

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall on Thursday 15th November 2018 at 7.30pm

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

1. **Apologies for Absence** were received from County Cllr L. Leffman and Cllr Arnold
2. **Declarations of Interest:** None
3. **Minutes of the Parish Council meeting held on 18th October 2018** were approved and signed.
4. **Matters arising from the Minutes**
There were none.
5. **Public Time**
None

6. **County Councillor's report**

A written report was sent in in Cllr Leffman's absence.

Cllr Leffman has:

- Asked what resources are available to process DMMO applications for the registration of unregistered footpaths
- Requested that Cabinet revisits the decision not to send out library reminders by post any longer. Many older residents without internet access may be affected by this.
- Reported that the Burford weight restriction proposal is being discussed by the Cabinet member for Environment on Thursday 15th November. If this is approved in principle the next stage would be an experimental scheme subject to monitoring to ensure displaced lorries follow prescribed routes.

9. **District Councillor's report**

Cllr Acock reported that there was a Brexit debate in the Council chamber. The People's vote was not passed.

He will be attending an Economic and Social meeting on Thursday 22nd November to cover policing.

Cllr Acock would like to educate people on the impact of drugs by implementing a drugs bus in the area early next year.

Cllr Acock would like to see a consultation on the Burford Weight limit restriction to see the potential effect of it.

Cllr Acock's report for Kethero Close has been submitted and the issue will be decided upon at the December Cabinet meeting.

Parish Councillors have received representations against changing the name since the PC resolution to ask WODC to make the decision.

10. **Planning:**

a. Planning applications received

| Ref no. | Address | Proposal | PC Decision |
|---------|---------|----------|-------------|
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|-----------------------------|--------------------------------------|--|---|
| 18/03020/HHD & 18/03021/LBC | Shipton Lodge, High St, SUW | Internal and external alterations to construct rear conservatory | No objection |
| 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 | No objection |
| 18/02915/OUT | Land North of Milton Road, SUW | Erection of four dwellings, improved access and community pop-up car park and community orchard | Strongly object on grounds of: -Village separation -No proof that houses are needed in area (44 houses & 62 houses at Milton). -Houses would be near sewage farm. -Proximity to garage and school. -Too many houses going up in small area. -Village does not have infrastructure to deal with it. - Traffic congestion -Intrusive urbanization |
| 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 | No objection |

b. Decisions Outstanding:

| Ref no. | Address | Proposal | PC Decision |
|--|---|---|--------------------|
| 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/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 | No further comment |

* Cllr Acock is meeting with Kim Smith from Enforcement in December.

c. Decisions made:

| Ref no. | Address | Proposal | Decision |
|---------|---------|----------|----------|
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|--------------|--|--|---|
| 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 |
| 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. | PC – Comment WODC - Approved |

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

Cllr Rigby requested a framework to be developed to consider how planning applications should be considered within the PC. This will be discussed at the January meeting.

11. Environment

a. Allotments

i. Update on maintenance of the allotments

Two quotes have been received for restoration/maintenance of the allotments. Another quote will be received on 18th November. Cllr Mavin and the clerk were authorised to make the decision on which contractor to appoint as the work needs to be carried out this year.

ii. Update on request for extra water trough(s)

To be added to agenda in March 2019

b. Volunteers

i Update on volunteer thank you event

Cllr Dyer reported that it has been booked for 30th November and the invites have been sent out. It is also for speedwatch volunteers.

ii. To consider purchase of hedge trimmer

Cllr Brunsdon has received several quotes for different types of trimmers. It was agreed that a battery operated one would be the most suitable. The preferred option is a Stihl hedge trimmer at the cost of £400 plus VAT. This also includes one set of associated equipment. This was **resolved**.

c. Village maintenance

Clerk will request the drains to be cleared especially on Station Road. Cllr Brunsdon will take photos of the blocked drains.

Salt has been delivered to the village in preparation for winter.

d. Burial Ground

i. Update on request for memorial bench

The request is for the bench to be located on the Village Green because of strong family connections there. This was **resolved**.

ii. To discuss possible extension of the burial ground

Cllr Etherington has concerns over the remaining capacity at the burial ground. The clerk has requested the criteria used for burial from the PCC. Cllr Etherington will carry out further research and report back in February.

iii. To resolve to contact the adjacent householders to request pruning of trees/hedges overhanging the burial ground.

This was **resolved**.

iv. To purchase green bins and arrange with WODC to collect the refuse

It was **resolved** to ask WODC to provide a garden bin to be emptied at the cost of £30 per year. The PCC has agreed to put the bin out fortnightly to be emptied.

12. Playground

a. Playground Quarterly Report

Cllr Brunsdon reported that he would like a playground contractor to inspect the work that needs doing and will obtain some quotes for the work.

13. School

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

The planting ceremony has taken place with Cllrs Rigby, Mavin and Etherington and a few school children in attendance. It was felt that this was a successful and respectful event.

14. Civic and Community

a. Update on cleaning of War Memorial

No update

b. Update on arrangements for Carols around the Tree

- The vicar has agreed to lead the session.
- There will be a brass quartet providing the music
- The tree will be delivered as usual and erected on 1st December.

15. Highways and Transport

a. Speedwatch

i. To consider the loan of the Speedwatch equipment

It was **resolved** that because this was donated equipment this would not happen.

b. Update on traffic calming near the primary school, at the border between Shipton and Milton

No update.

16. Communication

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

This will be put on the next agenda for Wychwoods Working Together.

b. The newsletters were passed to the councillors for distribution around the village.

17. Financial and Administrative Matters

a. Payments to be authorised as follows: -

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|-----------------------------------|---------------------------------|-----------------------|
| 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 s137 | £1000 amended |
| iv. New Beaconsfield Hall | Annual donation s137 | £2600 amended |
| v. Green Scythe | August grounds maintenance | £1,228.37 deletion |
| 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 |

Cllrs Dyer and Rigby authorised these payments.

c. To consider draft budget for 2019/20

The budget was circulated. It was proposed to accept the budget. This was seconded and **resolved**. There will be no precept rise next financial year. The councillors agreed to run a deficit budget as the reserves are high and thus it was felt there was no risk to do this.

d. To consider portfolios for Cllr Yates

Cllr Yates received Transport and Telecommunications as his portfolios and will assist Cllr Etherington with the Burial Ground.

e. To consider shredding old documents with external company
Cllrs Dyer and Etherington have been clearing out unnecessary documents from the archives in line with GDPR. It was **resolved** to spend £50 on shredding these papers with Data Shredders.

f. To consider storage of parish records including purchase of replacement filing cabinets
Cllrs Etherington/Dyer raised concerns about the security of the parish records.
It was **resolved** to buy one new filing cabinet at the cost of £130 excluding VAT.

g. To resolve to adopt the General Power of Competence
This gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. In order to adopt this power, the clerk must have gained the Certificate in Local Council Administration and at least two thirds of the councillors must be elected. It was **resolved** to adopt this.

h. To arrange December PC meeting
This will be held on Thursday 20th December at 7.30pm

18. Correspondence Received

None

19. Any Other Issues to Note

Queries have been received from members of the public about the latest on the Kethero Close name change consultation. It was advised that if members of the public made written representations before the deadline for comments closed then they can request to speak at the cabinet meeting.
The PC can have no further input in the matter.

Cllr Yates has investigated the latest WODC backed super-fast broadband initiative:

- Broadband Development UK (BDUK) is a government funded scheme to deliver superfast broadband (>30 mbs) to rural areas.
- Gigaclear is the winning provider to WODC
- The contract for Shipton is primarily for businesses as we already have BT infinity available at 30-40 mbs available via copper from their cabinets. Gigaclear will deliver speeds of up to 900mbs delivered by fibre into each individual house/office.
- The 'on request' service will be provided via a master cabinet plus a number of sub cabinets (size of a large suitcase) and individual 'pots' which will be located outside every building in the village. The pots will be virtually invisible. The PC will be consulted on the location of the master and sub cabinets.

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

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|--------------------------------|
| 20 th December 2018 |
| 17 th January 2019 |
| 21 st February 2019 |
| 21 st March 2019 |

Meeting closed: 9.50pm

Signed:

Dated: