

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
on Thursday 16th March 2017 at 7.30pm

Present: Cllrs: B. Young (in the chair), B. Rigby, J. Mavin, B. Pitman, C. Arnold, R. Dyer, **District Cllr** T. Simcox, **Parish Clerk:** L. Wilkinson, 2 members of public

1. Apologies for Absence and Declarations of Interest

Apologies were received from County Cllr Rose.

2. Minutes of the Parish Council meeting held on 16th February 2017 were approved and signed.

3. Matters arising from the Minutes

There were no matters arising.

4. Election of new chairman following resignation of Cllr Neil Jagger

Brian Young was nominated by Cllr Mavin for election. The vote in favour was unanimous. Cllr Young completed an Acceptance of Office form.

5. Election of new vice chair

Bartha Pitman was nominated as vice chair by Cllr Mavin. The vote in favour was unanimous. Cllr Pitman completed an Acceptance of Office form.

6. Public Time

It was agreed to move item 11a to discuss during Public Time

Ian Drainer spoke on behalf of Wychwoods Tennis Club. The Tennis Club would like to place two picnic benches by the entrance to the courts. The benches would be helpful during social events, for parents whilst children are being coached and would be accessible to the whole community. They have approached New Beaconsfield Hall and the PC for permission to place these benches.

Malcolm Cochrane also talked about this issue as he would like to purchase three more pieces of apparatus for the same area. He would also like to replace the motorcycle in the playground, put in six more stones to replace the wood and move the meerkat to the top of the mound. Mr Cochrane will start raising funds again for this. New Beaconsfield Hall has given permission for the placement of the benches.

It was **resolved** to allow the picnic benches to be sited, with the conditions that the benches should be put on hard standing and are available to the whole community. The Tennis Club and Malcolm Cochrane have agreed the siting of the benches and the new exercise equipment.

It was **resolved** that the new equipment at the playground could proceed.

It was agreed to move item 12b on Speedwatch to Public Time

Ian Drainer reported on the Community Speedwatch scheme. This is a voluntary scheme run by three volunteers for each operation with the proper equipment and training. It can be set up in a location to monitor speeds; each location is risk assessed by the police first. The information is sent to Thames Valley Police. Anyone speeding is sent a letter, if a person receives more than two letters, they can be given an anti-social order. One of these surveys was carried out in Milton on 6th February: the maximum speed noted was 38mph. A survey was undertaken on Leaffield Rd and Mutton Lane in Shipton on 10th February: the maximum speed noted was 47mph. Shipton has an agreement with the police at Chipping Norton to borrow their equipment. Mr Drainer asked if the PC would support the Community speedwatch in Shipton and if the PC insurance would cover them?

The PC **resolved** to support the initiative. The clerk will check that there is the appropriate cover with the insurance company.

7. County Councillor's Report

No report provided.

8. District Councillor's Report

DCllr Simcox reported that:

- There was a well-attended surgery at Ascott last month, attended by MP Robert Courts. Robert Courts has agreed to attend a Shipton surgery as well.
- In the WODC annual budget there are more efficiency savings and no cuts to services.
- The results of the One Oxfordshire consultation have been published. The vast majority of WODC residents do not want to go with One Oxfordshire. WODC has been told by Parliament that they have to come up with viable alternative. One of the options is status quo.

9. **Planning:**

a. Planning applications received

Ref no.	Address	Proposal	PC Decision
17/00414/HHD	Four Furlongs, Leaffield Rd, SUW	First floor extension over existing garage and store.	No objection

b. Decisions Outstanding:

None

c. Decisions made:

Ref no.	Address	Proposal	Decision
16/04169/OUT	Land between Fiddlers Cottage and Meadow View Cottage, Upper End, SUW	Erection of detached dwelling and associated works	PC –Comment WODC - Refused
17/00108/S73/ 15/00290/FUL	Hawthornes, Station Rd, SUW	Variation of Condition 2 of Planning Permission 15/00290/FUL to allow reduction in size of the rear extension	PC -No comment WODC - Approved

9. **Environment**

a. Allotments

i. Update on Tesco's grant

The Grant Completion Form has been sent to Tesco's and the remaining 25% of the grant has been paid. The only outstanding issue is for Cllr Arnold to send photos of the work to Tesco's.

ii. To consider quotes for extending the road to the container

Cllr Dyer has received two quotes for the work following the one received by Cllr Arnold in November 2016. It was **resolved** to accept the quote for £1,860 from John Greatbatch. Cllr Dyer to confirm the quote still stands.

b. Volunteers

i. To discuss 10th anniversary of Volunteers

Cllr Arnold would like to hold an event at the allotments to celebrate this. Cllr Mavin would like to hold an open day for the allotment holders. Cllr Arnold and Cllr Mavin will work together on this and report back to the PC.

ii. To consider purchase of First Aid kit for volunteers

Cllr Arnold requested authorisation to purchase a First Aid kit for the volunteers at £13.95. This was **resolved**. Two pairs of safety goggles will also be bought.

c. Village maintenance

i. Update on proposal to plant a tree on the Village Green (Cllr Arnold)

No update at present. To be put on next month's agenda

ii. Update on horse chestnut tree (recreation ground)

No update at present. To be put on next month's agenda

10. **Playground and School**

a. Update on flashing lights outside the school (Cllr Mavin)

No update at present. To be put on next month's agenda

b. Update on offer from resident to provide a memorial bench at the recreation ground.

Cllr Mavin has met with the resident. The location of the bench, type of bench and the plaque has all been agreed. The bench will be set in concrete on the grass. The resident is paying for everything. Leon Pierce is making the bench.

11. **Civic and Community**

a. To discuss Tennis club's request to place two benches and associated furniture next to the entrance to the Tennis Club

See public time

b. Update on damaged wall on A361

Manor Mix Concrete has agreed to make good the damage that their truck caused. They will contact the clerk with details of their offer. There was discussion about the extent of the damage, right along the wall. Clerk to contact Highways and explain events. The wall is their responsibility.

c. Update on planned defibrillator on Fiddler's Hill

Cllr Mavin reported that the WI has raised some money towards the funding of the defibrillator. BT and Community Heartbeat Trust will now be contacted to confirm adoption and installation arrangements.

d. To note that due to Neil Jagger's resignation there is a vacancy for the role of parish councillor. The vacancy is currently being advertised. Anyone interested in the role should contact the clerk.

e. Compilation of Chairman's report for Annual Meeting

Cllr Young requested a short written piece from all the portfolio holders by the end of the month. This will then be sent to the clerk by 10th April, who will arrange printing.

12. Highways and Transport

a. Update on resident's request for bollards outside Elmdene, Milton Rd and also corner of Ascott Rd and A361. To consider funding the bollards.

OCC Highways has given permission for bollards to be placed but will not fund them. They have agreed that the PC could install them. Any contractor has to have high level of insurance. Cllr Young has received a quote from a local contractor, who can be covered by the PC insurance.

There was a discussion on whether bollards are the most effective safety measure. Clerk to contact Highways again and ask if there is a better solution towards increasing the safety element on the Milton Rd corner given the adverse geometry of the road.

b. To note a Speed check survey is being undertaken on Station Road, by OCC at a cost of £100 plus VAT as agreed at the February meeting.

Noted

See also Public Time

c. To consider comment received from resident on state of Gas Lane

A request has been made to improve Gas Lane. Currently there is uncertainty over who owns this Lane. Mr Craig, a resident of Gas Lane, is investigating this.

13. Communication

a. To authorise content and cost of the spring 2017 newsletter

The draft newsletter was agreed. It was **resolved** to have it printed at a cost of £89.04.

14. Financial and Administrative Matters

a. Payments were authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses February 2017	£502.01
	Less Income Tax	£4.00
	Less Employee's pension	£3.90
	1&1 website	£47.84
	Total	£541.95
ii. Nest	Employer's Pension	£9.74
iii. Cyan	Bench for Village Green	£335.99
iv. OALC	Annual membership renewal	£265.14
v. Treotech	Pollarding of the limes	£1536.00
vi. Repay Carole Arnold	Volunteer expenses (22/10/15-1/3/17)	£62.77
vii. HMRC	Income tax	£13.00
viii. Sophie England	Garden services at the playground	£67.50

Cllrs Mavin and Rigby to authorise the payments.

b. Payments received:

Allotments	Allotmentees	£60.00
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c. To authorise Volunteers risk assessment

This was authorised.

d. To authorise use of BACS and direct debits as required annually by Standing Orders

It was **resolved** to authorise the use of BACS and direct debits for the following year.

- e. To authorise regular payments for the financial year 2017-8:
 - i. Clerk's salary and expenses
 - ii. Clerk's pension
 - iii. Administration (stationery, postage etc.)
 - iv. Printing of newsletters
 - v. Thames Water (allotments)
 - vi. Grounds maintenance contract

It was **resolved** to authorise the above list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation, for the year ahead.

f. To authorise training courses for two new councillors (£65 plus VAT) and the new chairman and vice chairman.

It was **resolved** to pay for training courses:

- Roles and Responsibilities for Cllr Dyer and a new councillor, on 20th September
- Chairmanship course for Cllrs Young and Pitman on 19th July.

Clerk to book these courses.

g. To authorise National Salary Award agreed by NALC for the clerk from April 2017.

This was **resolved**.

h. To discuss councillor portfolios

Cllr Young had distributed a draft list of councillor portfolios. This was **resolved** and will be published on the website.

15. Correspondence Received:

- E-mails relating to the new house being built behind the Shaven Crown
- Community First Responders
- Sendiass Oxfordshire (Special Educational Needs and Disability Information, Advice and Support Service)
- Clean Slate Listening Support Service

16. Any Other Issues to Note

- Cllr Pitman has been invited to meet Phil Earnshaw, Community and Bus Transport representative for OCC
- The refurbished Post Office is open for business on Friday 17th March. Official opening is being held on 29th April.
- APM invites have been sent out.
- Salt container on the allotments is not fit for purpose. Salt storage will be put on the agenda for next month
- The racking for the container has arrived and will be installed in April.

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

20 th April 2017 Annual Parish Meeting (preceded by Parish Council meeting at 7pm)
18 th May 2017
15 th June 2017
20 th July 2017
August: Planning and finance meeting if required – to be arranged
14 th September 2017
19 th October 2017
16 th November
December: Planning and finance meeting if required – to be arranged
18 th January 2018
15 th February 2018
15 th March 2018

Meeting closed: 9.25pm