

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
Held on Thursday 21st June 2018 at 7.30pm

1. **Apologies for Absence** were received from Cllr Dyer and District Cllr Acock.
2. **Declarations of Interest**
None received.
3. **Minutes of the Parish Council meeting held on 17th May 2018** were approved as a true record and signed by the chair.
4. **Matters arising from the Minutes**
There were none.
5. **Public Time**
Mr Chantry attended to hear the discussion on planning application 18/01270/FUL, Bowerham. The chairman invited him to speak during item 8 (planning).
6. **County Councillors' report**
 - County Cllr Leffman reported that she has agreed to fund half the amount for the repair of Dog Kennel Lane from the County Councillors' Fund. This is being organised by the Wild Garden committee.
 - Blocked drains have been reported on FixmyStreet. Cllr Leffman will follow any urgent ones up. Several drains have been cleared along Milton Road.
 - Cllr Leffman has also given some money from the Priority Fund to the primary school to improve the Foundation Unit play area.
 - Several potholes in the village have been filled in. Cllr Leffman has had a meeting with the Head of Infrastructure at OCC. Extra work on repairing potholes will be undertaken with money brought forward from next year's budget.
 - The new 30mph speed limit on the A361 has been approved.
 - Cllr Leffman has asked the County Council to look at painting extra road markings on the A361 to give warning that the 30mph limit is being approached. This will be done at County Council cost.
 - The faded sign at the junction of Milton Rd and A361 has been replaced.
7. **District Councillor's report**
No report received.

8. Planning:

a. Planning applications received

Ref no.	Address	Proposal	Decision
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.	Object
18/01663/FUL	Station Rd Garage, Station Rd, SUW	Alterations and erection of single storey extension	No objection

b. Decisions Outstanding:

Ref no.	Address	Proposal	Decision
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
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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)

To note a meeting is being held with the developers to discuss outstanding issues. Cllrs Rigby, Pitman and Etherington met with the developers Deanfield Homes. The 44 homes consist of two 1 bed units, nine 2 bed units, fourteen 3 bed units, sixteen 4 bed units and three 5 bed units. Affordable houses consist of shared ownership and rental which will be administered through a housing association.

Deanfield Homes have agreed to attend a parish meeting where they will put up plans for residents to inspect and be available to answer questions. A date will be organised in mid-July in the committee room at New Beaconsfield Hall. The Clerk will advertise this.

Deanfield Homes have also agreed to keep the PC informed on conditions in place such as the traffic management scheme.

24 parking spaces have been granted in the outline planning permission. OCC are stating that these need to be parallel parking. Cllr Leffman will query why OCC wants parallel parking rather than herring bone parking.

A claim for Section 106 money has previously been put in by the PC. Cllr Rigby will write to WODC to find out how this money has been allocated between the various projects as it is not clear in the documentation available.

The build is due to start at the end of October and will take two years. The first show home will be available in spring 2019.

The developers will provide access from the estate to the Wild Garden for use by the school and the nursery. The Parish Council will investigate with landowners whether wider public access is possible.

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

The Government has introduced a new means for developers to secure a planning permission on land for developments of between one and nine houses. Developers can now apply to the District Council for PIP for housing development on a site and if this is granted then they follow up with an application for TDC. A key issue is that the Government has given the District Council a time limit of only five weeks to determine such applications and has consequently shortened the timeframes for consultation with parishes from the usual 21 days to 14 days.

Due to this new time limit it was **resolved** to set up a planning sub-committee to be used for PIP applications when necessary; members of which are Cllrs Rigby, Etherington, Mavin, Brunsdon, Pitman, Dyer and Arnold. The clerk will draw up terms of reference.

9. Environment

a. Allotments

i. Update on contractor to restore/maintain the allotments

Cllr Mavin reported that no work has been carried out yet. Willbe is hoping to start work in mid-July. Cllr Arnold will ask volunteers if they will do some of the cutting back.

ii. It was noted that the Emergency Plan has had contact information updated

b. Volunteers

No report

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

Due to the use of the bin owned by Johnson's garage to deposit dog poo, it was **resolved** to accept this and request it to be emptied once a fortnight.

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

All the parish councillors, as members of the Emergency Management team for the Emergency Plan, have the code for the sandbox. More hessian bags need to be ordered. Cllr Brunsdon will research price and availability.

e. To consider required action to record footpaths on Definitive Map before 2026
The Clerk will contact Cotswold wardens who live in the village and ask if they know of any unregistered footpaths/link footpaths.

10. Playground

a. To consider purchase of covered bin
Cllr Brunsdon reported that due to the effects of wind and animals, rubbish is not remaining in the litter bin. A bin with a lid is required. It was **resolved** to purchase one at the cost of up to £250 (ex VAT) for the bin and its installation.

b. To consider installation of a concrete base around the large wooden support beams of playground equipment
Cllr Brunsdon raised concern over the rotting wood in the support beams. He suggested drawing up a plan of work over the next few years to install concrete to prevent this rot. This would enable the cost to be spread out over a period of time. Cllr Brunsdon will investigate this and talk to ROSPA.

A new maintenance engineer is required to undertake playground repairs.

The vandalised seat has been repaired.

Cllr Brunsdon has started cutting back dangerous branches that overhang the play equipment. It was **resolved** for Cllr Brunsdon to attend a ROSPA inspection course to help him carry out the weekly playground checks required.

11. School

Cllr Mavin reported that the school was represented at the meeting with the developers Deanfield Homes.

There is a possibility that the school may receive a full donation for the MUGA pitch.

12. Civic and Community

a. It was noted that 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
It was **resolved** to write to Ascott and Milton PCs to consider sharing a book of condolence.

c. To note the Wychwoods Together Meeting held at Ascott PC on 5th June
This was a useful meeting and the chairman of Ascott has sent out notes on the discussions. Contact details of councillors will be shared between parishes.

13. Highways and Transport

a. To discuss issues with blocked drains
See County Cllrs report.

b. Update on speed restriction on Station Road
This has been approved by Oxfordshire County Council.

c. Bus service
Cllr Pitman reported that the WOCT bus service has had to raise fares to cover the rise in fuel costs. They have received donations from the developers in Milton and £5000 from County Cllr Leffman and are looking to buy another bus as the current bus cannot cope with the poorly surfaced local roads. Passenger numbers are increasing.

14. Communication

No report.

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
	Total	£587.51
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

These were authorised by Cllrs Mavin and Rigby

It was **resolved** that Cllrs Brunsdon and Etherington will be added to the bank mandate.

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
No recommendations were made in the report.

d. To approve Section 1 Annual Governance statement of Annual Governance and Accountability Return (AGAR)
This was approved and signed by the chair and the RFO

e. To approve Section 2 Accounting Statements of AGAR
This was approved and signed by the chair and the RFO.

The AGAR will now be sent off to the External auditors, Moore Stephens.

f. Review of interest rates for bank accounts
Cllr Etherington presented a summary of his findings of various bank accounts that are suitable for parish councils. There is no institution that will allow a municipal body to have a bank account aside from Unity Trust where the PC holds its current bank accounts.

g. To review Social Media policy
This was reviewed and **resolved**.

h. To consider and resolve Health and Safety policy
This was **resolved**.

i. To note bank reconciliations have been signed
This was noted.

j. To resolve to purchase a new laptop for use by the clerk
The PC laptop is dated and slow. It was **resolved** that the purchase of a new one is investigated, including the transfer of data. It was **resolved** to spend up to £740.

16. Correspondence Received:

None

17. Any Other Issues to Note

- A cheque was received for hire of the jousting horse
- Hall anniversary supper being held on 14th July needs more tables to be booked.
- Cllr Pitman will write to Offwat about the poor service received from Castle Water.

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

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