

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council

at New Beaconsfield Hall

on Thursday 20th December 2018 at 7.30pm

Present: Cllrs: B. Rigby (in the chair), R. Dyer, C. Arnold, T. Etherington, T. Brunsten, T. Yates, **Parish Clerk:** L. Wilkinson, 2 members of public.

1. **Apologies for Absence** were received from Cllr J. Mavin and Cllr L. Leffman
2. **Declarations of Interest:** none were received.
3. **Minutes of the Parish Council meeting held on 15th November 2018** were approved and signed.
4. **Matters arising from the Minutes**
Thanks were given to Cllr Arnold for arranging the volunteer thank you evening.
Thanks were given to Cllr Mavin for hosting a recent PC team building event.

5. **Planning:**

a. Planning applications received

| Ref no. | Address | Proposal | PC Decision |
|--------------|--|---|--|
| 18/02997/FUL | Barn Hill Buildings, Burford Rd, SUW | Proposed barn conversion and change of use to holiday lets with single storey | No objection |
| 18/03112/FUL | Orchard Cottage, Ascott Rd, SUW | Demolition of existing dwelling and erection of replacement dwelling and garage | This has been approved by WODC. An extension to the deadline for comments was not given to the PC. Amended plans seem to have been submitted after the decision was made. Are the revised plans approved? No attention has been paid to the privacy issue of the neighbours. If one of the windows was changed to a velux this would help privacy. It was agreed that the process adopted by WODC was far from transparent and required clarification which would be sought. The clerk will ask for clarification on which plans have been approved, why a letter of objection has been removed from the website and why there is no reference to the privacy issue? |
| 18/02599/FUL | Mossy Bank, Leafield Rd, SUW | Renovation and extensions to existing outbuildings to create self-contained living accommodation, ancillary to main house, and provision of workshop/storage space. | No objection |
| 18/03395/FUL | Fernhill Farmhouse, Shipton Rd, Ascott-u-Wychood | Erection of an agricultural building for livestock and storage | No objection |

b. Decisions Outstanding:

| Ref no. | Address | Proposal | PC Decision |
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| 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 |
| 18/02960/HHD | Langley Ridge Farm, Leafield Rd, SUW | Conversion of existing building to create a self-contained living accommodation. Closure of one vehicular access | No objection |
| 18/02915/OUT | Land North of Milton Road, SUW | Erection of four dwellings, improved access and community pop-up car park and community orchard | Object |
| 18/03044/FUL | Shipton Lodge Cottage, High St, SUW | Conversion of existing two dwellings to form one larger dwelling to include erection of two storey and single storey oak framed extension, and insertion of three dormer windows, all to western elevation. Conversion of existing stable block to create one dwelling. | No objection |

c. Decisions made:

| 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. | PC – Comment WODC - Approved |
| 18/02234/FUL | Tall Trees Centre, Burford Rd, SUW | Erection of single storey staff accommodation building and associated car parking | PC -No objection WODC- Approved |
| 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). | PC – Object WODC – Refused Clerk will ask planning officer why approved work is not being carried out. |

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| 18/02684/HHD | Quarry Hill Farm, Leafield Rd, SUW | New carport with storage space above to replace/cover existing parking spaces | PC-No objection Withdrawn |
| 18/02828/FUL | The Workshop Garage, Gas Lane, SUW | Conversion of existing workshop into a new dwelling, with single and two storey extensions | PC -Comment Withdrawn |
| 18/03020/HHD & 18/03021/LBC | Shipton Lodge, High St, SUW | Internal and external alterations to construct rear conservatory | PC -No objection Withdrawn |
| 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 | PC – Comment WODC- Approved |
| 18/02387/FUL | Milton Service Station. Shipton Rd, Milton UW | Erection of dwelling with associated works | PC – Support WODC - Refused |

d. National Park for the Cotswolds

Following discussion on the area becoming one National Park, it was agreed that it was premature to offer full commitment in the absence of more detailed proposals from the sponsors, but the PC would appreciate a six-monthly update on progress so that it could keep under review its possible involvement.

17. Financial and Administrative Matters

a. Payments to be authorised as follows: -

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|--|---|-------------------------------|
| i. Lisa Wilkinson | Clerk's net salary November 2018 | £531.09 |
| | Clerk's expenses November 2018 | £15.00 |
| | Total | £546.09 |
| ii. Nest | Clerk's pension | £24.31 |
| iii. Information Commissioner's Office | Renewal of Data Protection Registration fee | £35.00 amended (Direct debit) |
| iv. Cox & Browning Ltd | Internal audit | £240.00 |
| v. Green Scythe | October grounds maintenance | £817.15 |
| vi. HMRC | Income tax (month 8) | £30.00 |
| vii. System & Solutions | Bytesafe antivirus spyware (Direct debit) | £49.00 (Direct debit) |

Payments to be authorised by Cllrs Dyer and Etherington

b. Payments received:

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| Wychwood Benefice | Burial fees April to November 2018 | £283.00 |
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c. To resolve councillor training for 2019

Training requested by councillors and clerk was **resolved**.

d. To resolve virement to cover expense of councillor training

A virement was agreed to ensure this year's training budget is not overspent. £855 will be moved from the external contractors (parish maintenance) budget.

e. To resolve to set up a direct debit to ICO for the Data Protection Registration

If the PC pays by direct debit, the cost is reduced by £5. This was **resolved**.

f. To resolve to adopt speedwatch risk assessment

The clerk circulated the risk assessment drawn up by Ian Drainer. It was **resolved** to accept this.

g. To consider purchase of materials for fete equipment

Cllr Brunsdon requested that the PC contribute to purchase of materials to build fete equipment. This was agreed in principle. The amount of the contribution will be agreed at the January meeting.

h. To appoint an internal auditor

The clerk requested that Rob Whitehouse was appointed as internal auditor for 2018-19. She gave a summary of his experience and qualifications. This was agreed. **Resolved**.

It was also **resolved** that Shipton PC would pay for him to attend the OALC internal auditor training.

i. To resolve to purchase stone to repair the wall at the Burial Ground

The Wychwood Project have agreed to mend the stone wall at the Burial Ground for just the cost of the stone. The PC **resolved** to purchase the stone required at the estimated cost of £110-£130 per tonne with at least two tonnes being required. Work will commence next year at a time to be agreed. The clerk will contact the neighbours to seek permission to access their garden during the repair. A cost of up to £500 was authorised.

j. To consider adoption of new pay scales for 2019-20 for clerk

This was **resolved**.

k. To consider adoption of increase in minimum pension contributions for clerk

This was **resolved**.

l. To note precept for 2019-20

The precept request from WODC has been received. To keep the precept at the same level as last year, as agreed at the November PC meeting (£34,943) a 0.22% increase (or 12p) must be requested. This is due to the difference in Parish grant and the tax base, both assigned by WODC. The Band D tax will be £53.55 per household.

19. Any Other Issues to Note

- High speed broadband will be put into the village in February. Concern was raised about the mess and time taken in other areas where the broadband is being put in. The contractors are subject to the Highways authority. They will have to cross the A361 and have offered to work through the night if necessary. A communication to the village will sent out in January to keep everyone informed.
- Article for the Wychwood magazine to be written by Cllr Dyer.
- Cllr Arnold thanked the PC for funding the volunteer thank you event
- The PC owned trees on New Road have been cut back although the PC does not know by whom.

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

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| 17 th January 2019 |
| 21 st February 2019 |
| 21 st March 2019 |

Meeting closed: 8.45pm