

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

12th June 2020

You are summoned to attend the Remote Meeting of the Council

To be held online on Thursday 18th June 2020 at 7.30pm

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

LOGIN – Please see joining instructions at the bottom of the agenda 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 21st May 2020

4. Matters arising from the Minutes

5. Public Time

6. County Councillor's report

7. District Councillor's report

8. To review policies

- a. Complaints policy
- b. Equal Access policy
- c. Grievance policy
- d. Health and Safety policy
- e. Recruitment policy
- f. Social media policy
- g. Training and Development policy

9. Planning:

a. Planning applications received

Ref no.	Address	Proposal
20/01181/HHD	Stoncroft, Fiddlers Hill, SUW	Demolition of existing conservatory and shed, new lean-to-side extension, new chimney and conversion of internal garage to living accommodation
20/01294/HHD	23 Sinnels Field, SUW	Erection of front porch

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
20/00991/FUL	Land North of Gas Lane, SUW	Erection of two detached dwellings together with associated landscaping and alterations to existing vehicular access	Object
20/01071/FUL	Milton Service Station, Shipton Rd, Milton	Erection of single storey dwelling with associated works	No objection/Support

c. Decisions made:

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	PC -No objection WODC - Approved
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.	PC -Comment WODC - Approved
20/01037/HHD	The Willows, Chapel Lane SUW	Proposed first floor link extension and construction of an orangery	PC -No objection WODC - Approved

d. Update on S106 funding

e. To consider request from Ascott PC to include five properties adjacent to Ascott but within Shipton boundaries in its proposed Neighbourhood Plan

f. Conservation Area Character Appraisal and 'Proposals for Preservation and Enhancement

10. Communication

11. Highways and Transport

- a. Update on collapsed wall at Shipton Court

12. Environment

a. Allotments (Cllr Mavin)

- i. To resolve to hire a skip
- ii. To consider raising the rent in September 2021
- iii. To consider charging a deposit of £50 to new allotment holders

- iv. To agree positioning of sheds
 - v. To consider putting in a barbeque in the community area
 - vi. To approve updated rules and regulations
 - vii. Update on management of hazel copse
 - viii. To consider planting low shrubs along allotment wall adjacent to Swinbrook Road
 - ix. To consider planting trees along wall adjacent to Fiddlers Hill
 - x. Update on two extra water tanks
 - xi. To consider request from Wychwood Sprouts for funding for compost and dwarf fruit trees. Amount requested is £260.00
 - xii. To consider donation to allotment volunteers
- b. Volunteers** (Cllr Arnold)
- i. Update on placing container on the allotments. To receive quotes for clearing area.
- c. Village maintenance**
- i. Update on management of grass verges to encourage wildlife
 - ii. To consider request for resident to repair benches on village green
- d. Burial Ground**
- e. To discuss sewage discharge into Little Stock brook and the Evenlode at Shipton and consider if a course of action is required
- 13. Playground** (Cllr Brunsdon)
- a. To note usage of playground despite it being closed
 - b. To consider employment of litter picker
- 14. School** (Cllr Mavin)
- 15. Civic and Community**
- a. Update on noticeboard
 - b. To consider request from Wychwood Players to spend their allocated S106 funding on a different project to that previously agreed

16. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary May 2020	£529.26
	Clerk's expenses May 2020	£26.00
	Total	£555.26
ii. Nest	Clerk's pension	£38.59
iii. Burford Town Council	Donation towards traffic management of bridge	£2,000
iv. Ubico	Empty dog bin (April 2019-Sept 2019)	£48.83
v. Ben Jessey	Grounds maintenance Burial ground (2 cuts May)	£180.00
vi. Green Scythe	Grounds maintenance May	£1,549.44
vii. Sophie England	Playground gardening contract	£105.00
viii. Jill Mavin	Repay for pond liner (allotments)	£397.00
ix. Milton Parish Council	Printing of Covid-19 flyers for distribution in Shipton (revised figure)	£192.00
x. Viking Signs – repay L. Wilkinson	Signs for allotments – 'not drinking water'	£18.42
xi. RM Whitehouse & Co Ltd	Internal audit	£231.00

b. Payments received:

OCC	Grass cutting grant	£1,761.30
Allotment holder	Allotment rent	£10.00

d. Bank statement to 31 May 2020

Unity Trust Current Account	£30,537.43
Unity Trust Deposit Account	£70,628.56

- c. To receive internal auditor's report and note recommendations
- d. To resolve the Annual Governance and Accountability Return part 1- Annual Governance Statement
- e. To resolve the Annual Governance and Accountability Return part 2 – Accounting Statements
- f. To resolve to continue General Power of Competence

17. Correspondence Received

18. Any Other Issues to Note

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

Date	Meeting
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.

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<https://teams.microsoft.com/l/meetup-join/19%3a3747d4ac00e64f8ea35bb682cd83db96%40thread.tacv2/1586944102985?context=%7b%22Tid%22%3a%22f282fbdd-f517-4ee4-9081-ea54442dc216%22%2c%22Oid%22%3a%224e685d47-2db7-462e-8457-02411a2f5390%22%7d>