

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Meeting of the Council

held online on Thursday 21<sup>st</sup> January 2021 at 7.30pm

**Present: Cllrs:** B. Rigby, J. Mavin, R. Dyer, C. Arnold, T. Brunnsden, T. Yates, M. College, County Cllr L. Leffman, Parish Clerk: L. Wilkinson

- 1. Apologies for Absence:** none
- 2. Declarations of Interest:** none were received.
- 3. To approve the accuracy of the minutes of the Parish Council meeting held on 17<sup>th</sup> December 2020.**

These were approved as a true record and signed.

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

None.

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

None

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

Cllr Leffman reported:

- the flooding before Christmas affected lots of places and it was discovered that many drains were blocked. Drains are cleared on a four-year cycle which does not actually work in this weather. It has been agreed that local councillors will send in the locations of problem drains in their areas then these can be added to a list for more regular clearing.
- £3 million has been given to the County Council by the Government to support the interface between OCC who manages drains and Thames Water who manage sewage.
- Installation of 20mph zones will be put into next year's County Council budget. It has been proposed that 20mph limits will be required in all new developments. The funds should make it possible for any community who wants a 20mph limit to request one.
- OCC has decided not to recommend an increase in Council Tax of 3% because of the current circumstances. There is an option to increase the tax by that amount next year instead.
- Shipton Road (between Shipton and Ascott) is due to be resurfaced.

Questions directed to Cllr Leffman included viability of a 20mph speed limit through the village. It was deemed not suitable on the main road.

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

No report received. Cllr Acock has informed the PC that he will not be available for at least a month.

#### **8. Planning:**

##### **a. Planning applications received:**

None

An extraordinary meeting was scheduled for 1pm on 28<sup>th</sup> January 2021 to discuss planning application 20/03538/HHD Jersey Cottage, Home Farm Close, as an extension until after the February PC meeting was not granted by WODC.

##### **b. Decisions Outstanding:**

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>PC Decision</b>
20/02484/HHD	Old Chapel, Chapel Lane, SUW	Erection of below ground cycle store with oak doors, rebuild a collapsed dry stone retaining garden wall, addition of bin store	No objection in principle with condition

##### **c. Decisions made:**

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
20/02334/HHD	18 High Street, SUW	Alterations and first floor side extension. Addition of three front dormer windows (annexe)	PC -No Comment WODC - Approved
20/03054/HHD	Coldwell Brook, 52 Shipton Rd, Ascott-u-Wychwood	Alterations and conversion of loft with addition of dormer windows and roof lights. Part raising of roof to establish first floor accommodation. Erection of porch	PC -No comment WODC - Approved

20/03023/LBC	Flat 4 Shipton Court, High St, SUW	Internal alterations to re-instate a wall between kitchen and bedroom	PC - No objection WODC - Approved
--------------	---------------------------------------	--	--------------------------------------

#### **d. Update on S106 funding from Deanfield Homes**

##### **i. Sports and Recreation funding**

The S106 Working party has requested further applications from New Beaconsfield Hall users as there is £9,400 of funding left to allocate. Due to the capital nature of the funds, New Beaconsfield Hall is the only venue in the village where this condition can be met (apart from the Cricket Club). Deadline for applications is 31<sup>st</sup> January 2021. Working party meeting to be held to agree allocation then brought to the February meeting for full Council approval.

##### **ii. Art installation funding**

WODC has approved installation of a Wychwood Tree by local sculptor Chris Townsend. The allotted location outside the Deanfield site is being cleared so work on installation can progress at the end of March. The clerk will investigate who will own and insure it.

##### **iii. Playground funding**

See item 12.

#### **9. Communication**

No update.

#### **10. Highways and Transport**

##### **a. To consider replying to OCC consultation on making Burford HGV limit permanent**

It was **resolved** to support the continuation of the weight limit through Burford. Cllr Rigby will write a response.

##### **b. Speedwatch**

The mobile speed camera has been successfully located in various places in the village and speed data has been collated. It was **resolved** that as the agreed one month's trial of this has been successful, it can continue indefinitely. It was **resolved** that the camera can remain in one location for up to three days at a time. The clerk will check with the insurance company that this is covered.

A page on the website will be set up for speedwatch.

##### **c. 210 bus service**

A revised and very limited timetable has been published for this service due to the Covid-19 pandemic.

#### **11. Environment**

##### **a. Allotments**

**i. Update on additional water supply.** To receive quotes for installation of water troughs and to consider when these will be installed.

Three quotes have now been received. It was agreed to award the work to J C Janssen Building and Groundwork at the cost of £880 plus VAT.

##### **ii. To accept offer of repair to allotment fence at the cost of materials**

A quote of £168 plus VAT has been received from Eddie Henshaw which is for materials only. This was accepted and **resolved**.

##### **b. Volunteers**

Volunteer project is currently suspended due to Covid-19

Cllr Arnold and her husband will be coppicing the trees by the pond in the meantime and sorting out the area by the compost area.

##### **c. Village maintenance**

###### **i. To note complaints about storage of goal posts at the recreation ground**

The storage of the Football Club goal posts is a matter for the New Beaconsfield Hall Committee and will be passed onto them.

###### **ii. To consider maintenance of steps from recreation ground down to Station Road**

A complaint has been received about the slipperiness of the steps. This has been made worse by the current weather conditions. Cllr Brunsdon will clear the wet leaves from them.

###### **iii. To consider hedge cutting at the recreation ground.**

Green Scythe have been asked to cut back the hedge behind the tunnel at the same time as they cut back the hedge behind the tennis court. It was **resolved** to add these to the grass and hedge cutting contract the PC holds with Green Scythe. The additional cost for the work on both hedges is £790 plus VAT.

#### **d. Burial Ground**

Rubbish bins are being emptied on a regular basis.

#### **e. Environment Working Party 2021**

All tree planting has been completed. Ten bird boxes have been sited and more requests have been received for them. It was **resolved** to re-imburse Jeremy Huntingford £50 for the extra wood he has purchased to make the bird boxes.

**f.** Update on sewage discharge into Little Stock brook and the Evenlode at Shipton  
Cllr Colledge will write a letter to be sent to the MP supporting the issues raised in the Milton PC's letter.

**g.** To consider carrying out a professional tree survey at the cost of £250 for 10 trees plus £5 per additional tree

It was **resolved** to carry out a tree survey for up to £500. Treotech will undertake this as the PC has a long and trustworthy relationship with them. It was **resolved** that three quotes would not be necessary in these circumstances.

### **12. Playground**

**a.** To consider expenditure of S106 play funding

Permission has been received from WODC to spend the S106 play funding on the installation of small mulch circles around the base of each post to prevent further rot and strimmer damage. Before this is undertaken, the PC will carry out a survey on the integrity of the posts at the cost of £275. Due to the specialist nature of the work, it was **resolved** that only one quote was necessary for this. Quotes will also be obtained for installing drainage at the playground and permission sought from WODC to ensure this can be covered by S106 funding.

### **13. School**

More children than critical care children have been attending school during the lockdown. Letters were sent out and fewer children are now attending school.

The Government will give head teachers two weeks' notice before re-opening schools.

A wooden and padlocked access gate into the Hartley's field leading to the Wild Garden will be installed.

Construction of the school drop-off area has been delayed. Deanfield Homes has stated that it is not possible to use it until an agreement from OCC about a license has been received. The drop-off area will be insured and maintained at the cost of the residents.

On the originally agreed plans there is no provision for a gate into school from the drop-off point. Cllr Mavin will keep the school informed of this issue.

### **14. Civic and Community**

**a.** To note implementation of Emergency Plan over the Christmas period and to express gratitude for community support received

Thanks were given to the drivers and the helpers on Christmas Eve who evacuated the residents and staff of Old Prebendal House.

Concerns were raised about flood defences around the bridge on the A361. Drone footage was used to show how previously installed flood defences on one side seem to be working so they also need installing on the other side. Cllr Brunsdon will obtain more information on this and Cllr Rigby will write to the Environmental Agency if necessary.

After the 2007 floods, holes were left in the bridge as a flood defence. When the bridge was repaired two years ago the holes were filled in. The clerk will investigate this with OCC.

#### **i. Sandbags**

The sandbox has been opened during the current bad weather.

Cable ties have been purchased to increase stock.

#### **b. Shipton Fair**

**i.** To agree financial management of the fair 2021.

All purchases will be directed to Cllr Brunsdon then the clerk.

There is £2000 in the PC budget for this year's fair plus £1000 in allocated reserves from the previous fair. For Shipton Fair 2021, £1500 will be repaid to the PC from profits and £1500 will be put into allocated reserves for the next Fair (2023). Any further profit will be used as donations to local groups.

The Fair 2021 is proceeding on the principle that Covid-19 social distancing regulations will have to be implemented.

Robert Courts has agreed to open the Fair.

Almost all items have already been booked and confirmed.

The raffle will go ahead, and prizes have already been received. Tickets to be sold as early as possible.

#### **ii. Lottery licence**

This was agreed at the cost of £40. This will be put on the February agenda.

**c. Community effect of Covid-19**

Cllr Rigby has tried to contact the surgery to find out what the local plan is for the distribution of vaccines. The Clerk will contact the surgery.

**d. To pass on thanks to Mr Astor for the donation of a Christmas tree**

A thank you letter has been written to Mr Astor.

**15. Financial and Administrative Matters**

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

Lisa Wilkinson	Clerk's net salary December 2020	£625.23
	Clerk's expenses December 2020	£30.00
<b>Total</b>		<b>£655.23</b>
Nest	Clerk's pension	£46.34
The Fruitful Branch	Prune and feed orchard trees	£128.00
HMRC	Income tax month 9	£0.40
Cotswold Line Promotion Group	Membership renewal (GPC)	£15.00
Amazon.co.uk (repay L Wilkinson)	Donation to Emergency Plan volunteers (GPC)	£73.56
Castle Water	Allotment water bill (direct debit)	£34.40
CNS Powertools (Repay C. Fitzpatrick)	Shank for games at Shipton Fair (GPC)	£27.12
Sophie England	Gardening at Playground	£80.00

Payments authorised by Cllrs Dyer and Arnold

**b. Payments received:**

Allotmenters	Allotment rents	£30.00
HMRC	VAT refund	£2,834.26

**c. Bank statement to 31 December 2020**

<b>Unity Trust Current Account</b>	<b>£19,465.38</b>
<b>Unity Trust Deposit Account</b>	<b>£70,699.00</b>

**d. To approve meeting dates for 2021-22**

Date	Meeting
15 <sup>th</sup> April 2021	Parish Council
15 <sup>th</sup> April 2021	Annual Parish Meeting (subject to Covid-10 regulations)
20 <sup>th</sup> May 2021	Annual Meeting of Council
17 <sup>th</sup> June 2021	Parish Council
15 <sup>th</sup> July 2021	Parish Council
19 <sup>th</sup> August 2021	Parish Council (finance & planning only)
16 <sup>th</sup> September 2021	Parish Council
21 <sup>st</sup> October 2020	Parish Council
18 <sup>th</sup> November 2021	Parish Council
16 <sup>th</sup> December 2021	Parish Council (finance & planning only)
20 <sup>th</sup> January 2022	Parish Council
17 <sup>th</sup> February 2022	Parish Council
17 <sup>th</sup> March 2022	Parish Council

These were approved. The APM is subject to any Covid-19 regulations in place at that time.

**e. To receive financial statements and actual vs budget**

These were circulated in advance.

**f. To appoint internal auditor for financial year 2020-2021**

Robert Whitehouse Ltd has agreed to carry out the internal audit for 2020-21.

**16. Correspondence Received**

None

**17. Any Other Issues to Note**

None.

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

Date	Meeting
18 <sup>th</sup> February 2021	Parish Council
18 <sup>th</sup> March 2021	Parish Council

Meeting closed: 21.21