

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

### **Minutes of the Meeting of the Council at New Beaconsfield Hall**

on Thursday 16<sup>th</sup> January 2020 at 7.30pm

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

- 1. Apologies for Absence:** Apologies were received from Cllr Acock.
- 2. Declarations of Interest:** none were received.
- 3. Minutes of the Parish Council meeting held on 19<sup>th</sup> December 2019** were approved and signed.
- 4. Matters arising from the Minutes:** there were none.
- 5. Public Time**

Item 11a Shipton Court Wall was brought forward to public time as a member of public was present to talk about this issue.

The resident of Northgate, whose own wall has been threatened by the collapsed wall, intends to fix his section of wall (right hand side of collapsed section) as soon as possible – best case scenario is within 4-6 weeks (depending on advice from Conservation Officers and if no mortar is involved). The scaffolding could then be removed. This would then just leave the owner of the Shipton Court wall to rebuild her wall.

The resident is meeting with OCC on Tuesday 21<sup>st</sup> January to discuss next steps.

A meeting has been held between the PC, OCC and Strutt Parker (agent for owner of Shipton Court wall) to discuss implementing a pedestrian route past the collapsed wall. OCC has requested an alternative design to the scaffolding to incorporate a walkway and adequate width to the road.

Next steps:

- The resident will speak to the Chairman following his meeting with OCC.
- The clerk will contact Strutt Parker to ensure the matter is moved forward with urgency.
- A Shipton Alert will be sent out with an update.

### **6. County Councillor's report**

Cllr Leffman reported

- Survey on a new transport plan will be published at the end of January. This is engaging with local communities to receive ideas on how things can be improved. A formal consultation will then be held.
- Amendment to budget will be put forward as the amount of drain management has been reduced to once a year. It is proposed to return to a proper clean out of drains twice a year.

### **7. District Councillor's report**

Cllr Acock sent in a report:

- Bowerhams: they have finally complied with enforcement. They will now be removing the rooflights which they do not have planning permission for.
- WODC: a council meeting to be held on Wednesday 22<sup>nd</sup> January includes agenda items:
  - live streaming and recording of council meetings (this motion is more about transparency and accountability to the people WODC represents, and to show the people of West Oxfordshire what exactly happens in council meetings),
  - making WODC greener and more environmentally friendly
  - championing EU citizens' rights here in West Oxfordshire
  - planting more trees across the district.
- Signage in Shipton: having received reports of illegal signs from several residents, they have now been reported to WODC, so action should be taken in the next few weeks.
- If there are any more issues surrounding district related issues, please do get in touch.

### **8. Update on flood plans following last year's flooding**

The emergency plan meeting was postponed. This will be re-arranged.

## 9. Planning:

### a. Planning applications received

Ref no.	Address	Proposal	PC Decision
19/03233/HHD	Quarry Hill Farm, Leaffield Rd, SUW	New carport with storage space above to replace/cover existing parking spaces.	No objection. The PC believes that it has been sensitively designed to fit into the environment. It meets the need for parking where there is no roadside provision. The PC believes that it improves the general environment replacing as it does a rundown structure.
19/03505/LBC	The Old Prebendal House, Station Rd, SUW	Internal alterations to partitions and fit outs	No objection
20/00039/FUL	Station Rd Garage, Station Rd, SUW	Conversion of existing store/garages to enlarge kiosk space including single storey extension to South East Elevation	No objection

### b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
19/03079/S73	Barn Hill Buildings, Burford Rd	Noncompliance with condition 2 of planning permission 18/02997/FUL to allow changes to openings	No objection

### c. Decisions made:

Ref no.	Address	Proposal	Decision
19/02909/S73	Old Workshop, Gas Lane, SUW	Noncompliance with conditions 2 approved plans and 5 obscure glazing to allow retain wooden fascia to NW elevation, addition of flue and clear glazing to gable end window (18/0367/FUL)	PC -No objection WODC - Approved
19/02895/HHD & 19/02896/LBC	Old School House, Church St, SUW	Rear structural glass conservatory extension with attached stone and zinc sheet roof workroom	PC – Object WODC - Approved

### d. Update on Section 106 funding: Public Art Statement

No Working Party meeting has been held but it was reported that:

- WODC has confirmed that the amount to be received for the public art is £5,876.33.
- The group has met with Chris Townsend to discuss location and size of Wychwood Tree. It was provisionally agreed that the Tree could be placed directly outside the new development, on the grass verge. The clerk will contact OCC to see if permission is necessary for this.

The PC agreed with these actions.

## 10. Communication

### a. Update on installation of superfast broadband

Cllr Yates reported that topsoil and making good of verges will happen in March. Public roads in the village are finished and Gigaclear is now completing private streets. The graffiti on the pavements will be removed the week commencing 20<sup>th</sup> January.

It has been confirmed that the build for Kethero Close will use BT ducting as the new tarmac cannot be dug up.

Gigaclear has reported that the Shipton build has been their most pleasurable build.

## 11. Highways and Transport

### a. Update on collapsed wall at Shipton Court

See Public time

### b. To consider representations to GWR about change in timetable and how it affects Shipton

Following a change of train timetable, resulting in no increase in trains stopping at Shipton. Cllr Yates has contacted GWR and is awaiting a reply.

## 12. Environment

### a. Allotments

To report on agreed tree maintenance by SSE

Cllrs Arnold and Mavin met with SSE to discuss pruning trees next to power cables. SSE agreed to clear branches away from a pole. SSE will take down branches on trees at the corner of Swinbrook Road and Fiddlers Hill as they are too near wires. It was recommended that a silver birch could be planted in place of a tree that is to be removed. The cut tree branches will be left for wildlife.

#### **b. Volunteers**

Update on placing container on the allotments  
Volunteers will prepare the ground before the container is purchased.  
A greenhouse will be put up for the Wychwood Sprouts project.

#### **c. Village maintenance**

##### **i. To consider current use of signage around parish**

There are currently many temporary signs around the village. These include estate agents' boards, sales at local venues, speed signs and housing development signs. Concern was raised about the village looking tatty as a result of these.

The clerk will contact District Cllr Acock and request that he investigate this.

##### **ii. Update on restoration and to consider future protection of grass verges**

Complaints have been received about the state of the verges following the diversion down Plum Lane and the Gigaclear installation.

OCC has agreed to replant the Plum Lane verges this month,

Gigaclear has agreed to make good the verges when they have completed the build.

Other issues such as parking on the verge opposite the cricket club during cricket season is being deterred by opening the nursery pitch for parking and by the placement of stones on the verge.

The PC will continue to monitor the state of the verges.

#### **d. Burial Ground**

The possibility of planting flowers/shrubs around the Burial Ground was considered. This would have a positive effect on the environment as well as make it a more attractive and welcoming place to visit.

Cllrs Arnold, Etherington and the clerk will meet and agree appropriate places.

#### **e. Tree planting initiative**

To discuss viability of planting trees around the village

The PC discussed implementing a tree planting initiative in 2020. It has allocated £1,000 in the 2020/21 budget for this. It was **resolved** to go ahead with this scheme.

The PC will start to identify suitable locations for planting and research the best way to implement this, including species of trees and timings of planting. A Working Party will be set up for this project, consisting of Cllrs Arnold, Mavin and Etherington, supported by the clerk.

The Woodland Trust in conjunction with the Cotswold Wardens are offering free trees to Local Councils, to replace the dying ash trees. This will be discussed in conjunction with the PC tree initiative.

### **13. Playground**

#### **a. To consider setting up maintenance contract with gardener**

Cllr Brunsdon has contacted the gardener to request some cutting back to be carried out. It was **resolved** to request her to cut back hedges around the play area for £300.

#### **b. To consider setting up maintenance contract for playground equipment**

Having received three quotes for a maintenance contract, Cllr Brunsdon recommended appointing RPM at the cost of £240. This will include an inspection to be carried out in February/March each year and any maintenance work identified, to be completed. This will be reviewed in three years.

This was **resolved**.

#### **c. To approve emergency repair of zipwire at cost of £580**

This was **resolved**. The ground was waterlogged so the concrete came away from ground. It will be kept out of order until the ground dries out.

#### **d. To consider improvements to sandpit**

Cllr Brunsdon suggested installing low wooden edging around the sandpit as it has collapsed in places. This would not rise above the existing grass levels and would last longer than replacing the current edging. Cllr Brunsdon will obtain quotes for this work.

The path will be repaired in the new Financial Year.

Quotes have been received for repairing the tunnel. It was **resolved** to accept the option of replacing the wood for £1680 excluding VAT.

**14. School**

**a. Update on agreement with Deanfield Homes for school drop-off area**

Cllr Mavin reported that Greg Stacey from OCC is meeting with the headteacher, Cllr Mavin and the diocese to further discuss the licensee of the drop-off area.

**b. To note the School's September 2020 arrangements for accommodating incoming pupils from Deanfield Grange**

Cllr Mavin reported that if the PC hears of any complaints about children not gaining a place at the school, to contact the head at Wychwood Primary school.

**15. Civic and Community**

**a. Lesson learnt from Carols around the Tree**

There was a good turn-out, the band was good and the whole evening worked well.

**b. To consider purchase of new Christmas tree lights**

It was **resolved** to spend £500 on new lights as five sets have been vandalised.

**c. To consider purchase of carol sheets for Carols airound the Tree**

It was agreed to revisit this next year.

**d. To send thanks to David Astor for donation of Christmas tree**

The clerk will write to thank Mr Astor for the donation of the Christmas tree.

**e. To consider a thank you gift for the erection and dismantling of the Christmas tree for many years**

A resident has helped erect and dismantle the Christmas tree for thirty-six years. It was **resolved** to buy him a thank you present. Up to £50 will be spent.

**f. To consider arrangements for Annual Parish Meeting 2020**

It was agreed that the APM would have the same format as last year as a great deal of positive feedback has been received. The clerk will draw up lists of guests: to invite to speak, to submit a report and to display information. It was suggested that this year the theme could be the environment. More details to be discussed in February.

**g. To approve the Welcome Pack**

The draft was circulated to the councillors and a few amendments have been suggested. This was then **resolved**. Quotes for printing 100 copies are being requested. It was decided not to proceed with the bag.

**16. Financial and Administrative Matters**

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

i. Lisa Wilkinson	Clerk's net salary December 2019	£538.52
	Clerk's expenses December 2019	£15.00
	<b>Total</b>	<b>£553.52</b>
ii. Nest	Clerk's pension	£38.15
ii. Repay Ian Drainer	Speedwatch thank you event	N/A
iv. Shipton PCC	Christmas tree (Festival)	£20.00
v. Repay C. Arnold	Volunteer expenses- refreshments, maintenance of orchard, Christmas tree lights (Festival)	£82.33
vi. Repay J. Mavin	Thank you to brass band at Carols around the Tree	£39.00
vii. Citizen's Advice Bureau	Carol collection donation	£432.21
viii. Alfred Groves	Repair of parish noticeboard	7.92

These were authorised by Cllrs Dyer and Brunsdon

**b. Payments received:**

Unity Trust deposit account	Bank interest	£71.07
Caring Homes Healthcare Group	Fair donation	£25.00
Carol Collection	To be donated to Citizen's Advice Bureau	£432.21

**c. Bank statement to 31 December 2019**

<b>Unity Trust Current Account</b>	<b>£15,775.57</b>
<b>Unity Trust Deposit Account</b>	<b>£70,558.20</b>

**d. To receive financial statements including actual vs budget figures**

These were circulated in advance and **resolved**.

**e. To authorise bank reconciliations**

These were authorised by Cllr Arnold

**f. To agree meeting dates for financial year 2020-2021**

<b>Date</b>	<b>Meeting</b>
16 <sup>th</sup> April 2020	Parish Council (start at 6.30pm)
16 <sup>th</sup> April 2020	Annual Parish Meeting
21 <sup>st</sup> May 2020	Annual Meeting of Council
18 <sup>th</sup> June 2020	Parish Council
16 <sup>th</sup> July 2020	Parish Council
20 <sup>th</sup> August 2020	Parish Council (finance & planning only)
17 <sup>th</sup> September 2020	Parish Council
15 <sup>th</sup> October 2020	Parish Council
19 <sup>th</sup> November 2020	Parish Council
17 <sup>th</sup> December 2020	Parish Council (finance & planning only)
21 <sup>st</sup> January 2021	Parish Council
18 <sup>th</sup> February 2021	Parish Council
18 <sup>th</sup> March 2021	Parish Council

These were **resolved**.

**17. Correspondence Received**

- Robert Courts – weekly advice surgeries
- Housing affects your Health campaign - OCC
- Woodland Trust/Cotswold Wardens offer to plant trees
- Information from resident about Burford HGV ban

**18. Any Other Issues to Note**

- Request to put WODC alerts on home page of website
- Concern about spam email on councillor email address
- Top of bin missing outside school; this has been reported on FixmyStreet
- Two trees have fallen into the Evenlode along Meadow Lane. The clerk will report this to the landowner.
- Request to sort bags of sand at New Beaconsfield Hall

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

20 <sup>th</sup> February 2020
19 <sup>th</sup> March 2020

Meeting closed: 10.05pm