

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

**Present:** Cllrs Jagger (in the Chair), Watson, McConnachie, Matthews, Mavin, Rigby, Young,

Members of the Public:

For Item 11 e,f PCSO Kirsten Tyrer, PCSO Cheryl Harrison, PC Phil Woods, Terry Wilson, Deborah Hextall (TVP Neighbourhood Watch Organiser)

For Item 11a, Dick Tracey, Ambulance Service

For Item 7a, Rosie Waterman, Graham Matthews, Danielle Wilden, Jo Vickers

1. **Apologies for Absence.** CCllr Rose, DCllr Biles, Parish Clerk Annie Champness.

**Declarations of Interest and any requests for dispensation.** None

2. **Minutes of the Meeting held on 15<sup>th</sup> October 2013** were approved and signed.

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

The letter to the School regarding parking was noted, no progress reported with the Cricket Ground regarding their wall repairs, Tall Trees had removed the dangerous branch over Dog Kennel lane.

**Item 11 e, f**

PC Phil Woods updated the Council on recent criminal activity including recent thefts of catalytic converters. All were asked to be vigilant. Deborah Hextall introduced herself as the new Thames Valley Police Neighbourhood Watch organizer and described how the scheme can contribute to local crime prevention. The scheme is being relaunched in West Oxfordshire and Terry Wilson has volunteered to be our local co-coordinator. The Parish Council confirmed its support for the scheme and undertook to support Terry Wilson and to promote the scheme through its newsletter and website. It would also support a launch meeting in the village at some appropriate time, possibly the Annual Parish Meeting.

**Item 11c**

Dick Tracey from the Ambulance Service introduced the scheme to improve cardiac arrest survival rates by installing local defibrillators. The unit guides the user through the process using a clear voice prompt and guided by the 999 service. The access code to the locked cabinet was only given out by the 999 service to emergency callers where cardiac arrest was suspected. The Ambulance service would supply the equipment and service it for 7 years. The Council would need to have the unit installed securely, connected to an electrical supply and pay for the annual electrical costs to heat the storage cabinet, estimated at about £30 a year. The Parish Council confirmed it wished to go ahead with the unit located outside the New Beaconsfield Hall, and would organize a local electrician to help install it.

4. **Public Time.**

A presentation was made by Graham Matthews on the objections to the proposed development at the end of Fairview Cottages. He outlined four key areas of objection;

The overlooking of their property by the new development, including views into their bathrooms and conservatory.

The inappropriate character of the building, out of sympathy with the symmetry of the Fairview Cottages and Bradleys, the detrimental effect on the street view from the A361 and the overbearing nature of the development in that location.

The lack of satisfactory parking and turning as required by planning guidelines, in an already busy access road. The loss of parking for 2 Fairview Cottages which was not addressed by the application.

The damage to the tree in Dr Scot's garden where the extent of the damage to the overhang and roots had been seriously misrepresented in the Tree Report.

Similar concerns were raised by Jo Vickers and Danielle Wilden.

5. **County Councilor's Report.** CCLlr Rose had written to say he was working on the issues in Milton Road caused by surface water.

6. **District Councilor's report.** No report

7. **Planning:**

a. **New:**

**13/1561/P/FP Land adj 2 Fairview Cottages High Street Shipton Under Wychwood.** Erection of dwelling with parking space.

The Council discussed this application and saw no reason to change their previous strong objection to a development in this area as stated to application 10/1549/P/FP in November 2010. It was the wrong building in the wrong place, with concerns over damage to the conservation area, access and parking issues in an already crowded area, concerns about overspill parking onto the A316 and the Bradleys lay-by and potential damage to a significant tree. The Clerk was asked to express the objection in the strongest possible terms and request that the application went to committee.

**13/1600/P/S73 Land between 14 & 15 St Michaels Close Shipton Under Wychwood** Non compliance with conditions 1,2,3 & 4 of planning application 13/0860/P/FP to allow changes to fenestration and elevations. The Clerk was asked to get additional information on the exact nature of the non-compliances as this was not clear in the online documents. This application would be considered in full at the December meeting.

b. **Ongoing:**

The following had been delegated to the clerk after hearing from Councillors: =

**13/1413/P/FP Yew Tree Cottage, Burford Road, SUW.** Erection of two storey side extension. There were no objections.

**13/1421/P/FP 6 Mount Pleasant, Swinbrook Road, SUW.** Removal of conservatory and erection of two storey rear extension, new front porch and insertion of dormer window to elevation. There were no objections.

**13/1438/P/FP 43 Sinnels Field, SUW.** Alterations and erection of single storey rear extension. A reply of no objection to the application with the following comments was sent: the details are very sketchy and the specifications vague, so parish council approval is subject to seeing detailed plans and specs for materials.

**13/1450/P/FP Nutberry Hill, Mawles Lane, SUW.** Conversion of existing barn to dwelling. This application came in after the Agenda had been published and documents were not available in time for the meeting. The Parish Council urged the Committee to take expert advice on the access issue,

undertake a site visit and if minded to allow the application (if unlisted) impose suitable conditions as to sight lines and access generally and also as to materials.

**13/1229/P/FP Coldstone Farm, Leafield Road, SUW.** Demolition of modern agricultural buildings. Erection of dwelling and alterations to traditional agricultural buildings to provide stables, car parking and ancillary accommodation. Letter of no objection sent.

**13/0958/P/FP Nutberry Hill, Mawles Lane, SUW.** Erection of detached two-storey dwelling with associated garaging, drive and turning area. Letter of no objection sent.

c. **Decisions.**

**13/1356/P/FP, Four Furlongs, Leafield Road, SUW.** Erection of rear conservatory. **Grant STC.**

**13/1373/P/LB. Shipton Court, High Street, SUW.** Internal alterations to convert bedroom to family bathroom. **Grant STC.**

**13/1313/P/FP Widening of existing access and access road, Land at Milton Road, SUW.** The Council had concerns about the impact on traffic and pedestrian safety on Milton Road near the school. However if this application was supported by Highways on safety grounds, the Council had no objections. **Grant STC.**

d. **Delegation to the Clerk**

To agree the following resolution: 'On those occasions when planning applications come in after publication of the Agenda and with a response deadline before the date of the next meeting, the planning decision to be delegated to the Clerk who in turn will convey the

decision to the Planning Authority, after the Clerk has consulted with as many Councillors as possible, but with 3 as a minimum, the 3 to include either the Chairman or Vice Chairman, and this resolution to be incorporated in Standing Orders'. The resolution was passed unanimously.

e. **Community-Led Neighbourhood Planning Conference 25<sup>th</sup> January 2014**

It was agreed that this item together with item 7f General Development of the Village and item 11g, Village Appraisal constituted a significant and similar set of items that were best considered together. Accordingly a single item would be added to the December agenda under the title of Village Development and Cllr McConnachie undertook to put forward some initial thoughts for guidance.

## **8. Playground**

Cllr Mavin reported that the monthly checks had been carried out satisfactorily. She also alerted the Council to a forth-coming meeting with Malcolm Cochrane and Cllr Watson to establish an end point for the development of the playground. Concern was expressed about the accumulating maintenance obligation on the Council and that this should be taken into consideration.

## **9. Environment.**

### **a. Street lighting.**

Cllr Watson reported on the **recent consultation with** Plum Lane residents about changes to the lights in Home Farm Close and Plum Lane. As the results of the consultation were inconclusive, the Parish Council decided to proceed with the conversion of all lights to night-time timers and to recommend the switching off of the light on Plum Lane opposite Home Farm Close and the light by No7 Home Farm Close. This would be conveyed to OCC Highways. Cllr. Jagger briefed the Council on a similar consultation with residents of Meadow Lane with a view to switching off redundant lights in that area.

### **b. Winter Preparations**

The supply of winter salt has been received and bagged up. Supplies are now available as needed by residents. The four new salt bins have been installed and all salt bins filled for winter.

### **c. Allotments**

Cllr Mavin reported that all rent letters had been issued and some rents were now collected. There is a proposal to buy a heavy duty rough ground mower to allow unused plots to be maintained. Nigel Beales in Swinbrook Road had volunteered to manage this. The Council agreed with the principal of the purchase to support the allotments and asked that the costs should be fully researched, including any associated costs due to insurance and storage. There was the possibility that the current costs of grass cutting in the allotments could also be reduced as a result.

### **d. Drainage Around New Beaconsfield Hal and the Playground**

This item will be discussed in full at the December meeting. In the meantime concerns were expressed about the consequences of disturbing local springs and managing the run-off water from the proposed rain. Cllr Watson undertook to approach Paul Chantry in advance of the meeting to gain some assurances.

### **e. Emergency Plan.**

The plan will be updated with details of the Wychwood Inn, the addition of the defibrillator and the insurance requirements for snow clearance. No other matters have been raised about the plan.

## **10. Highways and Transport**

### **a. Transport**

Cllr McConnachie briefed the Council on the developing proposals to both rationalise some of the bus services and to improve the service especially for rail stations. A response was now awaited from OCC.

## **11. Civic and Community**

**a. Wychwood Working Together**

The joint work on the library was reported separately otherwise no further actions are being currently considered.

**b. Library**

Cllr Young updated the Council on the library review meeting and the subsequent indications from Milton Parish council of their support. Shipton Parish council expressed strong support for finding a solution to the future funding needs of the library. This would require a three year support commitment irrespective of any subsequent local fund raising, and at this stage it was assumed the bulk of the costs would fall on Milton and Shipton PCs respectively. While the Council would have preferred a solution combining both direct financial support and additional volunteering, this may not be possible given the current high level of volunteers already supporting the library. The financial implications of the library would be reflected in the Precept discussion at the December meeting.

**c. Christmas Plans**

Kate Stacey had agreed to lead the Carols around the Tree. It was recommended that Bob Forster be asked to provide the music on his guitar, amplification was booked. As the tree would be delivered in the week of 2<sup>nd</sup> December, the Clerk was asked to establish with Charlie Barrett whether the tree could be erected on Saturday 7<sup>th</sup> December rather than the 14<sup>th</sup> December.

**h. Clinical Commissioning Group**

Cllr Rigby was asked to finalise his proposed response which was fully supported by the Council.

**c. High Sheriff's Awards**

Based on the experience from last year and considering the selection criteria no action will be taken on these awards

**12. Communication**

Nothing to report

**13. Financial and Administrative Matters**

**a. The following payments were authorized and cheques signed:**

- 1 JTL Embroidery £321.57 towards Shipton Volunteer polo shirts (part of which will be paid for from Fete proceeds and part by individual contribution)
- 2 Clerk October salary and expenses £482.90
- 3 Windrush Printers (newsletter) £55
- 4 NALC Local Councils explained £55.99
- 5 Green Scythe, October cutting £662.11
- 6 SLCC Membership renewal £100
- 7 ORCC £65
- 8 Wychwood Project (membership + Gift) £100
- 9 Home Start £100
- 10 ENRYCH Oxfordshire £100
- 11 Oxfordshire Association for the Blind £100
- 12 New Beaconsfield Hall £2,600
- 13 Lady Reade £300
- 14 British Legion £100
- 15 Oxfordshire Playing Fields Association £35
- 16 Cotswold Line £10

**14. Correspondence Received not included elsewhere on Agenda.**

The Correspondence received by the Clerk was noted.

**15. Any Other Business**

Cllr McConnachie briefed the Council on the future of the United Charities and the possibility of a transfer of Trusteeship to the Parish Council. This was supported in principal but it was recognised that there were a number of possible issues with the Charities Commission to be explored. He would report back in due course.

Cllr Mavin noted that the success of the Wychwood inn had resulted in cars being parked on local pavements and blocking pedestrians. The situation would be monitored and if necessary action considered.

**16. Dates of the next Meetings:**

Councillors confirmed their support for changing the day from Tuesday to Thursday as a result the new dates for meetings, normally at 7.30pm, were as follows:

19th December, 23rd January, 20th February, 20th March, 24th April, 29th May at 6pm (Annual Meeting of the Parish Council) followed by the **Parish Annual Meeting at 7.30pm.**

It was noted that elections would be held on 22 May 2014

**The meeting ended at: 10.15 p.m.**