

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

11th January 2019

You are summoned to attend the Meeting of the Council at New Beaconsfield Hall
on Thursday 17th January 2019 at 7.30pm
For the transaction of business stated below. The Public and Press are also invited to attend.

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest** Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Please refer to the notes at the end of the agenda.
3. **Minutes of the Parish Council meeting held on 20th December 2018** for approval and signature.
- 6 **Matters arising from the Minutes**
7. **Public Time**
8. **County Councillor's report**
9. **District Councillor's report**
10. **Planning:**
 - a. **Planning applications received**

None

b. Decisions Outstanding:

| Ref no. | Address | Proposal | PC Decision |
|--|--|---|--------------------|
| 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 |
| 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 |
| 18/02997/FUL | Barn Hill Buildings, Burford Rd, SUW | Proposed barn conversion and change of use to holiday lets with single storey | No objection |
| 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 |

c. Decisions made:

| Ref no. | Address | Proposal | Decision |
|--------------|--------------------------------------|---|--------------------------------------|
| 18/03112/FUL | Orchard Cottage, Ascott Rd, SUW | Demolition of existing dwelling and erection of replacement dwelling and garage | PC – Comment WODC - Approved |
| 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 |
| 18/02960/HHD | Langley Ridge Farm, Leafield Rd, SUW | Conversion of existing building to create a self-contained living accommodation. Closure of one vehicular access | PC - No objection WODC - Approved |

11. **Communication**
 - a. To agree a special edition of the newsletter to be published
 - b. To resolve content and wording for newsletter

12. Environment

a. Allotments (Cllr Mavin)

i. To award maintenance work based on quotes/estimates received.

b. Volunteers (Cllr Arnold)

i. To consider methods of transportation of the waste collected by volunteers

c. Village maintenance

i. To consider a contract for cutting back hedges at the recreation ground

ii. To discuss overhanging trees/bushes

d. Burial Ground

i. Update on possible extension of the burial ground

ii. Update on green waste collection by WODC.

iii. To adopt new burial ground regulations

iv. To award work for cutting back lime trees

13. Playground (Cllr Brunsdon)

14. School (Cllr Mavin)

15. Civic and Community

a. Collection for Carols around the Tree

b. Thank you to Mr David Astor at Bruern Abbey for donation of Christmas tree

c. To consider purchase of Christmas tree lights and tree light pole

d. To set up a Shipton Fayre working party and agree a budget.

e. To consider organising a village consultation on naming the development next to the primary school

16. Highways and Transport

a. Speedwatch

i. To consider request to insert permanent metal posts in the pavement, which can hold the speedwatch equipment, on two sides of the village

17. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. To authorise a further £30 for shredding (£50 already authorised)

| | | |
|-------------------------|---|----------------|
| i. Lisa Wilkinson | Clerk's net salary December 2018 | £536.96 |
| | Clerk's expenses December 2018 | £15.00 |
| | Total | £551.96 |
| ii. Nest | Clerk's pension | £24.57 |
| iii. HMRC | Income tax | £8.20 |
| iv. Viking Direct | Filing cabinet | £157.87 |
| v. Homeshred UK | Shredding of old records | £94.98 |
| vi. OALC | Councillor/clerk training for 2019 | £1,218.00 |
| vii. Carole Arnold | Volunteers thank you event expenses | £181.01 |
| viii. Wychwood Saplings | Carol round the Tree collection | £tbc |
| ix. Alfred Groves | Orange fencing/fencing pins for emergency kit | £74.65 |

b. Payments received:

| | | |
|-------------------|------------------------|--------|
| Allotment holders | Allotment rent | £50.00 |
| Carol singers | Carols around the tree | £tbc |

c. Quarterly accounts report including budget vs actual figures

d. To authorise bank statements

e. To note internal checklist has been carried out.

f. Review of policy documents: to allocate policies to be reviewed with the clerk, to councillors

g. Meeting dates for next financial year to be approved:

| Date | Thursday of month | Weeks between meetings |
|---|-------------------|------------------------|
| 18 th April 2018 including Annual Parish Meeting | 3 rd | 4 |
| 16 th May 2018 | 3 rd | 5 |
| 20 st June 2018 | 3 rd | 4 |
| 18 th July 2018 | 3 rd | 4 |
| 15 th August: Planning and finance meeting | 3 rd | 5 |
| 19 th September 2018 | 3 rd | 4 |
| 17 th October 2018 | 3 rd | 5 |
| 21 st November 2018 | 3 rd | 4 |
| 19 th December: Planning and finance meeting | 3 rd | 4 |
| 16 th January 2020 | 3 rd | 5 |

| | | |
|--------------------------------|-----------------|---|
| 20 th February 2020 | 3 rd | 4 |
| 19 th March 2020 | 3 rd | 4 |

18. **Correspondence Received**

19. **Any Other Issues to Note**

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

| |
|--------------------------------|
| 21 st February 2019 |
| 21 st March 2019 |

Lisa Wilkinson
Parish Clerk

(i) Any member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered. (ii) With the exception of the circumstances listed in paragraphs 17 and 19 of the Code of Conduct for Members, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the Public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. In such circumstances the Member must withdraw from the meeting room and should inform the Chairman accordingly.

(iii) It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared or whether a personal interest should also be regarded as prejudicial.