

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

12th February 2021

You are summoned to attend the Meeting of the Council

To be held online on Thursday 18th February 2021 at 7.30pm

LOGIN – Please see joining instructions at the bottom of the agenda to access the meeting remotely

1. Apologies for Absence.
2. Declarations of Interest
3. To approve the accuracy of the minutes of the Parish Council meeting held on 21st January 2021
4. Matters arising from the Minutes.
5. Public Time
6. County Councillor's report
7. District Councillor's report
8. Planning:

a. Planning applications received:

Ref no.	Address	Proposal
20/03303/LBC	Flat 4 Shipton Court, High St, SUW	Internal and external alterations for insertion of roof bathroom and kitchen extraction vents, along with remedial works to a notched joint in bathroom (part retrospective)
21/00102/HHD	17 Sinnels Field, SUW	Alterations to include conversion of existing loft with two dormer windows and a rooflight to rear elevation, conversion of existing garage to create additional living space and construction of chimney stack to side elevation

b. Decisions Outstanding:

Ref no.	Address	Proposal	PC Decision
20/03538/HHD	Jersey Cottage, 3 Home Farm Close, SUW	Conversion of garage. Erection of timber garden store/shed	No objection

c. Decisions made:

Ref no.	Address	Proposal	Decision
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	PC - No objection in principle with condition 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. To receive minutes from S106 working party meeting held on 4/2/21

- i. To resolve allocation of remaining S106 funding
- ii. To finalise S106 public art project:

To resolve:

- artist's contract
- risk assessment
- insurance
- permissions

8. Communication

- a. To consider publishing a Parish Council update as an alternative to the Annual Parish Meeting

10. Highways and Transport

- a. Speedwatch

11. Environment

a. Allotments

- i. Update on installation of water troughs

b. Volunteers

c. Village maintenance

d. Burial Ground

e. Environment Working Party 2021

f. Update on sewage discharge into Little Stock brook and the Evenlode at Shipton

12. Playground

- a. To receive quotes for:

- i) drainage
- ii) rubber mulch around timber posts

- b. To consider expenditure of S106 play funding

13. School

14. Civic and Community

- a. Shipton Fair

15. Financial and Administrative Matters

a. Payments to be authorised as follows: -

Lisa Wilkinson	Clerk's net salary January 2021	£562.11
	Clerk's expenses January 2021	£36.20
Total		£598.31
Nest	Clerk's pension	£40.98
Treetech	Tree planting 2020 (GPC)	£3,451.80
WODC	Lottery Licence (Shipton Fair) (GPC)	£40.00
Castle Water	Allotment water bill (direct debit)	£34.40
Green Scythe	Trimming of recreation ground perimeter hedges	£295.20
Sophie England	Gardening at Playground	£80.00
RPM	Repair of zipwire and play hut	£1,440.00
Seagrave Inspection Services	Extra Annual inspection of playground	£330.00
Alfred Groves	Fair expenses Jan & Feb 2021 (GPC)	£76.76
Green Scythe	Grounds maintenance September 2020	£1,398.24

b. Payments received:

Allotmentees	Allotment rents	£100.00
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c. Bank statement to 31 January 2021

Unity Trust Current Account	£18,420.73
Unity Trust Deposit Account	£70,699.00

d. Review dates for policies

Policy group	Policy	Review date	Frequency of review*
GDPR	Information and Data Protection	April 2021	2 years
	Privacy Notice – residents	April 2021	2 years
	Privacy Notice – staff/cllrs	April 2021	2 years
	Retention & Disposal of Documents	April 2021	2 years
Staffing	Training and Development policy	May 2022	2 years
	Dispute Resolution	May 2022	2 years
	Grievance	May 2022	2 years
	Recruitment	May 2022	2 years
General	Standing Orders	March 2021	Annually
	Financial Regulations	March 2021	Annually
	FOI scheme	March 2021	Annually
	Risk Management Scheme	February 2021	Annually
	Code of Conduct	May 2022	2 years
	Complaints procedure	February 2021	2 years
	Equal Access policy	February 2021	2 years
	Health and Safety policy	May 2022	2 years
	Social Media policy	February 2021	2 years
	Terms of Reference Planning Committee	May 2022	2 years
	Scheme of delegation	February 2021	Annually during Covid-19

* unless a change in circumstance/legal requirement necessitates earlier review

e. To note Coronavirus legislation allowing remote meetings expires on 7th May 2021. **To review scheme of delegation**

f. To review:

- i. Risk Management scheme
- ii. Equal Access policy
- iii. Complaints procedure
- iv. Social Media policy

16. Correspondence Received

17. Any Other Issues to Note

18. Dates of Parish Council Meetings for 2020/2021 and 2021/22

Date	Meeting
18 th March 2021	Parish Council

Date	Meeting
15 th April 2021	Parish Council
15 th April 2021	Annual Parish Meeting (subject to Covid-10 regulations)
20 th May 2021	Annual Meeting of Council
17 th June 2021	Parish Council
15 th July 2021	Parish Council
19 th August 2021	Parish Council (finance & planning only)

16 th September 2021	Parish Council
21 st October 2020	Parish Council
18 th November 2021	Parish Council
16 th December 2021	Parish Council (finance & planning only)
20 th January 2022	Parish Council
17 th February 2022	Parish Council
17 th March 2022	Parish Council

Lisa Wilkinson
Parish Clerk

To join the meeting via Zoom, please copy and paste the link below into your browser:

Join Zoom Meeting

<https://us02web.zoom.us/j/2790993743>

Meeting ID: 279 099 3743