

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Remote Meeting of the Council
held online on Thursday 18th June 2020 at 7.30pm

Present: Cllrs: B. Rigby, J. Mavin, R. Dyer, C. Arnold, T. Brunsdon, T. Yates, M. Colledge, County Cllr L. Leffman, District Cllr J. Acock, **Parish Clerk:** L. Wilkinson

1. Apologies for Absence

None were received.

2. Declarations of Interest

None were received.

3. To approve the accuracy of the minutes of the Parish Council meeting held on 21st May 2020

These were approved and signed as a true record. The minutes from the PC meeting held in March 2020 were also signed by the Chairman.

4. Matters arising from the Minutes

None

5. Public Time

None

6. County Councillor's report

No report received.

7. District Councillor's report

Cllr Acock reported

Over the last month, the council has turned its head to how best to recover from this crisis. Currently, this is all being decided at cabinet level; therefore, I have not had a major role in any outcomes so far. One of the biggest issues will be the economic and financial recovery for WODC. For example, the Leisure provider in West Oxfordshire, GLL, are requiring large amounts of money from the council in order to be able to re-open in July; it is likely to be over a million pounds by the time a recovery programme is set in place for GLL. The council, currently, is only being given 42% of funds paid out due to the coronavirus. There is no doubt that the Conservative-led cabinet will be choosing which services to fund, with possible cuts on the way.

Secondly, there are now plans in place to alter Witney town to make it more friendly for shoppers, with a one-way system in the main shopping centres and reduced traffic through the main parts of the town centre. This should be in place by next week.

Locally, I have had little casework over the last two weeks, and I have only had one issue to undertake with regards to planning- the Gas Lane/ Ascott Road area planning application.

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

Cllr Yates was added to the Staffing Committee. These were **resolved**.

9. Planning:

a. Planning applications received

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

Hoplands, Shipton Rd, Milton:

No notification has been received about the planning application for Hoplands, Shipton Road, Milton. The clerk will request this and ask for an extension to the deadline for comments. If this is not possible it was **resolved** that the clerk can send in an objection on the grounds of coalescence of the two villages.

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

The S106 working party will arrange to meet to discuss re-allocation of the funds originally allocated to the Bowls Club and the distribution of the first 50% of funds between the agreed recipients. Cllr Yates will join the working party

See also 15b - regarding request to change Wychwood Players grant.

Cllr Rigby will distribute Welcome packs to the Deanfield development.

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

As the five properties are closer to the village of Ascott than Shipton, this was agreed. Shipton PC will still be statutory consultee for planning applications but the Ascott Neighbourhood Plan will hold more weight than Shipton PC's opinion. **Resolved** for Ascott PC to include the properties in question in its Neighbourhood Plan.

f. Conservation Area Character Appraisal and 'Proposals for Preservation and Enhancement
Cllr Colledge reported that most of Conservation areas have these appraisals which give guidance to companies who want to do a development in the area in terms of what is acceptable and what is not. Cllr Colledge will bring a recommendation to the July meeting.

10. Communication

Two new volunteers have come forward as a result of the latest newsletter.

The clerk will advertise on noticeboards, how to request a hard copy of the newsletter for people without email.

11. Highways and Transport

a. Update on collapsed wall at Shipton Court

No update

12. Environment

a. Allotments

i. To resolve to hire a skip

This was **resolved** at the cost of up to £400 with use of it for old fete equipment as well as use by allotmenters. To be ordered in September.

ii. To consider raising the rent in September 2021

Costings of running the allotments have been calculated. It was proposed and agreed that the rent would be raised to £25 from September 2021 (£15 for a half plot). Allotment holders will receive notice of this in September 2020 with their rent request for the current year. It was also **resolved** that rent reviews will be held annually to ensure the rents are in line with the costs incurred by the allotments.

iii. To consider charging a deposit of £50 to new allotment holders

This was discussed to ensure that plots were not left in a poor state when the tenancy was given up. It was agreed to charge a £30 deposit to new allotment holders only.

iv. To agree positioning of sheds

Two requests for shed re-location were agreed by the PC as the requested location was in line with the current row of sheds.

A section on sheds has been added to the allotment rules and regulations; permission must be sought from the Council before a shed is erected. Each request will be considered individually.

v. To consider putting in a barbeque in the community area

It was **resolved** not to go ahead with this.

vi. To approve updated rules and regulations

These were **resolved**. They will be sent out to the allotment holders in September with the rent requests.

vii. Update on management of hazel copse

There are currently birds nesting in the copse so work cannot be undertaken until September. Two residents have offered to take over the management of the copse. This was agreed.

viii. To consider planting low shrubs along allotment wall adjacent to Swinbrook Road

Low shrubs were preferred to trees, so the view from adjacent residents is not blocked. This was **resolved** and will be investigated by the Environment Working Party.

ix. To consider planting trees along wall adjacent to Fiddlers Hill

This was **resolved** and will be investigated by the Environment Working Party.

x. Update on two extra water tanks

The clerk has received permission from Thames Water for a private contractor to be employed to erect these. The clerk will obtain quotes for this work.

xi. To consider request from Wychwood Sprouts for funding for compost and dwarf fruit

trees. Amount requested is £260.00

This was **resolved**.

xii. To consider donation to allotment volunteers

It was **resolved** to pay for refreshments for the volunteers who helped build the pond, up to the cost of £100.

xiii. It was **resolved** to hold a barbeque/get-together for the volunteers and allotmentees

in August if lockdown restrictions have been adequately lifted.

xiv. Wildlife Pond:

A donation of irises for the pond has been promised by the Wild Garden.

A donation of large boulders from a resident on Mawles Lane, has been received. Richard Hartley has agreed to move these and put them in place.

A donation of £100 for plants for the pond has been received from a resident.

b. Volunteers

i. Update on placing container on the allotments. To receive quotes for clearing area.

Cllr Arnold has received a quote from Mark Bufton (tree surgeon) to clear the area for £245. This was **resolved**.

The hire of a green skip at the cost of £183 plus VAT for grass cuttings/vegetation was **resolved**.

Due to Covid-19 and travel restrictions, the cost of a container has gone up. The new cost, once confirmed, will be brought to a PC meeting for resolution. Concern was again raised by the clerk about potential planning permission for this. Cllr Rigby confirmed that through his research this was not necessary.

Volunteers scheme has restarted. The PC will be included in the volunteer emails so they are aware of the activities.

The grass cutting around the container area will be carried out by Cllr Arnold and an allotment holder.

The Orchard needs manuring; the grass around the trees needs cutting before this can be done. A resident has offered to cut this if Green Scythe will not in the next few days.

Cllr Arnold can unfortunately no longer chair the EWP so Cllr Yates will take this on.

c. Village maintenance

i. Update on management of grass verges to encourage wildlife

No update

ii. To consider request for resident to repair benches on village green
Agreed with expenditure for materials up to £50 if necessary

d. Burial Ground

No update

e. To discuss sewage discharge into Little Stock brook and the Evenlode at Shipton and consider if a course of action is required
Too much sewage is being discharged into the brook. Cllr Colledge will research this further.

13. Playground

ROSPA will visit in July

RPM will carry out repairs on 3rd August

a. To note usage of playground despite it being closed
This was noted. Signs are still up.

b. To consider employment of litter picker
This will be researched further.

14. School

Cllr Mavin reported that it is all working well there at present.

15. Civic and Community

a. Update on noticeboard

No update

b. To consider request from Wychwood Players to spend their allocated S106 funding on a different project to that previously agreed
It was agreed that permission would be given to use the funds for lighting at the New Beaconsfield Hall, as requested by the Players

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 June	£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

**will not be authorised until orchard is cut*

Cllrs Arnold and Dyer will authorise these payments

b. Payments received:

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

c. Bank statement to 31 May 2020

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

d. To receive internal auditor's report and note recommendations

This was received and circulated. The recommendation was to reduce the Parish Council reserves to a level in line with twice the precept (maximum).

e. To resolve the Annual Governance and Accountability Return part 1- Annual Governance Statement

This was **resolved** and signed by the Chairman and the RFO.

f. To resolve the Annual Governance and Accountability Return part 2 – Accounting Statements

This was **resolved** and signed by the Chairman and the RFO.

g. To resolve to continue General Power of Competence

This was **resolved** as all the criteria are still met.

17. Correspondence Received

- Concern raised about anti-social behaviour on Village Green
- Letter has been received from allotment holder regarding sheds

18. Any Other Issues to Note

- Request to lend gazebos under special circumstances was agreed.
- Walkabout with Gigaclear to cover snagging items has been carried out. Gigaclear has agreed to undertake the final work. Thanks were given to Cllr Yates for the work he did on this project.
- Issue with resident about allotments. Statements have been written on events.
- Excess road signs for example, to the Deanfield development look untidy. The unauthorised ones will be taken down. The clerk will ask OCC Highways about taking down the yellow directional signs.

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

Meeting closed: 21.30