

**SHIPTON UNDER WYCHWOOD PARISH COUNCIL**  
**Minutes of the Meeting held at the New Beaconsfield Hall at**  
**7.30pm on**  
**Thursday 19<sup>th</sup> June 2014**

**Present:** Cllrs Jagger (in the Chair), Young, Rigby, Mavin, Matthews, Little, Hogan. DCllr Simcox, Parish Clerk: Annie Champness

- 1. Apologies for Absence** were received from CCllr Rose. There were no **Declarations of Interest.**
- 2. Minutes of the Meeting held on 29<sup>th</sup> May 2014** were approved and signed.
- 3. Matters arising from the Minutes.** There were none.
- 4. Public Time.** Mrs. Anne Hartley arrived during Item 11.
- 5. County Councillor's Report to include:** VAS location, Milton Road drainage, footpath near the railway bridge, A361 surface and Milton Road surface. This was carried forward.
- 6. District Councillor's Report.** Mr Tom Simcox was warmly welcomed. It was noted that since he is a member of the Uplands Planning Committee he will be unable to join discussions on local planning matters, but can observe. He looks forward to spending more time with us and hearing about local concerns.
- 7. Planning:**
  - a. New:**

**14/0667/P/FP 37 Sinnels Field, SUW NOTE AMENDED DESCRIPTION.** Any further observations needed now. There were no objections to the change.

**14/0849/P/FP End of Lane, 2 Fairview Cottages, High Street, SUW.** Erection of dwelling with parking space. Strong objections, as had been to the last application, were to be lodged with a particular emphasis on the dangers of an owner's parked vehicle backing out into the A road.

**14/0823/P/FP Units 8, 8A, 9 & 10 Wychwood Business Centre Milton Road Shipton Under Wychwood** Re-roofing of existing factory/office building including insertion of 4 ridge vents. Replacement cladding and insertion of two first floor in East elevation of Unit 10. No objections.
  - b Ongoing:**

**14/0705&0706/P/AC&LB. Shaven Crown Hotel, High Street, SUW.** Erection of replacement signs  
There were no objections

**14/0667/P/FP 37 Sinnels Field, SUW.** .Loft conversion including insertion of front & rear dormer windows and first floor extension over existing bedroom. Construction of new entrance lobby. This new version was supported.

**14/0579/P/FP Field End, Fiddlers Hill, SUW.** Alterations to raise roof height and insertion of dormer windows to create first floor accommodation. Erection of extensions to front, side and rear elevations and removal of existing garage. The areas of most concern are visual impact (Policies BE5 and BE2) on the conservation area and the parish council therefore would like it to go to committee.
  - c Decisions:**

**14/0598/P/FP Wychwood C E Primary School, Milton Road, SUW.** Installation of solar photovoltaic panels to roof. There were no objections. **Grant STC.**

**14/0556/P/FP The Old Smithy, High Street, SUW.** Change of use of ground floor from B1 office to residential. Erection of new porch, removal of external stairs and creation of two car parking spaces. After delegation the Clerk conveyed the Parish Council's lack of objections to both change of use and ground floor rearrangements, other than concerns that the porch rearrangement would create overflow parking on Upper High Street and a request to review this aspect to facilitate different parking arrangements. **Grant STC.**

**14/0404/P/AC The Lamb Inn, High Street, SUW.** Erection of various illuminated and non illuminated signs. There would be considerable impact on the conservation area with such a large illuminated sign - the idea of signs was supported, but not the illumination of new signs A and B. C is acceptable if illuminated as now. D and E are also acceptable. There is a street light in that setting so more lighting is not needed. **Grant STC.**

**d. Localism Act: In general and in particular Community Assets.**

Cllr Matthews reported on suggested sites and had circulated a paper with reasons for nominating. Nominating would mean submission to WODC who may or may not add items to the list. The PC needs to balance not upsetting individual landowners with the possible views and concerns of the village. The Localism Act takes these concerns into account and we would be negligent to ignore them. If nominated there could be a delay in selling if the PC wished to attempt to raise funds to bid in the event the landowner decides to sell. It was agreed to mention the topic generally in the newsletter and to get more detailed information from WODC about what sort of assets and numbers have been nominated and which turned down.

**e. Planning Meetings in-between PC Meetings:**

Arising out of the need to cover planning matters between meetings since the August and December meetings will not take place. A mechanism for public discussion, (publication of meeting details so the public can attend if desired and recording decisions before delegation to the Clerk for formal liaison with WODC is needed). Cllr Matthews would lead a small group and will think of appropriate structures to be rolled into the review of standing orders to be carried out by Cllr Young.

**f. 21<sup>st</sup> June roadshow at Milton Village Hall about the proposed housing development in Milton and Upper Milton.**

Cllrs were encouraged to attend and report back as this would have a significant impact on the villages if approved.

**8. Playground**

This month's inspection has been done and all is fine. Work is shortly to begin on the Adventure Trail. There was an incident last week where children on mopeds and motorbikes rode around trying to damage the playground. It is planned to put a notice in the village hall asking anyone seeing antisocial behavior to dial 101 and report it. Plans about a sign for the basketball court are in hand. The PC would drop the matter.

**9. Environment**

**a. Allotments**

There are approximately 60 allotmenters, all have paid this year's rent. The remaining spaces are unlikely to be taken this year. A man from the guideposts trust had put a fork through his boots despite steel caps. He was airlifted out by Air Ambulance and it is understood he is doing well. Nigel is using the flail mower to tidy plots and keep down weeds and he is also helping people by rotivating for them. The sub-committee members for the ensuing year are Jane Beeching, Gwen McConnachie, Jeremy Huntingford, Patrick Loughran and Cllr Mavin. The committee meets once or twice a year to discuss problems and/or changes to the field. There are no changes to existing standing orders that need approval.

**b. Cricket Club Dry Stone wall and village green bench** - Volunteers would be asked to move the bench and deliver it to the cricket club. The base would be left for now. The wall was subject to an insurance claim and was being handled by the Club.

**10. Communication.**

A draft Newsletter had been circulated. It would be finished, circulated for approval, printed and brought to the next meeting for final sign off and distribution. Distribution list was to be re-jigged by Cllr Matthews.

**11. Civic and Community**

**a. Defibrillator.**

Ideas for a second one in the village had been raised at the village meeting. Cllr Rose had advised that a small amount of money was possibly available. Cllr Young felt that as we had already received a fully funded defibrillator it was debatable whether additional public funds would actually be forthcoming. If public funds were received the project would then need to be driven by the PC. No fund raising efforts have yet been made. It was agreed Cllr Young would liaise with Mrs Campbell. If money is raised the PC would help with ongoing costs and finding a site.

**b. Noticeboards.**

Concerns were noted. Parishioners would be encouraged to behave with courtesy to other users. Maybe villagers could help?

**c. World War 1.**

Cllr Rigby reported on plans. The Church is holding a vigil on 3<sup>rd</sup> August at 7.30 pm, to join with events happening across the country. In addition the Vicar is putting together a service at 7 pm to rededicate the war memorial. A special commemoration for relatives can be built in. In relation to the stone work of the war memorial: the advice received is to do no more than a cosmetic clean as cutting weathered stone could cause damage. There is also an emotive quality in allowing natural weathering and aging to take place. Conversations were continuing with relevant authorities about whether 2 more names should be added.. Cllr Rigby will help organize and distribute service sheets for the 7 pm service. Total costs are anticipated to be less than £100.

**d. Parish Member required for Cotswolds Conservation Board (deadline return by 8<sup>th</sup> July).**

There were no volunteers

**12. Financial and Administrative Matters**

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

i. Parish Clerk May salary and expenses	£373.38
ii. Repay Gwen McConnachie for allotments mulch	£10.00
iii. Repay Nigel Beales for flail mower petrol	£12.86
iv. Refund PCC for burial fees error payment (Ted Greenaway )	£11.00
v. Tretech Mar - May	£629.50
vi. Green Scythe May mowing x 2	£1068.12

**b. -New Councillors** - Cllr Hogan would attend a course in September, both would like copies of the Good Councillor guide - the clerk to arrange this.

**c. -Standing Orders Review.** Cllr Young has this in hand and will report to the next meeting.

**d. Portfolios -.**

Existing portfolios had been circulated by email. Cllr Hogan would take on green spaces. Cllr Rigby and Little would help Cllr Matthews with planning. Cllr Young would keep checks on the existing defibrillator. Other portfolios would remain as is To be checked again in September.

**e. Contact details for new Councillors have been provided -**

**f. Use of Google Groups.**

Cllr Young briefed the PC. It was especially good for topic based, rather than general discussion but would be used for planning alone now. Councillors would see how it goes and whether time is saved and emails cut down. Rigour is needed all round to reduce the email load.

**g. Quality Parish Scheme.**

Cllr Matthews had circulated a report. The scheme is currently in abeyance. It is useful to look at the criteria periodically to ensure we can be the best we can - to be reviewed in January.

**h. Website succession planning to be considered.**

Mike Watson had kindly agreed to continue till December 2015. This needed to be picked up.

**13. Correspondence Received.** Was noted.

**14. Any Other Business**

Emergency plan details had been updated

**15. Dates of the next Meetings:** 17 July, August (no meeting), 18 September, 16 October, 20 November, December (no meeting). 2015: 15 January, 19 February, 19 March, 16 April (x 2), May date (1<sup>st</sup> meeting of year for Parish Council still to be agreed).