

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Annual Meeting of the Council at New Beaconsfield Hall
Held on Thursday 17th May 2018 at 7.30pm

Present: **Cllrs:** B. Young (in the chair for item 1), B. Pitman (in the chair from item 2 onwards), B. Rigby, J. Mavin, C. Arnold, R. Dyer, T. Etherington, T. Brunnsden, **Parish Clerk:** L. Wilkinson.

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Cllr Pitman was nominated and elected as Chair of the Parish Council. The Declaration of Acceptance of Office was duly completed.

Cllr Young was offered a vote of thanks for all his work on the Parish Council. He left the meeting having retired from office.

Rob Dyer was nominated and elected as Vice Chair of the Parish Council. The Declaration of Acceptance of Office was duly completed.

2. To receive Declarations of Acceptance of Office from seven elected councillors

Declarations of Acceptance of Office and Registers of Members' Interests were completed.

3. Apologies for Absence

There were no apologies for absence.

4. Declarations of Interest

No Declarations of Interests were received.

5. Minutes of the Parish Council meeting and Minutes of the Annual Parish Meeting held on 19th April 2018 for approval and signature.

These were approved as a true record and signed.

6 Matters arising from the Minutes

There were none.

7. Public Time

None

8. County Councillors' report

- County Cllr Leffman reported that WOCT is looking for funding for an extra bus. She has agreed to give some money from the Councillors' Priority Fund. She is also giving a contribution to Saplings.
- Cllr Leffman is meeting with the school to talk about funding for the playground.
- She has also visited the Day Centre at New Beaconsfield Hall and was impressed with what she saw.
- Several potholes have been marked up in the villages therefore they should be filled within 28 days.

9. District Councillor's report

District Cllr Acock was welcomed. He thanked the parish for voting for him.

- He can help with issues such as roads and transport. He has already helped with cases such as disabled badges and hogweed.
- The PC has sent him a complaint about a bin lorry knocking down a sign. Cllr Acock explained that Ubico should be using smaller refuse vans for Simons Lane/Chapel Lane and they will be in the future.
- The Local Plan should be adopted within the next four months. There will be no more big developments in Shipton but there will probably be windfall houses.
- Cllr Acock will be on the Economic and Social committee. Although he is not on the planning committee he can object on the PC's behalf if requested to do so.
- He is working with other District Councils to get the Cotswold Line dual tracked into Oxford.

- **10. To resolve to review all policies, standing orders and financial regulations at the annual meeting from 2019**

As per local council good practice, all policies and statutory documents will be reviewed at the Annual meeting from 2019.

11. To appoint new PC trustee on New Beaconsfield Hall management committee

As Cllr Young has resigned from the PC and thus his position on the NBH management committee, it was **resolved** that Cllr Arnold takes the position if there is no conflict of interest with her position of treasurer at New Beaconsfield Hall.

12. To appoint new PC representative on the Wychwood Library Friends Group

Cllr Young has also resigned his position on the Library Friends Group; it was **resolved** that Cllr Mavin also takes this position.

13. Planning:

a. Planning applications received

None

b. Decisions Outstanding:

Ref no.	Address	Proposal	Decision
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
18/00805/LBC	Flat 4, Shipton Court, High St, SUW	Internal alterations to remove walls.	PC - No objection WODC - Approved

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

Cllr Rigby reported that Deanfield Homes are now engaged on this development and are applying to lift the conditions set by WODC, particularly condition four.

Cllr Rigby would like to arrange a meeting with WODC planning department to list the PC's concerns and find out how they are being met. He recommended then talking to the developers and following that, holding a parish meeting to hear the residents' points of view.

The preliminary list of concerns was discussed for Cllr Rigby to take to the planning department .These are:

- timetable for start/completion
- road safety
- adequacy of parking
- land drainage
- composition of build (affordable housing)
- nomination rights for starter homes
- routing agreement for construction traffic
- the PC claim for section 106 funding to be respected by WODC
- enforcing a building bond,
- adequacy of residents' and visitors' parking

- traffic management plan
- landscaping.

It was **resolved** to take these issues to the WODC planning department. In the light of that the PC will meet with Deanfield Homes. Cllrs Mavin and Etherington will meet with Deanfield Homes and Wychwood Primary school on Monday 21st May.

14. Environment

a. Allotments

i. Update on contractor to restore/maintain the allotments

Cllr Mavin reported that Willbe has not yet started work. She will chase them to do the work. The clerk updated the Council on Thames Water/Castle Water: the water meter has been removed by Thames Water without the PC being informed. The clerk has asked for it to be reinstated. There is a credit of £412 on the water bill as the previous two bills received were incorrect. This balance will be refunded to the PC.

b. Volunteers

i. To consider insurance requirements for Shipton Volunteers

The clerk has drawn up a procedure for the Shipton Volunteers which adheres to insurance requirements and GDPR. Dates of planned work and registers will be sent to the clerk. Volunteers will be asked to read the risk assessment, the privacy notice and sign a consent form. This procedure will be added to the Risk Management schedule.

c. Village maintenance

i. To resolve to service the generator

Cllr Dyer has spoken to Green Acres; the generator has a flat battery. It was **resolved** to spend up to £100 to fix the generator.

ii. To consider storage for parish assets

Cllr Arnold explained that Shipton fete equipment needs storing. Following a discussion on ownership of the fete property it was **resolved** that Cllr Mavin will investigate possible storage spaces locally.

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

Lane

Cllr Leffman will contact the Wild Garden Committee and investigate if Dog Kennel Lane is a bridleway thus the responsibility of OCC.

15. Playground

a. To consider repair of walling around Jubilee seat

This has been vandalised again. Cllr Mavin will see if this can be repaired.

Pat Collins, retired engineer, will take on the maintenance of the playground.

The ROSPA inspection has been booked for July.

16. School

A new flashing light is now in place outside school.

17. Civic and Community

a. Update on purchase of Speedwatch equipment for PC

The Speedwatch equipment has been purchased and is being delivered in June.

18. Highways and Transport

Cllr Pitman circulated a letter from Margaret Burdern from WOCT explaining that the pick-up on the bus route was not as good as hoped for and asking the PC to publicise the bus service more. Cllr Pitman will suggest that WOCT attend the New Beaconsfield Hall anniversary celebration.

19. Communication

A request to opt-in to GDPR has been sent out via Shipton alerts. So far, 67 contacts have replied. A reminder will be sent out before 25th May.

Statistics for hits on website were distributed. The PC was pleased with usage of the website.

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
	Total	£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

Cllrs Dyer and Arnold will authorise these payments online.

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.

This was **resolved**.

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

This was **resolved**. It will put on the website.

e. To note Internal Check list has been completed.

This was noted.

f. To approve end of year accounts

These were distributed and **resolved**. The accounts and Annual Governance information will now be sent to the Internal Auditor.

g. To approve restricted reserves list

This was **resolved**. Unrestricted reserves are within the recommended amount for PCs to hold.

h. To approve fixed asset register

This was **resolved**.

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

This was approved. The clerk will book OALC Roles and Responsibilities (Working on Your Council) training on 19th September at the cost of £80 plus VAT each.

It was also **resolved** to book the following training courses:

- Chairmanship Skills on 18th July for Cllr Dyer (if required)
- Planning training for Cllr Etherington when a date becomes available.

j. To consider councillor portfolios:

Portfolio	Current portfolio holder (lead portfolio holder in bold)	New portfolio holder (if any)
Emergency Planning/Defibrillator/Generator	Brian Young	Rob Dyer
Highways and Street Lighting,	Brian Young	Tim Brunsdan
Newsletter	Brian Young	Rob Dyer (as part of Communications portfolio)
Finance	Bartha Pitman	Tom Etherington
Transport	Bartha Pitman	
Risk Assessment	Bartha Pitman	
Playground	Jill Mavin	Tim Brunsdan
Allotments	Jill Mavin	
NAG/Neighbourhood Watch/Police Liaison	Jill Mavin	
Schools Liaison	Jill Mavin	
Planning Applications	Brian Rigby	Tom Etherington
Burial Ground	Brian Rigby	Tom Etherington

PCC Liaison	Brian Rigby	
Communications	Brian Rigby	Rob Dyer (see above)
Shipton Volunteers	Carole Arnold	
Hedges, Trees, Grass Cutting and Benches	Carole Arnold	Rob Dyer
Parish Records	N/A	Rob Dyer , Bartha Pitman

k. To resolve to add Cllr Etherington and Cllr Brunsdon to the bank mandate
This was **resolved**.

l. To resolve to ask Scribe accountant to resolve a finance issue at the cost of £42.50 per hour
The accounts for 2017-18 balance but the financial software states there is a problem which neither Cllr Pitman or the clerk can find. It was **resolved** that Cllr Arnold will look first and then to ask the Scribe accountant to do the work if necessary.

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

21. Correspondence Received:

- E-mail from resident concerned about the work Thames Water has been carrying out recently in the village and the repeated failure of their temporary traffic lights.
- Request from Ascott PC for a Wychwood Working Together meeting. The clerk will reply for the 5th June.

22. Any Other Issues to Note

- Cllr Mavin will ask the school about providing a data shredding service on their premises.
- On the corner of Ascott Rd/A361 the concrete hydrant markers have not been replaced since the bollards were put in. Cllr Leffman will investigate this.
- The clerk will check the PC insurance for the hall anniversary event.

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

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: 9.45pm