

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
on Thursday 15th February 2018 at 7.30pm

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

1. **Apologies for Absence** were received from District Cllr T. Simcox.

2. **Declarations of Interest:** none were received.

3. **Minutes of the Parish Council meeting held on 18th January 2018** were approved and signed.

4 Matters arising from the Minutes

No matters arising.

5. Public Time

None

6. County Councillor's Report

County Cllr Leffman reported that the WOCT bus service has started and hopes that it will be well-used.

The County Council budget meeting was held on Tuesday 13th February. No money is available for road repairs. However the Liberal Democrats suggested that it may be possible to borrow money from reserves to do some work on the roads as they are in such a bad state. The Cabinet Member responsible for roads said that the suggestion would be taken seriously.

Adult Social Care and Children's services are also under stress.

The County Council will have to put up Council Tax this year.

7. District Councillor's Report

No report received.

8. To review the following Council documents:

i. Standing Orders

These were **resolved** without amendments.

ii. Financial Regulations

These were **resolved** without amendments.

iii. Risk assessments

Risk assessments **resolved** and signed:

- Volunteers (Cllr Arnold)
- War Memorial (Cllr Young)
- Employment of Staff (Cllr Young)
- Financial Management (with amendments) (Cllr Pitman)

Risk assessments for:

- Burial Ground
- Newsletters
- Playground/skate park
- Seats

will be amended and signed by the responsible councillors. The clerk will develop new risk assessments for next year.

iv. Emergency Plan

This was updated and **resolved**.

v. Capital Assets register

It was **resolved** to only enter items on the Assets register with a minimum value of £100

The Capital Assets register was **resolved**.

9. Planning:

a. Planning applications received

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

b. Decisions Outstanding:

None

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 |
| 17/03997/HHD | 3 Hartleys Barn, Plum Lane | Enlargement of window opening in external wall | PC - No objection WODC - Refused |

10. Environment

a. Allotments

i. Update on contractor to restore/maintain the allotments

Cllr Mavin reported that the work has not yet started. There was a query whether to spray the area that needs work on. This was refused. Cllr Mavin suggested that instead of clearing all the vacant allotments, just clearing two plots instead to see how long it takes and how much it costs. This was **resolved**. Willbe may asked to do more work later in the year if necessary.

b. Volunteers

i. Volunteers Annual report

Cllr Arnold will provide an annual report at the March meeting.

c. Village maintenance

Concern was raised about the hole in the ground where the horse chestnut had been removed. Cllr Arnold will investigate this.

11. Playground and School

a. Playground quarterly report

Cllr Mavin reported that more play bark will be needed in the new financial year. Replacing some of the vegetation with turf also needs to be considered. Wet weather has caused muddy areas around the equipment so it is hard to assess what repairs are needed. The PC requires a company or person who is willing to do playground maintenance as required. Cllr Mavin will investigate this.

b. Update on quotes for warning sign on basketball hoop

A quote has been received for £100.51 from Witney Signs. This does not include VAT or installation. The PC had previously resolved to spend £70. It was agreed that the clerk would proceed with this sign. It was **resolved** to spend to up to £150 on the sign and installation.

c. To discuss extra costs incurred on playground maintenance

A bill has been received for £720 plus VAT from the playground maintenance contractor. This is above the agreed spend for this financial year (Miscellaneous maintenance for £400 resolved in June 2017 and zipwire repair for £203 resolved May 2017). It was **resolved** to pay the invoice at the March meeting with the extra spend authorised.

12. Civic and Community

a. To consider information sheet on role of parish councillors

An information sheet will be given out to anyone interested in standing to be a councillor. This was approved.

b. Update on data shredding service

Cllr Dyer reported that he has contacted a company who offers a mobile shredding service. Cllr Dyer has identified costings for this and Cllr Mavin will approach the school to see if they will host it.

c. Oxfordshire Housing and Growth Board

Cllr Leffman noted that the District Councils have been offered money from the Government for infrastructure: £150 million for improving infrastructure such as roads. This has been accepted by the District Councils.

13. Highways and Transport

a. Update on safety measures on Station Road

Results of a second speed check have been received. The first survey showed a lot of speeding (held in March 2017). On the second speed survey, the 85th percentile shows a speed of less than 40mph. On this information it was **resolved** to go ahead with the process of requesting a change in speed limit to 30mph but ask to be advised of costs once the consultation process has finished.

b. Update on West Oxfordshire Community Transport

Cllr Pitman reported that the new bus service has started. The first few days have been difficult because of diversions and road works. The route will be reviewed next week because the journey along Plum Lane is taking longer than expected. An app is being developed which shows where the bus is on its route. This will be publicised on the website when it is released.

c. Report on meeting with GWR

Cllr Pitman attended a meeting with GWR and Robert Courts MP. There are no plans to increase the frequency of trains stopping at the smaller stations until the track is double tracked.

The Government has launched a public consultation asking for views on future services across the Great Western network and how services can be improved. This closes on 21st February and can be found at online at <https://www.gov.uk/government/consultations/great-western-rail-franchise>.

Cllr Pitman will reply on behalf of the PC.

14. Communication

a. Confirmation of articles for newsletter

This will include information on the upcoming election and an invite to the Annual Parish Meeting in April. Articles to be sent to the clerk a week before the March PC meeting.

Cllr Rigby will write an article for the Wychwood magazine.

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 |

Cllrs Mavin and Rigby will authorise these payments online.

b. Payments received:

| | | |
|-------------|-------------|---------|
| Shipton PCC | Burial fees | £144.00 |
|-------------|-------------|---------|

c. It was noted that a 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

The financial statement for this year has been received. The Trust holds £1,440.04.

e. To consider draft Training and Development policy

The clerk distributed a draft policy. This was **resolved**.

f. To discuss obtaining quotes and invoices

Cllr Young outlined the procedure for obtaining quotes, receiving authorisation from the Council and then proceeding with the work/purchase via the Clerk.

16. Correspondence Received:

- A complaint has been received about the use of a footpath by horse. Cllr Leffman will investigate this.
- A small section of path has been taken down on Sinnels Field. Cllr Young will ask the relevant person to put the fence back.
- A skip has been sited at Littlebrook Meadow for several months. Cllr Leffman will investigate this.
- A resident of Gas Lane has raised concern over its use by non-resident cars and the state of the surface.

17. Any Other Issues to Note

- It was agreed to send Ruth at the library a happy retirement card
- A car crashed into the school sign/flashing lights on Milton Road at the junction with the business park. Cllr Leffman will investigate who is responsible for replacing the sign/lights.

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

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|-----------------------------|
| 15 th March 2018 |
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Meeting closed: 9pm