SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council 15th March 2019

You are summoned to attend the Meeting of the Council at New Beaconsfield Hall
on Thursday 21st March 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 21st February 2019 for approval and signature.

4 Matters arising from the Minutes

5. Public Time

6. County Councillor's report

7. District Councillor's report

8. Planning:

a. ***Planning applications received***

Ref no.	Address	Proposal
18/03671/FUL	The Workshop Garage, Gas Lane, SUW	Conversion of existing workshop into a new dwelling with two storey extension
19/00512/HHD	The Homestead, Swinbrook Rd, SUW	Erection of porch and carport and new pitched roof to garage to provide additional living space above

b. ***Decisions Outstanding****:*

Ref no.	Address	Proposal	PC Decision
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
18/03640/HHD	33 Sinnels Field, SUW	Conversion and extension to garage to create annexe to be used ancillary to the main dwelling	Comment
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).	Object
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

c. ***Decisions made:***

Ref no.	Address	Proposal	Decision
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.	PC- Comment WODC - Approved
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**.**	PC -No objection WODC - Approved

e. To consider a framework for planning decisions

9. Communication

a. Presentation by Gigaclear

b. To authorise draft newsletter

c. To resolve content of Annual Report

10. Highways and Transport

a. Update on speed reduction on Station Road

i. To review resolutions on the speed limit change so far and consider next steps

b. Speedwatch
i. Update on request to insert sleeves into the verge to hold the speedwatch equipment

11. Environment

a. Allotments (Cllr Mavin)
i. Update on clearing of allotments
b. Volunteers (Cllr Arnold)
i. Volunteers Annual Report
ii. To consider purchase of added protection to the container after increase in robberies
iii. To consider purchase of medium storage chest next to the container for large number of sacks
c. Village maintenance
d. Burial Ground
i. Update on possible extension of the burial ground
ii. Update on ongoing maintenance of burial ground

12. Playground (Cllr Brunsden)
a. To consider quotes for maintenance of playground

13. School (Cllr Mavin)

14. Civic and Community
a. Update on Shipton Fair (Cllr Brunsden)
To authorise a further £500 to be spent during April.
b. To note receipt of Annual Grant report from New Beaconsfield Hall

15. Financial and Administrative Matters
a. **Payments to be authorised as follows: -**

i. Lisa Wilkinson	Clerk's net salary February 2019	£604.02
	Clerk's expenses February 2019	£15.00
	Thank you present for hedges at NBH	£30.35
	Total	**£649.37**
ii. Nest	Clerk's pension	£28.27
iii. OALC	Membership renewal	£255.65
iv. Repay Jill Mavin	Thank you present for Brass Quintet (Carols around the Tree)	£36.16
v. Wychwood Woolly Wonders	Lamb tithe	£tbc
vi. HMRC	Income tax months 10 & 11	£32.40
vii. Scribe 2000 Ltd	Annual subscription	£208.20
viii. Green Scythe	Cut epicormic growth on lime trees on Church Path	£300.00
ix. gear4music	Portable P.A. with wireless mics	£131.98
Shipton Fair costs:		
x. Repay Chris Fitzpatrick	Hardware from Wickes	£41.42
xi. Repay Kay Shortland	Fabric costs – various suppliers	£163.63
xii. Repay Tim Brunsden	Hardware- AK Timms/ B & Q	£88.52
xiii. Alfred Groves	Hardware	£7.15
xiv. A K Timms	Wood and primer	£336.97
xv. Ultimate Signs	Signs for Shipton Fair	£1116.00
	Shipton Fair Total:	**£1753.69** (includes VAT)

b. **Payments received:**

HMRC	VAT reclaim Q3 2018-19	£746.18
Allotment holders	Allotment rent	£60.00
Shipton PCC	Burial fees	£255.00

c. To re-arrange December PC meeting
d. To authorise use of BACS and direct debits as required annually by Standing Orders
e. To authorise regular payments (up to the budget limit) for the financial year 2019-20:
i. Clerk's salary and expenses
ii. Clerk's pension
iii. Administration (stationery, postage etc.)
iv. Printing of newsletters
v. Castle Water (allotments) - direct debit
vi. Grounds maintenance contract
vii. Gardener at playground
viii. Lamb tithe
ix. Antivirus software on clerk's laptop – Direct debit
f. To resolve councillor portfolios

16. Correspondence Received

17. Any Other Issues to Note

18. Dates of Parish Council Meetings for 2019/20:

18th April 2019 including Annual Parish Meeting
16th May 2019 Annual meeting
20th June 2019
18th July 2019
15th August 2019
19th September 2019
17th October 2019
21st November 2019
December: Planning and finance meeting– to be arranged
16th January 2020
20th February 2020
19th March 2020

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.