

SHIPTON UNDER WYCHWOOD PARISH COUNCIL
Minutes of the Meeting held at the New Beaconsfield Hall at
7.30 pm on
Tuesday 21st May 2013

Present: Cllrs Jagger (in the Chair), Watson, McConnachie, Mavin, Rigby, Young, Parish Clerk: Annie Champness.

Members of the Public: Mrs. Anne Matthews and Mrs. S Matthews

1. **Election of Chairman and Vice-Chairman.** Neil Jagger was proposed as Chairman by Mike Watson and seconded by Brian Young. Mike Watson was proposed by Neil Jagger as Vice Chairman and the proposal was seconded by Jill Mavin. Both were elected unanimously.
2. **Apologies for Absence and Declarations of Interest.** Cllr Rodney Rose had sent apologies. It was noted that any changes of interest need to be notified to the Clerk as they occur.
3. **Minutes of the Meeting held on 23rd April 2013** were signed as a correct record of the meeting.
4. **Matters arising from the Minutes.** The clerk was asked to write to Tall Trees about the condition of the dry stone wall outside the building and fronting on to the A361.
5. **Clerk's Report.** There was none.
6. **Public Time.** It was noted that the newsletter is much appreciated and it was hoped it would continue.
7. **County Councillor's Report.** There was none
8. **District Councillor's Report.** There was none.
9. **Planning:**
 - a. **New:**
 - 13/0668/P/LB The Dower House, Plum Lane, Shipton under Wychwood.** Internal and external alterations to include removal of chimney and insertion of new larger kitchen window (both to West elevation). Replacement floors through kitchen, dining hall & reception lobby and installation of new inglenook fireplace in reception lobby. A letter expressing support with no objections would be sent.
 - 13/0590 & 0591/P/FP & LB The Summerhouse, Shipton Court High Street, SUW.** Internal and external alterations to include replacement of conservatory with two storey extension. A letter expressing support and no objections would be sent.
 - 13/0683/P/FP Yew Tree Cottage, Burford Road, Shipton under Wychwood.** Alterations to include erection of side extension. It was delegated to the clerk to send a letter expressing no objections.

b Ongoing:

13/0248/P/FP 2 Dawls Close, Ascott Under Wychwood. Erection of single and 2 storey rear extensions. Cllrs considered this sufficiently removed from the Parish Boundary to make no comment.

c Decisions:

13/0470/P/FP Orchard North West of Court Farm, Mawles Lane, SUW Formation of new vehicular access to orchard to serve Court Farm Barns and closure of existing field gate including formation of new pedestrian access. After discussion Councillors supported the new access and had written seeking conditions to close off the right of way through Court Farm to avoid a perambulatory system for traffic. They also wanted the dry stone wall down Mawles lane to be re-instated when the field gate was closed. **Withdrawn.**

13/0435/P/AGD Barn off Milton Road, SUW. Alterations to existing agricultural barn. Concern was expressed about the noise of drying machinery for residential neighbours and vehicular traffic (of which there is too much already near the school). It was thus unacceptable within confines of the village and a letter of objection had been sent. **Withdrawn.**

13/0404/P/FP Land between 14 & 15 St Michael's Close, SUW. Erection of detached dwelling. The Councillors strongly objected since other houses in the locale are well and spaciouly laid out. The proposed house is squashed and overbearing to neighbours, it is inappropriate infilling and will degrade an attractive property area. It will also increase already overstretched street parking by the removal of off street parking to 3 properties. A letter making these points had been sent. **Withdrawn.**

13/0395/P/FP Hill Buildings, Burford Road, SUW. Conversion of farm buildings to agricultural workers dwelling. A letter was sent asking that the matter go to full committee (and saying that a member of the Parish Council would be willing to go and make representations) as there is such strong feeling in favour in the village and there is puzzlement over negative comments from planning officers which appear to be in contradiction to the planning policies. **Withdrawn.**

13/0312/P/FP 4 Courtlands Road SUW, Erection of replacement sunroom.

After discussion, Cllrs raised no objections to this development. **Grant STC.**

13/0300/P/FP 11 Meadow Lane SUW, Erection of 2 storey rear extension. Cllrs had raised no objections to this development on condition that Permitted Development Rights, if they still existed for this property, now be removed. **Grant STC.**

13/0267/P/FP Staddlestones, Milton Road, SUW. Re-roofing using re-dressed original stonesfield slates on 2 road facing slopes and sympathetically coloured plain tiles on remaining slopes. Cllrs approved the development on condition that only recycled Stonesfield Slates be used on the road facing elevations with the normal graduations of size. If insufficient slates were recovered, then reconstituted Stonesfield slates should be used for the whole re-roofing. **Grant STC.**

10. Playground

Cllr Mavin reported that the training session she had attended had been very useful. They had visited Carterton playground for a practical demonstration and learned that inspections need to cover the whole of the site (pathways, benches etc) The tutor was Roger Davies who had done 2 checks here at Shipton. For the upcoming RoSPA inspection a request has been put in for Roger Davies. If this proves not possible, we will use another company. Cllr Mavin and Malcolm Cochrane will accompany (for an extra £35). All equipment with moveable parts will be checked. Last year's inspector did not go near the skate park so we will ensure it is checked this year We need to put a sign up with information: who we are, where we are, mention regular inspections, who to report damage or failure to, nearest Doctor, hospital and their phone numbers. Cllr Mavin asked that Cllrs feed ideas to her and she will come up with

suggestions for the next meeting. Bark chippings have been put on the flower beds by Shipton volunteers. Weeds have been sprayed. A small team of volunteers is needed. To this end a message will be going out in the next PTA newsletter. Max, Malcolm, Gwen, Jill are current volunteers. Litter picking is demanding and more help is needed. It was asked who has responsibility for football goal posts and answered this was the football club. The clerk is to check with Lee as to the beginning and end of insurance responsibility round the recreation ground. All checks for this month have been done and are satisfactory apart from rubber on a swing, which does not affect safety. Action will be taken to monitor graffiti too.

11. Environment

a. Churchyard and Burial ground.

Cllr Watson explained the small change to the fees collection system then Cllrs considered and approved signing the agreement on Maintenance of Graveyards with the PCC for the church to run for a further 2 years. Cllr Young will sign on behalf of the PC

b. Allotments

Cllr Mavin reported there were no changes to be approved to the sub-committee or standing orders or rules and regulations. The number of allotment holders has fallen partly because of the poor weather. The sub-committee has decided to postpone installation of another water trough. 5 new trees have been put in and public thanks were extended to Gwen McConnachie for ongoing help and support and to Gordon Gillett and the volunteers for help with turning compost etc. There were now 2 beehives and room for more. Patrick Loughran who mows round trees was also thanked. Brian Keen is monitoring Japanese Knotweed. There is a dent in the water trough at the end - and this is being monitored.

12. Highways and Transport

Work being done to improve on previous repairs. A good job seems to be being done on patching the road. Cllr Jagger will ask re tar and chip and the end of Milton Road. He will also check on the wall - the poor earlier repairs had been tackled very very well, but the agreement was that they would repair the broken stones forgotten first time around - he would check they have not forgotten those too (especially those by the old stores development)

13. Civic and Community

a Annual Parish Meeting.

The consensus was it would be better to hear from more Councillors and then to take questions at the end of each topic. As to the Annual Report - it was necessary if we are aiming for quality parish status - but the contents were re-iterated in the chairman's report and this is unhelpful. It was suggested that succinct summaries of portfolios followed by an invitation for questions would be the better approach, backed up in a more detailed report. A discussion ensued about the purpose of the Parish Meeting and the proper function of the parish council. An ad hoc meeting would be arranged and then Councillors would report back to the August meeting.

14. Communication.

No items this month.

15. Financial and Administrative Matters

a. Payments were authorized and cheques signed as follows:

i. Parish Clerk April salary and expenses	£402.45
ii. Barry Way - internal audit fee	£175.00
iii. Insurance Annual fee to AON	£418.00
iv. Green Scythe	£893.79

- b. **2012/13 Accounts Annual Return Parts 1 and 2 to be approved and signed.** Cllr Watson reported. The internal audit had been completed after the year-end accounts had been prepared. Risk Assessment software had been installed and used. Risks and actions had been identified and an ongoing process was in place to mitigate those risks. A summary would be prepared and circulated by Cllr Watson. It was resolved and proposed by Cllr Mavin, seconded by Cllr McConnachie to approve Parts 1 and 2.
 - c. **Insurance** to decide which company to use and to approve payment of the necessary premium. It was decided to go with existing insurers at £418 for a 3 year lock in. 3 Companies had been considered and compared: NFU, Zurich and AON.
 - d. **-Co-option of a new Councillor** - 2 candidates - would be discussed outside the meeting
 - e. **Bank Mandates.** Deferred to next meeting when hopefully a new Councillor would be in place
 - f. **Budget for 2013/14** had earlier been circulated in draft form by Cllr Watson and approved by the Council. The position was reasonably healthy given uncertainty re playground expenditure. 12K was still to be spent. We need to find a financial process for providing a reserve. An updated budget schedule will be circulated by Cllr W for information.
 - g. **Portfolios** - These will be covered in the ad hoc meeting as above
- 16. Correspondence Received.** Was noted. The new bench for the village green is on order and due for delivery late June early July
- 17. Any Other Business.** The copse by Upper End has now been tidied, although more trees had been felled than was necessary. Churchyard kerbstones: The PCC is considering whether to apply for a faculty to drop kerbstones in the graveyard. To that end Cllr Young will meet with Peter Hills to inspect the graveyard and the relevant kerbstones to decide whether such work, and hence the faculty, is necessary at this stage. Cllrs involved will also look at headstone safety. Swinbrook Road: concerns had been raised about further destruction of vegetation. The next newsletter is due out in July - Cllrs were asked to start thinking of topics for June.
- 18. Dates of the next Meetings:** 18 June, 16 July, 13 August, 17 September, 15 October, 19 November, 17 December. 2014: 21 January, 18 February, 18 March, 29 April, 20 May.

The meeting ended at 9.15 pm