

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
on Thursday 19th March 2020 at 7.30pm

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

- 1. Apologies for Absence** were received from Cllr J. Acock and R. Dyer,
- 2. Declarations of Interest:** None were received.
- 3. Minutes of the Parish Council meeting held on 20th February 2020** were approved and signed.

4. Matters arising from the Minutes

There were none.

5. Co-option of Parish Councillor

To be deferred.

6. Public Time

None

7. County Councillor's report

Cllr Leffman reported that most of OCC work at present is about covering social care. Its main concern is for people who need assistance and OCC is working closely with agencies such as AGE UK
The Fire service will continue to provide its service.

8. District Councillor's report

Report by Cllr Leffman in Cllr Acock's absence:

All leisure centres will be closed from Friday 20th March because the schools will be closed.

9. Planning:

a. Planning applications received

Ref no.	Address	Proposal	PC Decision
20/00531/HHD	9 Meadow Lane, SUW	Erection of two storey rear extension with new rooflights and new chimney stack	Comment: the development appears to be disproportionately large and may have an adverse effect on neighbouring properties
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	No objection
20/00711/FUL	The Lamb Inn, High St, SUW	Reconfigure door and windows on south and east elevations	No objection

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
20/00021/LBC 20/00020/HHD	Classrooms, Church Path, Station Rd, SUW	Internal and external alterations to include changes to first floor layout and provision of mezzanine floor above, replacement of existing and addition of one further rooflight and construction of new entrance porch to side elevation	No objection
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.	Comment

c. Decisions made:

None

d. Update on Section 106 funding: Public Art Statement

Following a meeting at the Deanfield development with Chris Townsend, the piece of artwork has been agreed. This was **resolved** by the full PC. Permission has been sought from Deanfield Homes.

10. Communication

No report

11. Highways and Transport

a. Update on collapsed wall at Shipton Court

Work continues to strengthen the wall so the scaffolding will be able to be removed.

Rubble needs to be removed. Clerk to ask Highways to enforce Ms Arathoon's removal of the rubble so the road can be opened.

b. The 210 bus service is being scaled back due to lack of use with the current climate of social isolation. There will be one service a day to Witney and back temporarily.

c. Trees on Swinbrook Road have been cut back by OCC, as requested.

12. Environment

a. Allotments

i. To receive quotes for removal of tree

It was agreed to leave the tree to see if it will grow back.

b. Volunteers

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

One quote has been received.

c. Village maintenance

i. State of verge outside solar farm on Milton Road

Cllr Mavin reported that the verge and pavement outside the solar farm is churned up and covered in mud due to school parking. As schools are closed this may no longer be an issue.

ii. Following the damage to the noticeboard, three quotes for a replacement have been obtained and the cheapest sent to the insurers of the company van who crashed into it. The insurance company has agreed to pay £1,290 plus VAT (quote received from Parish Noticeboard Company)

d. Burial Ground

Cllr Mavin and the clerk met with the vicar and obtained permission to plant shrubs and bulbs in the Burial Ground. Cllr Arnold has arranged a volunteer day to start the planting.

Request to clear fallen leaves will also be carried out.

e. Environment Working Party

Brian Young and Mary Scott have joined the group.

The next EWP meeting will be postponed.

13. Playground

a. Update on maintenance contract for playground equipment

No update

b. To resolve to plant bushes as replacement for removed dying ones

Following the clearing of the dying bushes by the volunteers, Cllr Arnold requested up to £250 to plant replacements if required. This was **resolved**.

14. School

Cllr Leffman reported that school has agreed with OCC that the licensee for the parking area will be OCC.

Cllr Mavin reported that school is closing on Friday 20th March. The staff have been working hard all week to identify keyworkers and make arrangements for ongoing education.

15. Civic and Community

a. Annual Parish Meeting 2020

The PC agreed to wait for Government advice before making a decision whether to cancel the APM. The advice is expected on Friday 20th March.

b. To consider any action to tackle antisocial behavior in the village

No update.

c. To authorise £45 to purchase replacement pads for defibrillator

This was **resolved**.

16. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary February 2020	£539.32
	Clerk's expenses February 2020	£15.00
	Total	£554.32
ii. Nest	Clerk's pension	£38.15 corrected
iii. Scribe 2000 Ltd	Accounts software annual subscription	£208.20
iv. SLCC	Website Accessibility training	£36.00
v. Viking Direct	Stationery	£57.95
vi. Burford School	Printing of Welcome Packs	£120.00
vii. OALC	Annual subscription	£269.12
viii. Ian Drainer (repay)	Speedwatch thank you (GPC)	£70.00

These were authorised by Cllrs Arnold and Brunsdon

b. Payments received:

None

c. Bank statement to 29 February 2020

Unity Trust Current Account	£18,309.24
Unity Trust Deposit Account	£70,558.20

d. To amend and review Standing Orders in relation to Coronavirus

The Standing Orders were circulated. It was **resolved** to accept these. Amendments include the addition of an Emergency Consultation Panel comprising the Chairman, Vice-Chairman and the Clerk to take decisions in case public meetings are no longer allowed. Payments of up to £500 can be made in these circumstances, exceptions to this limit being the clerk's salary and any continuing contracts (such as grass cutting).

e. To review and resolve Financial Regulations

These were reviewed and **resolved**.

f. To review and resolve Risk Management Scheme

This was reviewed and **resolved**.

g. To resolve to delay review of all other policies if the Annual Meeting of the Council has to be postponed; policies to be reviewed at such time as PC meetings are re-instated

This was **resolved**.

h. To resolve to extend the tenure of the Chairman and Vice Chairman, in the case of a postponement of the Annual Meeting of the Council, until such time as an Annual Meeting can be held

This was **resolved**.

i. To resolve to pay invoices already agreed

This was **resolved**.

j. To resolve to temporarily suspend Financial Regulation 10.3 during the period of social isolation due to Coronavirus, as directed by the Government. Regulation 10.3 states: All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1

In order to ensure maintenance/outstanding work can be undertaken if no meetings are held, this was **resolved**.

k. To resolve to pay a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE, pension and NI, and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

This was **resolved**.

I. To review and resolve Planning Committee Terms of Reference

These were reviewed and **resolved**. The Planning Committee will discuss planning applications by phone/email if meetings are not allowed. The decision will be passed to the clerk who will inform WODC in the usual way.

m. To appoint chairman of Planning Committee

Cllr Rigby was appointed as chairman of the Planning Committee

17. Correspondence Received

- Complaint about the intermittent booming in south side of village
- Thank you from Burford Town Council for donation towards road signs for HGV ban

18. Any Other Issues to Note

- Shipton PC has worked with Milton PC to print a flyer to request help if needed. This will be delivered by hand.
- Due to the rapidly changing situation with Coronavirus, any cancellation of PC meetings will be advertised through the village on noticeboards and the website.
- Complaints about the goalposts and sandbags at New Beaconsfield Hall
- Final walk around with Gigaclear is scheduled for 30th April
- Commercial signs are not allowed to be posted around the village so Cllr Leffman informed the meeting that they can be taken down.

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

Date	Meeting
16 th April 2020	Parish Council
16 th April 2020	Annual Parish Meeting
21 st May 2020	Annual Meeting of Council
18 th June 2020	Parish Council
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: 8.55pm

Signed

Date