

## SHIPTON UNDER WYCHWOOD PARISH COUNCIL

### Minutes of the Meeting of the Council

at New Beaconsfield Hall on Thursday 20<sup>th</sup> September 2018 at 7.30pm

**Present: Cllrs:** B. Pitman (in the chair), R. Dyer, B. Rigby, J. Mavin, T. Etherington, T. Brunsten, **County Cllr** L. Leffman, **Parish Clerk:** L. Wilkinson, 5 members of public

1. **Apologies for Absence** were received from Cllr C. Arnold and District Cllr J. Acock

2. **Declarations of Interest**

None were received.

3. **Election of Vice-Chairman**

Cllr Dyer has resigned as vice-chairman. Cllr Mavin was nominated by Cllrs Dyer and Rigby and agreed to stand. The vote was unanimous. It was **resolved** that Cllr Mavin is now vice chair of Shipton PC. A declaration of acceptance of office was signed.

4. **Minutes of the Parish Council meeting held on 16<sup>th</sup> August 2018** were approved and signed.

5. **Matters arising from the Minutes**

There were none.

6. **Public Time**

To be discussed under planning

7. **County Councillor's report**

- Cllr Leffman reported that the cabinet has approved £120 million to be borrowed for use on improvement to roads and infrastructure (brought forward from next year to the current financial year). The road improvement scheme is a five-year programme.
- The Fit for the Future programme will save another £30 million. Currently it is difficult to contact the right department in the County Council. The intention is to make it easier to find officers the public need to speak to. Consultations have found that it is important to not just save money but make the system work for the general public.
- Northamptonshire CC has been divided into two unitary authorities. South Northamptonshire no longer works with Cherwell so Cherwell District Council has been taken over by OCC. A new chief executive, who was the chief executive of Cherwell DC, has been appointed. Cllr Leffman is sitting on the committee to monitor the progress of this new combined authority.
- The Councillor Priority Fund money has been given to Wychwood Wild Garden, to improve Dog Kennel Lane.

8. **District Councillor's report**

No report received.

9. **Planning:**

*a. Planning applications received*

Ref no.	Address	Proposal	PC Decision
18/02158/FUL	40 Plum Lane, SUW	Change of use of land from agricultural to domestic and creation of new access	Object (Emerging Local Plan policies: OS2, H6 & EH1a)
18/02231/FUL	Bowerham, Ascott Rd, SUW	Alterations to fenestration previously approved under 17/02904/FUL and insertion of rooflights (one to the front and seven to the rear roof) (Retrospective).	Object
18/02234/FUL	Tall Trees Centre, Burford Rd, SUW	Erection of single storey staff accommodation building and associated car parking	No objection
18/02349/HHD	Jersey Cottage, 3 Home Farm Close, SUW	Erection of single storey extension	No objection
18/02387/FUL	Milton Service Station. Shipton Rd, Milton UW	Erection of dwelling with associated works	The PC supports this application.

**b. Decisions Outstanding:**

Ref no.	Address	Proposal	Decision
18/02154/RES	Land South Of Milton Road Shipton Under Wychwood	Reserved matters application following 16/02851/OUT seeking approval for appearance, landscaping, layout and scale. It is also proposed that conditions 8 (tree protection) 9 (levels) 14 (CEMP) and 15 (LEMP) will be discharged as part of this application for reserved matters approval.	Comment

**c. Decisions made:**

Ref no.	Address	Proposal	Decision
18/01774/HHD	Harberton Mead, Station Rd, SUW	Creation of new front porch with pitched roof	PC - No objection WODC - Approved
18/01911/HHD	Orchard Cottage, Ascott Rd, SUW	Demolition of existing utility and garage. Erection of two storey side extension. Construction of detached double garage.	PC – Comment Application withdrawn
18/02198/HHD	Wychwood House, Milton Rd, SUW	Erection of single and two storey extensions, detached garage and widening of access	PC - No objection WODC - Approved
18/02112/HHD	Fernhill Farmhouse, Shipton Rd, Ascott -u -Wychwood	Erection of new detached garage block	PC - No objection Withdrawn

**d.** To consider holding a public consultation on a large piece of artwork for the village funded by section 106 money (Land south of Milton Road development)  
Cllr Rigby proposed that a large map of the area is funded by the specific section 106 money that has been identified for an art project by WODC.  
It was agreed that public views would be sought on this via the newsletter.

**10. Environment**

**a. Allotments**

**i.** Update on contractor to restore/maintain the allotments  
Cllr Mavin is looking for other contractors.

**ii.** To consider request for extra water trough  
Clerk will investigate the cost of one and two troughs with Thames Water

**iii.** To resolve Allotment Tenants Privacy Notice (GDPR compliant)  
This was **resolved**. All allotment holders must sign these forms in order to rent an allotment.

**iv.** To consider use of bank transfer for allotment rents from 2019  
This was **resolved**.

**b. Volunteers**

**i.** To consider volunteer thank you event to be held in October/November  
This was **resolved**. Budget of £120.00 was agreed.

**c. Village maintenance**

**i.** To consider refilling salt bins  
Cllr Brunsdon requested the equivalent of four full bins of salt. There is still salt in storage at the allotments which will be used for emergencies.  
The sand bags store has been cleared and weeded. Plastic ties need to be purchased.

**d. Burial Ground**

**i.** To consider request for memorial bench  
A request for a memorial bench was approved subject to approval of design and location.

**ii.** To note new Environment Agency guidelines concerning ground water  
The PC will consider undertaking a risk assessment for this.

f. i. To consider planting a Remembrance tree and plaque in commemoration of the Centenary of the Armistice of WW1

As part of the nation's commemoration of the Centenary of the Armistice of WW1, Oxfordshire County Council is partnering with The Woodland Trust for a project of lasting remembrance. The Woodland Trust has donated young native species tree saplings ("whips") and the county council is offering a commemorative plaque to go alongside these to all town and parish councils in Oxfordshire. It was **resolved** to request a sapling and plaque to be planted in the village. Clerk will try to find out what species the tree will be as the eventual size of the tree will affect its location. Cllrs Etherington and Arnold will research this before the October meeting.

If resolved:

ii. To consider location of tree  
See above

iii. To consider a ceremony for planting the tree

It was **resolved** that the clerk and Cllrs Mavin and Etherington would plan a commemorative event involving the community.

## 11. **Playground**

a. To consider ROSPA report

Cllr Brunsdon reported that the new bin has been installed. Thanks were given to Chris Fitzpatrick for helping.

b. To resolve work to be carried out in order of priority from ROSPA report

The report states that the equipment is in good condition with nothing of immediate concern.

There is strimmer damage to most of the wooden posts in the ground. It needs edging around the posts to stop the strimmers getting too close.

Some items are loose at their base due to the extreme weather and dry ground. Cllr Brunsdon has packed the worst of the cracks with sand and earth.

The natural splits in the large struts will be monitored.

Three medium risks that have been identified are:

- Zipwire – needs to be regularly dismantled and checked
- Balance beam gorge is still serviceable but may need replacing over the winter
- Motorbike needs springs tightening

It was **resolved** to buy play sand, two tonnes of play bark, specialist spanners and caps spending up to £250 on materials for repair.

c. To resolve to request hedge cutting around recreation ground

It was **resolved** to ask the local resident to cut the hedges as in previous years for the cost of a thank you present (around £50)

## 12. **School**

Cllr Mavin mentioned issues with cars parking and turning at Milton Service Station

Clerk will ask Wes Smith, PCSO, to come out and check unsafe parking.

The School is meeting with Deanfield about the parking at the new development.

## 13. **Civic and Community**

a. To consider storage and insurance of fete equipment

The container at the allotments has been cleared in order to store the fete equipment. Cllrs Arnold and Dyer will sort through the fete equipment to discard any unwanted items. Once the value of the remaining items has been worked out, they will be added to the PC insurance.

## 14. **Highways and Transport**

No report

## 15. **Communication**

To consider newsletter to be published in November

Cllr Mavin will research merging the delivery of the newsletter with the Wychwood magazine.

Articles need to be sent to the clerk by the October meeting.

## 16. **Financial and Administrative Matters**

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

i. Lisa Wilkinson	Clerk's net salary August 2018	£615.61
	Clerk's expenses August 2018	£32.98

	<b>Total</b>	<b>£648.59</b>
ii. Nest	Clerk's pension	£29.06
iii. Ian Drainer	Repay for purchase of Walkie Talkies (Speedwatch)	£125.98
iv. Sinnels Field Management Committee	Grass cutting grant	£51.50
v. Green Scythe	July grounds maintenance	£1,228.37
vi. Alfred Groves & Sons	Hazard tape/Tent pegs	£5.49
vii. HMRC	Income tax	£13.80
viii. Ubico	Purchase and installation of dog poo bin (Station Rd)	£223.82

Cllrs Dyer and Brunsdon will authorise these payments.

**b. Payments received:**

Castle Water	Refund of overpaid water bill	£412.10
Allotment holders	Allotment rent	£170.00

c. To consider draft Retention and Disposal of Documents policy

This was **resolved**.

d. To consider purchasing Office 365 at annual cost of £80.00

This would enable the clerk to have the latest edition and updates of Office 365. It could also be transferred to the next laptop. This was **resolved**.

e. To consider purchase of Internet security

Annual cost of this is around £80 depending on which is purchased. This was **resolved**.

f. To consider budgets for councillors' portfolios ahead of the PC budget 2019-20

Cllrs Arnold and Brunsdon will identify a budget for Volunteers and the Playground. This needs to be sent to the clerk by the middle of October.

**17. Correspondence Received**

- Complaints about overpowering odour from farm spreading
- Letters of support for the proposed name change from Kethero Close to Olivers Yard

**18. Any Other Issues to Note**

- Cllr Brunsdon will be the PC's point of contact for Speedwatch
- Cllr Pitman is leaving the village and would like to thank the councillors and clerk for their support.
- Cllr Dyer thanked Cllr Pitman for her time with the PC and gave her a leaving present.

**19. Dates of Parish Council Meetings for 2018/19:**

18 <sup>th</sup> October 2018
15 <sup>th</sup> November 2018
December: Planning and finance meeting to be arranged
17 <sup>th</sup> January 2019
21 <sup>st</sup> February 2019
21 <sup>st</sup> March 2019

Meeting closed: 9.20pm