

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Present: Cllrs: B. Rigby (in the chair), J. Mavin, C. Arnold, T. Etherington, T. Brunsdon, T. Yates, **Parish Clerk:** L. Wilkinson, 1 member of public

1. **Apologies for Absence** were received from Cllr R. Dyer

2. **Declarations of Interest**

None were received.

3. **Minutes of the Parish Council meeting held on 16th May 2019**

These were approved and signed as a true record.

4. **Matters arising from the Minutes**

The dead verge on Plum Lane has been reported to OCC. OCC has stated that it should regrow so does not need reseeding.

5. **Public Time**

Item 8 19/01474/FUL Land North of Gas Lane and Ascott Road:

Member of public talked about his objection to this planning application. The proposed two large houses go against the WODC Local Plan. This is a valued piece of natural habitat and the application was previously rejected due to visual amenity. The plans for the first house are an improvement as it is now a stone house. He asked the PC to give its strong support against the second house.

6. **County Councillor's report**

Cllr Leffman reported that the new OCC recycling policy has been adopted: this should ensure more recycling is undertaken. A campaign is being launched to inform people that they can recycle more. The Government will be issuing more regulations on recycling which will impact the new policy.

The number of utility companies asking for permission to dig up the road is currently causing problems. From January a remitting scheme will be in place so companies must co-operate with each other; this should result in less disruption.

The Cherwell and Oxfordshire Partnership is successful at present. There have been joint appointments across the two districts, for example grass cutting and tree management will be combined.

There is a delay in the change of speed limit on Station Road. The signs have been ordered.

7. **District Councillor's report**

Cllr Acock reported that he has been working with Planning Enforcement on the Bowerhams development. The developers have been sent a final letter requesting them to remove the three rooflights that should not be there. If this is not carried out, they will be taken to court.

The Economic and Social Committee is moving forward with its homeless policy. At present it is felt that Carterton is being excluded.

8. **Planning:**

a. ***Planning applications received***

Ref no.	Address	Proposal	PC Decision
19/01275/S73	Bowerham, Ascott Rd, SUW	Variation of condition 3 of 18/03651/FUL for alterations to fenestration and insertion of 4 no. rooflights (part retrospective)	<p>Object</p> <p>The common feature of both is that they seek to reopen matters that WODC has already decided and this constant resubmission of virtually unaltered applications amounts to an abuse of the planning system and the time and energy of officers administering it.</p> <p>The Council supports the objections that have been submitted, in particular the detailed response from Ms Kitching. The Council supports the objections to the balcony on grounds of incongruity within the conservation area setting and intrusion into neighbours' privacy and the objection to the additional roof lights on grounds of unnecessary light pollution.</p> <p>The Parish Council requests that these applications are again refused and that enforcement action is taken to ensure that what is built conforms with the previous permission granted.</p>
19/01274/FUL	Bowerham, Ascott Rd, SUW	Installation of balustrade to create balcony in association with residential use	Object (as above)
19/01405/HHD	Stonecroft, Fiddlers Hill, SUW	Demolition of an existing conservatory and shed, new lean-to side extension, new chimney and conversion of the internal garage into living accommodation	No objection
19/01312/HHD	Shipton Lodge High Street	Construction of conservatory to South elevation	No objection
19/01313/LBC	Shipton Lodge High Street	Internal and external alterations to construct conservatory to South elevation	No objection
19/01474/FUL	Land North of Gas Lane and Ascott Road	Erection of two detached dwellings, access and landscaping	<p>Shipton PC notes that planning permission was granted in 2017 for two dwellings, which it believes is still extant.</p> <p>The PC believes that the proposed dwelling facing the road is acceptable in relation to its impact on the environment. The second house however is considerably larger than the second dwelling incorporated in the 2017 permission. Apart from the general bulk, the comparative footprints are 108 m² (2017) and 160m² (2019). The PC therefore objects to the totality of this permission and recommends that the second house is scaled back to be more in keeping with the local environment and spirit of the original granted permission.</p> <p>If the original granted permission of two houses is open for reconsideration, the PC would wish that the development of the first house facing the road proceeds but that the proposal for the second house is dropped</p>

b. Decisions Outstanding:

None

c. Decisions made:

Ref no.	Address	Proposal	Decision
19/00606/FUL	Langley Ridge Farm, Leafield Rd, SUW	Conversion of agricultural building to self-contained living accommodation	PC-No objection WODC -Approved
19/00902/HHD	South Lea, Mawles Lane, SUW	Erection of 10m long retaining wall. Erection of oak framed car port/store	PC -No objection WODC - Approved
19/00592/FUL	Unit 7 Wychwood Business Park, Milton Rd, SUW	Erection of building for welfare facilities for staff	PC -No objection Withdrawn
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	PC- No objection WODC - Approved
18/02997/FUL	Barn Hill Buildings, Burford Rd, SUW	Proposed barn conversion and change of use to holiday lets with single storey	PC - No objection WODC - Approved

d. To consider a framework for planning decisions

To be deferred.

e. To adopt Terms of Reference for Section 106 Working Party

These were agreed and adopted.

f. Update on Section 106 funding

Following a meeting with WODC to ensure its criteria have been met, the following organisations have been awarded 106 funding:

- Shipton Cricket Club
- New Beaconsfield Hall
- New Beaconsfield Hall/Wychwood Football Club
- Wychwood Players (on condition a 15-year lease is drawn up)
- Wychwood Wild Gardens

As the Bowls Club does not meet the criteria, the funding allocated to them will be re-distributed.

9. Communication

- Cllr Brunsdon will write this month's article for the Wychwood Magazine, on the Shipton fair.
- Cllr Yates reported that Gigaclear have validated their contractor MKJ, who have worked in several parishes (including Minster Lovell and Swinbrook). The start date is now the third week of July. A copy of the build programme will be received by Cllr Yates. The first walk-about with Cllr Yates and Gigaclear is on Tuesday 9th July. A letter drop is scheduled for 1st July.

10. Highways and Transport

No update.

11. Environment

a. Allotments

i. Allotment review:

- To consider publishing an annual newsletter for allotment holders and resolve content of the first edition

This was agreed. A draft first edition was distributed and agreed. This will be sent to all allotment holders via email.

- To consider updating tenancy agreement

The tenancy agreement is currently signed annually. This is unnecessary as it can be a rolling agreement. It was **resolved** to send the next one out in September and explain that this is now a rolling agreement.

- To consider increase in allotment rent from September 2020

It was **resolved** not to increase the allotment rent.

- To consider offering start-up plots to new allotment holders

Quarter plots at the annual rent of £5 will be offered to new allotmenters.

- To consider beekeeping on the allotments

A previous beekeeper has requested to set up his hives at the allotments again. This was agreed. The location of the hives was agreed to be next to the container, so the flight line is away from the tenanted allotments and the potential picnic area. A consultation of allotment holders and neighbours will be undertaken to ensure that there are no major concerns.

ii. To consider set up and funding of Wychwood Sprouts – allotments group for children
This was agreed at the May meeting. No more details are yet available.

iii. To consider provision of:

- Seating area
- Pond/wildlife area

It was **resolved** to create these to the right of the gate. The clerk will obtain quotes for picnic benches. Volunteers will be required to create the pond and wildlife area. The required materials will need to be sourced.

Cllr Arnold will consult with the neighbours adjacent to this area.

iv. To consider applying for funding for the above project

The clerk has identified various options that may provide funding for the improvement of the allotments. She will apply for grants when costings/equipment have been agreed.

v. To consider quote for planting bushes around orchard

Cllr Arnold proposed planting alder shrubs at the cost of £60. This was **resolved**.

b. Volunteers

Cllr Arnold reported that Cllrs Arnold and Dyer have completed their First Aid course. Cllr Arnold requested items for First Aid box and an accident book. This was **resolved**.

c. Village maintenance

i. Update on dead tree at the Recreation Ground

A quote for £275 plus VAT has been received from JAG to replace the dead tree. This is based on supplying a root balled tree for winter 2019 planting. This was **resolved**.

ii. To consider increasing the number of contracted grass cuts per season

The village green, recreation ground and burial ground are currently cut every two weeks. The verges are currently cut every four weeks. Residents feel that the village looks unkempt at times.

It was **resolved** to increase the number of cuts on the verges to every three weeks.

d. Burial Ground

Risk assessment has been carried out and there are no issues.

12. Playground

a. Update on maintenance

The maintenance of the playground has been completed. This includes the removal of the Balance Beam Gorge (rotten wood) and installation of a new Mini Traverse and Seesaw Rocker.

A quote of £445.20 has been received for replacement footrests. Cllr Brunsdon will install these to save the installation fee. This was **resolved** as the work is urgent.

b. Two tonnes of bark have been placed. More bark is required. It was **resolved** to spend another £160 for a tonne of bark. It was also agreed to spend £180 on play sand.

13. School

a. To consider request from Wychwood Primary school for the previously agreed PC donation of £1000 for the MUGA, to be put towards extending the pathway and installing another gate to make accessibility better for school use and those hiring out the pitch.
This was **resolved**.

b. The PC has been invited to the opening of the MUGA on 12th July. Cllrs Mavin and Brunsdon will attend.

c. The spare memorial tree was planted to replace the original one as that had died.

d. The Ofsted inspection was 'good'.

14. Civic and Community

a. Update on Shipton Fair

Cllr Brunsdon reported that there is £2500 left in the budget. It was agreed that this could be spent during June/July. This will include £60 for a drill and £45 for a sander as the drill and sander have broken.

Resolved.

i. Update on storage of fair games

No update.

ii. To consider options for acquisition of PA system including possible increase in budget to purchase one

No longer needed as one is being borrowed from the cricket club.

iii. Gigaclear are sponsoring the programme for the fair.

iv. Volunteers are still required.

v. Raffle proceeds are being donated to all the organisations that are helping at the fair.

b. To review Emergency Plan

This was adopted.

c. To consider purchase of a detailed map showing the boundaries of the Parish and the boundaries of the Conservation Area

Cllr Rigby requested a map to be displayed, with New Beaconsfield hall's permission. This would aid with identification of the AONB, planning issues and other parish council business. The clerk will investigate the purchase of this.

15. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary May 2019	£652.63
	Clerk's expenses May2019	£15.00
	Total	£667.63
ii. Nest	Clerk's pension	£48.56
iii. Castle Water (Direct debit)	Allotments water 10/1/19 - 31/3/20	£25.67
iv. Green Scythe	Grounds maintenance April 2019	£1259.09
v. Viking Direct	Stationery	£149.44
vi. RMW Accountants	Internal Audit	£225.00
vii. FLP Outdoor Play Solutions	Playground maintenance & new equipment	£18,450.80
viii. HMRC	Income tax months 1-3	£108.82 amended*
ix. Fenland Leisure Products	Play bark 1.2m3	£309.60
ix. Fenland Leisure Products	Replacement footrests	£445.20 next month
Shipton Fair costs:		
Alfred Groves	Hardware	£71.20
The Warple Press	Raffle tickets	£70.00
	Shipton Fair Total for this month	£141.50
	Total so far:	£2,276.09 (includes VAT)

* HMRC website not updated when agenda published
Cllrs Arnold and Etherington will authorise these.

b. Payments received:

OCC	Grass cutting grant	£1761.30
Allotmenters	Allotment rent	£30.00
Alfred Groves	Refund of overpayment	£308.85
OALC	Refund of allotment course	£102.00

c. Bank statement to 31 May 2019

Unity Trust Current Account	£37,537.57
Unity Trust Deposit Account	£70,345.99

d. To receive internal audit report from Robert Whitehouse
The internal audit report was received. No recommendations were made in this report.

e. To resolve the Annual Governance and Annual Return part 1
The Annual Governance statement was authorised and signed by the chairman and RFO.

f. To resolve the Annual Governance and Annual Return part 2
The Accounting Statements were authorised and signed by the chairman and RFO.

g. To resolve to adopt Grievance Policy and Terms of Reference for Staffing Committee
These were resolved and adopted. The Staffing Committee are Cllrs Etherington, Yates and Dyer. The alternate member is Cllr Brunsdn.

h. To resolve to adopt Terms of Reference for Welcome Pack Working Party
These were adopted.

i. To receive report on COIF Charities Investment Fund
Cllr Etherington reported: This was deferred until the July meeting.

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j. Update on General Power of Competence
This was adopted in November 2018. It gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. In order to adopt this power, the clerk must have gained the Certificate in Local Council Administration and at least two thirds of the councillors must be elected.

16. Correspondence Received

- Request from local estate agent that only one board per company can be erected on a piece of land.
It was agreed that no boards are allowed on public land.

17. Any Other Issues to Note

None

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

18 th July 2019
15 th August 2019 – Planning and finance only
19 th September 2019
17 th October 2019
21 st November 2019
19 th December: Planning and finance meeting only
16 th January 2020
20 th February 2020
19 th March 2020

Meeting closed: 10pm