

# **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Remote Meeting of the Council  
held online on Thursday 21<sup>st</sup> May 2020 at 7.30pm

**Present: Cllrs:** B. Rigby (in the chair), J. Mavin, R. Dyer, C. Arnold, T. Brunnsden, T. Yates, M. Colledge, County Cllr L. Leffman, **Parish clerk:** L. Wilkinson, 4 members of public

**1. Apologies for Absence** were received from District Cllr J. Acock

**2. Declarations of Interest**

Cllr Yates declared an interest in planning application 20/01037/HHD The Willows, Chapel Lane.

**3. To approve the accuracy of the minutes of the Parish Council meeting held on 16<sup>th</sup> April 2020**

These were approved and signed as a true record.

**4. Matters arising from the Minutes**

None

**5. Public Time**

Members from Vocovo were present to talk about their planning application 20/00287/FUL Unit 7 Wychwood Business park. Globaltech have been operating in Shipton for five years. They currently occupy two units which were dilapidated when they took them on. 40 plus people work for Globaltech but not all of them are based in Shipton. The business believes in respecting the community and making the working lives of their employees more comfortable which is the purpose of the planning application. They encourage cycle/walk to work schemes.

Their application has been updated to include a cladding colour revised to goosewing grey which is a colour already on a unit at the business park.

The architect for planning application 20/00991/FUL Land North of Gas Lane, was present at the meeting: He briefly explained the long planning history for this site. There is currently permission in place for two residential units. However, the style and character of the development remains in question. He has consulted with the WODC planning department and answered any concerns raised from the WODC Newt Officer. He believes the current application is a more appropriate scheme than the one previously approved.

The Chairman noted the comments from residents and others on the website. In discussion it was noted that the current proposal was much more extensive than the approved 2017 design and marginally larger than the amended 2019 application to which the PC had not objected. The PC could either seek a compromise along the lines of the 2019 application or oppose the current application as it stood. The proposal to object to the current application was voted on and the outcome was 4:3 was in favour of the proposal.

**6. County Councillor's report**

Cllr Leffman reported that CC is just focused on Covid related issues at present.

There are not too many problems in care homes currently although they have no information about deaths in care homes as this is collated nationally. The Council is concerned that testing facilities have been imposed on the Council by the Government without any consultation with them. District and County Councils can contribute to the Track and Trace programme as they have experience in this area, but they have not been approached by the Government.

The County Council had funded PPE for care homes before funds were received from the Government.

**7. District Councillor's report**

Cllr Leffman reported on behalf of Cllr Acock:

Covid-19 shielding lists are being managed jointly by the District Council and County Council. The District Council are calling people on the list and getting food packages to the vulnerable.

They are starting to look at how to get people back to work as efficiently as possible.

The Government has provided funds to the County Council to upgrade bus services and cycling. However, West Oxfordshire are unlikely to receive any of this money. Cllr Leffman has mentioned the proposed crossing near Wychwood Primary school as a possibility for funding.

The Unitary Council idea may re-emerge due to costs associated with the Covid-19 crisis so saving may be made by doing this.

**8. To review policies (GDPR):**

a. Information and Data Protection policy

- b. ICO Publication scheme
- c. Privacy notices – staff and councillors and residents
- d. Retention and Disposal of Documents

These were adopted.

<b>Councillor</b>	<b>Portfolios (lead in bold)</b>			
Brian Rigby	Planning	Communications	Burial Ground	PCC Liaison
Jill Mavin	<b>Allotments</b>	<b>Schools Liaison</b>	Library	
Rob Dyer	<b>Emergency Planning/Defibrillator/Generator</b>	Green Spaces	Communications	Parish Records
Carole Arnold	<b>Shipton Volunteers</b>	<b>Green Spaces/Environment</b>	NBH liaison	Shipton Fair
Matthew Colledge	<b>Planning</b>			
Tim Brunnsden	<b>Playground</b>	<b>Highways</b>	<b>Street Lighting</b>	<b>Shipton Fair</b>
Tim Yates	<b>Transport</b>	<b>Telecommunications</b>	<b>Burial Ground</b>	Shipton Fair

### 9. To review and assign portfolios of interest to councillors

### 10. To review risk assessments:

- i. Speedwatch
- ii. Burial Ground
- iii. Playground
- iv. Volunteers
- v. Shipton Fair

These have been reviewed and were **resolved**. Cllrs will send their signed risk assessments to the clerk.

### 11. To adopt Allotments risk assessment

This was adopted.

### 12. Planning:

#### a. Planning applications received

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>PC Decision</b>
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 See item 5 Public time
20/01037/HHD	The Willows, Chapel Lane SUW	Proposed first floor link extension and construction of an orangery	No objection
20/0107/FUL	Milton Service Station, Shipton Rd, Milton	Erection of single storey dwelling with associated works	The PC supports this application

#### b. Decisions Outstanding:

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>PC Decision</b>
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
20/00287/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:

20/00531/HHD	9 Meadow Lane, SUW	Erection of two storey rear extension with new rooflights and new chimney stack	PC -Comment WODC - Approved
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### 13. Communication

- a. To agree contents of Annual Report and Newsletter (to be sent out electronically)

Drafts had been circulated. These were agreed and will be sent out on the Shipton alerts system and put on the website, once Cllr Acock's report has been received.

### 14. Highways and Transport

- a. Update on collapsed wall at Shipton Court

Progress is being made with the repair. North Lodge has finished repairing their section of the wall and the scaffolding has been removed. The rubble has also been moved. WODC Planning department has contacted Historic England with request for advice on next steps.

## **15. Environment**

### **a. Allotments**

#### **i. Allotment quarterly report**

In the past weeks eight allotments have been allocated and one extended for an existing tenant so there are quite a few new faces on the allotments. Some are beginners and some more experienced.

There will be some heavy digging on the land immediately to the right of the gate as we prepare the area for a wildlife pond. There will also be a bench and a picnic table for those sunny days. The PC needs some natural, large pieces of stone to surround the pond so if anyone has some they would like to dispose of, please get in touch with the Clerk.

The beehives have been moved and the bees will soon be returned to them.

#### **ii. To agree content of allotment newsletter**

A draft newsletter had been circulated. This was agreed and will be sent out via email to all allotment holders.

#### **iii. To set a budget for the implementation of agreed allotment project of wildlife/picnic area**

The wildlife and picnic area agreed last summer (2019) can now begin. A local landscape gardener has agreed to manage this project free of charge. The community will be asked to donate stone and aquatic plants. The local farmer has already kindly agreed to dig out the base of the pond free of charge. Items needing to be purchased include picnic benches, pond liner, pebbles, soil, grit and shingle for the pond and a bug hotel. A budget of £2,500 was **resolved**.

A possible second stage of the project to include planting trees or shrubs along Swinbrook Road will be discussed at the June PC meeting. Following a complaint from a neighbour, low growing shrubs will be considered.

#### **iv. To resolve to purchase signs 'NOT SAFE FOR DRINKING' to be placed at the water troughs (as per risk assessment) at the cost of £20**

This was **resolved**.

### **b. Volunteers**

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

Two more quotes have been requested.

### **c. Village maintenance**

#### **i. To resolve to purchase new battery pack for defib at New Beaconsfield Hall at cost of £160.**

This was **resolved**.

#### **ii. To consider management of grass verges to encourage wildlife**

Following complaints about the grounds maintenance contractor cutting back cow parsley at the entrance to the village and other previous complaints about the environmental aspect of the shortness of the grass, it was agreed that Cllrs Brunsdon and Arnold will identify areas where the grass could be left slightly longer at the back of the verge with a mown strip at the front of the verge. This will be in places where visibility of traffic will not be affected, for example entrances to the village.

Complaints have been received about hedges overhanging the road along Mutton Lane including the bend around to Ascott Road. The clerk will write to the chairman of the Sinnels Field Management Association to ask his advice.

### **d. Burial Ground**

#### **i. To consider allocation of a plot to a non-resident of Shipton**

A request has been received for a burial of a resident of Lyneham. Due to close links with Shipton, this was **resolved**.

### **e. Environment Working Party**

#### **i. To receive minutes from EWP**

Residents and cubs/scouts have agreed to make bee hotels.

## **16. Playground (Cllr Brunsdon)**

### **a. To authorise extra funds for repair of the tunnel (£2000 authorised in November 2019). A further £1000 will be necessary to accept the quote from RPM**

This was **resolved**. RPM will be requested to repair the tunnel and the path.  
It was **resolved** to insert wooden edges around the sandpit at the cost of £1705

**b.** To consider purchase of 10 tonnes of sand for sandpit at cost of £1800  
This was **resolved**.

**17. School**

Staff are working hard teaching children of keyworkers and working at home to put tuition online, there are also safeguarding issues for some pupils  
1<sup>st</sup> June is the Government deadline for three year groups to return. Class sizes will be halved to enable social distancing. Hygiene procedures are being put in place.  
Deanfield Homes should have finished painting the swimming pool wall.

**18. Civic and Community**

**a.** Update on noticeboard  
This has been ordered but no installation date has yet been received.  
It was agreed that the Council will be asked to collect the old noticeboard.

**19. Financial and Administrative Matters**

**a. Payments to be authorised as follows: -**

i. Lisa Wilkinson	Clerk's net salary April 2020	£645.14
	Clerk's expenses April 2020	£15.00
	<b>Total</b>	<b>£660.14</b>
ii. Nest	Clerk's pension	£47.70
iii. JAG Timber	Replanting of tree at recreation ground	£330.00
iv. BHIB Insurance Brokers	Local Council Insurance	£391.48
v. SLCC	Microsoft Teams training	£36.00
vi. Netwise UK	Website support and Domain name renewal	£320.00
vii. Firstaid.co.uk (repay R. Dyer)	Replacement defib pads	£39.48
viii. Ubico	Empty dog bin	£48.83*
ix. Milton Parish Council	Printing of Covid-19 flyers for residents	£230.40*
x. Ben Jessey	Grounds maintenance Burial ground (2 cuts)	£180.00
xi. Green Scythe	Grounds maintenance April	£1314.24
xii. Sophie England	Playground gardening contract	£88.95

These were authorised by Cllrs Arnold and Brunsdon

\* to be queried

**b. To note direct debit for Castle Water has increased to £34.40 per month**

Noted.

Extra water tanks will be put on next month's agenda

**c. Payments received:**

WODC	Precept	£1781.00
SSE	Wayleaves	£194.19
Allotmenters	Allotment rent	£50.00

**d. Bank statement to 30 April 2020**

<b>Unity Trust Current Account</b>	<b>£33,795.63</b>
<b>Unity Trust Deposit Account</b>	<b>£70,628.56</b>

**e. To resolve to increase clerk's monthly allowance to £26 per month as per Government guidance**

This was **resolved**.

**f. To consider paying the clerk's salary by standing order**

This was **resolved**.

**g. To note Accessibility requirements as per the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 have to be in place by September 2020**

This was noted. It was agreed that the clerk will be paid overtime for additional hours.

**20. Correspondence Received**

None

**21. Any Other Issues to Note**

- Dog bins at Sinnels Field and Fiddlers Hill need new lids. This will be reported to WODC.
- A meeting at the allotments to be arranged to discuss siting of sheds
- Concern over water quality of the Evenlode was raised -possible leakage from the sewage plant. Cllr Colledge will be put in contact with John Pratt from Milton PC who is investigating this issue.
- Thanks were given to Paul Chantry for all his work as chairman of New Beaconsfield Hall.

**22. Dates of Parish Council Meetings for 2020/2021:**

<b>Date</b>	<b>Meeting</b>
18 <sup>th</sup> June 2020	Parish Council
16 <sup>th</sup> July 2020	Parish Council
20 <sup>th</sup> August 2020	Parish Council (finance & planning only)
17 <sup>th</sup> September 2020	Parish Council
15 <sup>th</sup> October 2020	Parish Council
19 <sup>th</sup> November 2020	Parish Council
17 <sup>th</sup> December 2020	Parish Council (finance & planning only)
21 <sup>st</sup> January 2021	Parish Council
18 <sup>th</sup> February 2021	Parish Council
18 <sup>th</sup> March 2021	Parish Council

Meeting closed: 22.10

Signed .....

Date .....