

# **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

To all members of the Parish Council

15<sup>th</sup> June 2018

You are summoned to attend the Meeting of the Council at New Beaconsfield Hall  
on Thursday 21<sup>st</sup> June 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 17<sup>th</sup> May 2018** for approval and signature.
- 4. Matters arising from the Minutes**
- 5. Public Time**
- 6. County Councillors' report**
- 7. District Councillor's report**
- 8. Planning:**
  - a. Planning applications received**

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>
18/01270/FUL	Bowerham, Ascott Rd, SUW	Single gable extension, new porch and creation of Juliet balconies. Alterations to fenestration to the ground and first floor levels.
18/01663/FUL	Station Rd Garage, Station Rd, SUW	Alterations and erection of single storey extension

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

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
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:**

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
18/00805/LBC	Flat 3, Shipton Court, High St, SUW	Internal alterations to remove walls.	PC - No objection WODC - Approved
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.	PC - No objection WODC- Approved

**d.** Planning Permission 16/02851/OUT (Land south of Milton Rd) (Cllr Rigby)

To note a meeting is being held with the developers to discuss outstanding issues

**e.** To consider implementation of Permission in Principle (PIP) and Technical Details Consent (TDC) introduced by the Government in June 2018

## **9. Environment**

### **a. Allotments**

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

**ii.** To note Emergency Plan has had contact information updated (Cllr Dyer)

### **b. Volunteers** (Cllr Arnold)

### **c. Village maintenance**

**i.** To consider installation of a new dog poo bin on Station Road at the cost of £223.83 inclusive of VAT, and £3.04 per visit to empty the bin

**d.** To consider procedure for the sand box at New Beaconsfield Hall, in case of severe weather

**e.** To consider required action to record footpaths on Definitive Map before 2026

10. **Playground** (Cllr Brunsdon)  
 a. To consider purchase of covered bin  
 b. To consider installation of a concrete base around the large wooden support beams of playground equipment
11. **School** (Cllr Mavin)
12. **Civic and Community**  
 a. To note a letter has been sent to Tom Simcox to thank him for all his hard work as District Councillor  
 b. To consider protocol for marking the death of a senior national figure  
 c. To note the Wychwoods Together Meeting held at Ascott PC on 5<sup>th</sup> June
13. **Highways and Transport**  
 a. To discuss issues with blocked drains  
 b. Update on speed restriction on Station Road
14. **Communication**
15. **Financial and Administrative Matters**  
 a. **Payments to be authorised as follows:-**

i. Lisa Wilkinson	Clerk's net Salary May 2018	£572.51
	Clerk's expenses May 2018	£15.00
	<b>Total</b>	<b>£587.51</b>
ii. Nest	Clerk's pension	£26.64
iii. Netwise Training Ltd	Website maintenance and domain renewal	£320.00
iv. Green Scythe	April grass cutting	£817.15
v. OALC	New councillor training	£192.00
vi. Starboard Systems Ltd (Scribe 2000)	Accounts support	£64.20
Green Acres	Battery for generator	£105.26
HMRC	Income tax (month 1 & 2)	£100.17

**b. Payments received:**

Sipton PCC	Burial fees January 2018 – March 2018	£1253.00
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- c. To receive internal auditors report and note recommendations  
 d. To approve Section 1 Annual Governance statement of Annual Governance and Accountability Return (AGAR)  
 e. To approve Section 2 Accounting Statements of AGAR  
 f. Review of interest rates for bank accounts  
 g. To review Social Media policy  
 h. To consider and resolve Health and Safety policy  
 i. To note bank reconciliations have been signed  
 j. To resolve to purchase a new laptop for use by the clerk
16. **Correspondence Received:**
17. **Any Other Issues to Note**
18. **Dates of Parish Council Meetings for 2018/9:**

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.