

## SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting held at New Beaconsfield Hall

On Thursday 19th November 2015 at 7.30pm

**Present:** Cllrs: Jagger (in the chair), Young, Mavin, Rigby, Pitman, CCllr Rose, Parish Clerk: L Wilkinson, 7 members of public

1. **Apologies for Absence:** DCllr Simcox, Cllr Matthews had reported that she would arrive late.  
**There were no Declarations of Interest.**
2. **Minutes of the Meeting held on 12<sup>th</sup> October 2015 and Minutes of the Extra Planning Meeting held on 27<sup>th</sup> October 2015** were approved.  
It was noted that under no. 13.e Cllr Pitman mentioned a £2500 underspend according to the half year budget rather than £2000 as minuted.

3. **Matters arising from the Minutes**  
There were none.

4. **Public Time**

Andy Bateson, a planning consultant representing Susy Mundy from the Old Chapel on Chapel Lane, spoke to object to the planning application 15/03848/FUL 15 High St Shipton-u-Wychwood.

They oppose the application because in a village where the WODC policy allows infill, conversion or rounding off, this proposed development sits on a half hectare site with 4 large detached properties. This is not rounding off but outward expansion into the countryside.

The Old Chapel faces directly towards the plot which would only have 18 1/4 metres between properties and from the back of the extension just over 9 metres. The neighbours on either side are sunken down whereas the Old Chapel is not. All the properties have private patio areas on the boundary of the proposed application. Mr Bateson showed pictures of the view from the rear of Ms Mundy's property towards the application site. The overdevelopment into the green field will destroy the private amenity of the dwellings in Chapel Lane. There is also concern over the loss of trees on site and the creation of two accesses where currently there is only one.

Mr Dye spoke to object to the Court Farm, Mawles Lane applications (15/03781/LBC and 15/03777/FUL). His property is in very close proximity to where new windows have been proposed on the barn development – there would be six metres between properties. This would have an impact on the listed building and his privacy. Mr Dye explained that Michael Kemp, the planning officer, is going to refer these windows to the conservation architect as he is concerned. Mr Dye would like fixed and obscure glass in place.

Mr Dye's biggest concern is his main bedroom which is in close proximity to the proposed building. He showed a view from the window across to the proposed development and explained where the two proposed windows would be sited. The 2015 application looks similar to a previous application in 2012 but 13 new openings are being proposed. This is not in keeping with the West Oxfordshire design guide. Mr Dye would like the PC to support his objection.

Mr Vickers supports the objection to 15/03848/FUL 15 High St.

Mr Douting spoke on behalf of the bowls club. They are having difficulty raising numbers and have had to cancel some games as although they have 24 members not everyone is always available to play. The Bowls Club has been there for over 80 years however it is not promoted much. They have advertised in the Wychwood magazine but mostly it is word of mouth. They would like to display a banner on the Village Green in April if possible. To be put on the January agenda to discuss. CCllr Rose asked for a sketch and site plan to be sent to him and he would seek advice from Highways.

Mr Simson asked if the PC was aware of his low carbon car club. The councillors were unwilling to discuss this at this time as it was not on the agenda. Cllr Jagger explained that in relation to Mr Simson's planning application the PC had made their comments at the appropriate time. They were being consistent with other nearby planning applications which would also encroach on the boundary between Milton and Shipton. The decision is now with WODC.

The issue of litter was raised by a member of the public. The road between Shipton and Ascott is full of rubbish which is more noticeable because the verges have been cut. Do OCC clear up or the volunteers?

It was explained that it is too dangerous for the volunteers to work down that road. WODC are responsible for the dispersed verges of the village. Comments can be e-mailed to the clerk who will pass them onto WODC.

5. **Planning:**  
**a. Planning applications received**

Ref no.	Address	Proposal	PC Decision
15/03848/FUL	Snowdrop Cottage, 15 High St, SUW	Residential development of 5 dwellings and refurbishment and extension of	Points raised were: the development is too dense. Property 6 is over 3 storeys and would be intrusive on the neighbours and Court Close. The change of contour is not taken into account in the artist's drawings. The site is too overbearing on the neighbours. It is out of

		existing cottage.	keeping with a countryside development. It provides no opportunity for young people/starter homes; the village cannot develop unless there is a mix of properties with affordable housing. Access is already difficult on Chapel Lane and Simon's Lane – a third access point would make matters worse. There is no provision for the loss of the post box. Other houses locally, have been restricted to 1 ½ storeys. It was <b>resolved</b> to strongly object to the proposal on the grounds of policy H2 (General Residential Development Standards), AONB, Conservation area, the density of the development, the intrusive nature of the properties with regard to neighbouring properties, the mix of properties and the loss of the post box. The PC is interested to see a more sensitive and mixed proposal as the village needs more affordable housing.
15/03622/HHD	27 Littlebrook Meadow, SUW	Insertion of 2 dormer windows, one in the garage roof space and the other above the utility.	No objection
15/03781/LBC	Court Farm, Mawles Lane, SUW	Internal and external alterations	Cllr Jagger explained that this application was only being revisited because due process was at fault. From a village point of view there is nothing objectionable. The PC hopes that the neighbours' views are taken into account. Cllr Jagger explained that the PC's task is not to take sides but to take an overview and let WODC make a balanced judgement in terms of the policies. It was advised that the neighbours put their points of view personally if the application goes to committee. The PC still has no objection but the number of windows may need more investigation. The neighbours have strong objections but draw particular attention to the number of windows proposed.
15/03777/FUL	Court Farm, Mawles Lane, SUW	Conversion of barn to dwelling.	See above

**b. Decisions Outstanding:**

Ref no.	Address	Proposal	PC Decision
15/03490/FUL	Lane House Farm	Removal of existing portal frame yoga studio and mobile home. Erection of single dwelling house.	Noted
15/03299/OUT	Land north of Milton Road, SUW	Erection of 5 new dwellings and School/Community car parking area	Object
15/03132/FUL	Shaven Crown Hotel, High Street SUW	Erection of detached dwelling and garage	No objection
15/02852/HHD	16 High St, SUW	Removal of existing derelict outbuildings. Erection of extension to include the lowering of a window on the existing building, the addition of a door on the existing building and the addition of two windows on the existing building.	Noted WODC -Deferred for site visit on 26 <sup>th</sup> November
15/03781/LBC	Court Farm, Mawles Lane, SUW	Internal and external alterations.	No objection
15/03777/FUL	Court Farm, Mawles Lane, SUW	Conversion of barn to dwelling	No objection
15/03356/FUL	Land at Owl's View, Shipton Rd, Milton-u-Wychwood	Erection of 2 detached dwellings with separate garage/car port and associated private amenity space. Formation of new vehicular accesses to both dwellings.	Object

**c. Decisions made:**

Ref no.	Address	Proposal	Decision
15/03324/HHD	29 Littlebrook Meadow, SUW	Erection of conservatory to rear elevation.	WODC -Approved
15/03438/HHD	4 Evenlode Cottages, High St, SUW	Erection of single storey extension and insertion of rooflight to the North East (rear) elevation, also the insertion of two roof lights to the South West (front) elevation.	PC - No objection WODC - Approved
15/03128/OUT	Land south of High Street, Milton-u-Wychwood	Erection of up to 62 dwellings, landscaping including change of use, formation of footpath and creation of ecological enhancement area, and ancillary infrastructure and enabling works.	PC –Object WODC - Refused

Cllr Jagger noted that currently there is concern over problems with notification of planning applications so the clerk to keep a log of any faults in due process.

**d. Section 106 Funding (Planning Obligations) of the Town and Country Planning Act 1990.** A request for this funding was submitted in the event of the Sharba Homes application (15/03128/OUT) being successful. This was for a pedestrian crossing and local bus services. However, the application has been refused so there will be no S106 money available.

**6. County Councillor's Report**

CCllr Rose will be holding a workshop for the different parishes to discuss if the Parish Councils can take on extra services, as a result of the cuts being made by OCC. After 25<sup>th</sup> November he will have a better idea of the savings needed. If something is important for the area he will help where he can. The Day Centre will lose £10,000 funding. Cllr Jagger asked for clarification on this. CCllr Rose explained that this £10,000 is mostly made up of the salary for the part-time chef, trips out and food. Shipton PC already helps the Day Centre through their funding of New Beaconsfield Hall. CCllr Rose stated that it is the PC's choice if it wants to take on the funding for extra services.

Cllr Matthews entered the meeting.

**7. District Councillor's Report**

None provided.

**8. Environment**

**a. Allotments**

**i.** Maintenance of the copse at the allotments.

There are three silver birch trees on the corner of the allotments between Fiddlers Hill and Swinbrook Road. Oak trees were planted around the silver birch a few years ago. Two of the oaks have died and others are a strange shape due to lack of light. Treotech have examined the site and provided quotes for possible rectification work:

1. To take down the two poorer silver birch specimens and raise the canopy of the remaining silver birch for £360.
2. To take out all three 3 silver birches for £640.

Cllr Young believed the first option would keep the feature of the trees in the allotments in the medium term. It could then be seen how the oaks develop. It was **resolved** to accept the first option for £360.

Between the gate to the allotment and the copse there is a tree growing with one large dead branch.

Treotech quoted £100 to remove this but the Cllr Young believes it can be done by the volunteers. Cllr Young will discuss with the volunteers.

**ii.** To consider turning off the water supply at the allotments for the winter (Cllr Mavin).

This was **resolved**. This will prove if there is a leak in the pipes.

There are two new tenants at the allotments.

Work is needed on the allotments early next year. A skip and general clear up will be needed.

A keypad at the allotment gate would be easier to manage than keys and a padlock. Cllr Mavin to research this.

**b. WODC Waste and Recycling Collection Consultation**

Cllr Mavin will attend the WODC meeting on 7<sup>th</sup> December and is speaking to residents about their views.

Concern was raised amongst the Parish Council about reducing the frequency of collections unless a large bin for recycling is provided, and about the general waste collection.

Cllr Jagger will consult with the other councillors before 27<sup>th</sup> November and reply to the consultation.

**9. Playground and School**

**a. Playground Quarterly Review (Cllr Mavin)**

There has been damage to the arena and basketball post. The police were called but it had actually rotted away. In the RoSPA report in August it was raised that some parts of the bottom of the frame need re-welding. Cllr Mavin will see if it can be repaired locally.

A new motorbike is needed in the playground. This will be sourced next spring.

A big thank you will be sent to Malcolm Cochrane for helping Shipton achieve Playground of the Year.

## 10. Civic and Community

### a. Oxfordshire Together initiative by OCC.

To consider the impact on Shipton of possible cuts by OCC.

See under CCllr Report (6) and Precept (13 e).

### b. To discuss a contribution to the Shipton Volunteers. (Cllr Young)

For the past few years the volunteers have had an end of year thank you get together. It was proposed to express thanks to them again by providing £120 towards the cost of refreshments. This was **resolved**.

Cllr Jagger stated that the value of the work done is very much appreciated by everyone and he would like to pass on the PC's gratitude from them and the rest of the village. The work they do makes a big difference in the village.

### c. Update on arrangements for Carols around the Tree

- Bob Forster has agreed to play guitar
- Charlie Barrett has agreed to put up the tree on 12th December
- Bruern Estate has agreed to deliver the tree.
- Rev'd Stacey has agreed to lead the carols.
- Cllr Young has checked the power points, and has the buckets and gazebo and will order a sign.
- Nigel Beale will provide the amplifier

### d. Update on emergency generator application (Cllr Rigby)

Cllr Rigby updated the councillors on the ongoing application for an emergency generator. SSE required more information which has been provided and a decision is yet to be made. The insurers for New Beaconsfield Hall have approved storage of a generator at the hall.

**e. Better Broadband for Oxfordshire programme.** To note residents and businesses in Shipton can request an upgrade to fibre-enabled broadband.

Please see attached letter on how to request an upgrade to fibre-enabled broadband. If your postcode does not appear on the list then e-mail [Broadband@oxfordshire.gov.uk](mailto:Broadband@oxfordshire.gov.uk) who can investigate more specifically which cabinet you are connected to and the current roll-out plans.

## 11. Highways and Transport

### a. Update on Upper End/A361 concerns (Cllr Jagger)

Cllr Jagger will meet with CCllr Rose and a Highways Officer on 26th November to look at road safety measures. It was agreed to also look at other areas of the village where traffic calming is needed although the main concern at present is the A361. The school bus stop on the A361/Upper End junction has finally been moved after having been followed up by Cllr Jagger.

## 12. Communication

### a. To note a very competitive quote to print the newsletter has been received from Burford School.

Burford School provided a lower quote to print the newsletters than received from the usual printers. Councillors were pleased with the result and are happy to use them in future.

## 13. Financial and Administrative Matters

### a. Payments were authorised and cheques signed as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses October 2015	£530.82
	Travel expenses for training course x2	£23.72
		£11.11
	Stamps (backdated to February 2015)	£16.20
	<b>Total:</b>	£581.85
ii. Green Scythe	Grass Cutting for September	£1094.83
iii. Aon insurance	Additional premium to cover playground value	£76.60
iv. SLCC (Society of Local Council Clerks)	Membership Renewal	£103.00
v. Sarah Matthews	Travel Expenses for Wychwoods Together meeting October 2015	£24.24
vii. Burford School	Newsletter printing	£94.80

It was **resolved** that contracts (such as with Green Scythe) that have already been authorised will go on the agenda to be paid but do not need to be agreed again.

### b. Payments received:

i. WODC	Precept	£15011.72
ii. Allotmenters	Allotment rent	£1000

iii. Funeral directors	Burial and memorial fees	£184.00
iv. HMRC	VAT repayment	£791.93

- c. Donations:** i. To discuss a donation to Lady Reade Educational Foundation  
It was **resolved** to donate £200 to Lady Reade Educational Foundation.  
ii. To resolve to amend British Royal Legion wreath donation from £50 to £100  
This was **resolved**.

**d. Donations as agreed in October and under 13c above - cheques were signed as follows:**

New Beaconsfield Hall	£2600
Royal British Legion Memorial wreath	£100
Vicar's Discretionary Fund	£100
Wychwood Youth Club	£150
Shipton Cricket Club	£200
Lady Reade Educational Trust	£200

A volunteer is needed to take over for the British Legion to lay the wreath for next year.

**e. Precept.** Councillors to consider next year's precept.

Cllr Pitman provided various drafts of the budget/precept for next year. Cllr Jagger introduced the options and explained that a buffer is needed because of the funding constraints of Oxfordshire County Council at present and the cuts that they are making which will result in more expense for the Parish Council. There was a discussion on the size of the reserve needed and whether it should be increased to protect against future cuts by OCC or if some of it should be spent on what is needed in the village.

Cllr Rose left the meeting.

One of the issues discussed alongside the precept as it would affect the budget, was the idea of employing a lengthman for Shipton. The lengthman would do jobs such as clearing gullies, litter picking etc and would save on the cost of employing contractors. It was **resolved** that the post of a lengthman would be looked into.

Voting took place on all 5 drafts of the budget/precept:

Draft 1: nil increase but no lengthman - all against

Draft 2: 2% increase in precept - all against

Draft 3: 15 ½ % increase in precept including £5000 put aside for employing a lengthman: all against

Draft 4: 10% increase in precept including £5000 set aside for lengthman: 3 for, 2 against

Draft 5: 21% increase in precept with no allowance for a lengthman: 2 for, 3 against

A 10% increase in the precept for financial year 2016-7 was carried. This includes money for road safety/traffic calming on the A361 and the lengthman post, if decided to go ahead with.

The precept will be £32,415 which is a Band D increase in value of £4.67 so the cost will be £51.37.

It was agreed to put the role of lengthman on the agenda for January.

**15. Any Other Issues to be Noted**

Community Speedwatch camera will be tried again on roads into Shipton. The camera did not work the last time it was used.

The clerk to ask Talltrees to move the large sign that has been situated on the A361 for several weeks.

**16. Dates of the next Parish Council Meetings:** Planning and Finance meeting in December if required, 21<sup>st</sup> January 2016, 18<sup>th</sup> February 2016, 16<sup>th</sup> March 2016 and 21<sup>st</sup> April 2016

Meeting closed at 9.45pm.