

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Meeting of the Council at New Beaconsfield Hall  
on Thursday 17<sup>th</sup> October 2019 at 7.30pm

**Present: Cllrs:** B. Rigby (in the chair), T. Etherington, C. Arnold, J. Mavin, **County Cllr** L. Leffman,  
**Parish Clerk:** L. Wilkinson, 1 member of public.

1. **Apologies for Absence** were received from Cllrs R. Dyer, T. Yates, T. Brunsdon and District Cllr J. Acock.
2. **Declarations of Interest:** None were received.
3. **Minutes of the Parish Council meeting held on 19<sup>th</sup> September 2019** were approved and signed.

#### **4. Matters arising from the Minutes**

Quote for installation of sign on A361 to include tennis club under New Beaconsfield Hall. A quote has been received and passed onto the tennis club.

#### **5. Public Time**

Concern was raised about the lack of white lines at the end of Reynolds Close and the faded lines at Littlestock. OCC will be requested to add white lines at the junction of Reynolds Close and Meadow Lane and repaint the lines at Littlestock on grounds of public safety

Huge concern was raised about dog fouling on the bridleway alongside and past Littlestock Brook. Dog mess is not picked up by dog owners along this route. The mess is especially bad at the back entrance to the houses on the Littlebrook side.

The PC has previously arranged for signs to be put up, but these have been taken down.

#### **6. County Councillor's report**

Cllr Leffman reported that she had no Shipton specific issues- OCC is still developing the Transformation programme (the relationship the Council has with residents) as there were issues with its introduction; For example, the County Council has started publishing a list of road works across the County, but no clear process existed for accessing it.

Cllr Leffman will be attending the November Planning Committee meeting to talk about the tennis club lights application as she is concerned about the leakage of the lights beyond Shipton.

#### **7. District Councillor's report**

Cllr Acock sent in a report as follows:

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*Statement on Tennis courts: I am asking for a rejection based on these points below:*

*Firstly, there is no factual evidence that an uptake would occur after the result of these lights being erected. When I asked colleagues at the meeting last week, the best number (which was a guess) was maximum 13 young people. There are now 40+ complaints I have received. The other young people who would benefit are already in (in the words of a supporter), 'at the best club in North Oxford'. Why would they move?*

*Secondly, it doesn't benefit the village per se. They have to pay to be a member, pay for coaching and, that to me, does not help some of the poorest in our society. The jump that was made at the supporters meeting regarding the impact on anti-social behaviour is factually incorrect. People who 'linger' or 'hang around the park' will not go away just because a few more people are playing tennis. Again, I have seen no evidence to suggest that this would be the case.*

*Moreover, the information in the application is inaccurate. The photos used were from 10 years ago (this is challenging for me, because I have been dealing with another application which was thrown out purely on inaccurate information). Using photos from ten years ago is just pure. Secondly, the scale of the light fittings on the application was not to size. (On this point, I was told that the lights are going to be changed, 'they will be the first used in England on a tennis court'- why the change, if these lights were and are 'perfect for our village tennis courts'?).*

*I have not been convinced that enough environmental impact has been considered. Where is the new survey of a neighbour's pond which falls in the meter radius of needing a survey? There is also clear evidence of badgers within striking distance of the tennis courts. I am urging WODC to do an accurate and neutral environmental impact.*

*I don't believe it to be modest. I can see Hailey rugby club lights from Leafield. I can see Stow rugby lights from Chipping Norton. I can see Kingham Hill school from Shipton. The wider area will be impacted, and the light pollution caused will be unable to be changed once erected, I fear the damage to be of a significant*

amount to the neighbours and it will affect a few more than 'modest'. It will light up at least half of a neighbour's garden.

Fellow Lib Dems have been consulted and they agree with me. With regards to our policies, we will be creating a manifesto outlining exactly how we will tackle health issues in West Oxfordshire.

2. Bowerhams: I am still in contact with Enforcement. This is clearly an issue with lack of staff in the enforcement office; this needs dealing with. My point still stands - I do not and cannot accept a balcony on the roof of the garage. This would set a precedent across the Wychwoods.

3. Equalities at WODC: sadly, a working committee will not be set up. A political choice by the Conservatives. I am still arguing that a working group is needed in order to improve training for councillors, a fair policy for underrepresented groups.

4. Climate Change: we need to act now. I am pleased to say that a new policy for electric vehicle charging points will be coming into force very soon. However, I would encourage Shipton PC to seriously think how they will improve green issues around the village. E.g., encouraging people to not use their cars to drive children to school etc.

5. Homelessness, at WODC a new policy is being formed. I have been commenting and working with other councillors to achieve a new policy that tackles the issues of homelessness, not just the affordability and building of homes.

## 8. Planning:

### a. Planning applications received

Ref no.	Address	Proposal	PC Decision
19/01474/FUL REVISED	Land North of Gas Lane and Ascott Road	Erection of two detached dwellings, access and landscaping	An amended application has been put which includes a smaller second house.  No objection. Whilst the PC, as in previous comments would have preferred one dwelling, nevertheless it believes that the proposed amendment addresses the PC's concerns as to the size and scale of the second house. The PC notes that there are no objections from residents affected by the amended application, even though it has been clearly advertised on the village website.
19/02632/HHD	20 Meadow Lane, SUW	Alterations and erection of infill rear extension.	No objection

### b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
19/01312/HHD	Shipton Lodge High Street	Construction of conservatory to South elevation	No objection
19/01313/LBC	Shipton Lodge High Street	Internal and external alterations to construct conservatory to South elevation	No objection
19/01474/FUL	Land North Of Gas Lane And Ascott Road	Erection of two detached dwellings, access and landscaping	Comment
19/02356/HHD	23 Sinnels Field, SUW	Erection of new single and two storey rear extension	Object
19/02459/FUL	Tennis Courts, Beaconsfield Hall, Station Rd, SUW	Installation of floodlights to provide lighting for two tennis courts	Comment

### c. Decisions made:

Ref no.	Address	Proposal	Decision
19/01732/HHD	14 Tothill, SUW	Replace rear conservatory with larger conservatory. Replace front porch with larger porch	PC -No objection WODC - Approved
19/02247/S73	Mossy Bank, Leafield Rd, SUW	Noncompliance with condition 2 of planning permission 18/02599/FUL to allow changes to openings and fenestration.	PC -Comment WODC - Approved
19/01931/FUL	Sunny Bank, Leafield Road, SUW	Demolition of the existing dwelling and outbuilding. Erection of replacement dwelling and detached double garage with attached log store and storeroom above.	PC -Comment. Object to material WODC - Approved

		Close existing access and provision of new vehicular access in revised position with entrance gates and boundary walling together with associated landscaping works	
19/02388/HHD	8 Home Farm Close, SUW	Erection of two single storey rear extensions	PC -Object WODC- Approved

**d. Update on Section 106 funding: to discuss ideas for Public Art Statement**

The working party reported that the art installation has been narrowed down to two ideas: a mosaic of a map of Shipton or a Wychwood tree mounted onto a stone wall in two dimensions or freestanding in three. It was **resolved** to undertake further research. The suggestion of a mosaic would not be pursued.

**9. Communication**

**a. Update on installation of superfast broadband**

Complaints have been received about the amount of rubbish and piles of spoil lying around. The verges need to be compacted and reseeded. Cllr Yates will progress the issue on return.

**10. Highways and Transport**

**a. To consider possible actions regarding the potentially dangerous wall at Shipton Court**

The clerk is in contact with the building surveyor at WODC about the wall which is bowing out and cracked. WODC surveyors have classed it as a 'potentially dangerous structure' and have written to the owner seeking her urgent proposals. They are awaiting a reply. The clerk would continue to pursue this and suggest to WODC that monitoring equipment be installed across the major crack to confirm the extent of movement.

**11. Environment**

**a. Allotments**

**i. Update on beekeeping on the allotments.**

Bees are settled in the hives.

**ii. Update on Wychwood Sprouts – allotments group for children**

The Sprouts are waiting for the greenhouse to be installed. Volunteers are needed to help move it. Tools and compost bins have also been donated. This will be completed in November.

**iii. To consider contracting out care of orchard at allotments.**

Cllr Arnold reported that the person currently looking after the orchard can no longer do it. She suggested that the PC employs someone to do this. Cllr Arnold is meeting with a tree specialist to take care of the trees short-term. It was agreed that Cllr Arnold would report back to the November meeting with proposed cost of this work for Council's consideration.

**iv. To consider location of a shed on an allotment plot**

A request has been received to site a shed on half a plot which would mean in the middle of a full plot. Due to the situation of this plot and therefore the shed, this was **resolved** as no neighbours overlook it. The shed would be of wood construction.

**b. Volunteers**

**i. To consider placing a second container on the allotments**

To be deferred.

**c. Village maintenance**

**i. To consider annual tree maintenance contract**

As it has been two years since the last tree maintenance contract and official survey, it was **resolved** to ask a tree surgeon to carry out a survey and indicate which if any trees required attention. The results of this would then influence the decision on whether to set up another annual maintenance contract.

**ii. To consider amending number of cuts for new grass cutting contract**

It was **resolved** to add another cut on the Burial Ground and to add two cuts of unused plots at the allotments per year.

The clerk is drawing up a grass cutting specification and schedule to be sent out for tenders.

**d. Burial Ground**

**i. To consider donation of bench round tree**

Cllr Arnold reported that a resident has volunteered to buy a bench to place round the tree to complete the circle. This was accepted with thanks. The Volunteers will sand and oil the existing old bench to harmonise the appearance of the two halves.

## 12. Playground

Cllr Brunsdon has removed obscene graffiti which was on the tractor. Materials were purchased for this, authorised between meetings by the clerk.

He is obtaining quotes for replacement of the tunnel. This will be added to the budget for next financial year.

## 13. School

Cllrs Rigby and Mavin met with Deanfield Homes about the ownership and management of the school drop-off area/parking spaces as this needed to be settled urgently.

It was suggested that the piece of land be transferred to the Residents' Association of the estate and maintained by them through the service charge. If it were gated, school staff could unlock and lock it. The Residents' Association would also have keys.

It was also suggested that the Management Association grant the school a licence for school parking and drop-off. The school is speaking to the OCC Property department and Deanfield Homes are talking to their solicitor about the possibility of this. A proposal is awaited from Deanfield Homes.

The MUGA pitch is up and running and will be open to the community after Christmas. Charges will be £20 per hour in daylight and £25 in the evening to include the use of the floodlights.

## 14. Civic and Community

### a. Shipton Fair

#### i. Review of Fair accounts.

The final accounts were circulated to the PC. These were approved.

#### Income:

PC approved a budget of £3,800

Proceeds of old Shipton Fair bank account transferred to PC account: £604.22.

Banked cash from the Fair: £1516.20

Sponsorship: £675

**Total Income: £6595.42**

#### Expenses:

Total expenses (materials etc): **£4,343.04**

**Total proceeds: £2,252.38**

#### ii. To resolve amount to be donated from the fair proceeds to groups that volunteered at the event.

It was **resolved** that each organisation (excluding the WI who do not want any) would receive £150 or £300 for helping on the day of the Fair. Total spent **£1200**. See item 15a and g.

It was **resolved** that the remaining £1000 from the fair proceeds will be put into reserves for Shipton Fair for 2021.

#### iii. To consider use of fair games by other organisations

To be deferred.

#### iv. Update on storage of fair games

To be deferred.

#### v. To consider reclaiming travel expenses from Shipton Fair profits

It was agreed that travel expenses incurred for setting up the Fair, would be taken out of the Fair proceeds.

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

Cllr Dyer has had a look at the Magic Maps software, but the Conservation Area is not available on it. Cllr Acock will be asked if he can help with ideas for this.

#### c. Update on obtaining a Traveller Prevention Order

Cllr Etherington has contacted Councils who have had issues with Travellers on their land. The feedback is that incursions of this kind create a massive problem with waste (including human waste).

It was agreed that there should be a pre prepared incursion plan drawing on the experience of Councils already contacted and their legal and other representatives. Cllr Etherington will be the named councillor responsible for setting up and activating the plan as required.). It was **resolved** that up to £5,000 could be spent in such an emergency.

d. To reconsider purchase of a P.A. system with contribution from New Beaconsfield Hall  
A quote for a P.A. system for £500 has been received. As New Beaconsfield Hall has agreed to pay for 50% of this, it was agreed. It was suggested that the Hall buys and owns the P.A., as they will use it more often, and the PC donates £250 towards it. The clerk will contact Paul Chantry to gain his support.

e. To consider organisation for Carols round the Tree donation  
It was **resolved** to donate the proceeds to the Shipton Citizens Advice Bureau which operates from the surgery. This will be publicised in the Wychwood Magazine.

f. To start arrangements for Carols round the Tree:

- sound system
- microphones
- lights
- vicar
- accompanist
- Christmas tree

The clerk will arrange for the tree to be delivered on 7<sup>th</sup> December and will contact the vicar to ask him to preside. The portable floodlights will be borrowed from Wychwood Football Club. The P.A. should be purchased before then.

The Brass band who played last year, will be asked again. The Christmas tree will be requested to be delivered so it can be erected on the 7<sup>th</sup> December.

g. To consider extension of a further year for library funding with an uplift of 5%  
This was agreed. **Resolved.**

## 15. Financial and Administrative Matters

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

i. Lisa Wilkinson	Clerk's net salary September 2019	£557.50
	Clerk's expenses September 2019	£15.00
	<b>Total</b>	<b>£572.50</b>
ii. Nest	Clerk's pension	£39.89
iii. British Legion	Poppy Wreath	£100.00
iv. Green Scythe	Grounds maintenance August 2019	£837.56 corrected
v. New Beaconsfield Hall	Meeting room hire 2019-20	£197.60
vi. Wholesale Office Supplies	Minute book	£47.05
vii. Geosphere Ltd	Parish Online mapping software	£120.00
viii. Repay L Wilkinson	Microsoft Office	£59.99
ix. Ubico	Emptying of dog poo bin April 19-Sept 19	£48.83
x. Tactical Tuition	Emergency First Aid at Work course	£170.00
Wychwoods Tennis Club	Shipton Fair Donation	£150
Shipton Bowls Club	Shipton Fair Donation	£300
Witney Air Cadets	Shipton Fair Donation	£300
Wychwood Wild Gardens	Shipton Fair Donation	£150
Cub Scouts	Shipton Fair Donation	£150
Shipton Cricket Club	Shipton Fair Donation	£150

These will be authorised by Cllrs Etherington and Arnold.

### b. Payments received:

Allotment holders	Allotment rent	£240.00
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### c. Bank statement to 31 September 2019

<b>Unity Trust Current Account</b>	<b>£26,191.18</b>
<b>Unity Trust Deposit Account</b>	<b>£70,487.13</b>

### d. To receive audited Annual Governance and Accountability Return 2018-19. To note recommendations

The external audit certificate and report has been received. The only issue raised is to ensure the correct box is ticked for Trustees of a Charity.

### e. To receive 2<sup>nd</sup> quarter financial report

These were distributed in advance.

### f. To authorise bank reconciliations

CLlr Etherington authorised these.

**g. To agree donations for this financial year:**

<b>Organisation</b>	<b>Request</b>	<b>Resolved</b>
Citizens Advice Bureau	N/A	Carol donation (see item 14e.)
Lady Reade Educational Trust	N/A	£100
New Beaconsfield Hall	£2,600	£2,600
Wychwood Wild Garden	£1,000 already received	
Wychwood Primary School (MUGA gated access)	£1,000 already received	
Clean Slate (provides long term emotional support for survivors of abuse in Oxfordshire)	£100	Nil
Shipton Bowls Club	N/A	£100 subject to lease being extended
<b>Donations from Shipton Fair proceeds</b>		
Wychwoods Tennis Club		£150
Shipton Bowls Club		£300
Women's Institute		N/A
Witney Air Cadets		£300
Wychwood Wild Gardens		£150
Cub Scouts		£150
Shipton Cricket Club		£150

**16. Correspondence Received**

- Phone call requesting speed limit reduction on A361 entering village from south (Burford). This will be put on the November agenda for discussion.
- Request from Burford Town Council for donation towards HGV ban

**17. Any Other Issues to Note**

None.

**18. Dates of Parish Council Meetings for 2019/20:**

21 <sup>st</sup> November 2019
19 <sup>th</sup> December: Planning and finance meeting only
16 <sup>th</sup> January 2020
20 <sup>th</sup> February 2020
19 <sup>th</sup> March 2020

Meeting closed: 10pm