

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

14<sup>th</sup> February 2020

You are summoned to attend the Meeting of the Council at New Beaconsfield Hall  
on Thursday 20<sup>th</sup> February 2020 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 16<sup>th</sup> January 2020** for approval and signature.
4. **Matters arising from the Minutes**
5. **Public Time**
6. **County Councillor's report**
7. **District Councillor's report**
8. **Update on Emergency plans following last year's flooding**
9. **Planning:**
  - a. **Planning applications received**

Ref no.	Address	Proposal
20/00021/LBC 20/00020/HHD	Classrooms, Church Path, Station Rd, SUW	Internal and external alterations to include changes to first floor layout and provision of mezzanine floor above, replacement of existing and addition of one further rooflight and construction of new entrance porch to side elevation
20/00287/FUL	Unit 7 Wychwood Business Park, Milton Rd, SUW	External alterations to Unit 6 & 7 to include additional windows, re-cladding and removal of roller shutter. Change of use from office/storage to light industry. Installation of external staircase.

### b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
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

### c. Decisions made:

Ref no.	Address	Proposal	Decision
19/03079/S73	Barn Hill Buildings, Burford Rd	Noncompliance with condition 2 of planning permission 18/02997/FUL to allow changes to openings	PC - No objection WODC- Approved
19/03233/HHD	Quarry Hill Farm, Leafield Rd, SUW	New carport with storage space above to replace/cover existing parking spaces.	PC -Support WODC - Approved
19/03505/LBC	The Old Prebendal House, Station Rd, SUW	Internal alterations to partitions and fit outs	PC - No objection WODC - Approved

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

10. **Communication**
  - a. Update on installation of superfast broadband
11. **Highways and Transport**
  - a. Update on collapsed wall at Shipton Court
12. **Environment**
  - a. **Allotments** (Cllr Mavin)  
To consider action required with SSE following their unauthorised cutting down of a tree
  - b. **Volunteers** (Cllr Arnold)  
Update on placing container on the allotments
  - c. **Village maintenance**
  - d. **Burial Ground**
    - i. To consider purchase of bulbs and shrubs at the cost of up to £400
    - ii. To review Burial Ground regulations
  - e. **Tree planting initiative**
    - i. To resolve Terms of Reference for Environment Working Party
    - ii. To receive minutes from Environment Working Party
    - iii. To consider virement to increase Environment budget
13. **Playground** (Cllr Brunsden)
  - a. Update on maintenance contract with gardener
  - b. Update on maintenance contract for playground equipment
14. **School** (Cllr Mavin)
  - a. Update on agreement with Deanfield Homes for school drop-off area

**15. Civic and Community**

- a. To consider arrangements for Annual Parish Meeting 2020
- b. To consider BT's proposal to remove phone box on High Street
- c. To consider any action to tackle antisocial behavior in the village
- d. To consider purchase of heavy-duty torches for use in Emergency situations in the parish
- e. Concerns over anti-social behavior

**16. Financial and Administrative Matters**

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

i. Lisa Wilkinson	Clerk's net salary January 2020	£590.31
	Clerk's expenses January 2020	£34.80
	<b>Total</b>	<b>£625.11</b>
ii. Nest	Clerk's pension	£42.88
iii. St John's Ambulance	Presence at Shipton Fair (GPC)	£115.20
iv. Alfred Groves	Repair of noticeboard	£29.29
v. SLCC	Training webinar- Cloud computing for the Modern Council	£36.00
vi. West Oxfordshire Community Transport	Grant for Bus service (GPC)	£700.00
vii. RPM	Repair of zipwire	£696.00
viii. Sophie England	Gardening at playground plus supply of landscape bark	£444.00
ix. The Fruitful Branch	Care of orchard	£240.00
x. Alfred Groves and Sons	Repair of noticeboard	£29.29

**b. Payments received:**

Allotment holders	Allotment rents	£60.00
Shipton PCC	Burial fees	£178.00
HMRC	VAT refund Qs1, 2 & 3 2019-20	£6,460.33

**c. Bank statement to 31 January 2020**

<b>Unity Trust Current Account</b>	<b>£21,555.25</b>
<b>Unity Trust Deposit Account</b>	<b>£70,558.20</b>

- d. To note balance of James Arthur Willis Charity Account
- e. To consider clerk's request for training towards her Continual Professional Development
- f. To note internal auditor for financial year 2019-20

**17. Correspondence Received**

**18. Any Other Issues to Note**

**19. Dates of Parish Council Meetings for 2019/20 and 2020/2021:**

19 <sup>th</sup> March 2020	
<b>Date</b>	<b>Meeting</b>
16 <sup>th</sup> April 2020	Parish Council
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

**Meeting closed to the public.**

**20. To consider award of three-year grounds maintenance contract**

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.