

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

15th May 2020

You are summoned to attend the Remote Meeting of the Council

To be held online on Thursday 21st May 2020 at 7.30pm

For the transaction of business stated below. The Public and Press are also invited to attend remotely.

LOGIN – Please email the clerk on clerk@shiptonunderwychwood.org for details of how to access the meeting

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. To approve the accuracy of the minutes of the Parish Council meeting held on 16th April 2020**
- 4. Matters arising from the Minutes**
- 5. Public Time**
- 6. County Councillor's report**
- 7. District Councillor's report**
- 8. To review policies (GDPR):**
 - a. Information and Data Protection policy
 - b. ICO Publication scheme
 - c. Privacy notices – staff and councillors
- residents
 - d. Retention and Disposal of Documents
- 9. To review and assign portfolios of interest to councillors**
- 10. To review risk assessments:**
 - i. Speedwatch
 - ii. Burial Ground
 - iii. Playground
 - iv. Volunteers
 - v. Shipton Fair
- 11. To adopt Allotments risk assessment**
- 12. Planning:**
 - a. Planning applications received**

Ref no.	Address	Proposal
20/00991/FUL	Land North of Gas Lane, SUW	Erection of two detached dwellings together with associated landscaping and alterations to existing vehicular access
20/01037/HHD	The Willows, Chapel Lane SUW	Proposed first floor link extension and construction of an orangery
20/0107/FUL	Milton Service Station, Shipton Rd, Milton	Erection of single storey dwelling with associated works

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
20/00694/HHD	Littlestock, Meadow Lane, SUW	Demolition of 2 existing outbuildings. Construction of steel shed to serve as a store, DIY workshop and garage	No objection
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.	Comment

c. Decisions made:

20/00531/HHD	9 Meadow Lane, SUW	Erection of two storey rear extension with new rooflights and new chimney stack	PC -Comment WODC - Approved
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- 13. Communication**
 - a. To agree contents of Annual Report and Newsletter (to be sent out electronically)
- 14. Highways and Transport**
 - a. Update on collapsed wall at Shipton Court
- 15. Environment**
 - a. Allotments (Cllr Mavin)**
 - i. Allotment quarterly report

- ii. To agree content of allotment newsletter
- iii. To set a budget for the implementation of agreed allotment project of wildlife/picnic area
- iv. To resolve to purchase signs 'NOT SAFE FOR DRINKING' to be placed at the water troughs (as per risk assessment) at the cost of £20
- b. Volunteers** (Cllr Arnold)
 - i. Update on placing container on the allotments. To receive quotes for clearing area.
- c. Village maintenance**
 - i. To resolve to purchase new battery pack for defib at New Beaconsfield Hall at cost of £160.
 - ii. To consider management of grass verges to encourage wildlife
- d. Burial Ground**
 - i. To consider allocation of a plot to a non-resident of Shipton
- e. Environment Working Party**
 - i. To receive minutes from EWP
- 16. Playground** (Cllr Brunsdon)
 - a. To authorise extra funds for repair of the tunnel (£2000 authorised in November 2019). A further £1000 will be necessary to accept the quote from RPM
 - b. To consider purchase of 10 tonnes of sand for sandpit at cost of £1800
- 17. School** (Cllr Mavin)
- 18. Civic and Community**
 - a. Update on noticeboard
- 19. Financial and Administrative Matters**
 - a. **Payments to be authorised as follows: -**

i. Lisa Wilkinson	Clerk's net salary April 2020	£645.14
	Clerk's expenses April 2020	£15.00
	Total	£660.14
ii. Nest	Clerk's pension	£47.70
iii. JAG Timber	Replanting of tree at recreation ground	£330.00
iv. BHIB Insurance Brokers	Local Council Insurance	£391.48
v. SLCC	Microsoft Teams training	£36.00
vi. Netwise UK	Website support and Domain name renewal	£320.00
vii. Firstaid.co.uk (repay R. Dyer)	Replacement defib pads	£39.48
viii. Ubico	Empty dog bin	£48.83
ix. Milton Parish Council	Printing of Covid-19 flyers for residents	£230.40
x. Ben Jessey	Grounds maintenance Burial ground (2 cuts)	£180.00
xi. Green Scythe	Grounds maintenance April	£1314.24
xii. Sophie England	Playground gardening contract	£88.95

b. To note direct debit for Castle Water has increased to £34.40 per month

c. Payments received:

WODC	Precept	£1781.00
SSE	Wayleaves	£194.19
Allotmenters	Allotment rent	£50.00

d. Bank statement to 30 April 2020

Unity Trust Current Account	£33,795.63
Unity Trust Deposit Account	£70,628.56

e. To resolve to increase clerk's monthly allowance to £26 per month as per Government guidance

f. To consider paying the clerk's salary by standing order

g. To note Accessibility requirements as per the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 have to be in place by September 2020

20. Correspondence Received

21. Any Other Issues to Note

22. Dates of Parish Council Meetings for 2020/2021:

Date	Meeting
18 th June 2020	Parish Council
16 th July 2020	Parish Council
20 th August 2020	Parish Council (finance & planning only)
17 th September 2020	Parish Council
15 th October 2020	Parish Council
19 th November 2020	Parish Council
17 th December 2020	Parish Council (finance & planning only)
21 st January 2021	Parish Council
18 th February 2021	Parish Council
18 th March 2021	Parish Council

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.