

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

14th June 2019

You are summoned to attend the Meeting of the Council at New Beaconsfield Hall
on Thursday 20th June 2019 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 and Minutes of the Annual Parish Meeting held on 16th May 2019 for approval and signature.

4. Matters arising from the Minutes

5. Public Time

6. County Councillor's report

7. District Councillor's report

8. Planning:

a. Planning applications received

Ref no.	Address	Proposal
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)
19/01274/FUL	Bowerham, Ascott Rd, SUW	Installation of balustrade to create balcony in association with residential use
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
19/01312/HHD	Shipton Lodge High Street	Construction of conservatory to South elevation
19/01313/LBC	Shipton Lodge High Street	Internal and external alterations to construct conservatory to South elevation
19/01474/FUL	Land North Of Gas Lane And Ascott Road	Erection of two detached dwellings, access and landscaping

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
18/02997/FUL	Barn Hill Buildings, Burford Rd, SUW	Proposed barn conversion and change of use to holiday lets with single storey	No objection

c. Decisions made:

Ref no.	Address	Proposal	Decision
19/00606/FUL	Langley Ridge Farm, Leafield Rd, SUW	Conversion of agricultural building to self-contained living accommodation	PC-No objection WODC -Approved
19/00902/HHD	South Lea, Mawles Lane, SUW	Erection of 10m long retaining wall. Erection of oak framed car port/store	PC -No objection WODC - Approved
19/00592/FUL	Unit 7 Wychwood Business Park, Milton Rd, SUW	Erection of building for welfare facilities for staff	PC -No objection Withdrawn
19/01006/S73	Land south of Milton Rd, SUW	Non-compliance with condition 2 of planning permission 18/02154/RES to allow amendments to design and layout	PC- No objection WODC - Approved

d. To consider a framework for planning decisions

e. To adopt Terms of Reference for Section 106 Working Party

f. Update on Section 106 funding

9. Communication

10. Highways and Transport

11. Environment

a. Allotments (Cllr Mavin)

i. Allotment review:

- To consider publishing an annual newsletter for allotment holders and resolve content of the first edition

- To consider updating tenancy agreement
 - To consider increase in allotment rent from September 2020
 - To consider offering start-up plots to new allotment holders
 - To consider beekeeping on the allotments
- ii. To consider set up and funding of Wychwood Sprouts – allotments group for children
- iii. To consider provision of:
- Seating area
 - Pond/wildlife area
- iv. To consider applying for funding for the above project
- v. To consider quote for planting bushes around orchard
- b. Volunteers** (Cllr Arnold)
- c. Village maintenance**
- i. Update on dead tree at the Recreation Ground
- ii. To consider increasing the number of contracted grass cuts per season
- d. Burial Ground**
- 12. Playground** (Cllr Brunsden)
- a. Update on maintenance
- 13. School** (Cllr Mavin)
- a. To consider request from Wychwood Primary school for the previously agreed PC donation of £1000 for the MUGA, to be put towards extending the pathway and installing another gate to make accessibility better for school use and those hiring out the pitch.
- 14. Civic and Community**
- a. Update on Shipton Fair (Cllr Brunsden)
- i. Update on storage of fair games
- ii. To consider options for acquisition of PA system including possible increase in budget to purchase one
- iii. To review Emergency Plan
- iv. To consider purchase of a detailed map showing the boundaries of the Parish and the boundaries of the Conservation Area
- 15. Financial and Administrative Matters**

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary May 2019	£652.63
	Clerk's expenses May2019	£15.00
	Total	£667.63
ii. Nest	Clerk's pension	£48.56
iii. Castle Water (Direct debit)	Allotments water 10/1/19 - 31/3/20	£25.67
iv. Green Scythe	Grounds maintenance April 2019	£1259.09
v. Viking Direct	Stationery	£149.44
vi. RMW Accountants	Internal Audit	£225.00
vii. FLP Outdoor Play Solutions	Playground maintenance & new equipment	£18,450.80
viii. HMRC	Income tax months 1-3	£59.82
ix. Fenland Leisure Products	Play bark 1.2m3	£309.60
ix. Fenland Leisure Products	Replacement footrests	£445.20
Shipton Fair costs:		
Alfred Groves	Hardware	£71.50
Gair	Raffle tickets	£70.00
	Shipton Fair Total for this month	£141.50
	Total so far:	£2,276.09 (includes VAT)

b. Payments received:

OCC	Grass cutting grant	£1761.30
Allotmentees	Allotment rent	£30.00
Alfred Groves	Refund of overpayment	£308.85
OALC	Refund of allotment course	£102.00

c. Bank statement to 31 May 2019

Unity Trust Current Account	£37,537.57
Unity Trust Deposit Account	£70,345.99

- d. To receive internal audit report from Robert Whitehouse
- e. To resolve the Annual Governance and Annual Return part 1
- f. To resolve the Annual Governance and Annual Return part 2
- g. To resolve to adopt Grievance Policy and Terms of Reference for Staffing Committee
- h. To resolve to adopt Terms of Reference for Welcome Pack Working Party

- i. To receive report on COIF Charities Investment Fund (Cllr Etherington)
- j. Update on General Power of Competence
- 16. **Correspondence Received**
- 17. **Any Other Issues to Note**
- 18. **Dates of Parish Council Meetings for 2019/20:**

18 th July 2019
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

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.