

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
on Thursday 21st September 2017 at 7.30pm

Present: Cllrs: B. Young (in the chair), B. Pitman, B. Rigby, J. Mavin, C. Arnold, R. Dyer, **Parish Clerk:** L. Wilkinson.

1. Apologies for Absence and Declarations of Interest

There were none.

2. Co-option of Parish Councillor

Rebecca Ward expressed an interest in becoming a Parish Councillor. The councillors agreed unanimously that she could be co-opted. Cllr Ward signed a Declaration of Acceptance of Office and completed the Register of Members' Interests. It was **resolved** to add Cllr Ward to the bank mandate.

3. Minutes of the Parish Council meeting held on 16th August 2017 were approved and signed. (On agenda incorrectly as July)

4. Matters arising from the Minutes

There were none

5. Public Time

None

6. County Councillor's Report. See after item 7.

7. District Councillor's Report

District Cllr Simcox reported that:

- Everyone should have received blue lidded bins by now.
- The Local Plan is progressing slowly. Officers are stating that it should be in place by the New Year.
- WODC is looking to work with other District Councils in Oxfordshire to put together a bid to receive funds from the Government to improve the A40.
- Query regarding Snowdrop Cottage: Approval on retrospective application was given because the requested changes would not have materially affected the original decision.

County Cllr Leffman entered the meeting.

County Councillor's Report

County Cllr Leffman reported that:

- The school safety lights have been installed with no cost to the parish councils.
- West Oxfordshire Bus Users Group have set up a not for profit bus company. They would like to set up a bus service in the Wychwoods and are making an application to the Communities Fund to buy a bus for this route. The idea is to run a service five times a day through the Wychwoods into Witney and out through Crawley and Leafield. If the application for funding is successful it is hoped that it will start in the New Year.
- She was pleased to see some of the potholes on Leafield Road were filled in before the Tour of Britain cycle race. A cyclist fell off his bike during the race. County Cllr Leffman will inform Highways of this and request the road be resurfaced. See item 12c below.
- Query regarding the recurring problem of parking outside school on chevrons and yellow lines. Local residents are very concerned and have asked the PCSO if the new school signs are enforceable. The PCSO cannot enforce the law about parking; this is the responsibility of WODC. Cllrs Simcox and Leffman will investigate this.

Cllr Leffman left the meeting.

8. Planning:

a. Planning applications received

Ref no.	Address	Proposal	Decision
16/04169/OUT	Land between Fiddlers Cottage and Meadow View	Erection of detached dwelling and associated works.	The PC will resubmit their objection to the Planning Inspectorate

	Cottage, Upper End, SUW	Appeal lodged	Cllr Rigby will review the appeal statement to ensure that the PC's objections are still in line with the appeal arguments.
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b. Decisions Outstanding:

None

c. Decisions made:

Ref no.	Address	Proposal	Decision
17/02070/FUL	Tall Trees Care Centre, Burford Rd, SUW	Enlargement of windows and doors and fitting of velux windows	PC – No objection WODC - Approved
17/02365/S73	Snowdrop Cottage, 15 High St, SUW	Non-compliance of condition 2 of planning permission 15/03848/FUL to allow changes to approved plans.	PC – Object WODC - Approved
17/02418/HHD	Trivarden House, Milton Rd, SUW	Alterations and erection of two storey side extension	PC - No objection WODC - Approved
17/02500/HHD	South Lea, Mawles Lane, SUW	Alterations to include conversion of garage to living accommodation	PC -No objection WODC - Approved

d. To discuss PC involvement in joint submission from AONB and Parish Councils on the WODC Local Plan

Cllr Young summarised the history of the draft Local Plan for the benefit of the new councillors. The matter in question is that any development will be built on AONB (as has happened recently). The clerk will reply to Cllr Tony Merry from Charlbury, welcoming his draft proposal for PC comments.

District Cllr Simcox left the meeting.

9. Environment

a. Allotments

i. It was noted that allotment rents are due this month. All allotment holders have received a rent request.

Nigel Beales is leaving the village. He has always helped with the flail mower on the allotments so a replacement will need to be found. The allotments also need a general tidy up. It was **resolved** to place a tender in the local newspaper to advertise for assistance in the restoration and maintenance of the allotments. It was **resolved** that the current cost of an advert can be paid.

ii. To discuss quotes for a new water trough

No quotes have been obtained. To be put on the October agenda.

b. Volunteers

i. Feedback on 10th anniversary of Volunteers

Cllrs Mavin and Arnold reported that the anniversary event was very successful. It was **resolved** to change the Christmas volunteers' event to an August barbeque from now on.

c. Village maintenance

i. Update on purchase of trees to replace the horse chestnut

Cllr Arnold reported that, having spoken to Ben from Treotech, three trees are necessary to fill the gap. Treotech have quoted £250 per tree to be planted with stakes. It was **resolved** to buy three trees at the cost of up to £245 per tree inclusive of planting (exclusive of VAT). It was agreed that two English elms and a tulip tree would be planted. They will be positioned forwards from the hedge and will need to be protected with guards whilst young. Cllr Arnold will ask Treotech for a quote for the guards.

The horse chestnuts opposite Home Farm Close, although Highways owned trees, have been checked out and are fine.

The newly planted tree on the Village Green has died and will be replaced free of charge by Treotech. It will also be slightly moved so it is not too close to the next tree. This will be done before Christmas.

The hedge trimmer and the strimmer need servicing. Cllr Arnold will organise this. It was **resolved** to spend up to £150 exclusive of VAT.

ii. Sand storage at New Beaconsfield Hall

The PC previously authorised this to be repaired by Groves. However, due to the length of time this was taking, Chris Fitzpatrick kindly repaired the bunker. Repayment of materials bought for this are to be authorised at this meeting. A thank you present has also been purchased for Mr Fitzpatrick. The total cost of both items is less than was previously agreed to be spent.

d. Update on stone wall on A361

OCC contractors have nearly completed the repair of the stone wall. However, they have run out of coping stones so are waiting for more to be delivered before the job can be finished.

10. Playground and School

a. Update on flashing lights outside school

See County Cllr Leffman's report.

b. Report on required maintenance at the playground, following ROSPA inspection

Trevor Stewart has completed some of the outstanding smaller jobs and repaired the zipwire. It was agreed that Cllrs Pitman, Dyer, Mavin and the clerk will meet to discuss how to progress with the outstanding work and to prepare a budget for future years.

i. To consider provision of warning sign on basketball hoop

The PC has been advised by ROSPA to put a sign in place. Witney Signs have been asked to provide this. It was **resolved** to spend up to £200

c. Update on emptying bins at the playground.

WODC will start the contract week commencing 25th September. The bin, at the top of the access path, will be emptied between March and October. The PC will be invoiced at the end of October each year.

d. To consider budget for gardening work

It was **resolved** to budget for £300 for the financial year 2018-19.

e. To note that £600 has been donated by Kate Burrows to be spent on the skate park. To consider how to use this donation.

The ROSPA report has raised the issue of a gap in the middle of the pyramid ramp so it needs replacing. Cllr Mavin will speak to Playdale about what it could be replaced with.

11. Civic and Community

a. Update on installation of defibrillator on Fiddler's Hill

Cllr Dyer reported that the defibrillator has been installed in the phone box on Fiddlers' Hill. It is now live. The cost of installation of £180 plus VAT had originally been quoted. Cllr Dyer then queried a follow-up quote of £200 plus VAT that he received. There has been no confirmation of the actual amount yet but it was **resolved** to spend £200 plus VAT if necessary.

Cllr Dyer will organise a training session for anyone interested in knowing how to use the defibrillator for a Saturday morning before Christmas.

b. Update on Wychwoods Working Together meeting in October

The Shaven Crown has been booked for Thursday 26th October. Invitations have been sent out to Milton and Ascott PCs. Three councillors from Milton have confirmed their attendance so far. The Councillors were asked to suggest items for an informal agenda. The clerk will ask if the chairmen from the other Wychwood parishes have items to raise.

c. To consider renewal of library funding agreement with OCC

Cllr Young explained that OCC would like to extend the library funding agreement. The proposed extension is to continue the Partnership Working Agreement for a further 2 years (until 31 March 2020) with the parishes continuing to fund 7 hours and 25 minutes per week of staff time. The new cost to Shipton PC would be £2,120.95 per year (instead of £1,967). It was **resolved** to renew this agreement at this cost because of the value of the library to the community.

d. To consider a commemoration to Rev Hartley on her retirement

A letter of thanks will be delivered to Rev Hartley. It was **resolved** to purchase a farewell present for up to £30. Thanks were given to Jim Waterman for his beautiful calligraphy on the letter.

- e. To discuss the damage to the noticeboard outside the post office and consider whether to replace it or adapt existing ones

Damage to the noticeboard was caused by a car reversing into it. Cllr Young and Chris Fitzpatrick have removed the damaged noticeboard, replaced the wood and reinstalled it.

Currently there is not enough space for the PC documents to be displayed. It was **resolved** to spend up to £30 on replacement locks for the noticeboard to enable more PC dedicated space.

- f. It was noted that the contribution to Malcolm Cochrane's leaving do is no longer required.

12. Highways and Transport

- a. To discuss the PC response to the OCC consultation on prohibition of HGVs through Burford

Cllr Young summarised the issues for Shipton. The proposed ban was seen positively however there was concern that any ban of HGVs through Burford would affect businesses in Shipton. The PC will submit comments on this which request exemption to the ban for vehicles originating from and destined for the Wychwoods during daylight hours.

- b. To discuss West Oxfordshire Community Transport Ltd's request to publicise their organisation

See Cllr Leffman's report. Cllr Pitman reported that WOCT would like their Community Benefit Society advertised. People can pay from £1 upwards and then they are entitled to give input. This will be put on the website and in newsletter.

- c. To note the incident on Leafield Road during the Tour of Britain and discuss possible action.

A cyclist in the Tour of Britain came off his bike along Leafield Rd. This has been referred to Cllr Leffman.

13. Communication

- a. Update on website

The new website is now live. This will be circulated on Shipton alerts.

- b. To consider items for the newsletter

Contributions for the newsletter should be sent to the clerk by the end of October.

14. Financial and Administrative Matters

- a. Payments to be authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses August 2017	£636.61
	Less Income Tax	£2.60
	Less Employee's pension	£4.97
	Postage/stationery	£25.79
	Total	£654.83
ii. Nest	Clerk's pension	£17.41
iii. OALC	Training (new councillor and planning)	£120.00 +£78 (missed off the agenda)
iv. Cotswold Line Promotion Group	Membership Renewal	£10.00
v. Chris Fitzpatrick	Repay for repair of sand bunker (Hickmans)	£45.28
vi. Brian Young	Repay for thank you to Chris Fitzpatrick (Hook Norton brewery))	£21.45
vii. Repay Paul Young	Tour of Britain banners	£110.20*
viii. Repay Carole Arnold*	Repay for Shipton Volunteers 10 th anniversary	£64.96**
ix. Green Scythe	Grounds maintenance July 2017	£1200.43
x. BDO	External audit	£240.00
xii. Carole Arnold	Repay for Volunteers 10 th anniversary event	£142.35
	Repay for First Aid kit for volunteers	£19.99
	Repay for fuel for strimmer	£6.01

	Total	£168.35
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* Incorrect invoice received; to be paid in October

** Not to be paid as duplicated on the agenda

Cllrs Mavin and Dyer to authorise these payments

b. Payments received:

None

c. BDO has returned the annual return and issued a certificate for the financial year 2016-2017. This was approved and accepted by Shipton PC. There were no issues arising.

15. Correspondence Received:

- Annual Review of Cotswold Conservation Board
- E-mail from Rachel Livingstone requesting that each parish registers any unregistered rights of way before the cutoff point in 2026 or they will be lost.

16. Any Other Issues to Note

- Cllr Pitman will talk to the transport representatives at the other PCs about GWR asking for an extra stop at Shipton.
- Cllrs Dyer and Ward attended a Roles and Responsibility workshop at OALC.

17. Dates of Parish Council Meetings for 2017/8:

19 th October 2017
16 th November
December: Planning and finance meeting if required – to be arranged
18 th January 2018
15 th February 2018
15 th March 2018

Meeting closed: 9.50pm