

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

10<sup>th</sup> May 2019

You are summoned to attend the Annual Meeting of the Council at New Beaconsfield Hall  
on Thursday 16<sup>th</sup> May 2019 at 7.30pm  
For the transaction of business stated below. The Public and Press are also invited to attend.

## AGENDA

1. **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**
2. **To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office**
3. **Apologies for Absence**
4. **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.
5. **Minutes of the Parish Council meeting and Minutes of the Annual Parish Meeting held on 18<sup>th</sup> April 2019** 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
18/02997/FUL	Barn Hill Buildings, Burford Rd, SUW	Proposed barn conversion and change of use to holiday lets with single storey	No objection
18/03671/FUL	The Workshop Garage, Gas Lane, SUW	Conversion of existing workshop into a new dwelling with two storey extension	No objection
19/00606/FUL	Langley Ridge Farm, Leafield Rd, SUW	Conversion of agricultural building to self-contained living accommodation	No objection
19/00592/FUL	Unit 7 Wychwood Business Park, Milton Rd, SUW	Erection of building for welfare facilities for staff	No objection
19/01006/S73	Land south of Milton Rd, SUW	Non-compliance with condition 2 of planning permission 18/02154/RES to allow amendments to design and layout	No objection
19/00902/HHD	South Lea, Mawles Lane, SUW	Erection of 10m long retaining wall. Erection of oak framed car port/store	No objection

### c. Decisions made:

None

- d. To consider a framework for planning decisions
- e. To receive report from S106 working party

11. **To review Standing Orders**
12. **To review Financial Regulations**
13. **To review policies:**
  - a. Complaints procedure
  - b. Equal Access policy
  - c. Health and Safety policy
  - d. Social Media policy
  - e. Training and Development policy
  - f. ICO Publication Scheme
  - g. To adopt Recruitment policy
14. **To review GDPR procedures:**
  - a. Information and Data Protection policy
  - b. Privacy notice – residents
  - c. Privacy notice – staff and councillors
  - d. Retention and Disposal of Documents policy
15. **To review Risk Management scheme and Risk assessments:**
  - a. Risk Management Scheme

- b. Volunteer risk assessment
  - c. Playground risk assessment
  - d. Burial Ground risk assessment
  - e. To adopt Shipton Fair risk assessment
16. **To review Local Insurance**
17. **To review Banking mandate**
18. **To review Code of Conduct**
19. **Communication**
- a. To consider producing a welcome pack for new residents of the village
20. **Highways and Transport**
- a. To request white lines along Meadow Lane to be repainted
21. **Environment**
- a. **Allotments** (Cllr Mavin)
    - i. To resolve cutting of two sides of allotments (alternate cuts) to maintain it at the cost of £49 plus VAT
    - ii. To consider planting bushes around the orchard
  - b. **Volunteers** (Cllr Arnold)
    - i. To consider the annual thank you event in July
  - c. **Village maintenance**
    - i. To consider newly planted trees at the Village Green and Recreation Ground
  - d. **Burial Ground**
22. **Playground** (Cllr Brunsdon)
23. **School** (Cllr Mavin)
24. **Civic and Community**
- a. Update on Shipton Fair (Cllr Brunsdon)
    - i. To consider storage of fair games
    - ii. To consider options for acquisition of PA system including possible increase in budget to purchase one
  - b. To agree names of Deanfield Grange streets to send to WODC as a recommendation
  - c. To report on recent events with the defibrillators
25. **Financial and Administrative Matters**

**a. Payments to be authorised as follows: -**

i. Lisa Wilkinson	Clerk's net salary April 2019	£735.92
	Clerk's expenses April 2019	£15.00
	<b>Total</b>	<b>£750.92</b>
ii. Nest	Clerk's pension	£57.24
iii. Repay C. Arnold	APM costs	£230.67
iv. Repay C. Arnold	Volunteer expenses	£11.14
v. Green Scythe	Allotment clear-up	£1,104.00
v. OCC	Library staffing (s137)	£1,060.47
vi. Netwise	Website and domain renewal	£320.00
vii. Repay J. Mavin	APM costs	£35.90
viii. Alfred Groves	Padlock for allotments	£17.06
ix. Repay L Wilkinson (HMRC)	Income tax month 12 2018-19	£25.64
<b>Shipton Fair costs:</b>		
Alfred Groves	Wood/screws/filler	£286.38
Repay T Brunsdon	Mild steel sheet	£29.41
Alfred Groves	Painting/building materials	£5.41
Repay T Brunsdon	Ink cartridges (Amazon)	£42.17
	<b>Shipton Fair Total for this month</b>	<b>£363.37</b>
	<b>Total so far:</b>	<b>£2,443.44</b> (includes VAT)

**b. Payments received:**

Allotment holders	Allotment rents	£40.00
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**c. Bank statement to 30 April 2019**

<b>Unity Trust Current Account</b>	<b>£41,333.13</b>
<b>Unity Trust Deposit Account</b>	<b>£70,345.99</b>

**d. To note all paperwork has been sent to Robert Whitehouse Ltd for internal audit**

26. **Correspondence Received**

27. **Any Other Issues to Note**

28. **Dates of Parish Council Meetings for 2019/20:**

20 <sup>th</sup> June 2019
18 <sup>th</sup> July 2019
15 <sup>th</sup> August 2019

19 <sup>th</sup> September 2019
17 <sup>th</sup> October 2019
21 <sup>st</sup> November 2019
December: Planning and finance meeting– to be arranged
16 <sup>th</sup> January 2020
20 <sup>th</sup> February 2020
19 <sup>th</sup> 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.