

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

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

Present: Cllrs: B. Young, B. Pitman, J. Mavin, B. Rigby, R. Dyer, C. Arnold, **District Cllr** T. Simcox, **County Cllr** L. Leffman, **Parish Clerk:** L. Wilkinson, 2 members of public.

1. There were no **Apologies for Absence**

2. **Declarations of Interest**

None

3. **Minutes of the Parish Council meeting held on 15th February 2018** were approved and signed.

4 **Matters arising from the Minutes**

There were no matters arising.

5. **Public Time**

An issue about overgrown trees on Swinbrook Road was raised. It was proposed to remove two trees either side of one that is becoming cramped, to encourage its growth. The volunteers could achieve this if the road was blocked off.

Community Speedwatch have been borrowing equipment from TVP for this initiative, which has been successful. A request was made to buy their own equipment for the Wychwoods using funding from OCC and if necessary the Parish Council at the cost £2518 ex VAT.

Cllr Leffman explained that each councillor will have £15,000 to fund local initiatives. This will be available in the next financial year. She will find out about the criteria for this fund. The Speedwatch representative at Milton will be asked to talk to Milton PC about supporting this issue.

6. **County Councillor's Report**

County Cllr Leffman reported that the budget meeting at OCC has been held. OCC have decided to put up Council tax by 4.99% because it is short of funds for adult social care and children's services. This will enable them to fulfill their statutory obligations.

The purchase of a new dragon catcher is being considered for maintenance of the roads.

The Oxfordshire Housing and Growth Deal has contributed £150 million to major infrastructure.

There is a proposal being discussed that the Government may be taking on responsibility of some of the major roads such as A44.

There is currently a strategy document on how another £15 million across the county can be saved. Most of this could come from better working practices.

7. **District Councillor's Report**

District Cllr Simcox reported all District Councils have signed up to the Housing and Growth Deal.

Amongst other things, it will reduce the five year land supply to a three year land supply.

WODC has set its budget. Band D properties will only see an increase of £2.75 in their Council Tax.

Cllr Simcox has received a complaint about an issue at Blenheim Cottages which he will chase up.

He has received complaints about lack of parking at the Bowerham development.

The Local Plan consultation has finished. The Plan will be voted on in May.

8. To review the Burial Ground agreement.

Cllr Rigby reported that the PCC is happy to continue with the agreement. It was **resolved** to continue with this. The clerk will send a renewal letter to James Walmsley, to be signed by the PCC and Cllr Rigby on behalf of the PC.

9. Planning:

Mr Sam Simson wants to arrange a meeting with the chairman. The Council and the clerk advised against such an informal meeting and suggested that Mr Simson should address the Council as a whole at some future date during public time. Cllr Young will advise Mr Simson.

a. Planning applications received

Ref no.	Address	Proposal	Decision
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	No objection
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).	No objection

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

i. Update on contractor to restore/maintain the allotments

Cllr Mavin reported that no work has yet been undertaken due to the poor weather.

A greenhouse was unsafe in the high winds. This has now been taken down.

A complaint about dog poo on the allotment has been received. Posters will be put up.

ii. Report on water bills for allotments

The clerk reported that despite still waiting for a water bill from the meter reading that took place in January, Castle Water had insisted that half of the bill had to be paid. This was paid by Cllr Young on 19th February. The remainder of the outstanding payment is on the agenda to be authorised and paid at this meeting.

It was agreed the PC would read the meter quarterly themselves.

Cllr Mavin reported that the water supply at the allotments has been turned off for the present.

b. Volunteers

i. Volunteers Annual report

The Annual report will be presented at the Annual Parish meeting in April.

ii. To consider tasking the volunteers with tree and hedge work on Highways land namely Swinbrook Road

Cllr Arnold proposed pruning some trees and hedges along Swinbrook Road. Following discussion on this, as the land does not belong to the PC and it is bird-nesting season, it was **resolved** that Cllr Arnold will talk to Highways and ask them to assess the trees.

c. Village maintenance

None

11. Playground and School

a. Update on warning sign on basketball hoop

The sign is currently being made.

The flashing light that was knocked outside the school down will take a while to replace. Cllr Leffman will chase this up to see if it is an insurance claim.

b. Update on maintenance contractor for playground

Cllr Mavin reported that gardening work will start in May.

12. Civic and Community

a. Receipt of the New Beaconsfield Hall annual report was noted.

13. Highways and Transport

a. Update on safety measures on Station Road

A formal request for a change in speed limit has been sent to OCC.

b. Update on new bus service

Cllr Pitman reported that people need to flag down the bus to help the driver know when to stop. A reply has been received from GWR via Robert Courts to say that there will be no more stops at Shipton unless it is double tracked and in the new franchise agreement.

14. Communication

a. To authorise content and cost of the spring 2018 newsletter

It was authorised to spend up to £50. Newsletters will also be sent out via Shipton Alerts.

b. Finalise content of Annual report

Cllr Young will write the introduction, Cllr Rigby will write about Planning and Communication, Cllr Arnold on Green Spaces and Volunteers, Cllr Pitman on Transport and Finance, Cllr Young on Highways and Cllr Mavin on Allotments and the Playground.

Articles need to be sent to the clerk by 9th April.

It was **resolved** to spend £60 on refreshments.

c. Finalise list of invitees to Annual Parish Meeting

Invitees will be sent to James Walmsley (Lady Reade Educational Charity, PCC), Paul Chantry (New Beaconsfield Hall), Wychwood surgery, Wychwood Primary school and the PCSO at Thames Valley Police

15. Financial and Administrative Matters

a. Payments to be authorised as follows:-

i. Lisa Wilkinson	Clerk's Salary February 2018	£587.62
	Clerk's expenses February 2018	£25.10
	1&1 Internet Renewal of Domain	£19.32
	Good Councillors Guide 2017	£3.00
	Total	£635.04
ii. Nest	Clerk's pension	£16.63 corrected to £16.94
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 corrected to £126.82
vi. Castle Water	Allotment water bill (2 nd instalment)	£126.83 corrected to £126.82
vii. Trevor Stewart	Playground maintenance	£864.00
viii. Witney Signs	Sign for basketball hoop (to be paid in April)	£167.45
ix. OALC	Annual subscription	£267.48
x. JAG Trees	Tree planting at recreation ground (s137)	£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 6.8
This was **resolved**.

d. To authorise regular payments (up to the budget limit) for the financial year 2018-9 as required by standing order 5.5

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

viii. Lamb tithe

This was **resolved**.

e. To resolve councillor portfolios

It was agreed that the portfolios would remain as they are until after the elections and then revisited when new councillors are in post.

f. To review the Code of Conduct

This was reviewed and **resolved**.

g. Report on new General Data Protection Regulations

The clerk circulated a report on the new GDPR that come into force in May 2018. There is still debate between NALC and OALC on how this will affect local councils. The PC agreed to undertake a data audit of the information it holds and make this issue a quarterly item on the agenda.

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

Following increases in minimum contributions for automatic enrolment pensions which take place in April 2018, the PC will continue to contribute 2% to the clerk's pension and the clerk's contributions will increase..

16. Correspondence Received:

- Waste collection complaint on Sinnels Field
- Nomination forms for PC elections

17. Any Other Issues to Note

None

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

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

Meeting closed: 8.55pm