

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall on Thursday 18th October 2018 at 7.30pm

Present: Cllrs: J. Mavin (in the chair), B. Rigby, C. Arnold, R. Dyer, T. Etherington, T. Brunnsden, T. Yates, County Cllr L. Leffman, District Cllr J. Acock, **Parish Clerk:** L. Wilkinson, 2 members of public.

1. Apologies for Absence

None were received.

2. Declarations of Interest

Cllr Brunnsden declared an interest in item 17g. Donations

3. Election of Chairman

Cllr Rigby was nominated to stand as chairman. The vote was unanimous. This was **resolved**.

4. Co-option of new parish councillor

Tim Yates stood for co-option. The vote was unanimously in favour and **resolved**.

It was **resolved** that Cllr Yates would attend the next available Roles and Responsibilities training course. It was **resolved** that Cllr Yates would be added to the bank mandate.

Cllr Yates declared an interest in item 14a. Consultation on Kethero Close.

5. Minutes of the Parish Council meeting held on 20th September 2018 were approved and signed with the addition of correspondence: objection to Kethero Close name change received.

6. Matters arising from the Minutes

There were none.

7. Public Time

None

8. County Councillor's report

- Cllr Leffman reported that she had visited a potential site for traffic calming near the primary school on Milton Road with Mike Walsey from Highways, Cllr Brunnsden and a councillor from Milton PC. Suggestions made were to put a dropped kerb in with a tactile surface and signs stating, 'Children Crossing'. OCC will foot the cost of this. Another suggestion was for the PCs to contribute to increase a school crossing patrol person's wage? Cllr Leffman will continue to investigate this.
- Cllr Leffman sits on the committee to monitor the relationship between Cherwell and Oxfordshire Councils.
- Cllr Leffman attended an open day at the OCC Highways depot and saw a new machine called a Multi-Hog which is better than the dragon patcher that OCC currently uses to mend roads as it can be used in villages and towns. Some of these new machines will be purchased by OCC.
- Concern was raised to Cllr Leffman about a poor job carried out on the recent road repair on Ascott Road.

9. District Councillor's report

- Cllr Acock reported that the Local Plan has been adopted even though he voted against it. Shipton is now protected against large developments.
- Cllr Acock has been investigating two controversial planning issues in the village. He has asked for the 40 Plum Lane application to be sent to the planning committee.
- Enforcement have been asked to be involved in the Bowerham application as work has been carried without planning permission. They have until 31st October to submit accurate plans and drawings for the work done/to be done.
- He has looked into the change of name consultation for Kethero Close and supports it.
- Cllr Acock asked if Lyneham parish could borrow the Speedwatch equipment regularly as they are struggling to fund the initiative themselves and are not seen as a priority to borrow the TVP equipment.
- Cllr Acock believes that councillors should attend diversity and equality training and is requesting that WODC puts this on.
- Cllr Acock has been shortlisted to run for Parliament.

10. Planning:

a. Planning applications received

Ref no.	Address	Proposal	PC Decision
18/02564/HHD	1 Langland Cottages, Fiddlers Hill, SUW	Alterations and construction of rear balcony	No objection subject to privacy issues on neighbouring property being taken into account
18/02684/HHD	Quarry Hill Farm, Leafield Rd, SUW	New carport with storage space above to replace/cover existing parking spaces	No objection
18/02760/CND	Land south of Milton Road, SUW	Discharge of conditions 12 (Construction method statement) 17 and 18 (Access) of planning permission 16/02851/OUT	The PC requests: -Ensure Cotswold stone and honey coloured tiles are used -Nominated person on site to deal with issues -Cleaning of main road needs to be carried out due to debris from construction traffic
18/02828/FUL	The Workshop Garage, Gas Lane, SUW	Conversion of existing workshop into a new dwelling, with single and two storey extensions	Comment: contrary to what is expressed in the application, the development is in a conservation area. PC would like a condition imposed ensuring building materials are sympathetic to area. Developer should be required to improve state of Gas Lane as access will be increased and it is in poor condition.
APP/D3125/W/18/3206281 Original app no: 18/00272/FUL	Fourwinds, Burford Rd, SUW	Notification of planning appeal on conversion of barns to create two dwellings and associated works	No further comment

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC 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
18/02158/FUL	40 Plum Lane, SUW	Change of use of land from agricultural to domestic and creation of new access	Object
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
18/02387/FUL	Milton Service Station. Shipton Rd, Milton UW	Erection of dwelling with associated works	Support

c. Decisions made:

Ref no.	Address	Proposal	Decision
18/02349/HHD	Jersey Cottage, 3 Home Farm Close, SUW	Erection of single storey extension	PC - No objection WODC - Approved

11. Environment

a. Allotments

i. Update on maintenance of the allotments

Cllr Mavin is arranging to meet three different companies to give quotes. Some allotments will be cleared in February ready for the spring.

The clerk updated the Council on the water meter complaint with Castle Water. It has been escalated to a level 2 complaint as nothing further has been heard from them since the end of August. Castle Water have asked Thames Water why the water meter at the allotments has been removed.

Concern was raised about the unused raised beds. It was agreed that they would be covered with black plastic for the winter to keep them protected and then a decision about them would be made in the spring.

ii. Update on request for extra water trough(s)

The clerk has so far been unsuccessful in obtaining quotes. She will keep trying.

b. Volunteers

i Update on volunteer thank you event to be held in October/November

Cllr Arnold reported that the event is being held on Friday 30th November at New Beaconsfield Hall.

c. Village maintenance

A village resident has kindly agreed to cut the hedges around the recreation ground as usual. Volunteers will do the inside of the hedges.

Cllrs Arnold, Dyer and Brunsdon will sort through the fete equipment and decide what to keep and store in the container.

d. Burial Ground

i. Update on request for memorial bench

The resident has been informed of the PC approval for the bench and is deciding where she would like to site it.

Cllr Etherington reported that the burial ground needs maintenance. He has received a quote for clearing overgrown vegetation and cutting trees and hedges back. More quotes will be received. It was **resolved** to pay a contractor to cut back trees/hedges on a one-off basis in the first instance. Cllr Etherington will contact Nick Daulby at WODC about whether permission is needed to cut back the trees.

The volunteers will clear the leaves.

e. Update on planting a Remembrance tree and plaque in commemoration of the Centenary of the Armistice of WW1

The school has agreed to plant the tree on their grounds. Cllr Mavin will work with them to organise a commemoration event.

12. Playground

Cllr Brunsdon reported that he is looking at quotes for the approved play sand and bark. He has sourced the 'out of order' kits and will order them from Groves.

13. School

Cllr Mavin reported that there is a possibility that development of the MUGA pitch will go ahead. See Cllr Leffman's report on a proposed school crossing.

14. Civic and Community

a. To consider PC response to consultation on renaming Kethero Close as Olivers Yard
Councillors had previously read a confidential summary of support and objections on the consultation, received from WODC. It was **resolved** to ask WODC Cabinet to make the decision. It will also be reiterated that no costs will fall to the Parish Council.

Cllr Yates, having declared an interest, took no part in this item.

b. To consider cleaning of War Memorial

Cllr Etherington reported that the war memorial on the village green is in a bad state of repair and asked the council if cleaning or replacement of this could be considered. In 2014 the PC was told the stone is too friable to get it cleaned. Cllr Etherington will investigate the cost of replacing the memorial instead.

c. To consider arrangements for Carols around the Tree

The clerk will request a donation of a Christmas tree from Bruern Grange.

The clerk and Cllrs Mavin and Arnold will co-ordinate the rest of the arrangements:

- Ask the vicar to preside at the Carols
- Contact music makers
- Contact Charlie Barrett to help with the erection of the tree

- Check electrics and cabling
- Collect carolsheets and collection boxes
- Arrange notices advertising the Carol service
- Source a PA system and portable lights

d. To consider to which organisation to contribute the collection from Carols around the Tree
It was **resolved** to donate the collection to the Wychwood Saplings and Bods.

15. Highways and Transport

a. Speedwatch

i. To consider request to purchase four more speed signs at the cost of around £40 each
This was **resolved**.

ii. To consider request to hold a thank you event for the Speedwatch volunteers
This was **resolved** and agreed to combine it with the volunteers thank you event. A budget of an extra £30 extra was allocated. Cllr Arnold will organise this with Cllr Brunsdon.

b. To consider requesting a zebra crossing near the primary school, at the border between Sipton and Milton

As mentioned in Cllr Leffman's report above, initial investigation on this has begun. A zebra crossing is not viable but a dropped kerb may be.

16. Communication

To consider newsletter to be published in November
Items to be sent to the clerk by Friday 26th October. An extension has been granted so items from this meeting could be included.
Cllr Rigby will write an article for the Wychwood magazine.

17. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary September 2018	£475.15
	Clerk's expenses September 2018	£15.00
	Total	£490.15
ii. Nest	Clerk's pension	£21.14
iii. OCC	Library staffing support	£1,060.47
iv. British Legion	Memorial Wreath	£100.00
v. Green Scythe	August grounds maintenance	£817.15 amended
vi. Alfred Groves & Sons	Planks (playground maintenance)	£27.36
vii. HMRC	Income tax	£29.20
viii. Moore Stephens	External Audit	£240.00
ix. New Beaconsfield Hall	Committee room hire	£197.60
x. Systems and Solutions	New PC laptop	£851.16 amended

Payments to be authorised by Cllrs Arnold and Dyer

b. Payments received:

WODC	Precept (2 nd instalment)	£17,471.50
Allotment holders	Allotment rent	£460.00

c. To receive audited Annual Governance and Accountability Return 2017-18. To note recommendations
The Annual Governance and Accountability Return (AGAR) has been approved and returned by the external auditors. There were no issues arising.

d. To consider draft budget for 2019/20
A draft budget was circulated. The clerk will re-circulate it after a few amendments and it will be considered at the November meeting. It was agreed that a three-year plan would be implemented; to be drawn up in January.

e. To receive 2nd quarter financial report
This was circulated to the councillors.

f. To sign bank reconciliations
These were signed by Cllr Etherington.

g. To agree donations for this financial year:
Donations agreed:

Organisation	Amount
First Responders	£0
Lady Reade Educational Trust	£100
Wychwood Wild Garden	£1000
Shipton Bowls Club	£400

These were **resolved**.

h. To agree subscriptions for this financial year
Subscriptions agreed:

Organisation	Amount of Subscription
OALC	£230.00
SLCC	£70.00
Cotswold Line Promotion Group	£10.00

These were **resolved**.

- i. It was **resolved** to set up a direct debit for the antivirus programme with ByteSafe at £49 per annum.

18. Correspondence Received

Newspaper article on Eastern Relief Road from Banbury Road to Burford Road in the newly adopted Local Plan.

19. Any Other Issues to Note

Cllr Arnold reported on new ideas for a fete.

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

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: 9.50pm