

SHIPTON UNDER WYCHWOOD PARISH COUNCIL
Minutes of the Meeting held at the New Beaconsfield Hall at 7.30pm on
Thursday 18th September 2014

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

Members of the Public: Mr and Mrs Willson

1. Apologies for Absence were received from Cllr Rigby, CClr Rose. There were no **Declarations of Interest.**

2. Minutes of the Meetings held on 17th July and 4th August 2014 were approved and signed.

3. Matters arising from the Minutes. *Check into comment from villager re Sinnels Field reporting*

4. Public Time.

Mr and Mrs Willson spoke on 14/1220/P/FP. Of the proposed 3 rooflight windows, one is only 8 m from a bedroom window in the Willson house. Their amenity and privacy will be much affected by an application that seems an innocuous request in itself. Sound will travel. They ask the PC to consider their concerns and if possible support the request that the matter go to committee rather than being approved on delegated authority. The 1st 2 windows will be of the principal bedroom and hence bedroom to bedroom views and sound are possible.

5. County Councillor's Report to include: Milton Road drainage, footpath near the railway bridge, and Milton Road surface. The Clerk was asked to follow up on these matters since CClr Rose had not been present to report himself. He had emailed to say there had been a 'Cabinet reshuffle on 1st Sept - 2 stood down - new cabinet member for Finance in Cllr Stratford from Bicester - I took over other cabinet area (ON TOP OF CURRENT POSITION AND DUTIES) - now also responsible for Fire Service, Trading Standards, Emergency Planning, Policy and Corporate Plan.

All Community Libraries going well, inc Wychwood - 11 have volunteers already working and all 21 will have them by end of Jan - over 300 volunteers have signed up over the 21.

Just starting Budget setting process, which does not look very good at present. '

6. District Councillor's Report

DCllr Simcox had looked into an extension to the short local plan response time - it was not do-able, and the longer we lack a local plan the more vulnerable we are to developer inroads. Planners are moving to an electronic format for plans, rather than the current system of providing paper versions as a cost cutting exercise. The problem is that some plans are not see-able online: various options, such as providing ways of projecting electronic plans to enable a group to view and discuss simultaneously had been discussed. He said dialogue as a response to development is important, rather than outright refusal to consider new housing, and puts the village in a stronger position. A conversation ensued about the local plan, its acceptability as currently constituted and its implications. DCllr Simcox would find out more and report back.

7. **Planning:**

a. **New: To note matters considered by the Planning Committee on 4th August:-**

14/1064/P/FP 18 Littlebrook Meadow, SUW. Erection of single and two storey extensions to include replacement detached garage. The Planning Committee considered this application and had asked the Clerk to tender objections to WODC. Amended plans were submitted and the Planning Committee also objected to these.

14/1052/P/FP The Dower House, Plum Lane, SUW. Erection of extension to existing garage to form garden store and erection of boundary wall. There were no objections to these proposals.

b. **New: To be considered:**

14/1150/P/FP 47 Shipton Road, Ascott under Wychwood, Erection of two storey and single storey rear extensions. It was decided not to send comment in since this is in AUW.

14/1197/P/FP 27 Littlebrook Meadow, SUW. Erection of single storey extension to form utility area, wood store, bin store and tool shed. There were no objections.

14/1220/P/FP Nutberry Hill, Mawles Lane, SUW. Conversion of existing barn to dwelling (Amendments to Planning Permission 13/1450/P/FP to allow the insertion of three rooflights to South roof). The proposed 3 rooflights could go on the other side of the roof, thus not affording loss of amenity to the Willsons. Mr Willson said Empire Homes had stated they would not open any apertures on the Willson side of the development, in response to which the Willsons then supported the application. But now Empire Homes have changed their minds in responding to the requirements of a potential purchaser. 8 m distance between bedroom windows is a short distance, there is a possibility of views from bedroom to bedroom. On the face of it the application to put in rooflights is innocuous but the PC shares concerns about the proximity of those rooflights so near to the boundary resulting in potential for noise disturbance. The Clerk was to ask the matter goes to committee rather than being left to the planning officer - there is potential for bedroom to bedroom views as well as sound disturbance.

14/1242/P/FP Unit 7, Wychwood Business Park, Milton Road, SUW. Installation of storage container to replace retrospective container. There were no objections.

c. **Ongoing:**

d. **Decisions:**

14/0849/P/FP End of Lane, 2 Fairview Cottages, High Street, SUW. Erection of dwelling with parking space. Strong objections, as had been to the last application, were lodged. **Refused.**

14/0995/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. **Grant STC.**

14/0932/P/FP Sunnyside, Upper End, SUW. Erection of replacement dwelling and detached home office. **Grant STC**

14/0823/P/FP Units 8, 8A, 9 & 10 Wychwood Business Centre Milton Road Shipton Under Wychwood Re-roofing of existing factory/office building including insertion of 4 ridge vents. Replacement cladding and insertion of two first floor in East elevation of Unit 10. No objections. **Grant STC**

14/0919/P/FP Castle Bank, Milton Road, SUW. Erection of two storey side and single storey rear extensions. **Grant STC.**

14/0921/P/LB Westgate, Shipton Court, SUW. Internal alterations to allow the installation of a lift. **Grant STC**

14/1052/P/FP The Dower House, Plum Lane, SUW. Erection of extension to existing garage to form garden store and erection of boundary wall. There were no objections to these proposals. **Grant STC**

14/1064/P/FP 18 Littlebrook Meadow, SUW. Erection of single and two storey extensions to include replacement detached garage. The Planning Committee considered this application and asked the Clerk to tender objections to WODC. Amended plans were submitted and the Planning Committee also objected to these. **Grant STC.**

e. Planning Meetings in-between PC Meetings:

Consideration of requirement for Planning Committee and definition of any terms of reference.

After discussion about options, it was agreed that the Clerk and Cllr Matthews would liaise over any ad hoc planning meetings that are needed for the full council as and when necessary. There would not be a planning committee.

f. 21st June roadshow at Milton Village Hall about the proposed housing development in Milton and Upper Milton.

Discussion took place around how the villages can work together on matters of mutual interest. Cllr Jagger would draft a note to the chairmen of Milton and Ascott PCs to determine whether there is any interest in a follow up meeting to the joint event held late last year, to discuss matters of mutual interest.

g. SHMA (Strategic Market Housing Assessment) and Draft Local Plan Response

Comments were ratified which the Planning Committee had agreed and circulated and which had been submitted by the Clerk (in line with the agreement at the July meeting). Comments received from the village had been incorporated. Thanks were extended to Cllrs Rigby and Matthews.

h. Premises Licence Application for Station Road Garage. There were no objections.

8. Playground

Annual RoSPA inspection report - the inspection had taken place on 2nd September. Congratulations had been tendered on the number of families using such a good play area, some of which had come from quite a distance. A list of jobs had been received and were being addressed, including the high risk reading for the skate board area (Cllr Mavin would consult with RoSPA about whether this area should be closed while the work was done - this had not been verbally suggested by the inspector). The zip wire vertical supports are moving when the wire is in use and so this has been reported to Trevor Stewart and pending repair the seat has been chained up so it cannot be used. In general the playground remains a medium risk, once recommendations are carried out. Some boys wished for a change in the skate ramp area and after discussion with the boys and the RoSPA inspector, if this seems viable, the boys will be responsible for raising money to pay for it, meanwhile the ramps will be painted with red oxide again to make them less slippery. A wooden compost bin was approved at approx. £100. Weeding help is still needed and Cllr Mavin is looking at options - the paid help had not wished to continue, so volunteers would be appreciated to help Cllr Mavin and Malcolm Cochrane.

9. Environment

a. Allotments

Review rents (one year's notice is required if rents are to rise). It was agreed to stick with the same rent for now. Details for paperwork should be ready to go 2nd Week in Oct. The Clerk would draft paperwork and liaise with Cllr Mavin.

b. Winter Preparations

Salt bags need to be ordered by end of September. The Annual Parish Survey was due by 30 September Cllr Young would do this next week.

c. Meadow Lane Bridge impending blockage.

Cllr Hogan reported the blockage was clearing by itself. The area would be monitored.

d. Flood Risk Strategy Response due by 19th September. Nothing further was to be added.

e. Treetech Contract -

We are in the final year of a 3 year contract. The annual inspection is on 13th October. 2 Trees are to be planted - location to be decided by 13 October. After discussion it was agreed to offer these to the Wild Garden. Work was recently carried out on the hedge adjacent to the tennis courts using the remaining flex day from 2013-14. One flex day from 2014-15 would be used in New Rd on 14 October.

10. Highways and Transport

Robin McConnachie's OCC Transport Consultation Committee Response (circulated 21 August 2014) was noted with thanks.

11. Communication.

Next Newsletter is due mid November - content to be agreed at that meeting.

12. Civic and Community

a. Post Office - the proposed changes were discussed - the Parish Council heard the Post Office is in its current format till 2018.

b. Consultation on Draft Revised Oxfordshire Statement of Community Involvement (due by 13th October). The PC did not think it would be necessary to respond. Proposals seemed sensible.

c. Library update. Cllr Young reported. The original budget was for a contribution of £3000 towards library staffing costs. This has now been reduced to £1967-30. The first installment is due this month. The Friends group is working well with OCC. Both parties are happy with the agreement.

d. Review of Polling Districts and Polling Places. Response due by 3rd October. The Clerk was asked to respond saying the PC has no response to make.

13. Financial and Administrative Matters

a. Payments authorized and cheques signed as follows:

i. Parish Clerk July salary and expenses (paid in August) to note	
£408.98	
ii. Parish Clerk August salary and expenses	£361.85
iii. Viking Stationery	£47.06
iv. Windrush Newsletter Printing	£60.00
v. Green Scythe July mowing x 2	£1068.12
vi. Treotech June - Aug	
£629.50	
vii. Library subsidy	£TBA

b. Standing Orders Review. Cllr Young reported. Final copies had been circulated. The Clerk reported why she was in favour of 3 signatories and reasons for not pursuing online payments at this stage (cost of software needed to ensure several people sign off and safety in 3 rather than 2 signatories) Acceptance of drafts was proposed by Cllr Jagger and seconded by Cllr Mavin.

c. Precept-. A preliminary discussion took place - Cllr Young reported. There would be a higher surplus this year (primarily because of better burial fees collection and lower than anticipated expenditure on the library). The surplus could be 5 - 6 K. Next year the grass cutting grant may go down to £1600 or even lower. Income from Burial fees should be budgeted higher. Anticipated extra costs next year include: + 2.5% grass cutting and extra training costs. Also we need to consider that the Treotech contract ends in September 2015, so how do we go forward? Budgeted Reserve was planned to be 43K in April '15. A possible extra £3K (underspend library plus extra burial fees) could mean reserves go up to £46k in April 15. A discussion ensued about whether the precept should be frozen or increase by a small amount. There was a strong rise last year; we will still have a surplus next year if we leave precept the same. The Councillors would consider the matter till the November meeting and make a decision then.

d. Co-opting Parish Councillor Consideration of candidate. Bartha Pitman was proposed by Cllr Mavin and seconded by Cllr Young as a co-optee. Paperwork was to be organized by the Clerk in order to be done by the next meeting.

14. Correspondence Received. Was noted.

15. Any Other Business

Cllr Matthews would attend a course on 2nd October about planning online and she will speak about Community Assets to those running the course.

The access path from the school to the Wild Garden has been closed. It is hoped this can be sorted out.

The Clerk's review had been carried out as usual by the Chair and Vice Chair and the principle to continue with this annual process was agreed. A confidential note with details was placed on the file.

16. Dates of the next Meetings: 16 October, 20 November, December (no meeting). 2015: 15 January, 19 February, 19 March, 23 April (x 2), May date (1st meeting of year for Parish Council still to be agreed).

The Meeting was declared closed at 9.35 pm