

**SHIPTON UNDER WYCHWOOD PARISH COUNCIL**  
**Minutes of the Meeting held at the New Beaconsfield Hall at**  
**7.30pm on**  
**Thursday 20<sup>th</sup> March 2014**

**Present:** Cllrs Jagger (in the Chair), Watson, Rigby, Matthews, Mavin. DCllr Hibbert Biles (till after Item 6.). Parish Clerk: Annie Champness

**1. Apologies for Absence** were received from Cllrs Young and McConnachie and Cllr Rose. There were no **Declarations of Interest**.

**2. Minutes of the Meeting held on 20<sup>th</sup> February 2014** were approved and signed.

**3. Matters arising from the Minutes.**

Water flowing along Simons Lane has been investigated - the manhole by the field gate was full of water. Once the water table has dropped WODC will return to check whether inlet or outlet pipes are blocked.

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

**5. County Councillor's Report:** the following items were deferred till the next meeting:

- VAS. - position for it.
- Milton road drainage. County has been asked to do a proper job.
- Footpaths - no further information is available as yet.
- A361 surface: there are bald patches where chippings have come away.

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

New annual housing needs identified in W Oxfordshire have doubled from c 300 to c 660 (over life time of the Strategic Market Housing Assessment - 'SHMA'- 2011 - 2031). None are currently planned for Shipton under Wychwood. Chipping Norton Hospital: there are positive outcomes so far - to keep beds and nurses within the NHS. There will be a review of all minor injuries units in Oxfordshire in 2015/16, but funding is confirmed for the current year. £1.5m is being spent on high speed broadband: the County were ahead of schedule at the moment and there are additions to the plan daily

**7. Planning:**

**a. New:**

**14/0253/P/FP 6 Tothill, SUW.** Erection of single storey rear extension to replace existing conservatory. No objections.

**14/0346/P/FP Unit 7, Wychwood Business Park, Milton Road, SUW.** Installation of heat/air conditioning units to the rear. Delegated to Clerk.

**b. Ongoing:**

**14/0129/P/FP 6 Church Street, SUW.** Erection of two storey rear extension and insertion two dormer windows to replace existing former window to rear elevation. No objections from the PC subject to neighbours' views. Post meeting note - there had been objections from neighbours and thus the parish council reconsidered and objected too.

**14/0170/P/LB Shaven Crown Hotel, High Street, SUW.** Alterations and refurbishments to reconfigure room layouts including new bar position, new toilets and general accommodation upgrading. Warm support. Encouragement to improve car parking signage.

**14/0198/P/FP The Doctors House Church Path Shipton Under Wychwood** Alterations and re-roofing garage to form first floor ancillary living accommodation. Approved.

**14/0201/P/FP The Doctors House, Church Path, SUW.** Erection of two storey extension to West elevation with shower room in roof space above. Councillors had no objections.

### **c. Decisions:**

**14/0053/P/S73 Owl's View - Appeal of planning conditions.** Support WODC in imposition of original conditions and Milton's views too. Withdrawn.

**13/1767/P/FP The Barn, Milton Road, SUW.** Installation of a 199kw biomass boiler with associated flue. Amendments and changes to initial application. The parish council submitted concerns about child safety, public health and environmental damage that might arise. **Grant STC (with officers' suggestion re vehicle movement timing).**

**14/0077/P/FP Unit 7, Wychwood Business Park, Milton Road, SUW.** Change of use from Day Centre to Business. No objections. Grant STC.

**14/0140/P/FP Station House, Station Road, SUW.** Formation of pitched roof over garage to form study and WC facilities. No objections. **Grant STC.**

**14/0154/P/FP 1 Blenheim Cottages, Burford Road, SUW.** Erection of two storey extension and detached garage. Support. **Withdrawn.**

**d. Community Assets.** Vigorous discussion took place about the principle of nominating assets of Community Value and the way the legislation works. The matter would be deferred till the next meeting for further consideration.

### **e. Village Appraisal/Neighbourhood Plan/Village Development.**

Cllr Matthews reported on attendance at a recent conference, Community led Planning (CPL) in Oxford, put on by ORCC. CPL can be led by anyone but has less weight than a Neighbourhood Plan (NP). CPL could cover matters such as speeding, rights of way, refuse collection. A NP can help decide where housing and green spaces should be placed and has statutory weight; the Parish Council leads the formal process; it is costly, but for larger developments (over 1100 housing units) involves a higher Community Infrastructure Levy. It was agreed to keep an eye on housing plans to see if this might be worth it. As currently described it seems that the effort and cost involved are disproportionate in terms of benefit. It would be reviewed 6 monthly (next review September/October) till we see what the emerging plan is. We will look for triggers such as if local plan changes. A wider approach - thinking of the Wychwoods as a conglomerate might be wise.

### **f. Rights of Way Consultation**

We should endorse the idea of Local Stewardship - but the Cotswolds Wardens do an excellent job. In future with OCC cuts, rights of way may not be kept open. Cllr Jagger will respond in line with the discussion. Local rights of way to be reviewed annually.

## **8. Playground**

Cllr Mavin reported that signage is nearly complete, someone is being interviewed to do the weeding, drainage is on hold, ongoing plans for trim trail etc. are to start soon. - Checks have been done for this month - all is fine. A tree has come down, but will be sorted out soon.

## **9. Environment**

### **a. Allotments:**

Most of the money is in, final rents are being chased. Mulch is being purchased for the area round trees. Despite gaps, we still have over 60 allotmenters.

### **b. Grass Cutting Tenders.**

Cllr Young's report on tenders was considered and it was formally decided to award the contract to Green Scythe, our previous contractor. Experience over the last few years suggests that most green spaces in the village are cut eleven or twelve times per growing season. The allotments and the verges are cut less frequently. This past experience suggests that the annual cost of the Greenscythe contract would be in the order of £5669 in the year 2014. The contract allows for an increase of 2.5% per annum.

### **a. Burial Grounds.**

There was a fallen wall at the end of the cemetery. Cllr Young would be asked to discuss with all concerned and agree a suitable way forward.

### **b. Draft Oxfordshire Minerals and Waste Local Plan: Core strategy.**

It was agreed to take no further action.

### **c. Flood Forum.**

Cllr Jagger reported fewer than 50% of Parish Councils have an emergency plan as we do. It was remarkable to see on a map the quantity of rivers, streams etc. in the area. Around SUW we have a rapid response system. The problems are riparian ownership and getting people to

clear watercourses on their land. Drainage and basic maintenance is key. A £125m scheme is proposed to join the Thames and part of the South West to create a drainage channel, which would divert water more quickly if Oxford is threatened. 2,500 houses are at risk in the SW of the region. A £5,000 flood and repair grant is available to householders to put in flood and repair defences in their homes. During the rains the sand bin was used to contain water coming up through drains, not so much to protect houses.

## **10. Highways and Transport**

**a. Siting of the Bus Stop in the High Street.** Was discussed in relation to a complaint received from a new resident in the village who lives near to it. The bus stop has been in its current location a long time; the lay-by nearby is an ideal stopping place. There is no other obviously suitable location in the village for it. There have been no other objections to the location. The OCC process, which required the community or the concerned resident to pay (assuming all relevant highways and safety professionals agreed a move was desirable and possible) was noted and on the basis of all the facts it was decided not to take the matter further.

**b. Speeding and road surfacing** - nothing further to discuss

**c. Railway.** Cllr Jagger would discuss with Cllr McConnachie.

## **11. Civic and Community**

### **a. Defibrillator.**

The Clerk was asked to follow up with Cllr Young about dates for training, the process for regular inspections plus contact with the ambulance service to get the letter of thanks to the anonymous donor.

### **b. Library**

Cllr Mavin reported a very positive meeting on the 25<sup>th</sup> February. The next meeting is 8<sup>th</sup> April. Unfortunately Ascott did not attend.

**c. Elections** - the Clerk said nomination packs would be available at the end of March.

### **d. World War 1 Commemoration Plans.**

Cllr Rigby would provide a written report. There will be a commemoration service in August.

## **12. Communication.**

**a. The APM Format and Newsletter** were discussed and agreed.

### **b. Communication with the press.**

Cllr Rigby had emailed a reporter who had been in touch but there had been no response. At a meeting with the Police and Crime Commissioner, Cllr. Mavin learned of a reduction of 20% in burglaries across the area. In general there is much less crime in our area than there was a few years ago. But fraud and cyber crime is rising rapidly. Since the development of Marriott's Walk in Witney there is less night crime (from pubs) and more of a cinema/restaurant culture there. More prompt information was requested from Neighbourhood Alert about crimes committed and this was promised by Chief Supt Colin Paine. C Mavin spoke to reporters on this subject later.

## **13. Financial and Administrative Matters**

### **a. Payments authorized:**

1	Repay Cllr Mavin for Jousting Horse thanks	£9.98
2	OALC subscription renewal	£260.51
3	Scribe Accounts software licence renewal	£234.00
4	Parish Clerk February salary and expenses	£349.05
5	Treetech Dec - Feb Tree Maintenance	£629.50
6	OCC for 4 x salt bins	£1200.00

**b. Parish Meeting** - 29<sup>th</sup> May. Covered at 12.a above.

**c. The transfer of £2800 into a protected fund for long term playground repairs as agreed with Malcolm Cochrane was approved.** In future years, the parish council may wish to add to this.

**14. Correspondence Received.** Was noted. Voting rights on the Wild Garden were delegated to the Clerk - all motions to be approved. A probable reduction of the OCC grass-cutting grant in 2015/16 by 50% had been flagged; decisions will be needed about how to manage future grass cutting in the village.

**15. Any Other Business** - Cllr Matthews would go on planning course. A 'Picnic in the Avenue' idea was floated as part of WW1 memorial events.

**16. Dates of the next Meetings:** 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 other business, the meeting ended at 9.44pm