

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

10th February 2018

You are summoned to attend the Meeting of the Council at New Beaconsfield Hall
on Thursday 15th February 2018 at 7.30pm
For the transaction of business stated below. The Public and Press are also invited to attend.

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest** Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Please refer to the notes at the end of the agenda.
3. **Minutes of the Parish Council meeting held on 18th January 2018** for approval and signature.
4. **Matters arising from the Minutes**
5. **Public Time**
6. **County Councillor's Report**
7. **District Councillor's Report**
8. To review the following Council documents:
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Risk assessments
 - iv. Emergency Plan
 - v. Capital Assets register

9. **Planning:**

a. Planning applications received

Ref no.	Address	Proposal
18/00353/HHD	5 Bradleys, SUW	Noncompliance with condition 2 of planning permission 17/03732/HHD to allow revised drawing
18/00272/FUL	Fourwinds, Burford Rd, SUW	Conversion of barns to create two dwellings with associated works

b. Decisions Outstanding:

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

c. Decisions made:

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	PC - No objection WODC - Approved

10. **Environment**
 - a. **Allotments**
 - i. Update on contractor to restore/maintain the allotments
 - b. **Volunteers**
 - i. Volunteers Annual report
 - c. **Village maintenance**
11. **Playground and School**
 - a. Playground quarterly report
 - b. Update on quotes for warning sign on basketball hoop
 - c. To discuss extra costs incurred on playground maintenance
12. **Civic and Community**
 - a. To consider information sheet on role of parish councillors
 - b. Update on data shredding service (Cllr Dyer)
 - c. Oxfordshire Housing and Growth Board
13. **Highways and Transport**
 - a. Update on safety measures on Station Road
 - b. Update on West Oxfordshire Community Transport (Cllr Pitman)
 - c. Report on meeting with GWR (Cllr Pitman)
14. **Communication**
 - a. Confirmation of articles for newsletter
15. **Financial and Administrative Matters**

a. Payments to be authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary and Expenses January 2018	£611.64
	Less Income Tax	£10.60
	Less Employee's pension	£4.75
	Total	£596.29
ii. Nest	Clerk's pension	£16.63
iii. OCC	Contribution to Wychwood Library (s137)	£1,060.47
iv. Viking Direct	Stationery	£67.51
v. Repay Carole Arnold	Volunteer refreshments	£10.65
vi. Repay Carole Arnold	Tree stakes/ties for community orchard	£27.00

b. Payments received:

Shipton PCC	Burial fees	£144.00
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c. To note virement of £100 has been transferred to the playground budget, as £600 donation for Skate Park has been moved to restricted reserves.

d. Update on James Arthur Willis Trust

e. To consider draft Training and Development policy

f. To discuss obtaining quotes and invoices

16. Correspondence Received:

17. Any Other Issues to Note

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

15 th March 2018

Lisa Wilkinson
Parish Clerk

(i) Any member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered. (ii) With the exception of the circumstances listed in paragraphs 17 and 19 of the Code of Conduct for Members, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the Public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. In such circumstances the Member must withdraw from the meeting room, and should inform the Chairman accordingly.

(iii) It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared or whether a personal interest should also be regarded as prejudicial.