

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
on Thursday 18th July 2019 at 7.30pm

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

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

2. **Declarations of Interest**

None were received.

3. **Minutes of the Parish Council meeting held on 20th June 2019** were approved and signed.

Matters arising: most estate agents have removed their boards from public land around the village as requested. The chairman will contact Chancellors as they have not yet removed theirs.

4. **Public Time**

None

5. **County Councillor's report**

Not available.

6. **District Councillor's report**

Cllr Acock reported that a Full Council meeting had been held. Issues raised at this were:

- A Citizens Assembly will be held in January to represent West Oxfordshire. If Shipton PC is interested it could declare a Climate Emergency Mission.
- WODC is looking to make the District carbon neutral. This would mean focusing on Chipping Norton and Witney High Streets as well as Burford.
- Cllr Acock would like to see more trees being planted on new developments and the encouragement of more natural village greens/natural habitat.
- Cllr Mavin requested that Cllr Acock find out why flyaway plastic is no longer recycled (via Ubico).
- The Witney to Oxford railway motion has been rejected but councillors are still working on this issue.
- There is currently an NHS consultation from Oxford Care Commissioning Group. Their new motto is 'Care in the Community'. They are linking social care to health care.
- He would like to engage in finding a travellers site at East Witney.
- South Oxfordshire and Vale District Councils are revisiting their Local Plans. They are questioning the Oxford City unmet need requirement in them. Cllr Acock would like the WODC Local Plan reopened and to question the 4,000 planned homes.
- Cllr Acock is pushing for compensation for Ascott PC from Gigaclear due to the many problems caused by the sub-contractors.
- Lyneham Speedwatch is starting soon.

8. **Planning:**

a. Planning applications received

Ref no.	Address	Proposal	PC Decision
19/01526/LBC	Church View, High St, SUW	Installation of secondary glazing to all eight windows in front elevation of property	Support

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
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19/01405/HHD	Stonecroft, Fiddlers Hill, SUW	Demolition of an existing conservatory and shed, new lean-to side extension, new chimney and conversion of the internal garage into living accommodation	No objection
19/01312/HHD	Shipton Lodge High Street	Construction of conservatory to South elevation	No objection
19/01313/LBC	Shipton Lodge High Street	Internal and external alterations to construct conservatory to South elevation	No objection
19/01474/FUL	Land North Of Gas Lane And Ascott Road	Erection of two detached dwellings, access and landscaping	Comment

c. Decisions made:

Ref no.	Address	Proposal	Decision
19/01275/S73	Bowerham, Ascott Rd, SUW	Variation of condition 3 of 18/03651/FUL for alterations to fenestration and insertion of 4 no. rooflights (part retrospective)	PC – Object Application withdrawn
19/01274/FUL	Bowerham, Ascott Rd, SUW	Installation of balustrade to create balcony in association with residential use	PC -Object Application withdrawn

d. To consider a framework for planning decisions
To be deferred.

e. Update on Section 106 funding
The working party met, and the notes were distributed. It was recommended that instead of re-allocating the £9,000 that could not be received by the Bowls Club, it should be reviewed in July 2020 (unless funds become available earlier). More clarification on when funding will be received should then be available. This was **resolved**.

The clerk has attended training on S106 and CIL.

9. Communication

a. Update on installation of superfast broadband
Work is due to start imminently.
A Shipton alert has been sent out informing people of the start date and who to contact with any issues.

b. Strategic planning
Cllr Etherington led a discussion on the possibility of developing a strategic plan. It was **resolved** not to develop one.

10. Highways and Transport

Nothing to report.

11. Environment

a. Allotments

i. Update on beekeeping on the allotments. To consider purchase of a hive.
The empty hive has been moved and a path has been mowed to the new location adjacent to the container.
It was **resolved** to purchase a hive at an estimated cost of £25. This will be donated to Pat Collins, the beekeeper for the allotment site.
No complaints or queries have been received from the consultation on keeping bees at the allotments, so it was **resolved** to go ahead with it.

ii. Update on Wychwood Sprouts – allotments group for children
An allotment holder has agreed to remove the weeds on the Sprouts allotment. He is also dealing with plum suckers at far end of allotments.
In order to erect the donated greenhouse, the Sprouts require one ton of sand for £70, slabs for approximately £80 (Hickmans will be asked if they have broken ones at a cheaper cost), glass replaced for £25 and £15 for clips to put glass in. In total £200 is required. Labour to erect the greenhouse is also needed. It was **resolved** to spend £200 for these materials.

iii. Update on provision of Seating area/Pond/wildlife area. To set a budget for project.

This was discussed. It was **resolved** that seating will be implemented next financial year. Cllr Mavin will consult on the best way to set up a pond. The clerk will look for funding for this.

b. Volunteers

- i. To consider placing a second container on the allotments

Cllr Arnold requested that the PC considers placing a second container on the allotments as more storage is much needed for volunteer equipment and fair storage. It was **resolved** that Cllr Arnold would obtain a quote for a 10x5 metal secure container.

c. Village maintenance

- i. To consider setting up a Trusted Trader account

Cllr Etherington requested that this was considered. Following discussion, it was **resolved** that standing orders would be amended so up to £500 could be spent before three quotes are necessary. It was agreed that this would enable work (such as parish maintenance) to be completed more quickly, whilst still providing value for money.

d. Burial Ground

Cllr Etherington reported that the Sequoia in the closed burial ground is leaning and boughs are falling off. This was reported to the Vicar who arranged to have two tree surgeons inspect it. Both tree surgeons have agreed that the tree is safe.

The dry-stone walls have been completed. Thanks will be passed onto the Wychwood Project for doing a fantastic job.

The rubbish bins have been overflowing so the PCC has been emptying them.

Volunteers will be trimming the trees.

12. Playground

- a. Skateboard ramp

A complaint has been received that the rivets on the skateboard ramp are no longer flush with the ramp and so are dangerous. Cllr Brunsdon has contacted FLP playgrounds and requested that they fix this as soon as possible.

Cllr Brunsdon will get quotes for repair and replacement of the tunnel.

The path up to the playground is uneven and will need repairing. It was agreed to wait for the ROSPA report, which is due in July, before any decision is made.

13. School

Cllrs Mavin and Brunsdon attended the opening of the MUGA on Friday 12th July.

The school have complained about dust falling on the school from the Deanfield Development building site.

Cllr Mavin has asked if information about Shipton Fair could be included in the final newsletter of term.

14. Civic and Community

- a. Update on Shipton Fair

Cllr Brunsdon reported that a few volunteers are still needed for the car park and games.

Banners are up around the village.

Raffle tickets are being sold around the village.

Set up will take place on the Sunday prior to the Fair.

- i. Update on storage of fair games

See above- item 11b.

- b. Update on purchase of a detailed map showing the boundaries of the Parish and the boundaries of the Conservation Area

This will be attempted on Parish Online mapping software.

- c. To consider obtaining a Traveller Prevention Order

Cllr Etherington proposed that the PC obtains a pre-arranged documentation for eviction of travellers as this would make the eviction of any travellers in the parish, quicker. The clerk will enquire with OALC about the best way to proceed with this.

15. Financial and Administrative Matters

- a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary June 2019	£450.44
	Clerk's expenses June 2019	£27.25
	Total	£477.69
ii. Nest	Clerk's pension	£33.82
iii. Green Scythe	Grounds maintenance May 2019	£1329.89

iv. Wychwood Primary School	Donation for gated access to MUGA (GPC)	£1,000
v. Fenland Leisure Products	Replacement footrests	£445.20
vi. Wychwood Wild Gardens	Annual donation (GPC)	£1000.00
vii. OALC	Planning training (Cllr Rigby)	£54.00
viii. Alfred Groves (repay T. Brunnsden)	Hacksaw frame/lump hammer/power bit set (installation of footrest at playground)	£29.03
WODC	Town/Parish Council Elections 2018	£93.48*
Shipton Fair costs:		
ix. BannerBuzz	Outdoor banners	£93.31
x. printed.com	A4 poster x 25	£31.37
xi. printed.com	Village fair poster	£74.11
xii. amazon.co.uk (repay T. Brunnsden)	Orbital sander (50% paid as resolved June 2019)	£14.50
xiii. amazon.co.uk (repay T. Brunnsden)	Hole Saw Pilot Drill Bit	£5.00
xiv. amazon.co.uk (repay T. Brunnsden)	12x Acrylic Paint Marker pens	£12.88
xv. Ikea (repay C. Arnold)	Tablecloth fabric	£168.00
xvi. Amazon (repay Chris Fitzpatrick)	Hammer drill (50% paid as resolved June 2019)	£30.00
xvii. Ultimate Signs	Aluminum composite sign	£480.00
xxii. Baker Ross (repay T. Brunnsden)	Fair prizes	£152.03
xxiii. amazon.co.uk (repay T. Brunnsden)	Handheld wooden ratchet	£6.99
xxiv. amazon.co.uk (repay T. Brunnsden)	Magnet Skittle Notice Board	£52.56
xxv. Keten (repay T. Brunnsden)	Acrylic Paint Marker pens	£11.99
	Shipton Fair Total for this month	£1132.74
	Total so far:	£3,792.01 (excluding VAT)

* Late payment authorised by clerk as per standing orders (not on agenda)

Cllrs Dyer and Etherington will authorise payments

b. Payments received:

HMRC	VAT refund Q4 2018-19	£709.80
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c. Bank statement to 31 June 2019

Unity Trust Current Account	£18,650.53
Unity Trust Deposit Account	£70,416.14

d. To receive financial statements, bank reconciliations and actual versus budgeted expenditure These were circulated.

e. To consider opening a COIF Public Sector Deposit Fund (Cllr Etherington) It was **resolved** not to pursue this at this time.

16. Correspondence Received

Request for grass cutting of verges to be left longer between cuts. This will be put on the agenda of the next Annual Parish Meeting to the parish's point of view.

17. Any Other Issues to Note

- The yellow sleeve has still not been put on the phone cable by the hedge at New Beaconsfield Hall. The clerk will chase this.
- Working party for the Welcome pack has held a meeting.:
 - A list of people has been identified to add an entry in the pack
 - It will be hand delivered
 - The working party still need to Identify methods of knowing when new residents move in
 - Next meeting Friday 30th July

18. Dates of Parish Council Meetings for 2019/20:

15 th August 2019 – Planning and finance only
19 th September 2019

17 th October 2019
21 st November 2019
19 th December: Planning and finance meeting only
16 th January 2020
20 th February 2020
19 th March 2020

Meeting closed: 9.55pm