

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
on Thursday 17th January 2019 at 7.30pm

Present: Cllrs: B. Rigby (in the chair), J. Mavin, R. Dyer, C. Arnold, T. Etherington, T. Brunsden, T. Yates, County Cllr L. Leffman, District Cllr J. Acock, **Parish Clerk:** L. Wilkinson, 1 member of public.

1. Apologies for Absence

None were received.

2. Declarations of Interest

None were received.

3. Minutes of the Parish Council meeting held on 20th December 2018 were approved and signed.

4. Matters arising from the Minutes

There were none.

5. Public Time

None.

6. County Councillor's report

Cllr Leffman reported that:

- The County Council budget is currently being discussed. The maximum council tax rise of 2.99% is being implemented next year. A ten-year rolling budget is being drawn up, which is useful especially for the Highways department as it can plan ahead.
- The County Council is currently considering putting in a zebra crossing near Milton Rd Service Station, using section 106 money topped up with County Council money.
- Significant improvements are planned on the A44 between Yarnton and Pear Tree.
- The Burford weight limit is going ahead as a trial to see what long-term implications there are.

7. District Councillor's report

Cllr Acock reported that:

- The name 'Oliver's Yard' was rejected at the Council meeting. He is concerned about the accuracy of one piece of evidence that was used to turn down the application. He intends to take this to full Council to clarify this. The Chairman wondered whether the time had come to let matters rest but was happy for Cllr Acock to proceed as he saw fit.
- He has received more complaints from residents about the Bowerham development. The Enforcement department will carry out a weekly check on parking. Skylights need removing as retrospective planning permission was refused.
- The WODC Council Tax is being raised to its maximum.

8. 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/I8/3206281 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

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
18/03395/FUL	Fernhill Farmhouse, Shipton Rd, Ascott-u-Wychood	Erection of an agricultural building for livestock and storage	PC - No objection WODC - Approved

11. Communication

a. To agree a special edition of the newsletter to be published

It was **resolved** to publish an extra newsletter to inform the residents about the start of the development next to the school and the installation of Superfast Broadband through the village. The cost for this is £96.75.

b. To resolve content and wording for newsletter

Draft articles were distributed, and the wording agreed.

This will also be sent via Shipton alerts along with the Construction method statement as an attachment.

12. Environment

a. Allotments

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

Following receipt of two estimates and a quote, it was **resolved** to accept the quote from Green Scythe for £920 plus VAT although not all the work will be undertaken. Following the clearing of the allotments, they will be marketed to try to increase the uptake.

b. Volunteers

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

Cllr Arnold reported that a new way of disposing of the waste vegetation is necessary. It was proposed that a tow bar is purchased and fitted to the back of the volunteer coordinator's car to enable use of the trailer. This was **resolved**. Cllr Brunsden will contact WODC regarding rubbish collection to see if this is an option. It was **resolved** to spend up to £60 a month on rubbish collection if necessary.

c. Village maintenance

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

The local volunteer will be approached again to see if he is still willing to help. If not, then contractors will be approached.

ii. To discuss overhanging trees/bushes

Cllr Mavin reported that there are several houses in the village, especially on Milton Road, where the bushes hang over the pavement. It was agreed that councillors would report to the clerk if this was the case and the clerk would write to the residents to request that they are cut back regularly.

d. Burial Ground

i. Update on possible extension of the burial ground

Cllr Etherington reported that he has made enquiries into the status of the Glebe field and whether it is for sale.

ii. Update on green waste collection by WODC.

This can not be set up until April as new garden waste licences are on hold until then.

iii. To adopt new burial ground regulations

Draft burial regulations were distributed. It was agreed that reservations would not be permitted due to lack of space.

The regulations have been sent to the PCC for their input.

It was **resolved** to adopt the Church of England fees.

iv. To award work for cutting back lime trees

Three quotes have been received. It was **resolved** to ask Green Scythe to carry out the work for this year. The volunteers may continue the work next year.

13. Playground

No update.

14. School

Cllr Mavin reported on a meeting with the headteacher regarding parking during the development of 44 houses.

Governors plan to stand on the entrance to the industrial site wearing high visibility jackets at school drop-off times.

Cllr Mavin has written to the main users of the business units (Cherubs and the Rooflight Company) asking them to increase their vigilance when entering the units.

The School is having the MUGA pitch installed in February.

15. Civic and Community

a. Collection for Carols around the Tree

Thanks to generous donations, £483.60 was received.

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

Thanks were given to Mr Astor. The clerk will write to him to pass this on.

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

More lights are needed for the size of the tree. A telescopic pole is also necessary to enable the lights to be put on an upright tree. This will improve the appearance of the decorated tree. It was **resolved** to spend up to £200. It was **resolved** to give the brass band a thank you present for £50

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

- Terms of reference were distributed and **resolved**. Councillors on the working party are T. Brunsden (chairman), C. Arnold and T. Yates. Non-councillors appointed are Kay Shortland and Ray Derkacz.
- The proceeds from the old fair committee (Shipton 2013 account) of £604.22 will be paid into the PC account. This will be moved to allocated reserves and used on fair expenditure such as prizes.
- The budget for the fair (planned for August 2019) was **resolved** at £3,800.
- It was **resolved** that £1000 of this budget could be spent before the February meeting. This will be spent on materials and will be put on account at Groves.
- It was agreed that signs will be made from composite aluminum as it is long-lasting. Cllr Brunsden will request three quotes for signs. As time is short and the order for the signs needs to be made quickly in order for them to be finished in time, it was **resolved** that the decision on which quote to accept could be made by the chair/vice-chair and clerk before the next meeting. It would then be reported at the next meeting in accordance with standing orders.

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

It was agreed that the village should be consulted on the naming of the new development and the three streets on the development. The consultation will be advertised on the website, noticeboards, Facebook, through the school and with the invite to the Annual Parish Meeting. Responses will be sent to the clerk. These will be collated and discussed at the Annual Parish meeting with the final decision taken by the PC at the Annual meeting in May. This decision will then be sent to WODC as a recommendation.

It was agreed that no names of people would be considered and a preference for names related to land/nature, would be shown.

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

This was amended to the verge not the pavement.

Installation of a permanent socket in the verge into which a pole would be inserted as and when required, was discussed. The equipment could then be left in situ to collate car speeds. It was agreed to ask Ian Drainer to carry out further research on this regarding County Council views and public liability issues.

17. Financial and Administrative Matters

a. Payments to be authorised as follows: -

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

This was resolved.

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	£483.60
ix. Alfred Groves	Orange fencing/fencing pins for emergency kit	£74.65

Cllrs Dyer and Etherington will authorise these.

b. Payments received:

Allotment holders	Allotment rent	£50.00
Carol singers	Carols around the tree	£483.60

c. Quarterly accounts report including budget vs actual figures

These were presented.

d. To authorise bank statements

Cllr Etherington has authorised them.

e. To note internal control checklist has been carried out.

This has been checked and completed by Cllr Etherington.

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

It was agreed that small groups would review the standing orders and financial regulations.

Standing Orders: clerk, Cllr Yates and Cllr Mavin

Financial Regulations: clerk, Cllr Dyer and Cllr Etherington

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

Date	Thursday of month	Weeks between meetings
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18 th April 2019 including Annual Parish Meeting	3 rd	4
16 th May 2019	3 rd	4
20 st June 2019	3 rd	5
18 th July 2019	3 rd	4
15 th August 2019: Planning and finance meeting	3 rd	4
19 th September 2019	3 rd	5
17 th October 2019	3 rd	4
21 st November 2019	3 rd	5
19 th December 2019: Planning and finance meeting	3 rd	4
16 th January 2020	3 rd	4
20 th February 2020	3 rd	5
19 th March 2020	3 rd	4

18. Correspondence Received

None

19. Any Other Issues to Note

- Thames Water have replaced the meter at the allotments.
- The new filing cabinet has been delivered. Cllrs Etherington and Yates will dispose of the old ones.
- Cllr Rigby attended meeting at sewage farm. A project to install a reed bed filter with Thames Water is being implemented.

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

21 st February 2019
21 st March 2019

Meeting closed: 10pm