

SHIPTON UNDER WYCHWOOD PARISH COUNCIL
Minutes of the Meeting held at the New Beaconsfield Hall at
6.00 pm on
Thursday 29th May 2014

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

1. **Declarations of Acceptance of Office** - formal declarations by new Councillors were verbally undertaken and the forms filled in.
2. **Election of Chairman and Vice-Chairman.** Neil Jagger was proposed by Jill Mavin and seconded by Brian Young for Chairman, Brian Young was proposed by Jill Mavin and seconded by Neil Jagger as Vice Chairman. Both appointments were unanimously agreed.
3. **Apologies for Absence were received from Cllr Rose. There were no Declarations of Interest.** It was noted that interests registration forms needed to be completed and returned to the Clerk asap since they need to be returned before 24th June 2014.
4. **Minutes of the Meeting held on 24th April 2014** were signed as a correct record.
5. **Matters arising from the Minutes.** There were no matters arising.
6. **Public Time** . Mr and Mrs Campbell had previously circulated comments of objections to planning application 14/0579/P/FP Field End, Fiddlers Hill. Their contention is that from the south the visual impact on approaching the village would be both inappropriate and intrusive; the mass of roofing from the N elevation will dominate. C.f. below for the Parish Council discussion and decision on the matter.
7. **Planning:**
 - a. **New:**

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.

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

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. A discussion took place. The incorrect location plan was noted, the scale, massing, location, reflections from extensive use of glass are concerns. Different glass coatings could be considered. - Since it is a sensitive area the application would be best looked at by the newly constituted planning committee. 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.
 - b. **Ongoing:**

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.

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.

c Decisions:

14/0466/P/FP 1 Heathfield Cottages, Swinbrook Road, SUW. Erection of single storey rear extension. There were no objections. **Grant STC**

14/0507/P/FP Blenheim Cottages, Burford Road, SUW. Erection of two storey extension and detached garage. There were no objections. **Grant STC**

14/0457/P/FP The Summer House, High Street, SUW Erection of Potting Shed. There were no objections. **Grant STC**

14/0491/P/FP 37 Sinnels Field, SUW. Loft conversion including insertion of front and rear dormer windows and first floor extension over existing front bedroom. Construction of new entrance lobby. Development so far has been sympathetic to design of the estate and its original concept; the proposals are out of keeping and overbearing in relation to neighbouring properties. The parish council asked the Clerk to convey their objections referring to relevant planning policies and. **Withdrawn.**

14/0346/P/FP Unit 7, Wychwood Business Park, Milton Road, SUW. Installation of heat/air conditioning units to the rear. No objections. **Grant STC.**

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

Cllr Matthews reported on progress and the process, and potential sites were outlined. Councillors discussed proposals and it was agreed that suggested sites be circulated by email to identify reasons for nominating, then these would be further discussed at the June meeting before possible submission to WODC for vetting thereafter.

8. Playground

Quarterly review from Cllr Mavin.

Checks for May had been done and all is fine. The RoSPA inspection has been booked for July. It would be an accompanied visit by Jill and Malcolm. The sign is now complete and ready to be installed. There had been a recent accident of young man as part of a youth club session. The Clerk had checked into the situation and found that the Youth Club accident book had been completed, a copy had been given to the Hall Manager, and the Youth Club had insurance with Royal & Sun Alliance that would cover any requirements. They are also affiliated to OAYP. The equipment had nothing to do with accident. The Clerk was asked to notify insurers and to check the interface between Parish Council and Youth Club insurance.

11. Environment

a. Allotments

The following items to be deferred to June: Quarterly report on allotments; To report any new sub-committee: members for the ensuing year, present minutes of previous meetings, standing orders/rules and regulations/terms of reference. Cllrs to approve any changes and agree any necessary action.

2 young boys (10 and 8) are taking on an allotment. Councillors suggested they be offered this free of rent till October. Paths are being cut and receipts are going towards maintenance of the flail mower. Allotments grass cutting is to be cancelled out of the Green Scythe contract.

14. Communication.

Cllr Rigby updated the meeting on broadband - Cotswold Broadband is getting fibre to the kerb. The BT line will be used from the kerb to houses. Speed will improve to approx.40 Mb Marketing will start in September.

15. Financial and Administrative Matters

a. Payments were authorized and cheques signed:

i. Parish Clerk April salary and expenses	£357.48
ii. Barry Way - internal audit fee	£175.22
iii. Douglas Tonks Payroll Administration for the year	£64.80
iv. Insurance Annual renewal	£459.23
v. Stone for cemetery wall	£436.08
vi. Refund PCC for burial fees overpayment	£11.00
vii. Green Scythe April mowing x 2	£1068.12
viii. Playground sign	£141.60
ix. Windrush Group AGM Newsletter printing	£60.00

b. **2013/14 Accounts Annual Return Parts 1 and 2 were approved and signed.** Cllr Young reported. The internal audit had taken place.

c. **-New Councillors** - training and induction was mentioned and new Councillors would consider time available and needs.

d. **Bank Mandates.** Delegation to the clerk of the necessary paperwork to get signatories to the accounts changed in order to add the new Councillors was approved. Former Councillors would be removed as signatories. -

e. **Portfolios** - The Chairman refreshed memories on what they are and what this means. Existing portfolios will be put on email. If new ones are needed, suggestions to be made. Meanwhile Cllrs to keep on with existing portfolios. Google Groups would be explained.

16. Correspondence Received. Was noted

17. Any Other Business

- The next Newsletter is due out around June, so introductory articles from new Cllrs. would be nice. Items to be included would be: a regular piece on Volunteers, information on access for school to Wild Garden. A draft would come to the July meeting for approval. It would be printed thereafter. Articles to Sarah were requested by end of June. Maybe we should move to 3 per year.
- Taking out August and December meetings was proposed. For planning to put in place a mechanism for discussing on line, but with public access to final discussion, then delegating decisions to the Clerk for response to planners. To be discussed further at the June meeting.
- It was time to look again at Standing Orders, and our Risk Assessment. To be discussed in June.
- 21st June meeting at Milton Village Hall re proposed housing development in Milton and Upper Milton - all were encouraged to attend as this would have a significant impact on the villages if approved.
- Website succession planning to be considered. Mike Watson had kindly agreed to continue till December 2015.

18. Dates of the next Meetings were agreed: 19 June, 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 (1st meeting of year for Parish Council still to be agreed).

The meeting closed at 7.10 pm