

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall on Thursday 21st February 2019 at 7.30pm

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

1. **Apologies for Absence**
Apologies were received from District Cllr J. Acock
2. **Declarations of Interest**
None were received.
3. **Minutes of the Parish Council meeting held on 17th January 2019** were approved and signed
- 4 **Matters arising from the Minutes**
None
5. **Public Time**
See item 9b.
6. **County Councillor's report**
Cllr Leffman reported that the County Council budget has been approved:
 - The Council Tax will be increased to cover adult social care and children's services.
 - The £1 million that was being taken out of the mental health budget has been reinstigated.
 - There is £30 million to be spent over the next Financial Year on improving the roads.

A partnership between Cherwell District Council and OCC has been put in place. This opens up the opportunity to combine jobs where possible, for example Environmental Health will be working with Trading Standards; Housing and Social Care will be brought together. The prime objective is to improve services, with an additional benefit being the saving of money.

The Transformation Programme continues by redistributing jobs with the County Council when people leave.

In April the new Councillor Priority Fund will be available.

A query was raised about the PC not always receiving notifications about road closures in the village. Cllr Leffman will investigate this.

7. **District Councillor's report**
Cllr Acock sent in a report in his absence:

- Planning:

Bowerhams; He has been in contact with the Enforcement Department in WODC to find out exactly what is happening. His main concern is the fact that they have doors which open out on the roof of the garage, thus, providing a sitting area which could be used as a balcony/ roof top terrace. Cllr Acock has asked for a full review including site visits and is happy to send this application to the Uplands planning committee, if the Parish Council wishes and has sound reasoning.

Deanfields: If meetings are needed to resolve the current parking issue, Cllr Acock is happy to attend as the District Councillor. Having read through the paperwork, he has not come to a sound conclusion on how best to move forward, because the last thing needed is for this development to pause and, the school to be left without a car park. He awaits further instruction from the PC on how to act and proceed.

- Budget:

The budget is about to be put forward at WODC. It has been discovered very recently that UBICO (the bin/rubbish company) has overspent by £500,000 this year. Answers are needed as to why. This money is coming out of the public's purse and this company was meant to save us money.

He will be voting against an increase in council tax unless there are logical reasons why not to, especially as the County Council and Crime Commissioner are putting up their council tax.

These are the two major issues facing Shipton currently that he is fighting on. If there are any other issues, please feel free to email or call him.

8. Planning:
a. Planning applications received

Ref no.	Address	Proposal	PC Decision
18/03640/HHD	33 Sinnels Field, SUW	Conversion and extension to garage to create annexe to be used ancillary to the main dwelling	Councillors made site a visit* Shipton PC has no objection in principle to this planning application but asks that it is resubmitted as an amendment to meet the concerns of the Sinnels Field Management Committee about the proposed development encroaching onto the footpath. The PC would also request that a condition is imposed so that the development cannot be sold separately from the main dwelling.
18/03651/FUL	Bowerham, Ascott Rd, SUW	Alterations to fenestration previously approved under 17/02904/FUL and insertion of rooflights (four to the rear roof). (Retrospective).	The PC objects to this planning application. The PC accepts that there have been improvements in this ongoing application, namely a reduction in the number of roof lights and removal of proposed balconies. However, there is still an anomaly regarding the French door on the Southern elevation. In the original approved application, this was a window. However, a door was installed, and a balustrade proposed on the adjoining garage roof as part of the first retrospective application. This application was rejected. The latest application is still showing a door (which matches the build) but we are concerned about the Health & Safety aspects of this and contravention of building regulations. A reversal to the original proposed (and agreed) window would seem the most appropriate way forward. The PC also notes that no permission has actually been received for the attic room which has already been built and for which the rooflights are being requested. Other inconsistencies have also been highlighted by the objection comments from Ms Kitching As such, until these inconsistencies are clarified the PC feels it necessary to object to this application.
19/00306/HHD	15 Littlebrook Meadow, SUW	Single storey front and rear extensions and conversion of attic space to create extra living space	No objection
19/00036/S73	Land South of Milton Road, SUW	Non-compliance with condition 21 of planning permission 16/02851/OUT to allow the school parking area to be constructed, laid out and surfaced prior to the occupation of the final dwelling.	** see below Shipton PC would like to comment on this application as it does not feel that it is currently acceptable. Whilst the PC believes in principle that it is desirable for the car park to be provided at the start of the build, it understands that operational and health and safety issues have given rise to this request to change the timing. However, there is great concern in the village about the possible non-completion of the car park due to market forces of house selling.

			To ensure the end point of the car park being delivered, the PC suggests that the condition reads: <i>At the completion of the build of the 35th dwelling but no later than 76 weeks following commencement of development, whichever is earlier.</i>
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* Objections received from residents and Sinnels Field Management Committee

** Deanfield Homes have amended their application to allow the parking area to be constructed after occupation of 35th dwelling.

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
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

c. Decisions made:

Ref no.	Address	Proposal	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	PC -Object Withdrawn
18/03395/FUL	Fernhill Farmhouse, Shipton Rd, Ascott-u-Wychood	Erection of an agricultural building for livestock and storage	PC -No objection WODC -Approved
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.	PC -No objection WODC- Approved

d. East Chipping Norton – Supplementary Planning Document issues consultation for 1,200 homes, 5 hectares of business land together with a range of supporting services and facilities including a new primary school

At this stage the PC has no detailed comments, but it remains concerned about traffic implications for this proposed development if there is a relief road and will review it nearer the time.

e. To consider a framework for planning decisions

To ensure that all planning applications are reviewed adequately Cllrs Rigby and Yates will draw up a procedure. To be put on the March agenda

f. To set up a working party for Section 106 requests, specifically for monies received from Deanfield Homes. To agree councillors on working party and terms of reference.

It was **resolved** to set up a working party to allocate the section 106 money designated for play, and sports and recreation, on behalf of WODC.

Terms of reference were distributed and **resolved**.

Councillors sitting on the working party will be Brian Rigby (chair), Rob Dyer and Tom Etherington, with admin support from the clerk.

The first recommendation by the working party was to contact all the officially constituted sports and recreation groups in the village and ask them for a wish list of capital projects with estimated costings. This was **resolved**.

Cllr Brunsdon will draw up a wish list to meet criteria for 'the enhancement and maintenance of play areas' for the funds assigned for play.

9. Highways and Transport

a. Update on speed reduction on Station Road

i. To consider suggestion to install 2nd VAS

OCC Highways has issued a signing proposal to implement the extended 30 speed limit. The possibility of installing a second VAS on one of the signposts rather than taking the electricity supply away, has been suggested. The cost implications of this were discussed: the cost of making the order and changing the current 40mph VAS to a 30mph VAS is quoted at £6,000. The quoted cost of this work plus an additional compact VAS is £11,667 including repair and replacement or £9,357 without repair and replacement.

It was **resolved** not to install a second VAS but agreed to accept the cost of £6000 (estimated) for making the order and changing the current 40mph VAS to 30mph.

It was agreed to investigate moving the 30/40mph sign at Meadow Lane nearer to the roadside as it is currently not very visible.

b. Speedwatch

i. Update on request to insert permanent metal posts in the verge to hold the Speedwatch equipment

Due to lack of daylight, Speedwatch is currently only run between April and September. The SID device can log details such as speed, number of vehicles, time of day etc. Ian Drainer suggested that fixing the device to a pole for a week at a time would increase the impact of Speedwatch. He has identified strategic locations around parish and would like to insert a semi-permanent mobile pole in these locations, using a solid foundation in the ground with a metal sleeve. The pole with brackets would slide into the foundation and the SID would be padlocked to the pole. When not in use, the hole would have a cover over it. This would be an extra deterrent to speeding drivers. The clerk will check out insurance for this and Cllr Leffman will ask OCC if it is feasible.

c. Update on 210 Community Bus Service

The 210 service has now been operating for a year (started 12th February 2018). The 210 service continues to show steady growth and West Oxfordshire Community Transport (WOCT) believes it will continue to show growth for another six months or so.

What is clear from the review is that whilst growth is steady and continuing, about 97% of passenger journeys are made between Witney and the Wychwoods. For this reason, WOCT has decided to close the Milton to Chipping Norton section of the route and to use the 'liberated' resources to introduce a further service between Witney and the Wychwoods. They will submit their change of timetable to the Traffic Commissioners. They would also like to again consider the possibility of introducing a Saturday service later this year. This would be dependent on the service continuing to show steady growth and regularly breaking even.

10. Communication

a. To discuss future of paper newsletter and consider options for other formats of the newsletter

Cllr Rigby reported that he is keen to start producing the newsletter electronically only however there is a concern that residents who have no access to email/internet would miss out on Parish Council news. It was agreed that another edition of the newsletter would be printed and distributed. This will contain a request for residents to ask to continue to receive a paper newsletter if they have no access to the internet. It will also re-publicise signing up to Shipton alerts and the website where the newsletter will be published in future. This will be reviewed in six months.

11. Environment

a. Allotments

i. To consider marketing of allotments to increase uptake

Green Scythe has marked out areas of allotments to be cut back. The allotments will be cleared in March. The clerk has begun to advertise this as a good time to take up a plot. She will continue to advertise the allotments in various formats around the village.

ii. Thames Water has now reinstalled the water meter. For the period 11 January 2018 to 10 January 2019, the PC has been billed on a consumption of 0m³. A meter reading has been requested. The PC will be billed bi-annually from now on (two months in arrears and four months in advance). There is an option to pay by monthly direct debit. If this is chosen the billing cycle will change to annual in advance and has a 24-month contract. It was **resolved** to set up a direct debit.

b. Volunteers

Cllr Arnold reported that on Saturday 23rd February, the volunteers will take down the ivy on the Burial Ground wall in preparation for the Wychwood Project repairing the wall. Cllr Mavin will contact the neighbours to request access to their garden.

The previously authorised thank you present for the resident who cuts back the hedges at New Beaconsfield Hall, will be purchased.

The BT wire on the A361 outside the recreation ground needs to have a yellow sleeve placed around it so it is visible. The Clerk will request this.

c. Village maintenance

i. Dog mess on Meadow Lane - to consider purchase of dog poo signs

Following complaints about the amount of dog mess left along the bridleway past Meadow Lane, the clerk has put up several posters. However, these are of a temporary nature. It was **resolved** to spend £50 to purchase rigid plastic or self-adhesive vinyl signs and posts.

d. Burial Ground

i. Update on possible extension of the burial ground

Cllr Etherington reported that Oxford Diocese does not intend to sell Glebe field at present. He has requested that they consider leasing the land to the PC instead.

ii. Update on new burial ground regulations

Following feedback from the vicar, the regulations have been amended slightly. A meeting will be arranged with the church to clarify the current agreement. Cllr Rigby will talk to James Walmsley about this.

The epicormic growth on the lime trees along Church Path has been cut.

12. Playground

Extra play bark will be purchased in March.

Cllr Brunsdon is meeting three companies to discuss the cost of replacing the rotten wood on some of the equipment and setting up a maintenance contract.

13. School

Cllr Mavin reported that she has been on duty outside the school as a deterrent for parking inappropriately. The possibility of using Community Enforcement Officers who are employed by the District Council, was suggested. The clerk will contact Cllr Acock about investigating this.

14. Civic and Community

a. Update on Shipton Fair

i. To note virements to create a budget for the Fair

To create a budget of £3,800 for the fair, as resolved at the January PC meeting, the following virements were put in place:

£500 from Burial Ground grass cutting budget

£800 from Burial Ground maintenance budget

£500 from Allotments budget

£1,000 from Parish Maintenance (Tree Maintenance) budget

£500 from Parish Maintenance (External Contractors) budget

£500 from Community Bus budget

ii. To authorise a further £1,000 to be spent at Groves on materials for stalls

This was **resolved**. The items will be ordered from Timms rather than Groves as a better price has been quoted.

24 games/stalls have been confirmed

It was requested that empty wine bottles (with screw lids) and Kilner jars are donated.

b. Update on village consultation on naming the development next to the primary school

i. To agree text of consultation

Names for the new Deanfield development

The Parish Council invites your views on the naming of the development next to the school. The development and the associated roads within it will all need a name. If you're feeling inspired, send your suggestions to Lisa, the parish clerk, by 10th April 2019. The proposed names will then be discussed at the Annual Parish Meeting on 18th April. The final recommendation to be sent to WODC, will be decided by the PC at the Annual meeting in May. See

<https://www.westoxon.gov.uk/media/188634/street-naming-and-numbering-policy.pdf> for WODC's guidelines on what are acceptable names.

This text was **resolved**.

c. To consider Annual Parish Meeting format and content

It was decided to reinvigorate the APM this year:

- Current issues will be discussed – Deanfield Homes and Gigaclear to be invited.
- As many village organisations as possible will be invited to either give a five-minute report or to display their previous year's activities on boards/tables around the hall.
- Any organisations that are unable to be present but who send in a report will have it printed in the Annual Report.
- The PC will also display their work (e.g. uplift of allotments)
- Refreshments will be provided, and an opportunity will be given at the end of the meeting to look at the displays and talk to councillors and village groups.
- There will also be the facility to sign up for an allotment, and to volunteer for the Shipton fete and the Shipton Volunteers.
- An invite to the APM will be placed in the Wychwood Magazine and in the PC newsletter. It was **resolved** to spend up to £100 on refreshments.

d. To resolve to buy Public Address system for PC (and community) use

It was **resolved** to purchase a PA at the cost of £150 excluding VAT.

e. To discuss items for agenda for Wychwood Working Together meeting

It was agreed to ask Milton PC for their agenda items.

15. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary January 2019	£606.30
	Clerk's expenses January 2019	£15.00
	Total	£621.30
ii. Nest	Clerk's pension	£27.74
iii. Burford School	Newsletter printing	£96.75
iv. Viking Direct	Laptop storage/stationery/ink cartridges	£181.68
vii. Carole Arnold	Repay for band for Shipton fete	£50.00

b. Payments received:

Allotment holders	Allotment rent	£20.00
Old Shipton Fete committee	Transfer of remaining funds	£604.22
Wychwood Benefice	Burial fees	£300.00

Cllrs Dyer and Brunsden will authorise these payments.

c. Balance on James Arthur Willis Trust bank account

The current balance is £1,450.48.

d. To consider purchase of mapping software

Parish Online is a mapping software which can be used to map out grass cutting areas, allotments, parish boundaries, location of PC owned trees, volunteers work and many other things. The cost of this is £100 per annum. It was **resolved** to purchase this.

16. Correspondence Received (not mentioned elsewhere)

- Volunteer Link-up Annual Report
- Complaint about state of the pavement on Church Street (reported on FixmyStreet)

17. Any Other Issues to Note

- Superfast broadband start has been delayed until April. Gigaclear has appointed a Community Engagement Manager who will be requested to attend the APM and the March PC meeting.

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

21 st March 2019
Annual Parish Meeting 18 th April 2019

Meeting closed: 10.05pm

