

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Annual Meeting of the Council at New Beaconsfield Hall
on Thursday 16th May 2019 at 7.30pm

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

1. **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**
Cllr Rigby was nominated. He was elected unanimously as chairman for the coming year.
2. **To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office**
Cllr Mavin was nominated. She was elected unanimously as vice chair for the coming year.
3. **Apologies for Absence** were received from Cllr T. Yates.
4. **Declarations of Interest**
Cllrs Brunnsden and Arnold declared an interest in item 10e. S106 funding
5. **Minutes of the Parish Council meeting and Minutes of the Annual Parish Meeting held on 18th April 2019** were both approved and signed.
6. **Matters arising from the Minutes**
None
7. **Public Time**
None
8. **County Councillor's report**

Cllr Leffman reported that photos have been sent to the Highways area steward of the road surface on Plum Lane, to request repair and repainting of the lines.

From January 2020, utility companies must obtain a permit from the Council before they can dig up roads. This will enable the Council to control what work is happening and when.

A request was received from residents, to repaint the white lines on Meadow Lane. Cllr Brunnsden will send a photo of the exact location to Cllr Leffman.

9. District Councillor's report

Cllr Acock congratulated the PC on the success of the APM. He explained that he may have used the wrong turn of phrase about Deanfield Homes during his presentation and has apologised to Deanfield Homes for this.

He has received recent complaints from residents adjacent to the Deanfield development about being blocked in by trucks. Cllr Mavin explained that this should only be for Thursday 16th May as a road was being tarmacked so there was a greater than usual amount of deliveries.

A new licence application for the Guest house, the Summer House on High Street, has been received. This is to serve alcohol for 24 hours. Following discussion, it was agreed that Cllr Acock would suggest the licence was only granted from 7am until 11pm (as in local practice).

District Council elections have taken place. There is now a different make up to the council. Cllr Acock would like views from the PC on what it would like in the future from the District Council.

There will be a reduced train service from December with fewer trains stopping at Charlbury. This is currently under discussion

10. Planning:

a. Planning applications received

None

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
8/02997/FUL	Barn Hill Buildings, Burford Rd, SUW	Proposed barn conversion and change of use to holiday lets with single storey	No objection
19/00606/FUL	Langley Ridge Farm, Leafield Rd, SUW	Conversion of agricultural building to self-contained living accommodation	No objection
19/00592/FUL	Unit 7 Wychwood Business Park, Milton Rd, SUW	Erection of building for welfare facilities for staff	No objection
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	No objection
19/00902/HHD	South Lea, Mawles Lane, SUW	Erection of 10m long retaining wall. Erection of oak framed car port/store	No objection

c. Decisions made:

Ref no.	Address	Proposal	Decision
18/03671/FUL	The Workshop Garage, Gas Lane, SUW	Conversion of existing workshop into a new dwelling with two storey extension	PC -No objection WODC - Approved

d. To consider a framework for planning decisions
To be deferred.

e. To receive report from S106 working party
The working party met on 14th May 2019; the notes from this were distributed. Cllr Rigby reported that seven applications for funding had been received from village organisations. The working party made provisional recommendations to distribute the funds dependent on:

- whether the application met the criteria for funding
- whether other funding would be available from Milton PC/Community Facilities grant (WODC) or self-help
- the likelihood that the project would go ahead i.e. not subject to planning permission

Funding was allocated on the assumption that the club/group would work hard to widen their membership (and increase fees where applicable)

Funding was also allocated subject to the completion of the build of the 44 houses on Milton Road as monies will only then be released to WODC.

The Council agreed with these recommendations. It was **resolved** to accept this allocation as a preliminary allocation. The clerk will contact WODC to discuss next steps and talk to Milton PC about the possibility of match funding the same projects.

The Clerk will then inform the organisations the contribution that the PC is prepared to recommend to the District Council (although this money is dependent on rate of build and sale and indeed may not have happen if the build is halted).

10. To review Standing Orders

These were reviewed and **resolved**.

11. To review Financial Regulations

These were reviewed and **resolved**.

13. To review policies:

a. Complaints procedure

This was reviewed and **resolved**. Cllrs Etherington, Mavin and Dyer agreed to sit on the Complaints Committee (Cllr Brunsdn will be the alternate member)

b. Equal Access policy

c. Health and Safety policy

d. Social Media policy

e. Training and Development policy

f. ICO Publication Scheme

These were reviewed and **resolved**.

g. To adopt Recruitment policy

This was **resolved**.

14. To review GDPR procedures:

a. Information and Data Protection policy

b. Privacy notice – residents

c. Privacy notice – staff and councillors

d. Retention and Disposal of Documents policy

These were reviewed and **resolved**.

15. To review Risk Management scheme and Risk assessments:

a. Risk Management Scheme

b. Volunteer risk assessment

Cllr Arnold and Dyer will attend a First Aid course. This was **resolved**.

c. Playground risk assessment

d. Burial Ground risk assessment

These were reviewed and **resolved**.

e. To adopt Shipton Fair risk assessment

This was **resolved**.

16. To review Local Insurance

This was reviewed and **resolved**.

17. To review Banking mandate

This was reviewed and **resolved**.

18. To review Code of Conduct

This was reviewed and **resolved**.

19. Communication

- a. To consider producing a welcome pack for new residents of the village

This could include information on transport, New Beaconsfield Hall, Wychwood surgery Wychwood Players etc. All village activities will be included.

It was agreed to set up a working party to start compiling this. Cllrs Arnold, Dyer and Etherington will sit on it.

20. Highways and Transport

- a. To request white lines along Meadow Lane to be repainted

See item 8.

The signage and VAS have been ordered for Station Road.

A suggestion has been received to replace the VAS with a Speed Indication Device, however the decision has already been made and the VAS has been ordered.

21. Environment

a. Allotments

- i. To resolve cutting of two sides of allotments (alternate cuts) to maintain it at the cost of £49 plus VAT

This was **resolved**.

- ii. To consider planting bushes around the orchard

This has been suggested in order to stop the wind blowing the young trees about. A buddleia and dogwood were suggested. Cllr Arnold will price this.

iii. A request has been received from Mandyrae Large to hold children's sessions at the allotments. It would be a not-for-profit group to teach children about growing vegetables etc. It was agreed that this could go ahead and will be investigated more thoroughly before the June meeting.

b. Volunteers

- i. To consider the annual thank you event in July

Cllr Arnold would like to hold this event on 27th July in the Wychwood Wild Garden. It was **resolved** to spend up to £200 on refreshments and food.

Volunteers will be asked to repaint the gates at New Beaconsfield Hall.

c. Village maintenance

- i. To consider newly planted trees at the Village Green and Recreation Ground

The tree on the Village Green has died. It was **resolved** not to replace this as this is the second time it has died. One of the three new trees on the recreation ground is failing. The clerk will ask JAG if there is a warranty on it. If not, it will be replaced. The clerk will obtain a quote for this from JAG.

d. Burial Ground

No report

Cllr Arnold raised concern about a tree in churchyard which may be a hazard. Cllr Rigby will write to the church warden to draw his attention to this.

22. Playground

Cllr Brunsdon reported that the work on the playground will start week the commencing 20th May.

This will be advertised through the school, on the Wychwood Post and website and on posters.

The skip in the car park has been removed - rubbish was being taken out of it and strewn around the playground. One of small trees has been uprooted -possibly by a ride-on mower - and has been removed. Glass has been cleared up on the skate park.

The play bark and sand that was approved last autumn will be laid next week.

23. School

Cllr Mavin reported that Deanfield Homes have designed a temporary pathway for Cherubs and the school children to access the Wild Garden, the Rooflight Company also helped out.

Water in the local area may be turned off as Deanfield Homes have to move a water main.

24. Civic and Community

- a. Update on Shipton Fair

Cllr Brunsdon reported that 49 stalls have been confirmed. Public liability certificates for these have been requested.

The budget is about half spent.

Advertising has been planned, for example a Facebook page and Twitter account have been set up.

The only concern at present is whether there will be enough volunteers for the day of the fair.

The jousting horse has been taken out of action until it has been refurbished.

i. To consider storage of fair games

Various options for storage were discussed and will be pursued. Before next month's meeting, councillors will find out how much space is available in the container on the allotments.

ii. To consider options for acquisition of PA system including possible increase in budget to purchase one

Further quotes have been requested but not received. This will be deferred until next month.

b. To agree names of Deanfield Grange streets to send to WODC as a recommendation

Eight themed suggestions have been received from residents. It was first **resolved** that no development name will be chosen but only street names, as that feels more inclusive to the new residents.

Options were voted on in turn. The street names that received the most votes were: Field Way, Oak Drive and Brook Lane. It was **resolved** that these will be forwarded to Deanfield Homes and WODC for approval.

c. To report on recent events with the defibrillators

Cllr Dyer explained that over a weekend, it was reported that both defibrillators had been used. They are both back in working order now and Cllr Dyer and the clerk are the Guardians of them, so they are to be contacted in the first instance.

25. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary April 2019	£735.92
	Clerk's expenses April 2019	£15.00
	Total	£750.92
ii. Nest	Clerk's pension	£57.24
iii. Repay C. Arnold	APM costs	£230.67
iv. Repay C. Arnold	Volunteer expenses	£11.14
v. Green Scythe	Allotment clear-up	£1,104.00
v. OCC	Library staffing (s137)	£1,060.47
vi. Netwise	Website and domain renewal	£320.00
vii. Repay J. Mavin	APM costs	£35.90
viii. Alfred Groves	Padlock for allotments	£17.06
ix. Repay L Wilkinson (HMRC)	Income tax month 12 2018-19	£25.64
Shipton Fair costs: (GPC)		
Alfred Groves	Wood/screws/filler	£286.38
Repay T Brunsdon	Mild steel sheet	£29.41
Alfred Groves	Painting/building materials	£5.41
Repay T Brunsdon	Ink cartridges (Amazon)	£42.17
	Shipton Fair Total for this month	£363.37
	Total so far:	£2,443.44 (includes VAT)

Cllrs Dyer and Etherington will authorise these payments.

b. Payments received:

Allotment holders	Allotment rents	£40.00
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c. Bank statement to 30 April 2019

Unity Trust Current Account	£41,333.13
Unity Trust Deposit Account	£70,345.99

d. To note all paperwork has been sent to Robert Whitehouse from RM Whitehouse Ltd for internal audit Noted.

26. Correspondence Received

- Email regarding damage to verge on Plum Lane.
- Complaints about grass cutting

27. Any Other Issues to Note

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

20 th June 2019
18 th July 2019
15 th August 2019
19 th September 2019
17 th October 2019
21 st November 2019
December: Planning and finance meeting– to be arranged
16 th January 2020
20 th February 2020
19 th March 2020

Meeting closed: 10.20pm