

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting

Of the Council at New Beaconsfield Hall
On Thursday 19th July 2018 at 7.30pm

1. Apologies for Absence

These were received from County Cllr L. Leffman

2. Declarations of Interest

None were received.

3. Minutes of the Parish Council meeting held on 21st June 2018 were approved and signed.

4 Matters arising from the Minutes

There were none.

5. Public Time

Comment on item 12e: Mr Mike Watson requested that the PC considers storage of the village fete equipment as its current location is no longer viable (the barn where it is stored is becoming increasingly inaccessible). There is concern that if nothing is done the equipment will be lost to the village. There is currently no fete committee so no fetes are being held.

Comment on item 9e: the Wychwood Wild Garden committee has approved their contribution to planned improvements to Dog Kennel Lane. If the PC approves its contribution, work will be carried out in September.

6. County Councillors' report

No report received.

7. District Councillor's report

District Cllr Acock reported that he has been dealing with planning issues. He attended a meeting on the Bowerham application with councillors and residents although the application had been withdrawn the morning of the meeting. He also attended the Deanfield Homes presentation. He feels there should be more affordable housing in West Oxfordshire but noted that the Deanfield plans did have adequate provision.

Cllr Acock, with other councillors at WODC, is investigating reinstating the Witney to Oxford railway.

8. Planning:

a. Planning applications received

Ref no.	Address	Proposal	PC Decision
18/01800/HHD	3 Bradleys, SUW	Single storey rear extension	No objection
18/01774/HHD	Harberton Mead, Station Rd, SUW	Creation of new front porch with pitched roof	No objection
18/01893/LBC	The Old Beerhouse, Simons Lane, SUW	New window and conservation rooflight to rear 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

c. Decisions made:

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	PC - No objection WODC - Approved

18/01663/FUL	Station Rd Garage, Station Rd, SUW	Alterations and erection of single storey extension	PC - No objection WODC - Approved
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.	PC – Object Application Withdrawn

* Meeting held on 17th July with District Councillor, planning officer and residents. Heard residents' views but nothing further could be discussed as the application was withdrawn on 17th July.

d. Update on information session held by Deanfield Homes

Tom Rider from Deanfield Homes and Simon Joyce (planning consultant) from Strutt Parker ran an information session about the development next to the school. This was a well-attended event. Comments raised by residents were mainly about school parking and the colour of the roofs (this was a printing issue on the plans rather than a design issue). Following the presentation there is still concern about traffic management during the construction which will be over a two year period. As there will be a large number of construction vehicles in and out of the site, it is essential that safety of the children and the public is ensured. Deanfield Homes and County Councillor Leffman will be asked if all vehicles can be parked to the rear of the site.

e. To resolve terms of reference for planning committee

These were **resolved**.

9. Environment

a. Allotments

i. Update on contractor to restore/maintain the allotments

Cllr Mavin reported that no work has started. The Volunteers may be able to undertake some of the work once they have access to the flail mower.

b. Volunteers

No report.

c. Village maintenance

No report.

d. Update on action to record footpaths on Definitive Map before 2026

The clerk suggested recruiting a Parish Path Warden. This role involves walking all the paths in the parish, checking their condition and reporting back to the PC annually with any work required. The Definitive Map could also be checked at the same time.

It was **resolved** to write to the local Cotswold Warden to enquire if this would conflict with their role. This will be added to the September agenda.

e. To consider a contribution of £610 to Wychwood Wild Gardens for improvement to Dog Kennel Lane

Dog Kennel Lane is defined as a footpath. It was **resolved** that the PC would donate the £610 as requested but this is a one-off payment and not a precedent. The PC does not own nor is liable for the lane.

10. Playground

a. To consider and resolve urgent repair of wooden board on play equipment

Cllr Brunsdon has taped off a broken board above the tunnel. It was **resolved** that this could be repaired urgently. Cllr Brunsdon will source the specialist treated piece of wood. It was **resolved** that up to £50 could be spent on this.

b. Update on purchase of covered bin

A covered bin has been purchased at the cost of £204 excluding VAT.

c. To resolve to spend £60 on sandbags

This is no longer required as there are sandbags in the wheelie bin in the sand store.

d. Wasps nest

A resident reported a wasps' nest by the zipwire. This was authorised as urgent work and has been treated by Mitie (WODC contractors) at the cost of £59. The purchase of tape and stakes at £8.95 to cordon off the area was also authorised.

Cllr Brunsdon requested a playground 'out of order' kit to include rough neck fencing pins, rope and blank board signs at an estimated cost of £70. This was **resolved**.

e. ROSPA report

This was carried out on 18th July 2018. The Inspector will meet Cllr Brunsdon during the week commencing 30th July to go through the report as he was not available when the inspection was undertaken.

11. School

No report

12. Civic and Community

a. To consider request for PC to provide storage of fete equipment

It was agreed by the residual fete committee that the equipment could be donated to the PC. It was **resolved** to look through the equipment and only keep the useful items. Mike Watson and Cllrs Dyer and Brunsdon will undertake this. It was **resolved** to investigate current storage facilities and see what space is available. Discussion on further storage if necessary will be added to the September agenda.

b. To consider request for Parish Council approval for street name change from Kethero Close to Oliver's Yard

It was **resolved** that the PC has no objection to the residents' request to change the name of Kethero Close to Oliver's Yard with the proviso that all costs, including administration, are invoiced directly to the residents of Kethero Close.

A letter to WODC to this effect has been passed to residents to include with their application. District Cllr Acock will investigate the costs of a street name change.

13. Highways and Transport

a. To discuss traffic at zebra crossing on High Street

Cllr Mavin has received a complaint that cars do not always stop at the zebra crossing. The PC **resolved** to refer this to the County Councillor.

b. To consider purchase of walkie-talkies for use by Speedwatch team at the cost of £70 per pair

It was **resolved** to purchase two pairs at £140 excluding VAT.

14. Communication

No update.

15. Financial and Administrative Matters

a. Payments to be authorised as follows:-

i. Lisa Wilkinson	Clerk's net salary June 2018	£527.09
	Clerk's expenses June 2018	£17.11
	Total	£544.20
ii. Nest	Clerk's pension	£24.07
iii. Alfred Groves & Sons	Materials for repair of bench (playground)	£38.97
iv. Chris Fitzpatrick	Repay for materials for repair of bench (AK Timms)	£18.63
v. Green Scythe	May grass cutting	£1,228.37
vi. OALC	Planning training	£96.00
vii. HMRC	Income tax	£18.40
viii Burford School	Newsletter printing	£38.40

Cllrs Dyer and Mavin will authorise these payments.

b. Payments received:

OCC	Grass cutting grant	£1,761.30
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c. To receive financial report and actual vs expenditure for Q1 2018-19

These were distributed.

d. To resolve pay rise for clerk following completion of CiLCA qualification

The PC passed congratulations onto the clerk. The pay rise was **resolved**.

16. Correspondence Received

None

17. Any Other Issues to Note

- Johnson's garage sent thanks for the dog poo bin that has been installed opposite the garage
- Cllr Brunsdon will map and refill the salt bins
- Cllr Dyer has chased the trickle charger, not yet received, from Stuart Wallace
- Cllr Acock reported that Thames Valley Police are attending the next WODC Economic and Social meeting so let him know if there are any questions that people would like asking.
- Thames Water are attending the next WODC Environment meeting so also let him know if there are any questions.

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

16 th August
20 th September 2018
18 th October 2018
15 th November 2018
December: Planning and finance meeting to be arranged
17 th January 2019
21 st February 2019
21 st March 2019

Meeting closed: 9.43pm