

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Meeting of the Council at New Beaconsfield Hall  
on Thursday 20<sup>th</sup> February 2020 at 7.30pm

**Present: Cllrs:** B. Rigby (in the chair), J. Mavin, R. Dyer, C. Arnold, T. Brunsdon, T. Yates, District Cllr J. Acock, **Parish Clerk:** L. Wilkinson

**1. Apologies for Absence** were received from County Cllr L. Leffman

**2. Declarations of Interest**

None were received.

**3. Minutes of the Parish Council meeting held on 16<sup>th</sup> January 2020** were approved and signed.

**4. Matters arising from the Minutes**

Carol sheets were last obtained free of charge from a charity.

Sadly, Tom Etherington has resigned as Parish Councillor. Thanks were given for his contribution to the PC and to the village and the hard work that he carried out during his time as a Councillor. He will be missed. There is now a vacancy for a Parish Councillor.

**5. Public Time**

None

**6. County Councillor's report**

Cllr Leffman sent in a report in her absence:

**7. District Councillor's report**

Cllr Acock reported that he:

- Is looking into the planning application at Unit 7 Wychwood Business Park as he is concerned about where an increased number of staff will park. The application is for a change of use from office space to manufacturing. He would like to ask them to consider car sharing and thus offset carbon emissions. He would also like to offer support from WODC and enquire if they would consider taking on an apprentice
- is pushing for a new fund of £50,000 from WODC to benefit young people under 25. An example of use of this would be for drugs education. This would start to tackle anti-social behavior.
- will be revisiting the 2007 District Flood Plan with Ascott PC in the summer
- is encouraging WODC to go completely digital
- Cabinet has agreed to bring in the Community Infrastructure Levy instead of receiving S106 funds from developers. This now needs to be voted through Full Council.
- Is encouraging a motion on live streaming which is currently being heard

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

The PC agreed to draw up an initial action plan based on the Emergency Plan to be set in motion if required. All Councillors will have an accessible copy of this action plan. The Emergency Plan has also been updated. Concern was raised over the number of trees that have fallen into the river along Meadow Lane field as this will cause more flooding. The clerk will ask the landowner to clear the trees out of the river as the branches and leaves are creating a dam. The standing trees are old and rickety and need attention.

**9. Planning:**

**a. Planning applications received**

Ref no.	Address	Proposal	PC Decision
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	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	Comment: the PC welcomes the employment opportunities this proposal will bring and hopes the developer is willing to participate in a local apprenticeship scheme.

		office/storage to light industry. Installation of external staircase.	Concerns have been expressed that whilst confined to the business park, materials used are more suitable for an urban setting. Also of concern is the potential increase in vehicle usage with implications for traffic safety close to the school and the nursery and close to a bend.
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**b. Decisions Outstanding:**

None

**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
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	PC - No objection WODC - Approved

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

The funds for this are now with WODC so they can be released when necessary. Chris Townsend has sent pictures of a metal tree mounted on a bronze panel. This needs to be authorised by Deanfield Homes. Clerk will contact Chris Townsend and arrange a visit to the workshop to finalise it.

**10. Communication**

**a. Update on installation of superfast broadband**

Cllr Yates reported that the project will be completed in four weeks. A walkabout has been arranged for afterwards. A total of 478 pots have been installed around the village.

**b. Wychwood Magazine**

Cllr Dyer will write an article for the 40-year anniversary issue of the Wychwood Magazine.

**11. Highways and Transport**

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

Work has been started to strengthen the wall at Northgate so the scaffolding should be gradually dismantled over the next few weeks.

Strutt and Parker have resigned as agents although they are still chasing the solicitors on behalf of G & O Engineers who have not been paid for their initial work and for the hire of the scaffolding and traffic lights.

**b. Parking on pavements**

Concern has been raised by residents about frequent parking on pavements causing obstructions. The PC has no powers to prevent this.

**12. Environment**

**a. Allotments**

To consider action required with SSE following their unauthorised cutting down of a tree

Following unauthorised tree felling by the sub-contractors for SSE, it was agreed that the clerk would write to SSE to request new trees to be planted.

A resident has also had a cherry tree in a neighbouring field cut down with no permission. He is following this up with SSE.

**b. Volunteers**

Update on placing container on the allotments

Cllr Arnold reported that the area still needs flattening.

**c. Village maintenance**

**i. Damage to parish noticeboard**

Ms Amlin Insurance Company has admitted liability for the damage to the noticeboard and has requested a repair estimate to be forwarded to them. As it cannot be repaired properly the cost of a new one will be requested.

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

- i. To consider purchase of bulbs and shrubs at the cost of up to £400

The clerk and Cllr Arnold have identified areas to be planted. Cllr Arnold will source cuttings where possible. It was **resolved** to spend up to £400 if necessary. The clerk will ask permission from the diocese to plant in the Burial Ground.

- ii. To review Burial Ground regulations

Suggested amendments:

- The PC, not the PCC, will decide on a strong recent connection with Shipton, if the person was not resident in Shipton at the time of their death.
- the charges to be increased slightly in line with C of E parochial fees.
- Cremated remains may only be buried in a full plot if a second full burial will take place in the same (double) plot when the time comes.

These were **resolved** and adopted. The clerk will send them to Shipton PCC.

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

- i. To resolve Terms of Reference for Environment Working Party

These were **resolved**.

- ii. To receive minutes from Environment Working Party

The notes from the first EWP Working Party were received.

Recommendations:

- Cllr Arnold to be chair of the Working Party
- to increase the budget to £3000 for the year 2020-2021
- to ask two non-councillors with interest/experience in the area to join the group
- project to be called '**20 Trees for 2020**'
- identified areas for potential tree planting

These recommendations were all accepted by Full Council.

- iii. To consider virement to increase Environment budget

It was agreed to increase the budget to £3,000: £2,000 for trees and £1,000 miscellaneous. This will be taken from reserves.

### **13. Playground**

- a. Update on maintenance contract with gardener

Cllr Brunsdon reported the gardener can work for five hours a month starting in the spring at the cost of £80 per five-hour session. This was **resolved**.

- b. Update on maintenance contract for playground equipment

No update.

### **14. School**

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

A draft easement has been drawn up in place of the licence that was initially discussed. Solicitors from Deanfield Homes, OCC and the diocese are discussing setting this up at a peppercorn rent.

Responsibility for gates would be with Deanfield Homes

The Management Committee would be responsible for the maintenance.

### **15. Civic and Community**

- a. To consider arrangements for Annual Parish Meeting 2020

A draft agenda was distributed. Robert Courts will attend, and Gerald Simper from the Cotswold Wardens will be asked to speak at the APM. Invites to speak and to display at the meeting will be sent out in the next two weeks. It was **resolved** to spend up to £340 for refreshments.

- b. To consider BT's proposal to remove phone box on High Street

The PC has no objection to this as the box has not been used for several years.

- c. To consider any action to tackle antisocial behavior in the village

Various reports have been received about antisocial behavior around the Wychwoods by a group of teenagers. It was **resolved** to put this on next month's agenda and encourage residents to attend.

- d. To consider purchase of heavy-duty torches for use in Emergency situations in the parish

It was **resolved** to spend up to £120 on these.

### **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 not authorised
iv. Alfred Groves	Repair of zipwire (amended)	£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

Cllrs Arnold and Dyer will authorise these.

**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  
The balance to 31 December 2019 was £1,462.08

e. To consider clerk's request for training towards her Continual Professional Development  
This was **resolved**. The clerk will request the training she needs as required.

f. To note internal auditor for financial year 2019-20  
Robert Whitehouse has agreed to undertake the internal audit for 2019-20.

**17. Correspondence Received**

- CPR session at Wychwood surgery on 29<sup>th</sup> February
- Wychwood Forest flyer (Wychwood Project)

**18. Any Other Issues to Note**

- The bin on the corner of business units is missing. It has been reported. The clerk will chase this to see if it will be replaced.
- Fixmystreet seems to be working as they are looking into the flooding issues.

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

19<sup>th</sup> March 2020 Parish Council

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

**Meeting closed to the public.**

**20.** To consider award of three-year grounds maintenance contract  
Eight tenders have been received. The clerk offered a comparison of the tenders to enable discussion.  
It was **resolved** to award the three-year contract to Green Scythe based on the work in the previous contracts with a slight amendment. It was also **resolved** to offer some work to Ben Jessey on a yearly contract.

Meeting closed: 9.45pm