

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council

at New Beaconsfield Hall on 15th December 2017 at 9.30am

1. **Apologies for Absence** were received from Cllrs C. Arnold, J. Mavin, District Cllr T. Simcox and County Cllr L. Leffman.
2. There were no **Declarations of Interest**
3. **Minutes of the Parish Council meeting held on 16th November 2017** were approved and signed.
4. **Matters arising from the Minutes**
There were none.
5. **Planning:**
a. Planning applications received

Ref no.	Address	Proposal	PC Decision
17/03732/HHD	5 Bradleys	Erection of rear conservatory	No objection
17/03744/HHD	3 Sinnels Field	Insertion of two new dormers and roof light to rear elevation	No objection
17/03919/FUL	Mulberry Barn, Mawles Lane, SUW	Erection of holiday let	No objection but the PC is concerned about the process by which this has progressed from a controversial garage structure to a holiday let. It requests conditions that construction traffic obey the rules of the one way system and the verge/drop kerb are repaired following construction.
17/03952/FUL	Yew Tree Cottage, Burford Rd, SUW	Conversion and extension of garage to create a self-contained dwelling ancillary to the main house	No objection
17/03992/HHD	Meadow Cottage, Meadow Lane, SUW	Raise height of walling of existing single storey extensions and construction of new roof over to include roof lanterns. Erection of single storey extension to create utility room.	No objection

b. Decisions Outstanding:

None

c. Decisions made:

Ref no.	Address	Proposal	Decision
16/04169/OUT	Land between Fiddlers Cottage and Meadow View Cottage, Upper End, SUW	Erection of detached dwelling and associated works.	PC –Object WODC - Refused Appeal dismissed
17/03248/HHD	Dowland, Ascott Rd, SUW	Two storey extension. New roof to existing	PC -No objection WODC- Approved

		garage.	
17/03392/HHD	Wychwood House, Milton Rd, SUW	Erection of single and two storey extensions, detached garage and widening of access	PC - No objection WODC - Approved
17/03227/OUT	Land north of Milton Rd, SUW	Construction of 5 new dwellings together with 'pop up' car park/orchard, all matters reserved	PC – Object WODC - Refused
17/03057/FUL	Land north of Gas Lane and Ascott Rd, SUW	Erection of 2 detached dwellings with associated access and landscaping	PC – Object to materials WODC – Approved subject to conditions
17/02904/FUL	Bowerham, Ascott Rd, SUW	External alterations to openings of flats	PC – Object WODC - Approved

5. Environment

a. Village maintenance

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

Two further quotes have been received. It was **resolved** to ask JAG to proceed with the work at the cost £800 plus VAT.

Cllr Arnold will be asked to continue to ask Treetech to replant the tree on the Village Green.

ii. To authorise thank you gift of £21.45 for the cutting of the hedges at New Beaconsfield Hall. This was **resolved**.

6. Highways and Transport

a. To resolve to request from OCC, a change of speed limit from 40mph to 30mph on Station Road.

Cllr Young and the clerk have met with OCC Highways and County Cllr Leffmann. Following this meeting the PC has requested that the sharks' teeth by the bridge be repainted. It has also requested police speed checks to be carried out. This was done by TVP on 6th December and no speeders were recorded. It was **resolved** to purchase and erect two blue Police speed check area signs for the road at the cost of £42.36 each.

It was **resolved** to request that OCC reduce the speed limit from 40mph to 30 mph.

b. To consider funding for West Oxfordshire Community Transport

Cllr Pitman reported that WOCT has received funding of £8,300 from the Chipping Norton Localities Group and is waiting to hear from the Witney Localities Group. WOCT hopes to start the service in February. It was **resolved** to grant funding to WOCT as the bus service through the Wychwoods will be beneficial.

Cllr Pitman recommended that rather than granting £1500 as requested by WOCT that the PC grants £1,218 which is one pound per resident in the parish as at the 2011 census, plus one pound for membership of WOCT. She also recommended that if the service does not last for twelve months, then 50% of the donation should be refunded to the PC by the resale of the bus.

This was **resolved**.

c. A request has been made for bollards at end of Ascott Road to protect the verge. A quote for £1,319.74 has been received from OCC to place three bollards. A quote for wooden bollards has been requested. This will be discussed and resolved at the January 2018 meeting.

7. Financial and Administrative Matters

a. Payments to be authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses November 2017	£568.87
	Less Income Tax	£2.60
	Less Employee's pension	£4.43
	Total	£561.84
ii. Nest	Clerk's pension	£15.51
iii. OALC	Planning training	£42.00
iv. Burford School	Newsletter printing	£82.68
v. Repay Brian Young	Shovels for sand bunker (Screwfix)	£25.98

vi. Stones for Homes Ltd	Play bark for play ground	£336.48
vii. Green Scythe	October grounds maintenance	£1,200.43
viii. Sophie England	Gardening work at playground	£288.50
ix. Information Commissioner's Office	Data protection registration renewal	£35.00

These will be authorised by Cllrs Dyer and Rigby

b. Payments received:

Allotments	Allotment rent	£30.00
1&1 Internet Ltd	Refund at end of contract	£2.54
Shipton PCC	Burial fees	£510.00

c. It was noted that a precept of £34,943 has been requested for 2018-19. The precept has increased by 2.42% which is a Band D rise of £1.26.

d. It was noted that new external auditors, Moore Stephens have been appointed for councils in Oxfordshire.

e. To appoint an internal auditor for 2017-18
It was **resolved** to offer Carol Browning the work as the internal auditor for Shipton PC for 2017-18.

f. To consider and resolve the draft Equal Access policy
A draft Equal Access policy has been circulated to the Councillors. This was **resolved**.

g. To consider Data Protection training
There are new Data Protection regulations from next year. All councillors and clerks have to be aware of them. It was **resolved** that Cllr Bartha Pitman would become the Data Protection Officer and that she and the clerk would attend the OALC training in February 2018.

h. To consider a contribution to Reverend Stacey's farewell present.
It was **resolved** to contribute £25.

i. To authorise transport for clerk's course
It was **resolved** that the PC will pay £204 for the clerk's training days for the CiLCA course. It was also **resolved** that transport to the venue would be paid and overnight subsistence if required.

j. Public address system
The PA will be provided by a local resident.

8. Correspondence Received

- Thank you letter from James Walmsley for donation to Lady Reade Educational Foundation
- Unity Trust – interest rate changes to Deposit account

9. Any Other Issues to Note

- The defibrillator course held on 9th December was attended by 20 people
- Christmas Eve arrangements were finalised

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

18 th January 2018
15 th February 2018
15 th March 2018

Meeting closed: 10.30pm