

## SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

11<sup>th</sup> May 2018

You are summoned to attend the Annual Meeting of the Council at New Beaconsfield Hall  
on Thursday 17<sup>th</sup> May 2018 at 7.30pm  
For the transaction of business stated below. The Public and Press are also invited to attend.

### AGENDA

1. **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**
2. **To receive Declarations of Acceptance of Office from seven elected councillors**
3. **Apologies for Absence**
4. **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.
5. **Minutes of the Parish Council meeting and Minutes of the Annual Parish Meeting held on 19<sup>th</sup> April 2018** for approval and signature.
- 6 **Matters arising from the Minutes**
7. **Public Time**
8. **County Councillors' report**
9. **District Councillor's report**
10. **To resolve to review all policies, standing orders and financial regulations at the annual meeting from 2019.**
11. **To appoint new PC trustee on New Beaconsfield Hall management committee**
12. **To appoint new PC representative on the Wychwood Library Friends Group**
13. **Planning:**
  - a. **Planning applications received**

None

#### **b. Decisions Outstanding:**

Ref no.	Address	Proposal	Decision
18/00805/LBC	Flat 4, Shipton Court, High St, SUW	Internal alterations to remove walls.	No objection
18/00860/FUL	Tall Trees Care Centre Burford Road, SUW	Insertion of 2 no. patio doors to rear flank wall, to replace existing windows, and construction of balcony, all at first floor level.	No objection
18/00961/FUL	Quarry Hill Farm, Leafield Rd, SUW	Erection of an agricultural barn	No objection
18/00959/FUL	Quarry Hill Farm Leafield Road, SUW	Conversion of two existing outbuildings to form three one bedroom holiday lets	Comment
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

#### **c. Decisions made:**

Ref no.	Address	Proposal	Decision
18/00808/HHD	The New House, Milton Rd, SUW	Removal of existing conservatory, replaced with single storey pitched roof extension with cavity masonry walls to match existing house and roof tiles to match existing.	PC - No objection WODC - Approved
18/00272/FUL	Fourwinds, Burford Rd, SUW	Conversion of barns to create two dwellings with associated works	PC – Comment WODC - Refused

d. Planning Permission 16/02851/OUT (Land south of Milton Rd): to agree next steps (Cllr Rigby)

14. **Environment**
  - a. **Allotments**

i. Update on contractor to restore/maintain the allotments (Cllr Mavin)

**b. Volunteers (Cllr Arnold)**

i. To consider insurance requirements for Shipton Volunteers

**c. Village maintenance**

i. To resolve to service the generator (Cllr Dyer)

ii. To consider storage for parish assets

iii. To consider request from Wild Garden Committee for financial help to improve Dog Kennel

Lane

**15. Playground (Cllr Mavin)**

a. To consider repair of walling around Jubilee seat

**16. School (Cllr Mavin)**

**17. Civic and Community**

a. Update on purchase of Speedwatch equipment for PC

**18. Highways and Transport**

**19. Communication**

**20. Financial and Administrative Matters**

**a. Payments to be authorised as follows:-**

i. Lisa Wilkinson	Clerk's net Salary April 2018	£699.39
	Clerk's expenses April 2018	£15.00
	<b>Total</b>	£714.39
ii. Nest	Clerk's pension	£34.32
iii. Morelock Signs	Radar Speed sign	£2,760.00
iv. Jill Mavin	Refreshments for APM	£43.50
v. Sophie England	Gardening at playground	£30.00
vi. BHIB Insurance Brokers	Local Council Insurance renewal	£395.66

**b. Payments received:**

WODC	Precept	£17,471.50
SSE	Wayleaves	£192.09
Resident	Donation for Speedwatch equipment	£2,300.00

c. To consider clerk's cost of living pay rise in line with NALC/NJC salary award 2018-19 as per contract.

d. To consider and resolve Privacy notice for staff and councillors in line with General Data Protection Regulations

e. To note Internal Check list has been completed (Cllr Pitman).

f. To approve end of year accounts

g. To approve restricted reserves list

h. To approve fixed asset register

i. To approve new councillor training for the two new councillors

j. To consider councillor portfolios:

<b>Portfolio</b>	<b>Current portfolio holder</b>	<b>New portfolio holder (if any)</b>
Emergency Planning	Brian Young	
Highways and Street Lighting,	Brian Young	
Newsletter	Brian Young	
Finance	Bartha Pitman	
Transport	Bartha Pitman	
Risk Assessment	Bartha Pitman	
Playground	Jill Mavin	
Allotments	Jill Mavin	
NAG/Neighbourhood Watch/Police Liaison	Jill Mavin	
Schools Liaison	Jill Mavin	
Planning Applications	Brian Rigby	
Burial Ground	Brian Rigby	
PCC Liaison	Brian Rigby	
Communications	Brian Rigby	
Shipton Volunteers	Carole Arnold	
Hedges, Trees and Grass Cutting	Carole Arnold	
Benches	Rob Dyer	
Defibrillator	Rob Dyer	
Generator	Rob Dyer	
Hedges, Trees and Grass Cutting	Rob Dyer	

k. To resolve to add Cllr Etherington and Cllr Brunsdon to the bank mandate

I. To resolve to ask Scribe accountant to resolve a finance issue at the cost of £42.50 per hour

m. To note clerk's appraisal has been carried out

21. **Correspondence Received:**

22. **Any Other Issues to Note**

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

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.