval was given for up to £10 to be spent per month. This could then be reimbursed, or if from Groves on account, paid, at the monthly meeting. Larger items need to be authorised beforehand. This decision will be revisited in six months.

## **c. Village maintenance**

### **i. Update on purchase of trees to replace the horse chestnut**

Cllr Dyer reported on behalf of Cllr Arnold. It was **resolved** to replace the horse chestnut with two trees, to the sides and slightly forward of the location of the felled horse chestnut. The exact location of the horse chestnut cannot be used. It was **resolved** to spend up to £200, excluding VAT, per tree for purchase and installation. Cllr Arnold will make the decision on the species of trees but the PC would like something different to the existing species on the recreation field.

New tree on the Village Green: Treotech may replace the tree as it has not taken particularly well.

### **ii. Sand storage at New Beaconsfield Hall**

The clerk has still not received a date from Groves, for the work to be carried out. Cllr Young will continue to chase Groves. If no date for the work has been received by the end of the month, Cllr Young will research other companies to carry out the work.

### **d. Update on Giant Hogweed infestation on Ascott Rd/Gas Lane**

The PCC and Mr Vince ~~O'Brian-O'Brien~~ have been informed that Giant Hogweed may be on their land. A letter has been forwarded from the Oxford Diocese explaining that the tenant of the Glebe will be notified. The clerk will ask the landowners to erect a warning sign about this as it is dangerous if touched.

### **e. To consider possible tree preservation order by WODC**

Cllr Rigby reported. Following allegations of unauthorised felling of trees at Lane House Farm, Nick Dalby, Landscape and Forestry Officer at WODC, has asked the PC for their views on the possibility of including the woodland in a tree preservation order (TPO). Cllr Rigby stated that the conditions for this TPO do not seem to be met in these circumstances. However, the PC would like the tree felling stopped. There is also concern for the badger sett at that location. Cllr Rigby will write to Nick Dalby to ascertain if there are any other ways to prevent further felling.

### **f. Update on stone wall on A361**

OCC has appointed a contractor for this work. It is still awaiting a date for the work to start. Clerk will continue to chase Highways for a start date.

Cllr Leffman entered the meeting.

County Councillor's report:

- The bridge across the Evenlode will be closed 8<sup>th</sup>-10<sup>th</sup> August between 7pm and 5am. There will also be a single lane closure for six weeks from 4<sup>th</sup> September. In addition, three night closures from 6<sup>th</sup>-8<sup>th</sup> Oct will take place. This work is for repointing the bridge and repairing the banks and the surface.
- Cllr Leffman has met with a Highways officer to look at the exit from the Shaven Crown car park onto the A361. OCC Highways reported that despite their reporting that the exit was unsafe a recent housing application was approved for an adjacent site. Highways are proposing to erect a warning sign stating 'Vehicles turning'. They have proposed that it is placed on the Leafield /Ascott signpost, subject to approval of the PC. The PC was concerned that the sign would be too far from the actual exit. It was requested that '200 yards on left' was added to the signage.

- School lights – Cllr Leffman has still not been able to find an OCC budget from which these could be purchased. The cost for OCC approved lights is around £1800 plus VAT. There is a possibility that the lights could be funded from a Locality budget which is for items that the County Council will not fund. Cllr Leffman will request funding from this budget. The councillors queried whether OCC had a statutory obligation for road safety.
- Cllr Leffman stated that the route for the Tour of Britain Cycle race included the Leafield Road. The road is in a very poor state of repair and will be inspected by OCC Highways Department next week with a view to either repair or resurfacing prior to the Cycle Race.

## 9. **Playground and School**

### a. Update on flashing lights outside school

See Cllr Leffman's report above.

### b. To consider request from Wychwood Primary school for funding.

Wychwood Primary School has decided not to proceed with the Multi-use Games Area. They have requested that the donation the PC set aside for this could be used for other projects. It was agreed that the donation is only for the MUGA as the facility was for community as well as school use. The PC will hold the money in reserve in the event that the school decides to proceed with the MUGA at a future date.

### c. To consider a contribution towards the cost of erection of a sign by the overspill car park at NBH.

There was an incident on the car park with the use of a ball on the basketball arena, hitting a car. This area is regarded primarily as an overspill car park. NBH Management Committee, as Management Trustees, are responsible for this area and are considering additional signage. The PC would favourably consider a request towards a contribution for signage.

### d. To consider erecting a sign on the basketball arena

ROSPA has requested a warning sign is erected on the basketball hoop. This item will be put on the agenda in September for further discussion.

### e. Update on maintenance at playground

A ROSPA inspection is being carried out on Wednesday 26<sup>th</sup> July. Cllr Mavin will consider a new contractor to do the outstanding work.

### i. Update on emptying bins at the playground.

It was **resolved** to set up a contract with WODC to empty the bin at the top of the access path to the playground. This will cost £6.37 per week between March and October. The clerk will activate this.

### ii. To consider budget for gardening work

It was agreed to authorise two hours gardening work (£30) over the summer and £100 for routine maintenance and pruning in the autumn.

An annual budget will be considered for the next financial year

## 10. **Civic and Community**

### a. Update on planned defibrillator on Fiddler's Hill

Cllr Dyer reported that the defibrillator has been ordered. It should be installed by the end of August.

The new defibrillator pads needed for the defibrillator at New Beaconsfield Hall have been installed. CHT offer some defibrillator training with their package. Cllr Dyer will find out what format this takes. This can be advertised in the next newsletter.

### b. To discuss local plans for Tour of Britain cycle race. To consider request for funding for publicity for the event.

Cllr Mavin reported. The race passes through Shipton on 9<sup>th</sup> September. Events such as a barbeque and 'decorate your bike' competition are being held at Milton. A suggested viewing point is at the Green in Shipton. The committee has requested funding to purchase banners and flags.

It was **resolved** to contribute £58 towards two welcome, re-usable banners. Any profits made on the day will be donated to Wychwood School.

### c. To consider hosting a Wychwoods Working Together meeting in the autumn.

Cllr Young explained that the previous WWG meeting was hosted by Milton; Shipton PC should host the next one. It was agreed to proceed with this meeting in October. The Wychwood Inn will be

requested. Nibbles and a limited bar will be provided. It was **resolved** to spend in the order of about £150.

## 11. Highways and Transport

### a. Update on Community Transport

Cllr Pitman reported on a Community Transport Network meeting held on 19<sup>th</sup> June. It was an opportunity to meet the founders of West Oxfordshire Community Transport. She met with the secretary and discovered the Network is a Community Benefit Society; a not for profit organisation. Cllr Pitman explained that Shipton PC does not believe in long term subsidies. The Community Transport Network is working with the Villager Bus Service to put on a new route. They would like support from the PC in advertising the service and finance to support working capital (loan). The PC agreed to wait to hear if they are still keen to run a bus service through the Wychwoods before any decisions/action is taken.

## 12. Communication

### a. Update on website

All the information for the new website has been sent to the website company. They are now in the process of building it.

Cllr Rigby will write an e-mail alert to include the closure of the bridge, the Tour of Britain cycle race, the latest on the Local Plan, the new defibrillator and training for it and replacement of the horse chestnut tree.

## 13. Financial and Administrative Matters

### a. Payments to be authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses June 2017	£506.64
	Plus overpaid Income Tax	£1.80
	Less Employee's pension	£3.93
	<b>Total</b>	<b>£504.51</b>
ii. Nest	Clerk's pension	£15.32
iii. Sinnels Field Management Committee	Reimbursement of grass cutting grant	£51.50
iv. Cox & Browning Ltd	Internal audit	£240.00
v. Green Scythe	Grounds maintenance (May)	£1,200.43
vi. Treetech	Felling of Horse Chestnut	£1,776.00
vii. Sophie England	Gardening work at playground	£15.00
viii. Repay Jill Mavin	Sand for playground (AWBS Ltd)	£156.00
ix. Wychwood Wild Garden	Annual Donation	£1,000
x. Repay Carole Arnold	Volunteer expenses (including labels for orchard)	£48.07
xi. Repay Rob Dyer	Defibrillator pads	£38.28
xii. Groves	Black paint (volunteers)	£6.48
xiii. Community Heartbeat Trust	Defibrillator	£2,100.00
xiv. Repay B. Young (Netwise)	Website	£899.00

Cllrs Rigby, Dyer and Mavin will authorise the payments.

### b. Payments received:

Grass cutting grant	OCC	£1,761.30
Jousting Horse		£30.00

c. To receive financial statements; budget vs actual for Shipton PC bank account  
The clerk distributed receipts, payments and budget statements to 31<sup>st</sup> June 2017

d. It was noted that the bank reconciliations have been signed off by Cllr Pitman

e. To consider PC contribution to clerk's CiLCA qualification

The clerk has registered for the CiLCA qualification. This costs £250 for registration and £400 for up to four training days. The course takes four hours a week for a year. The Clerk's other parish has agreed to split the cost equally.

It was **resolved** to split the cost of registration and up to four hours work per week with the clerk's other parish, Hailey PC. Training will be looked at as required. Re- imbursement of training costs is a condition of the clerk's contract of employment.

**15. Correspondence Received:**

- Poster from Robert Courts
- Wychwood Project – Wychwood Forest Fair

**16. Any Other Issues to Note**

- The state of the road surface on Leafield Rd was noted. Cllr Leffman explained that OCC has agreed to inspect this.

**17. Dates of Parish Council Meetings for 2017/8:**

August: Planning and finance meeting to be arranged
21 <sup>st</sup> September 2017
19 <sup>th</sup> October 2017
16 <sup>th</sup> November
December: Planning and finance meeting if required – to be arranged
18 <sup>th</sup> January 2018
15 <sup>th</sup> February 2018
15 <sup>th</sup> March 2018

Meeting closed: 9.25pm