

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

9<sup>th</sup> March 2018

You are summoned to attend the Meeting of the Council at New Beaconsfield Hall  
on Thursday 15<sup>th</sup> March 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 15<sup>th</sup> February 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 Burial Ground agreement.
9. Planning:
  - a. **Planning applications received**

Ref no.	Address	Proposal
18/00067/FUL	Shipton Lodge Cottage, High St, SUW	Conversion of existing dwelling houses to form one larger dwelling and conversion of stable block to dwelling
18/00536/S73	Court Farm, Mawles Lane, SUW	Noncompliance with condition 2 of planning permission 16/03927/FUL to allow changes to approved plans (openings, layout, garage and access).

### b. Decisions Outstanding:

Ref no.	Address	Proposal	Decision
18/00353/S73	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

### c. Decisions made:

None

10. **Environment**
  - a. **Allotments** (Cllr Mavin)
    - i. Update on contractor to restore/maintain the allotments
    - ii. Report on water bills for allotments
  - b. **Volunteers** (Cllr Arnold)
    - i. Volunteers Annual report
    - ii. To consider tasking the volunteers with tree and hedge work on Highways land
  - c. **Village maintenance**
11. **Playground and School** (Cllr Mavin)
  - a. Update on warning sign on basketball hoop
  - b. Update on maintenance contractor for playground
12. **Civic and Community**
  - a. To note receipt of New Beaconsfield Hall annual report
13. **Highways and Transport**
  - a. Update on safety measures on Station Road (clerk)
  - b. Update on new bus service (Cllr Pitman)
14. **Communication** (Cllr Young)
  - a. To authorise content and cost of the spring 2018 newsletter
  - b. Finalise content of Annual report
  - c. Finalise list of invitees to Annual Parish Meeting
15. **Financial and Administrative Matters**
  - a. **Payments to be authorised as follows:-**

i. Lisa Wilkinson	Clerk's Salary February 2018	£587.62
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	Clerk's expenses February 2018	£25.10
	1&1 Internet Renewal of Domain	£19.32
	Good Councillors Guide 2017	£3.00
	<b>Total</b>	£635.04
ii. Nest	Clerk's pension	£16.63
iii. OCC	Speed survey on Station Road	£120.00
iv. Dr Scott	Lamb Tithe	£130.00
v. Castle Water	Allotment water bill. Repay B. Young	£126.83
vi. Castle Water	Allotment water bill (2 <sup>nd</sup> instalment)	£126.83
vii. Trevor Stewart	Playground maintenance	£864.00
viii. Witney Signs	Sign for basketball hoop	£167.45
ix. OALC	Annual subscription	£267.48
x. JAG Trees	Tree planting at recreation ground	£960.00
xi. Bartha Pitman	Travel claim for training at OALC, Didcot	£21.40

**b. Payments received:**

Allotmenteer	Allotment rent	£30.00
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c. To authorise use of BACS and direct debits as required annually by Standing Orders

d. To authorise regular payments (up to the budget limit) for the financial year 2018-9:

- i. Clerk's salary and expenses
- ii. Clerk's pension
- iii. Administration (stationery, postage etc.)
- iv. Printing of newsletters
- v. Thames Water (allotments)
- vi. Grounds maintenance contract
- vii. Gardener at playground
- viii. Lamb tithe

e. To resolve councillor portfolios

f. To review the Code of Conduct

g. Report on new General Data Protection Regulations

h. To resolve an increase in pension contributions from April 2018 in line with automatic enrolment pensions

16. **Correspondence Received:**

17. **Any Other Issues to Note**

18. **Dates of Parish Council Meetings for 2018/9:**

19 <sup>th</sup> April 2018 including Annual Parish Meeting
17 <sup>th</sup> May 2018 Annual meeting
21 <sup>st</sup> June 2018
19 <sup>th</sup> July 2018
August: Planning and finance meeting if required – to be arranged
20 <sup>th</sup> September 2018
18 <sup>th</sup> October 2018
15 <sup>th</sup> November 2018
December: Planning and finance meeting if required – to be arranged
17 <sup>th</sup> January 2019
21 <sup>st</sup> February 2019
21 <sup>st</sup> March 2019

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.