

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting

of the Council at New Beaconsfield Hall
on Thursday 21st March 2019 at 7.30pm

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

1. No **apologies for absence** were received.
2. No **Declarations of Interest** were received.
3. **Minutes of the Parish Council meeting held on 21st February 2019** were approved and signed
4. **Matters arising from the Minutes**
None
5. **Public Time**
None

6. **County Councillor's report**

Cllr Leffman reported:

- The Transformation Programme to improve communication between the Council and residents is ongoing. PWC have agreed a 10% reduction in fees based on staff satisfaction. Another 10% will be delivered when it is proved that actual savings are being made. This will give £5 million back to OCC to spend on local projects.
- The Councillor Priority Fund for the new Financial Year has received several applications already. Funding has been agreed for the play area at the Foundation Stage Unit at the school and for the Cotswold Wardens to buy a trailer.
- A peer review is underway at OCC. Feedback on it will be received on 22nd March 2019.
- There is an ongoing consultation for the 2050 Local Plan which can be found online.
- The issue of construction traffic using New Road has been discussed at the Milton PC meeting. It is the responsibility of the Milton site developers and needs to be enforced by the District Council as they have granted planning permission for the development. Shipton PC would like to support Milton PC in their effort to get some order into the traffic management system.

A query was raised about a caravan that has been parked off the A361 for several weeks. Cllr Leffman will check with Peter Gammond at OCC

7. **District Councillor's report**

Cllr Acock sent in a report:

'The biggest issue that I have been facing over the last month was the budget, which was put before the council. I voted against the budget on certain grounds. Firstly, the rise in council tax is very steep for many people across the district when it is taken into account with police and crime commissioner and county council. The most important aspect that was not discussed, but I still asked a question, was the overspend made by Ubico (bin company) as to why they overspent by such a large sum and who is to blame and make sure this does not happen again, costing tax payers' money. All amendments were voted down (please see WODC minutes from the middle of February).'

8. **Planning:**

9. **a. Planning applications received**

Ref no.	Address	Proposal	PC Decision
18/03671/FUL	The Workshop Garage, Gas Lane, SUW	Conversion of existing workshop into a new dwelling with two storey extension	No objection subject to neighbour's concerns about overlooking being addressed (bathroom window). The developer should also be required to improve the state of Gas Lane as use/access will be increased and it is

			currently in a very poor condition.
19/00512/HHD	The Homestead, Swinbrook Rd, SUW	Erection of porch and carport and new pitched roof to garage to provide additional living space above	No objection assuming there are no concerns from neighbours

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
18/03640/HHD	33 Sinnels Field, SUW	Conversion and extension to garage to create annexe to be used ancillary to the main dwelling	Comment
18/03651/FUL	Bowerham, Ascott Rd, SUW	Alterations to fenestration previously approved under 17/02904/FUL and insertion of rooflights (four to the rear roof). (Retrospective).	Object
19/00306/HHD	15 Littlebrook Meadow, SUW	Single storey front and rear extensions and conversion of attic space to create extra living space	No objection

c. Decisions made:

Ref no.	Address	Proposal	Decision
19/00036/S73	Land South of Milton Road, SUW	Non-compliance with condition 21 of planning permission 16/02851/OUT to allow the school parking area to be constructed, laid out and surfaced prior to the occupation of the final dwelling.	PC- Comment WODC – Approved prior to occupation of 35 th house or 76 th week of build
18/03044/FUL	Shipton Lodge Cottage, High St, SUW	Conversion of existing two dwellings to form one larger dwelling to include erection of two storey and single storey oak framed extension, and insertion of three dormer windows, all to western elevation. Conversion of existing stable block to create one dwelling.	PC -No objection WODC - Approved
APP/D3125/W/18/3206281 Original app no: 18/00272/FUL	Fourwinds, Burford Rd, SUW	Notification of planning appeal on conversion of barns to create two dwellings and associated works	Refused

e. To consider a framework for planning decisions
No update.

9. Communication

a. Presentation by Gigaclear

Louise Appleton, the Community Engagement Manager from Gigaclear, spoke to the PC about the plans to implement superfast Broadband in the village.

- Gigaclear build new networks
- They use money from the BDUK programme
- It is a fully open access network – any ISP can sell over their network
- Broadband only (no packages)
- Fibre runs directly into the home rather than to a cabinet
- Point of Termination (POT) is placed on the highway outside the property and resembles a small water grid from the top.
- It will take six months to reinstate all verges, pathways and roads
- Contact the Network Build Care Team with any questions

Concerns raised by councillors:

- Problems may occur such as in Ascott
- Request for structure of companies/personnel
- Need reassurance that Gigaclear have an overseer on site every day
- All affected households will receive a dig letter and notice of five working days
- Length of build has been extended to six months
- Holiday season so tourists will be affected
- Request for a build plan – the order it is rolled out through the village
- Request to liaise with Peter O'Connor, the site manager at Deanfield to minimise disruption
- Clerk will send a list of events through the year to Gigaclear to enable work to be planned around them

b. To authorise draft newsletter

This was circulated and authorised. The clerk will arrange printing and pass the copies to the councillors to be hand delivered to every household. It will also be sent out via Shipton alerts, and to group/club leaders to pass onto their groups

It was **resolved** that this would be the last edition that is automatically delivered. Residents have been asked to request a paper copy if they have no access to internet or to request to be added to Shipton alerts to receive an electronic copy. It will also be available on the website and at local venues.

c. To resolve content of Annual Report

It was **resolved** that the Annual Report will contain reports on:

- Allotments
- Burial Ground
- Volunteers
- Playground
- Communication
- Finance

Reports need to be sent to the clerk by Friday 12th April.

10. Highways and Transport

a. Update on speed reduction on Station Road

i. To review resolutions on the speed limit change so far and consider next steps

The latest costings on this from OCC are £6,000 for all the signage to be changed plus a new VAS and £2,600 for the consultation and legal fees.

It was **resolved** to continue with the process. The total cost is now £8,600.

b. Speedwatch

i. Update on request to insert sleeves into the verge to hold the speedwatch equipment

The PC insurers have stated that because the poles are not permanent street furniture, then the poles and the speedwatch equipment would not be covered by insurance. Therefore, it was **resolved** not proceed with this.

11. Environment

a. Allotments

i. Update on clearing of allotments

Green Scythe have cleared the allotments this week. It was **resolved** to add the mowing of the area along the wall on either side of the gate to the grass cutting contract. This will make a more pleasant entrance to the village. A quote for this work has been requested from Green Scythe. It was agreed that the allotments would be cut every two months/cuts.

Following discussion, it was **resolved** to investigate creating a seating area in the space to the right of the gate. The clerk and Cllr Mavin will work on this project.

There is £1200 remaining in the allotment budget for this financial year as Green Scythe are only just carrying out the work, so it has not been paid yet. It was **resolved** to place this in reserves so it can be used to pay for the current work.

It was **resolved** to order a skip to collect all the rubbish found during the clear-up. Up to £250 was **resolved** to be spent. The clerk will invite the allotment holders to help tidy up when the skip arrives. Date to be arranged.

It was **resolved** to request a deposit from the allotmentees from September 2019. More details to be discussed later in the year.

b. Volunteers

i. Volunteers Annual Report

Cllr Arnold reported that it will be given at the APM.

ii. To consider purchase of added protection to the container after increase in robberies
Cllr Arnold requested the purchase of another lock for the container to increase security. It was **resolved** to spend £15 on another lock.

iii. To consider purchase of medium storage chest next to the container for large number of sacks
Cllr Arnold requested a salt container. This was **resolved** for up to £250.

A request was made for another storage chest 21/2m by 21/2 x 4m to hold the new fete equipment To be put on the May agenda with estimates and a planting scheme.

c. Village maintenance

A tree surgeon has informed the PC that a tree at the cricket club is dangerous and needs felling. The clerk has contacted the chairman of the cricket club to inform them of this.

d. Burial Ground

i. Update on possible extension of the burial ground

Cllr Etherington and the clerk have met with the vicar. The vicar will investigate the possibility of purchasing the Glebe field with the Diocese. Cllr Etherington has determined that there is space for approximately 55 graves in the current burial ground.

The gate to the Cemetery needs fixing.

A complaint about the upkeep of the burial ground has been received. The volunteers will tidy up the area in April. The grass cutting contract also restarts in April.

ii. Update on ongoing maintenance of burial ground

The Wychwood Project has started repairing the wall at the Burial Ground. This will take several weeks. The neighbour has kindly given permission for access through his garden.

12. Playground

a. To consider quotes for maintenance of playground

Cllr Brunsdon has received three quotes for maintenance work. It was **resolved** to award the work to Fenland Leisure Outdoor Play Solutions for up to £15,600 net. Cllr Brunsdon will walk around the playground with Cllr Mavin and the clerk to make the final decision on what work is the most urgent. There is £8700 in restricted reserves for playground maintenance and £6105 for new equipment so the cost will be taken from these funds and the budget.

There is £900 left in the budget for Financial year 2018-19. It was **resolved** to place this in reserves so it could be used for this maintenance.

b. Maintenance contract:

It was **resolved** to accept a maintenance contract from Fenland Leisure at the cost of £100 per visit. It was agreed to have two maintenance visits per year.

13. School

Cllr Mavin reported that the MUGA pitch is nearly finished. The rules for commercial/community use are currently being finalised.

Work on the FSU play area will be carried out at Easter.

Cllr Mavin met with the site manager at Deanfield Homes. He is committed to good communication:

- The most disruptive jobs will be undertaken during the school holidays.
- Concern has been raised that there will be a lot of dust from site, but they have a sprinkler system in place.
- The builders will be requested not to use foul language near the playground and no photos of the site will be taken near the boundary.
- The tarmac is in place for entering the site.
- Occasionally they may have to receive a lorry about 4.30pm which is outside the agreed times, but it will be after the school has closed.
- They are keen to participate in an assembly at school and place a time capsule under the car park.

14. Civic and Community

a. Update on Shipton Fair

Cllr Brunsdon reported that everything is currently on time and within budget. All the essentials have been booked.

To authorise a further £500 to be spent during April.
£500 to be spent on cloth and fabric was authorised to be spent in April.

b. To note receipt of Annual Grant report from New Beaconsfield Hall
This was noted.

c. To authorise added expenditure for refreshments at the APM.
It was **resolved** to spend up to £150.00 on wine and cheese.

15. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary February 2019	£604.02
	Clerk's expenses February 2019	£15.00
	Thank you present for hedges at NBH	£30.35
	Total	£649.37
ii. Nest	Clerk's pension	£28.27
iii. OALC	Membership renewal	£255.65
iv. Repay Jill Mavin	Thank you present for Brass Quintet (Carols around the Tree)	£36.16
v. Wychwood Woolly Wonders	Lamb tithe	Not to be paid yet
vi. HMRC	Income tax months 10 & 11	£32.40
vii. Scribe 2000 Ltd	Annual subscription	£208.20
viii. Green Scythe	Cut epicormic growth on lime trees on Church Path	£300.00
ix. gear4music	Portable P.A. with wireless mics	£131.98 on hold as incorrect product
Shipton Fair costs:		
x. Repay Chris Fitzpatrick	Hardware from Wickes	£41.42
xi. Repay Kay Shortland	Fabric costs – various suppliers	£163.63
xii. Repay Tim Brunnsden	Hardware- AK Timms/ B & Q	£88.52
xiii. Alfred Groves	Hardware	£7.15
xiv. A K Timms	Wood and primer	£336.97
xv. Ultimate Signs	Signs for Shipton Fair	£1116.00
	Shipton Fair Total:	£1753.69 (includes VAT)

These were authorised by Cllrs Dyer and Arnold

b. Payments received:

HMRC	VAT reclaim Q3 2018-19	£746.18
Allotment holders	Allotment rent	£60.00
Shipton PCC	Burial fees	£255.00

c. To re-arrange December PC meeting
The clerk was given leave not to attend instead of re-arranging the meeting.

d. To authorise use of BACS and direct debits as required annually by Standing Orders
Direct debits to Castle Water, Nest Pensions and Byte Safe (antivirus) were **resolved** for a further year.

e. To authorise regular payments (up to the budget limit) for the financial year 2019-20:

- i. Clerk's salary and expenses
- ii. Clerk's pension
- iii. Administration (stationery, postage etc.)
- iv. Printing of newsletters
- v. Castle Water (allotments)
- vi. Grounds maintenance contract
- vii. Gardener at playground
- viii. Lamb tithe
- ix. Antivirus software on clerk's laptop

These were **resolved**.

f. To resolve councillor portfolios

No changes were requested so the portfolios remain the same:

Councillor	Portfolios (lead in bold)			
Brian Rigby	Planning	Communications	Burial Ground	PCC Liaison
Jill Mavin	Allotments	Police Liaison	Schools Liaison	Library
Rob Dyer	Emergency Planning/ Defibrillator/Generator	Green Spaces	Communications	Parish Records
Carole Arnold	Sipton Volunteers	Green Spaces	NBH liaison	Sipton Fair
Tom Etherington	Finance	Burial Ground	Planning	
Tim Brunsdon	Playground	Highways	Street Lighting	Sipton Fair
Tim Yates	Transport	Telecommunications	Burial Ground	Sipton Fair

16. Correspondence Received

Email regarding damage to verges/road on New Road from construction traffic from the Milton development.

17. Any Other Issues to Note

None

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

18 th April 2019 (6.30pm start) including Annual Parish Meeting (7.30pm start)
16 th May 2019 Annual meeting
20 th June 2019
18 th July 2019
15 th August 2019 Planning and finance meeting
19 th September 2019
17 th October 2019
21 st November 2019
19 th December 2019: Planning and finance meeting
16 th January 2020
20 th February 2020
19 th March 2020

Meeting closed: 22.20

Signed

Date