

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

9th November 2018

You are summoned to attend the Meeting of the Council at New Beaconsfield Hall
on Thursday 15th November 2018 at 7.30pm
For the transaction of business stated below. The Public and Press are also invited to attend.

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest** Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Please refer to the notes at the end of the agenda.
3. **Minutes of the Parish Council meeting held on 18th October 2018** for approval and signature.
- 6 **Matters arising from the Minutes**
7. **Public Time**
8. **County Councillor's report**
9. **District Councillor's report**
10. **Planning:**
 - a. **Planning applications received**

| Ref no. | Address | Proposal |
|-----------------------------|--------------------------------------|---|
| 18/03020/HHD & 18/03021/LBC | Shipton Lodge, High St, SUW | Internal and external alterations to construct rear conservatory |
| 18/02960/HHD | Langley Ridge Farm, Leafield Rd, SUW | Conversion of existing building to create a self-contained living accommodation. Closure of one vehicular access |
| 18/02915/OUT | Land North of Milton Road, SUW | Erection of four dwellings, improved access and community pop-up car park and community orchard |
| 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. |

b. Decisions Outstanding:

| Ref no. | Address | Proposal | PC Decision |
|--|--|--|--------------------|
| 18/02154/RES | Land South Of Milton Road Shipton Under Wychwood | Reserved matters application following 16/02851/OUT seeking approval for appearance, landscaping, layout and scale. It is also proposed that conditions 8 (tree protection) 9 (levels) 14 (CEMP) and 15 (LEMP) will be discharged as part of this application for reserved matters approval. | Comment |
| 18/02684/HHD | Quarry Hill Farm, Leafield Rd, SUW | New carport with storage space above to replace/cover existing parking spaces | No objection |
| 18/02760/CND | Land south of Milton Road, SUW | Discharge of conditions 12 (Construction method statement) 17 and 18 (Access) of planning permission 16/02851/OUT | Comment |
| 18/02231/FUL | Bowerham, Ascott Rd, SUW | Alterations to fenestration previously approved under 17/02904/FUL and insertion of rooflights (one to the front and seven to the rear roof) (Retrospective). | Object |
| 18/02234/FUL | Tall Trees Centre, Burford Rd, SUW | Erection of single storey staff accommodation building and associated car parking | No objection |
| 18/02387/FUL | Milton Service Station. Shipton Rd, Milton UW | Erection of dwelling with associated works | Support |
| 18/02828/FUL | The Workshop Garage, Gas Lane, SUW | Conversion of existing workshop into a new dwelling, with single and two storey extensions | Comment |
| APP/D3125/W/I8/3206281 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 | No further comment |

c. Decisions made:

| Ref no. | Address | Proposal | Decision |
|--------------|---|--|---|
| 18/02564/HHD | 1 Langland Cottages, Fiddlers Hill, SUW | Alterations and construction of rear balcony | PC -No objection and comment WODC - Approved |
| 18/02158/FUL | 40 Plum Lane, SUW | Change of use of land from agricultural to domestic and creation of new access (amended plans and description) | PC – Object WODC - Approved |

d. To consider the planning process and how to respond as a parish council.

11. Environment

a. Allotments (Cllr Mavin)

- i. Update on maintenance of the allotments
- ii. Update on request for extra water trough(s)

b. Volunteers (Cllr Arnold)

- i. Update on volunteer thank you event
- ii. To consider purchase of hedge trimmer

c. Village maintenance

d. Burial Ground

- i. Update on request for memorial bench
- ii. To discuss possible extension of the burial ground
- iii. To resolve to contact the adjacent householders to request pruning of trees/hedges overhanging the burial ground.
- iv. To purchase green bins and arrange with WODC to collect the refuse

12. Playground (Cllr Brunsdon)

a. Playground Quarterly Report

13. School (Cllr Mavin)

Update on planting a Remembrance tree and plaque in commemoration of the Centenary of the Armistice of WW1

14. Civic and Community

- a. Update on cleaning of War Memorial (Cllr Etherington)
- b. Update on arrangements for Carols around the Tree

15. Highways and Transport

a. Speedwatch

- i. To consider the loan of the Speedwatch equipment
- b. Update on traffic calming near the primary school, at the border between Shipton and Milton

16. Communication

- a. Request from Wychwood surgery for a centralised information page for the Wychwoods

17. Financial and Administrative Matters

a. Payments to be authorised as follows: -

| | | |
|-----------------------------------|---------------------------------|----------------|
| i. Lisa Wilkinson | Clerk's net salary October 2018 | £643.78 |
| | Clerk's expenses October 2018 | £15.00 |
| | Total | £658.78 |
| ii. Nest | Clerk's pension | £30.65 |
| iii. Wychwood Wild Garden | Annual donation | £1000 |
| iv. New Beaconsfield Hall | Annual donation | £2600 |
| v. Green Scythe | August grounds maintenance | £1,228.37 |
| vi. Shipton Bowls Club | Donation s137 | £400.00 |
| vii. Lady Reade Educational Trust | Donation s137 | £100.00 |
| viii. Carole Arnold | Volunteers expenses | £22.82 |
| ix. SLCC | Membership renewal | £73.50 |
| x. Green Scythe | September grass cutting | £1,228.37 |
| xi. Morelock Signs | Police speed check signs x4 | £255.84 |
| xii. Burford School | Newsletter printing | £96.75 |

b. Payments received:

| | | |
|-------------------|------------------------|---------|
| Allotment holders | Allotment rent | £130.00 |
| HMRC | VAT reclaim Q2 2018-19 | £793.75 |

c. To consider draft budget for 2019/20

d. To consider portfolios for Cllr Yates

e. To consider shredding old documents with external company

f. To consider storage of parish records including purchase of replacement filing cabinets

g. To resolve to adopt the General Power of Competence

h. To arrange December PC meeting

18. Correspondence Received

19. Any Other Issues to Note

20. Dates of Parish Council Meetings for 2018/19:

| |
|---|
| December: Planning and finance meeting to be arranged |
| 17 th January 2019 |
| 21 st February 2019 |
| 21 st March 2019 |

Lisa Wilkinson
Parish Clerk

(i) Any member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered. (ii) With the exception of the circumstances listed in paragraphs 17 and 19 of the Code of Conduct for Members, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the Public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. In such circumstances the Member must withdraw from the meeting room and should inform the Chairman accordingly.

(iii) It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared or whether a personal interest should also be regarded as prejudicial.