

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
Held on Thursday 18th January 2018 at 7.30pm

Present: Cllrs: B. Young (in the chair), B. Rigby, J. Mavin, B. Pitman, R. Dyer, District Cllr T. Simcox,
Parish Clerk: L. Wilkinson

1. **Apologies for Absence** were received from Cllr C. Arnold and County Cllr L. Leffman.
2. **Declarations of Interest:** None were received.
3. **Minutes of the Parish Council meeting held on 15th December 2017** were approved and signed.

4 **Matters arising from the Minutes**

There were no matters arising.

5. Rebecca Ward has resigned as parish councillor. There is therefore a vacancy for parish councillor. As elections are being held in May, there is no need to co-opt a councillor before then however that option is available if someone is interested in the role.

6. **Public Time**

None

7. **County Councillor's Report**

No report was provided.

8. **District Councillor's Report**

District Cllr Simcox reported that:

- OCC has postponed the road works around the JR hospital to re-evaluate the cost of them.
- The Planning Inspector has published a letter which recommends that the housing requirement for the Burford to Charlbury sub-area is changed. Given the number of approved applications in the sub area and because the vast majority of the area is in the AONB there is no need for any extra houses to be planned for in the Local Plan. .
- From February WODC will provide larger recycling bins on request.

9. **Planning:**

a. Planning applications received

Ref no.	Address	Proposal	Decision
17/03997/HHD	3 Hartleys Barn, Plum Lane, SUW	Enlargement of window opening in external wall	No objection

b. Decisions Outstanding:

Ref no.	Address	Proposal	Decision
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

c. Decisions made:

Ref no.	Address	Proposal	Decision
17/03732/HHD	5 Bradleys	Erection of rear conservatory	PC -No objection WODC - Approved
17/03744/HHD	3 Sinnels Field	Insertion of two new dormers and roof light to rear elevation	PC - No objection WODC - Approved
17/03919/FUL	Mulberry Barn, Mawles Lane, SUW	Erection of holiday let	PC -No objection and comment WODC - Approved
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	PC - No objection WODC - Approved

		single storey extension to create utility room.	
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8. Environment

a. Allotments

i. Update on contractor to restore/maintain the allotments

Cllr Mavin reported that a plan has been agreed with Willbee and work will start soon.

The water meter has been read by Thames Water. The water supply will be turned off in an attempt to resolve ongoing questions over the size of the bills

b. Volunteers

No report provided.

c. Village maintenance

i. Update on bollards

A quote for £850 has been received from OCC to place three bollards on the verge at the junction of Ascott Road and A361. It was agreed that this was too expensive and would not be carried further.

ii. The replacement tree on the Green has been planted.

iii. The trees on the Recreation Ground will be planted on 5th February by JAG Trees.

9. Playground and School

a. Update on required maintenance at the playground

The play bark has been delivered and spread.

b. To receive quotes for warning sign on basketball hoop

No quotes yet received.

c. Update on £600 donated by Kate Burrows to be spent on the skate park.

The clerk will write to Ms Burrows to advise that the money will be placed in restricted reserves until an appropriate use has been agreed on.

10. Civic and Community

a. Feedback on Carols around the Tree

It was a very well-attended event. £622 was raised for the Thames Valley Air Ambulance charity. A thank you e-mail has been received.

The PC noted their thanks for the people who helped on the evening.

The tree lights and the hymn sheets need to be checked this year.

A letter of thanks will be written to Mr Astor for supplying the tree.

11. Highways and Transport

a. Update on safety measures on Station Road

A change in speed limit has been requested from OCC. Costs have been quoted as:

- £100 for another speed survey
- £2600 for legal/administrative work
- Cost of amended speed limit signs (no more than £1000)
- Any other measures that may be required to support the limit

However, a reduced speed limit would only be initiated by OCC, if the proposal was judged to comply with the Department for Transport guidelines and after a consultation has taken place. The process usually takes six months.

It was **resolved** to progress with this request on the following grounds:

- There are two blind accesses to A361 from industrial units and the railway station
- 17 houses in the 40mph limit
- Petrol station
- Access/exit to care home
- Young children living on the street
- Two narrow bridges.

The clerk will request a speed survey to be undertaken. If the speed survey shows there is no significant speeding then this decision will be revisited.

b. To consider request for extra salt bin

A request has been received for an extra salt bin at the end of Home Farm Close. These cost £250. All new salt bin requests are subject to an assessment process which may result in the request not being supported by Oxfordshire County Council. It was **resolved** that this is not necessary as there are already two salt bins on Plum Lane.

c. Update on West Oxfordshire Community Transport

Cllr Pitman reported that:

- WOCT has received funding from Crawley, Milton, Shipton and Leafield for the new bus service.
- A bus has been bought which is currently being prepared.
- The start date for the service is Monday 12th February.
- Timetables will be put on bus stops, the website and sent out as a Shipton alert.
- WOCT is planning a promotional tour in the Wychwoods on the 3rd February.
- Information about the new service will be sent to the Wychwood Magazine but the copy deadline is after the commencement date of the service

12. Communication

It was agreed to produce the next newsletter for the beginning of April to include information regarding the council elections, with an invitation for people to put themselves forward as councillors, and an invite to the Annual Parish Meeting on 19th April. Articles need to be sent to the clerk by the March meeting.

13. Financial and Administrative Matters

a. Payments to be authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses December 2017	£494.64
	Plus overpaid Income Tax	£12.20
	Travel for CiLCA course	£11.70
	Less Employee's pension	£3.84
	Total	£514.70
ii. Nest	Clerk's pension	£13.44
iii. HMRC	Income tax payment	£53.55
iv. SLCC	CiLCA training course for clerk	£204.00
v. WOCT	Funding for Community transport	£1,218.00
vi. OALC	Data protection training - 2 places	£96.00
vii. Morelock Signs	2 police speed check area signs	£92.06
viii. Repay B. Young	Thank you for hedge cutting	£21.45
ix. Repay B. Young	Leaving gift for Rev Kate Stacey	£25.00
x. New Beaconsfield Hall	Annual donation	£2,600

These payments will be authorised by Cllrs Mavin and Rigby

b. Payments received:

Allotments	Allotment rent	£40.00
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c. To resolve a virement of £700 to be transferred to the playground budget, this includes £600 donation for Skate Park.

It was **resolved** to move £700 into the playground budget but not to include the £600 donation from Kate Burrows. This will be moved into restricted reserves.

d. To resolve a virement of £400 to be transferred to the Donations budget to cover agreed funding to West Oxfordshire Community Transport

It was **resolved** to move £400 from the parish maintenance (external contractors) budget to cover the funding to WOCT.

e. Quarterly accounts report

Quarterly accounts were distributed.

Bank reconciliations were signed off by Cllr Pitman.

f. Annual Parish Meeting

This will be held on 19th April in the committee room at New Beaconsfield Hall. The same format as previous years will be used. Refreshments will be provided. It was **resolved** to authorise expenditure up to £50.

g. Meeting dates for next financial year

Date	Thursday of month	Weeks between meetings
19 th April 2018 including Annual Parish Meeting	3 rd	5
17 th May 2018	3 rd	4
21 st June 2018	3 rd	5
19 th July 2018	3 rd	4
August: Planning and finance meeting if required – to be arranged		
20 th September 2018	3 rd	
18 th October 2018	3 rd	4
15 th November 2018	3 rd	4
December: Planning and finance meeting if required – to be arranged		
17 th January 2019	3 rd	
21 st February 2019	3 rd	5
21 st March 2019	3 rd	4

These were **resolved**.

15. Correspondence Received:

- Thank you letter from WOCT for funding for the community bus service
- E-mail from Robert Courts MP promoting an event he is holding in partnership with Great Western Railway (GWR), called 'Ask the GWR' for residents to talk about GWR's plans for the future. This is being held on Monday 8th February at the Memorial Hall in Charlbury from 6.30pm to 8.30pm.

16. Any Other Issues to Note

- Annual data shredding service where part of the profits are donated to the community. Cllr Dyer will research this. The clerk will contact Bledington PC to see if they have used this.
- Ruth Gillingham is retiring at the end of March. Cllr Young will write to thank her for her input.
- Youth club is closing down for the present. It has been suggested to them that they could put an article in the newsletter.

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

15 th February 2018
15 th March 2018

Meeting closed: 9.03pm