

# **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

## Minutes of the **Online Meeting** of the Council on Thursday 16<sup>th</sup> April 2020 at 7.30pm

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

1. **Apologies for Absence** 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> March 2020** were approved verbally. They will be signed at the next PC meeting held in person.

#### 4. **Matters arising from the Minutes**

There were none.

#### 5. **Co-option of Parish Councillor**

It was unanimously agreed to co-opt Matthew Colledge. It was **resolved** to add him to the bank mandate and to book a new councillor training course when the OALC training resumes.

Cllr Colledge signed his Declaration of Acceptance of Office and will send it electronically to the clerk.

#### 6. **Changes to legislation for Parish Council meetings:**

- a. Remote meetings are legal until May 2021
- b. Chairman/Vice chair can remain in post until Annual Meeting in May 2021 if required.
- c. Deadlines for audit have been extended
- d. Annual Parish Meeting is not required this year

These changes were noted.

It was **resolved** to extend the tenure of the chairman and vice chair until May 2021.

The other business of the Annual Meeting (such as review of policies) will be conducted at online meetings over the next few months.

#### 7. **Public Time**

No items

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

Cllr Leffman reported:

There are no meetings happening at County Council other than a weekly update given to group leaders, the next one of which is on Friday 17<sup>th</sup> April, and this will cover the current situation in care homes in Oxfordshire. All other meetings have been cancelled for the foreseeable future.

At the last group leader meeting we were told that the situation with regard to PPE was poor, and that although logistical issues had been given as the reason, in fact too little had been ordered. Only 40% of what was needed in the county had been delivered by Easter. I should know tomorrow whether this has improved. Care homes in particular are short of the necessary equipment and anecdotally front-line workers are contracting the virus and that is putting extra pressure on services.

Around my division there are a large number of volunteers, helping with things like shopping and picking up medication. I do not know how many very vulnerable residents live in my division, as that information has not been given to councillors, but they will be receiving support from the Oxfordshire hub which is being run by the District Councils, and is responsible for delivering food supplies to these people.

The usual work of Highways is continuing, though the production of road signs has been slowed due to the suppliers having to protect the workforce. Road repairs are being done and will continue to be as long as the staff are available to carry them out.

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

Cllr Acock sent in a report:

Currently, the District Council is coordinating the response of food parcels and medicines to people who have been listed as vulnerable to Covid-19.

The District Council has also been helping with the business grants and rate reliefs over the past few weeks. If any businesses are concerned, they should contact the District Council, or myself.

Planning: there are currently no outstanding decisions that are key to Shipton. We do not know when the planning meetings will commence again, however, there is now legislation for virtual meetings to take place. We are waiting for the leader of the District Council to act.

I have dealt with a few emails from concerned residents mainly about self-employed residents and how the Government may be able to help them.

I did have a few concerned residents in Chapel Lane/ Trots Lane who were concerned with Gigaclear partially closing the road, and so I have organised with Gigaclear to delay the works in that area, and will commence again after the lockdown has come to an end.

## 10. Planning:

### a. Planning applications received

None

### b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
20/00531/HHD	9 Meadow Lane, SUW	Erection of two storey rear extension with new rooflights and new chimney stack	Comment
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:

20/00021/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	PC -No objection WODC - Approved
20/00711/FUL	The Lamb Inn, High St, SUW	Reconfigure door and windows on south and east elevations	PC -No objection WODC - Approved

## 11. Communication

It was **resolved** to upgrade to Microsoft 365 Business premium to allow access to Microsoft Teams to enable online PC meetings to be scheduled. This will result in easier access for the public to the meetings. The cost of this is £135.36

The Gigaclear snagging walk about is planned for 30<sup>th</sup> April but may be delayed.

Volunteer scheme during Covid-19:

Three requests for shopping have been received.

Six requests for prescriptions have been received.

## 12. Highways and Transport

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

Update on Shipton Court wall received from owner of Shipton Lodge:

*We are making progress on the wall. The builders stopped all last week because of the Covid situation. They have now come back, and some of the scaffolding has come down to enable them to put in the 3 remaining ties at the gate end and to work on the buttress and wall by the gate. One tie went in yesterday, another should hopefully have gone in today. Then a bit more scaffolding has to come down for the final tie to go in but they should all be in by the end of the week. Next week the builders can finalise the buttress work. Then it needs a week for everything to cure before removing all the scaffolding*

*So the remaining scaffolding should be able to come down and the road be reopened by the end-April/beginning of May. There will still be further work to be done on lowering the height of the wall and building a pillar but that can be done from the garden side.*

The rubble still needs to be moved in order to open the road. Cllr Leffman will ask Highways and the County Council's Legal Department to press Ms Arathoon's representatives for urgent action in relation to the restoration of the fallen section of the Listed wall.

## 13. Environment

### a. Allotments

Cllr Mavin reported that there are two new allotmenters. It is looking very neat and tidy.

### b. Volunteers

Volunteer scheme is on hold due to current lockdown.

i. Update on placing container on the allotments. To receive quotes for clearing area. Not quotes yet received.

**c. Village maintenance**

No update

**d. Burial Ground**

Complaint about grass cutting as only half of it has been cut. Clerk will chase the contractor.

**e. Environment Working Party**

No update. The Working Party will hold an online meeting, to continue with the work.

**14. Playground**

The playground is closed until further notice. The gardener has been working there.

Path will be relaid as soon as possible.

Quotes have been requested for replacing the tunnel and the edging of the sandpit.

**15. School**

Closed until further notice

A path from the Milton development to school has been suggested. It is believed that this would not work as it would cause a security problem for school.

**16. Civic and Community**

**a. Update on noticeboard**

The insurance company has agreed to pay for this directly.

Cllr Yates will organise the removal of the old noticeboard.

**17. Financial and Administrative Matters**

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

i. Lisa Wilkinson	Clerk's net salary March 2020	£580.71
	Clerk's expenses March 2020	£15.00
	<b>Total</b>	<b>£595.71</b>
ii. Nest	Clerk's pension	£40.32
iii. Sophie England	Gardening at playground	£80.00
iv. Repay C. Arnold (GPC)	Thank you present for Christmas help	£48.96
v. Microsoft Office (repay L. Wilkinson)	Microsoft Office 365 Premium subscription (emergency authorisation to enable remote meetings)	£135.36

These were authorised by Cllrs Dyer and Mavin.

Invoices were emailed to the councillors for checking. The councillors will send an email to the clerk confirming their approval of the payments.

**b. Payments received:**

None

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

<b>Unity Trust Current Account</b>	<b>£16,790.38</b>
<b>Unity Trust Deposit Account</b>	<b>£70,628.56</b>

**d. To approve end of year accounts**

These had been circulated by email and were approved. **Resolved.**

**e. To approve restricted reserves list**

These were approved. **Resolved.**

**f. To approve fixed asset register**

This was approved. **Resolved.**

The draft Annual Governance and Accounting Return and the Council procedures and governance will now be sent to the internal auditor.

**18. Correspondence Received**

- Traffic lights outside Shipton Court were not working temporarily.

**19. Any Other Issues to Note**

- Annual report flagging up Environment issues to be written despite there being no Annual Parish Meeting- to be discussed at May meeting. List of reports to be agreed at May meeting.
- Cllr Leffman will write a report to be added.

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

**Remote meetings to be held until further notice**

<b>Date</b>	<b>Meeting</b>
21 <sup>st</sup> May 2020	Parish 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: 8.20pm

Signed .....

Date .....