

**SHIPTON UNDER WYCHWOOD**

**Parish Council Meeting**

New Beaconsfield Hall 7.30pm on Thursday 17th September 2015

**MINUTES**

**Present: Cllrs: Jagger (in the chair), Young, Pitman, Matthews, Rigby, Mavin, Clerk: Lisa Wilkinson and 9 members of public**

1. **Apologies for Absence: Cllr Hogan, CCllr Rose, DCllr Simcox**
2. **Minutes of the Meeting held on 16<sup>th</sup> July 2015 and the Meeting held on 19<sup>th</sup> August 2015** were approved and signed.
3. **Matters arising from the Minutes**  
There were none
4. **Public Time**
  - On 20<sup>th</sup> August there was an accident at the A361 junction with Upper End. The wall of the end house was destroyed and kitchen window broken. Speeding is a concern in this area as there is a bend which leads into the village. The residents would like to see some positive suggestions about how to reduce this speeding. This site is a school bus stop but fortunately this occurred during the school holidays. A 40mph speed limit is suggested beyond the cottages as a warning before the 30 mph limits are reached. There have been 3 incidents in last 12 months on that stretch of road.  
Cllr Jagger responded: Burford School was contacted immediately after the incident and the bus stop should have been moved by now. However, the children are still there. It is also a public service bus stop during the day. County Councillor Rose has researched this issue and provided accident records for the last five years. The records state that there have been two accidents there. CCllr Rose does not believe this warrants county expenditure or a speed limit. Chevrons could be provided at cost to the Parish Council. The safety of the village is the responsibility of the PC. It was resolved to approach Highways for advice on this matter. This is another example of County Council shelving responsibility and the PC having to pick up the expenses.
  - Mr Sam Simson presented his pre-planning proposal for his site off Milton Road opposite the school playing field. Mr Simson believes there are community, environmental and tourism benefits for building an innovative parking zone (with 13 proposed parking spaces) and 5 detached properties there. There would be no low cost provision as it is not a major development. The school would benefit from the parking zone. A green buffer from the road would be provided by landscaping. Another benefit would be to utilize the existing biomass facility (low carbon heating scheme) to heat the school and the wider community. A planning application has been submitted. Money made from building the houses would fund a pipe in from the houses to the school for the biomass facility.
5. **County Councillor's Report** None given
6. **District Councillor's Report** None given
7. **Planning:**
  - a. *New:*  
**15/03132/FUL Shaven Crown Hotel High Street SUW. Erection of detached dwelling and garage. Comments by 24/9/15**  
These issues were discussed:
    - Neighbours being overlooked: the proposed building is only one and a half storeys high.
    - Shaven Crown objection about construction vehicles during business hours: the timber frame is prefabricated so there would be few deliveries. The PC asked Mr and Mrs Mehrtens to liaise with the Shaven Crown so they are aware when deliveries are arriving.
    - A landscaping scheme would reassure the neighbours.
    - Access: WODC have stated that one extra house on site would not alter access requirements.

- Proposed large garage next to the Shaven Crown seating area: pre-application advice was to have shallow pitch.

Suggestions were to put together a planting scheme for landscaping so the Shaven Crown and the other neighbours know what to expect; and daily cleaning up of the shared driveway. The PC has no objections and believes it adds to the general ambience of the village.

**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. Milton-u-Wychwood PC has voted to support this application. Shipton PC is concerned about infrastructure issues which have knock-on effects on Shipton. An overwhelming level of opposition still stands in Milton. Mr Hallam, a Milton resident, wanted to make sure Shipton were aware of this and wanted to enlist the support of adjoining villages in taking this on. The PC believes that they need to focus on the infrastructure, transport and the impact of traffic through the villages. They would like to seek dialogue on S106 payments to mitigate issues such as parking by the Co-op, school and surgery.

**15/03324HHD 29 Littlebrook Meadow Erection of conservatory to rear elevation.**

Comments by 15<sup>th</sup> October.

No objection

**b. Ongoing:**

**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**

**15/02597/FUL Old Forge Cottage, High St, SUW.** Amendments to previously approved application Ref: 12/1738/P/FP. **No objections.**

**15/02597/HHD Orchard House, Leafield Rd, SUW.** Single storey front extension. **Noted**

**15/02893/HHD Shaven Cottage, High St, SUW.** Alterations and erection of single storey rear extension and canopy over front door. **Noted**

**15/02911/HHD 15 Littlebrook Meadow, SUW.** Part garage conversion and rear single storey extensions. **No objections**

**Consultation on Hedgerow Removal Notice- Land Adjacent to Station Rd, SUW.** **Noted**

**15/02948/HHD 8 Littlebrook Meadow, SUW.** Proposed single storey rear extension. **No objections**

**c. Decisions**

**15/02266/FUL 15 Meadow Lane SUW.** Proposed change of use of agricultural land to domestic garden. **Refused.**

**d. Community Assets**

Cllr Matthews to report on progress and Councillors to decide further action.

Cllr Matthews has met with WODC regarding this issue. WODC believe there are other ways of protecting assets through the general planning law and by talking to the landowners of the assets in question and formulating an agreement. The PC does not think that Community Asset legislation offers much protection.

It was resolved that Community Assets will no longer be pursued. Cllr Matthews to mention this in the newsletter.

**8. Environment**

**a. Allotments Quarterly Report (Cllr Mavin)**

Rents are due next month; letters to the tenants will be sent out this week. Help is required with flailing. Cllr Mavin will meet with allotmentees for suggestions on how to keep on top of overgrown allotments and the boundaries. There is currently an allotment committee but it is not very active. Cllr Matthews suggested the PC employs a contractor to tidy up. This was resolved.

**b. Results of Annual Tree Survey and Contract Discussion (Cllr Young)**

Treetech carried out their annual survey at the start of August. 17 out of 70 trees needed low priority work which will be done by the volunteers. 2 trees were classified as high priority; 1 by the play area which has dead wood in the crown; 1 is on New Road and is also dead

wood. A quote from Tretech for £260 plus VAT to do the high priority work has been received. This was resolved.

The contract with Tretech has sorted out the high and medium priority work over the last 3 years. Quotes have been received to renew the contract:

- A tree inspection every year and two days of work with a 4 man team quoted at £1490
- Inspection and 2 days' work on an ad hoc basis quoted at £1770.

There was a discussion over the benefits of each agreement. It was resolved to go with the ad hoc agreement.

## 9. **Playground and School**

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

The RoSPA annual check was very thorough. The small jobs will be undertaken by Cllr Mavin and Malcolm Cochrane.

The playground is very well used. There is an ongoing problem with teenagers swearing in front of younger children and parents having to remove the youngsters.

The sign is no longer needed for the skate park.

### b. School

A proposal is being discussed about a new entrance to the school with an adopted road and 40 car parking spaces. It has been approved by Highways. Mrs Stevenson, the owner of the land next to the school, has agreed to sell the land and wants to build houses on it. S106 money could be used for the car park.

## 10. **Civic and Community**

a. Town and Parish Council Event Invitation from Oxfordshire County Council to discuss future delivery of public services. Cllr Rigby to attend. To consider issues to be raised.

Cllr Rigby has withdrawn from this event. Cllr Matthews may be able to attend.

b. Oxfordshire County Council Waste Recycling Strategy Consultation. Closing date 5<sup>th</sup> October. To consider Parish Council comments on this consultation. Concern was raised that West Oxfordshire is losing facilities. The PC is gravely concerned about the likely increase in fly tipping and insists that the current provision of recycling centres is maintained. Cllr Jagger to write an objection.

c. Scottish and Southern Energy Resilient Communities Fund. To consider applying for a grant to purchase a generator for the village

Cllr Rigby has sourced a 9 kilowatt generator for £2125 to be stored at New Beaconsfield Hall, which would be used in emergencies. This is supported by the NBH committee. It was resolved for Cllr Rigby to apply for this.

d. To consider setting up a medical aids storage facility for the Wychwoods (Cllr Mavin)

Cllr Mavin has contacted Ascott and Milton to work together with this. She has a garage available which may be used as storage for medical equipment, to be loaned out when required by villagers. Cllr Mavin will start this project and hopes the other Wychwoods will join.

e. Neighbourhood Action Group (NAG). To receive update report (Cllr Mavin)

Crime figures are very low at present. The police have arrested a suspect for the last Co-op burglary.

The speedwatch camera has arrived and has been trialed. The PCSO has taken it away to solve problems with the equipment.

## 11. **Highways and Transport**

a. To consider A361/Upper End traffic calming measures  
This was discussed under public time.

b. To receive an update report on OCC Subsidised bus service consultation (Cllr Pitman). Cllr Naish (Milton), Cllr Carter (Ascott) and Cllr Pitman (Shipton) have submitted a joint letter regarding this consultation. Ascott completed a survey and found there was not much interest from younger people. The letter was sent on 8<sup>th</sup> September to Mr Cameron,

WODC and the press. The councillors have investigated alternative options such as diverting the X9 via the Wychwoods at certain times of day. The PC is now awaiting a response.

**12. Communication**

**a.** Newsletter items to be finalised before printing

The newsletter is to be distributed in November. Cllr Matthews requested that articles were written and sent to her for collation. Items include medical aid, NAG, mini Nag, buses, volunteers, Community Assets, Wychwood Working Together, salt for winter weather, the charity for Carols round the tree

**b.** To consider frequency of newsletter publications.

It was resolved that newsletters would be produced in November and March.

**13. Financial and Administrative Matters**

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

i. Clerk's Salary and Expenses July 2015 (retrospective)	£478.19
ii. Green Scythe Grounds Maintenance (June 2015) (retrospective)	£1094.83
iii. Brian Rigby - repay for portable projector and projector screen (retrospective)	£358.95
iv. Ian Drainer – fitting of motorised projector screen and electrical socket in New Beaconsfield Hall (retrospective)	£115.00
v. ORCC annual membership April 2015 - March 2016	£65.00
vi. Cotswold and Malvern Line Promotion Group Renewal	£10.00
vii. Gwen McConnachie - reimburse for thank you gift for orchard mowing, (authorised at May 2015 meeting)	£23.85
viii. OALC Planning workshop for clerk (Nov 2015)	£42.00
viii. Clerk's Salary and Expenses August 2015	£446.60
viii. 2 remote controls for projector screen (repay B Rigby)	£11.98
x. Graffiti remover (repay Malcolm Cochrane)	£12.73
xii. Green Scythe Grounds Maintenance (July 2015)	£1094.83
xiii. Thames Water for allotments	£154.72
xiv. Library contribution 1/4/16 – 30/9/16	£983.65
xv. RoSPA Play area inspection	£235.20

**b.** Electronic banking. To receive an update report (Cllr Pitman and Clerk)

This issue has been researched and no progress made at present.

**c.** Update of Parish Insurance (Cllr Young)

An issue over insurance for the tennis court wall has been raised. New Beaconsfield Hall has insured the building and recreation field. The PC insurance covers fete activities. Insurance issues and duplication of insurance are to be discussed by Cllr Matthews, Cllr Young and Paul Chantry.

**d.** To consider including Financial Matters as an agenda item in August and December Parish Council meetings (Clerk)

It was resolved to add financial matters (authorisation and signing of cheques) to August and December Parish Council meetings in order to ensure that invoices are paid on time.

**14. Correspondence Received. Noted**

**15. Any Other Business**

Monies for the purchase of the projector and projector screen have been received from WODC

**16. Dates of the next Parish Council Meetings: 15<sup>th</sup> October, 19<sup>th</sup> November, 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**