

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council at New Beaconsfield Hall
on Thursday 21st November 2019 at 7.30pm

Present: Cllrs: B. Rigby (in the chair), J. Mavin, R. Dyer, C. Arnold, T. Etherington, T. Brunson, T. Yates, **Parish Clerk:** L. Wilkinson, 1 member of public

1. Apologies for Absence

Apologies were received from County Cllr L. Leffman

2. Declarations of Interest

None were received.

3. Minutes of the Parish Council meeting held on 17th October 2019 were approved and signed.

4. Matters arising from the Minutes

None were received.

5. Public Time

A resident raised concerns about the retrospective planning application for the roof lights and balconies at Bowerhams. WODC asked for a schedule of remedial work in June 2019. None of this work has yet been carried out.

Could the PC request a full update from the WODC planning department about this enforcement action? The clerk will send an email to request this.

6. County Councillor's report

No report received.

7. District Councillor's report

No report received.

8. To consider detailed future flood plans in the light of 14/11/2019 events

Following the recent flooding in parts of the village, it was agreed that a list of sequenced actions and contact details of councillors would be circulated amongst the Council for use in any future emergency.

WODC delivered bags of sand during the flooding.

9. Planning:

a. Planning applications received

Ref no.	Address	Proposal	Decision
19/02909/S73	Old Workshop, Gas Lane, SUW	Noncompliance with conditions 2 approved plans and 5 obscure glazing to allow retain wooden fascia to NW elevation, addition of flue and clear glazing to gable end window (18/0367/FUL)	No objection
19/02879/HHD	The Old Exchange, High St, SUW	Erection of single storey extension	No objection
19/02895/HHD & 19/02896/LBC	Old School House, Church St, SUW	Rear structural glass conservatory extension with attached stone and zinc sheet roof workroom	PC objects on grounds that it is out of keeping with a grade 2 listed building at the heart of a Conservation area. The materials of glass, lead and zinc are also out of keeping. It is not clear whether planning permission has been obtained for the structure between the two gables.

19/02903/S73	Sunny Bank, Leaffield Rd, SUW	Noncompliance with conditions 8 & 14 of planning permission 19/01931/FUL to amend wording to closing existing access 6 months after new access created and demolition of existing dwelling on commencement of new dwelling	No objection
--------------	-------------------------------	--	--------------

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
19/01474/FUL	Land North of Gas Lane and Ascott Road	Erection of two detached dwellings, access and landscaping	Comment
19/01474/FUL REVISED	Land North of Gas Lane and Ascott Road	Erection of two detached dwellings, access and landscaping	Comment For avoidance of doubt the PC would like to reiterate their previous comments supporting the revised proposal submitted on 18/10/19.

c. Decisions made:

Ref no.	Address	Proposal	Decision
19/01312/HHD	Shipton Lodge High Street	Construction of conservatory to South elevation	PC -No objection Withdrawn
19/01313/LBC	Shipton Lodge High Street	Internal and external alterations to construct conservatory to South elevation	PC -No objection Withdrawn
19/02356/HHD	23 Sinnels Field, SUW	Erection of new single and two storey rear extension	PC – Object WODC - Approved
19/02459/FUL	Tennis Courts, Beaconsfield Hall, Station Rd, SUW	Installation of floodlights to provide lighting for two tennis courts	PC -Comment Withdrawn
19/02632/HHD	20 Meadow Lane, SUW	Alterations and erection of infill rear extension.	PC -No objection WODC - Approved

d. Update on Section 106 funding: Public Art Statement

A visit has been made to Chris Townsend's workshop to discuss the viability of commissioning a Wychwood Tree. It was **resolved** that a 3D Wychwood Tree would be commissioned, potentially situated on a verge in front of the Deanfield site. The working party will discuss a location for this to enable the project to move forwards. A site visit with Chris Townsend will be organised and a quote obtained.

10. Communication

a. Update on installation of superfast broadband

Cllr Yates reported that the project will be finished by the end of March.

- Gigaclear have a few roads to fill in such as Kethero Close and Chapel Lane.
- The main cabinet has allowed a few people to go live already.
- The verges will be levelled and reseeded.
- Cllr Yates will carry out a final snagging walk with Gigaclear before they finish.

b. To discuss issue date of Christmas newsletter

Articles have been sent to the clerk. The newsletter will be collated and sent out via email (hard copy on request) by 9th December 2019.

11. Highways and Transport

a. Update on potentially dangerous wall at Shipton Court

The building surveyor is finding out who the legal owner of the wall is. He will then contact them and request that they appoint a structural engineer. The clerk will write to the chairman of the Residents' Association and request that he sees if his deeds clarify ownership of the wall.

b. Update on 210 bus service

The new bus timetable (from 9th December) has been posted on the website. This includes a new Saturday service. WOCT will trial this for six months so support of it is essential for the Saturday service to continue.

Complaints have been received about the late running of services so WOCT will increase provision to five services a day as this should improve the running times.

Contactless payments now can be taken.

c. To consider request of support from Burford Town Council for installation of new signage for the HGV ban

Burford Town Council must pay for road and enforcement signs for the 7.5 tonne weight limit on Burford High Street which is due to be trialed for 18 months. The Council is requesting financial support from neighbouring parishes with the cost of this; £150,000.

It was **resolved** to pledge £2,000, pending a successful trial. In addition, a request will be put in the newsletter for residents who live along the A361 to contribute to this fund.

d. To consider resident's request for a speed limit reduction on A361 from south of the village
Concern has been raised about the speed of vehicles entering the village from the Burford direction. The speed limit is 60mph until just before the bend at Tall Trees Care Home. Councillors were unsure that vehicles were able to drive faster than 60mph due to the camber of the road.

The PC is sympathetic to the request, but its understanding is that this will not pass the criteria for speed limits as laid down by the Highway authority. The PC believes that there is adequate signage to ensure public safety.

12. Environment

a. Allotments

i. To consider contracting out care of orchard at allotments.

Cllr Arnold has met with a tree surgeon willing to undertake ongoing maintenance of the orchard trees at the cost of £600. This will enable the tree surgeon to teach Cllr Arnold to care for the trees over the next two years. This was **resolved**.

b. Volunteers

i. To consider placing a second container on the allotments

Further PC storage is required for the fair games/equipment. It was **resolved** to purchase a container to be placed next to the current one on the allotments. It was agreed to spend £3000 on a 20-foot container as this works out cheaper than a 10-foot container; this includes any necessary groundwork. A point on planning permission was flagged by the clerk.

c. Village maintenance

No issues

d. Burial Ground

i. Update on donation of bench round tree

The proposed new bench round the tree is not viable. The volunteer would like to install a bench at the allotments instead. This was agreed.

13. Playground

The tunnel is on the verge of collapsing and needs urgent work. It was agreed to spend £2,000 on removing the tunnel and filling it in.

14. School

A letter has been received from Deanfield Homes requesting the school take ownership of the parking area. The school is unwilling to do this so it has been agreed that the Resident's Management Committee for the new housing development would be given ownership of the area. It would have to be gated and the school would be responsible for opening and locking the gates. Residents will be responsible for maintenance of the area. A licensee is necessary for this and the role of headteacher was suggested. However, a previous County Councillor had suggested that OCC would take this on. So, the school will ask OCC to take over the licence of this car park.

A complaint has been received from a potential parishioner that his children could not gain a place at the school as it is full. Cllr Mavin will encourage the school to talk to OCC to find a way forward as this may deter the houses being sold.

15. Civic and Community

a. Update on purchase of a detailed map showing the boundaries of the Parish and the boundaries of the Conservation Area

No update

b. To authorise expedient action and associated costs to secure PC land against illegal occupation

Cllr Etherington reported that he has spoken to a bailiff company and has been advised to formulate a plan to include who would be involved and actions to be taken if there is any illegal occupation. Cllr Yates will assist with this. To be reported on at the March meeting.

- c. To discuss refurbishment/renewal of parish noticeboard including consideration of purchase of new noticeboard

The noticeboard outside the newsagents has been knocked off its posts- the fixings are broken. A volunteer will be asked if it can be fixed. The clerk will pursue an insurance claim against the person who knocked it off.

- d. Emergency Plan update

See item 8.

16. Financial and Administrative Matters

a. Payments to be authorised as follows: -

i. Lisa Wilkinson	Clerk's net salary October 2019	£628.90
	Clerk's expenses October 2019	£15.00
	Total	£643.90
ii. Nest	Clerk's pension	£46.39
iii. SLCC	Membership renewal (shared with Hailey PC)	£78.00
iv. Green Scythe	Grounds maintenance September 2019	£1259.09
v. New Beaconsfield Hall	Annual donation (GPC)	£2,600
vi. Shipton Bowls Club	Donation (GPC)	£100.00
vii. Lady Reade Educational Trust	Donation (GPC)	£100.00
viii. Moore	External audit	£240.00
ix. New Beaconsfield Hall	Contribution for PA system	£150.00 Amended to £322.46
x. Alfred Groves	Materials for removing graffiti	£65.47
xi. Castle Water	Water charges for period when no meter was in place (1.6.18-10.1.19)	£50.91
xii. WODC	Renewal of Small Societies Lottery Licence	£20.00
xiii. Systems and Solutions	Anti-virus software Direct Debit	£49.00

These were authorised by Cllrs Dyer and Mavin

b. Payments received:

Allotment holders	Allotment rent	£110.00
-------------------	----------------	---------

c. Bank statement to 31 October 2019

Unity Trust Current Account	£24,087.46
Unity Trust Deposit Account	£70,487.13

- d. To consider and adopt draft budget

The draft budget was circulated. This was formally **resolved** and adopted. £11,802 has been taken from reserves to balance the budget rather than raising the precept.

Budget 2020-21:

Income	2020-21
Wayleaves	194
Burial fees	1200
Grass cutting grant	1761
Reserves	11,802
Allotment rent	1000
Bank interest	282
Precept	32,620
Total	51,859

Expenditure	2020-21
Admin	12,415
Subscriptions	303
Donations	8128
Burial Ground	2780
Allotments	1500
Parish Maintenance	7973
Playground/Recreation Ground	8760
Environmental responsibility	2000
Capital projects	6000

Legal contingency	2000
Total	51,859

e. To consider request from Wychwood Surgery for donation to a local family
A request from Wychwood surgery has been received to support a local family with an ill child. It was **resolved** to donate £100.

f. To confirm that the Direct Debit to Castle Water has been altered to £12.73 per month.
This was noted.

17. Correspondence Received

- Copy of objection to planning application 19/01474/FUL REVISED from resident.
- Castle Water -regarding water meter removal and replacement
- Concern about lack of enforcement action by WODC at Bowerhams

18. Any Other Issues to Note

- 20 Christmas trees are to be placed in the church; different organisations will be decorating them. The PC agreed to decorate one.
- Councillors are disappointed with the lack of apology, attendance or report from District Cllr Acock.
- The December meeting will be held at 6.30pm on 19th December.
- Deanfield Homes have put in their lighting application for the site.

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

19 th December: Planning and finance meeting only
16 th January 2020
20 th February 2020
19 th March 2020

Meeting closed: 10.20pm