

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council

held online on Thursday 15th April 2021 at 7.30pm

Present: Cllrs J. Mavin (in the chair), R. Dyer, C. Arnold, T. Brunnsden, T. Yates, M. Colledge, County Cllr L. Leffman, **Parish Clerk:** L. Wilkinson, 1 member of public

1. Apologies for Absence were received from Cllr Rigby.

2. Declarations of Interest

None.

3. To approve the accuracy of the minutes of the Parish Council meeting held on 18th March 2021

These were approved and signed.

4. Matters arising from the Minutes.

None.

5. Public Time

None.

6. County Councillor's report

Cllr Leffman reported that £1.6 million has been lost by OCC over a parking contract. The Council has agreed to revise its constitution for next year so this breach of procedure cannot happen again.

As the new Financial Year has started, the Councillor Priority Fund will again be available but not until after the May elections. This provides help to local communities where other funding is not available.

The new budget for 20mph speed limits is £250,000 for the county.

Cllr Mavin updated the PC about the school drop-off. OCC wanted to make the Governors liable for any issues such as damage/littering. However, this is not possible.

Deanfield are insisting on a licence for this even though this was not in original planning application.

As there is precedent for public access/parking on private land the issue of a licence has been queried with Deanfield.

7. District Councillor's report

No report.

8. Planning:

a. Planning applications received:

| Ref no. | Address | Proposal | PC Decision |
|--------------|---------------------------|--|--------------|
| 21/00571/HHD | 18 St Michaels Close, SUW | Erection of single storey side extension | No objection |

b. Decisions Outstanding:

| | | | |
|--------------|--------------------------------|---|--------|
| 21/00373/S73 | Land South of Milton Road, SUW | Variation of condition 2 of planning permission 19/01006/S73 to allow the glass doors and windows to remain in the garage serving Plot 1 along with conversion to home office | Object |
|--------------|--------------------------------|---|--------|

c. Decisions made:

| Ref no. | Address | Proposal | Decision |
|--------------|---|--|--------------------------------|
| 21/00261/FUL | Tennis Courts, New Beaconsfield Hall, SUW | Erection of nine lighting columns to provide floodlighting for tennis courts 1 & 2 | PC – Comment WODC - Refused |

d. Drainage issues adjacent to Milton Service station on Shipton Road

Deanfield has stated that some corrections had been made.

e. Update on Section 106 funding

No update.

Cllr Acock will be asked to chase up this funding.

f. Completion of Deanfield development

Groundwork team will have cleared the site by 20th April.

9. Communication

No update.

10. Highways and Transport

210 bus service is running again.

11. Environment

a. Allotments

Water troughs have not yet been installed. James Janssen will be asked to provide a revised date for this work.

Virtually all the plots have been allotted (80 plots). A letter will be sent to allotmenters to request that all plots are kept in good condition as if there is a waiting list the tenant may forfeit their plot. A skip will be ordered, and all rubbish will need to be disposed of. Sheds need to be kept in a decent condition.

b. Volunteers

Sessions have been arranged for Friday 23rd April around the village and Saturday 24th April in the Wild Garden.

c. Village maintenance

i. Verge damage at Mutton Lane. To note correspondence received

Following the damage of the verge at Mutton Lane near Fiveways, and correspondence between the owners of Dash Grange and the PC, the owners have refused to repair it. Cllr Leffman will ask OCC Highways to contact the owners.

ii.. Trees planted as part of the environmental project now need watering. Each tree has a volunteer to water it.

iii. Tree on recreation ground has died yet again. Cllr Yates will ask Max Askew for advice on replacement trees in this location.

d. Burial Ground

No update.

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

No update.

f. Sewage on field on Station Road

Laurence King (OCC) has now become involved and an open drain with sewage in it has been found. A new manhole cover has been installed on an open manhole and a camera has been inserted up a pipe which was then found to have water in it so is still live. The pipe does not belong to the County Council but may be connected to New Beaconsfield Hall. Thames Water now need to look at it in more detail.

12. Playground

a. Update on S106 expenditure

Costs have been received for the installation of three creative play panels, removal of the (rotting) hopper board and replacement with a star surfer, and insertion of a ring of mulch around the timber posts to prevent further rot.

The cost of this maintenance and the new play items will be £20,432 + £4,086.40 VAT to be funded by S106 money.

13. School

No update.

14. Civic and Community

a. Access gate to Wild Garden at Deanfield development

A gate has been put in place on the south of the estate. However, there is no fence on either side of the gate. The tenant of the field in question will erect a higher fence and gate to keep out walkers as it is private property. This gate is only for use by Cherubs and school children to access the Wild Garden for forest school. All residents of the Deanfield development will receive a letter informing them of this.

b. To note receipt of New Beaconsfield Hall 2020 report

This was noted.

15. Financial and Administrative Matters

a. Payments to be authorised as follows: -

| | | |
|----------------|---|----------------|
| Lisa Wilkinson | Clerk's net salary March 2021 | £625.23 |
| | Clerk's expenses March 2021 | £27.83 |
| | Total | £653.06 |
| Nest | Clerk's pension | £46.34 |
| Treetech | Additional trees from Environmental project | £387.24 |
| Alfred Groves | Shipton Fair materials/Volunteer materials | £23.35 |

| | | |
|--------------------|---|---------|
| Castle Water | Allotment water bill (direct debit) | £34.40 |
| Green Scythe | Hedge cutting Recreation Ground | £948.00 |
| Sophie England | Gardening at playground | £80.00 |
| Jeremy Huntingford | Materials for construction of bird boxes | £50.00 |
| Ubico | Dog bin emptying (Station Rd) (1/10/20-31/3/21) | £50.05 |

Cllrs Mavin and Dyer will authorise the payment.

b. Payments received:

| | | |
|-------------------|-------------|---------|
| Wychwood Benefice | Burial Fees | £341.00 |
| SSE | Wayleaves | £199.05 |

c. Bank statement to 31st March 2021

| | |
|------------------------------------|-------------------|
| Unity Trust Current Account | £13,826.16 |
| Unity Trust Deposit Account | £70,699.00 |
| James Arthur Willis Trust | £1,472.61 |

d. To authorise end of year accounts

These were **resolved**.

e. To approve restricted reserves list

This was **resolved**.

f. To review GDPR policies:

- i. Information and Data Protection policy
- ii. Privacy notices
- iii. Retention and Disposal of Documents policy

These were **resolved**.

g. To review Local Council Insurance

This was reviewed and **resolved**. No policy limits required alteration. This will be the second year of a three-year long-term agreement with BHIB.

h. To review bank mandate and standing orders

- i. To consider debit card with capped limit for use by clerk

In order to enable payments such as online ones to be made without having to be paid out of a personal account it was agreed that the clerk will research this further.

- ii. The bank mandate and standing orders for the clerk's salary and pension were **resolved**.

i. To review risk assessments

- i. Speedwatch
- ii. Burial Ground
- iii. Playground
- iv. Allotments

These were **resolved**.

j. To authorise a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, and regular maintenance contracts:

- salary/pension/expenses
- grounds maintenance
- gardening
- Alfred Groves and Sons

These were authorised.

k. To review and assign portfolios of interest to councillors

All councillors continued with their current portfolios:

| Councillor | Portfolios (lead in bold) | Councillor | Portfolios (lead in bold) |
|-------------|--|--------------|--|
| Brian Rigby | Chairman Planning Communications Burial Ground | Tim Brunsdon | Playground Shipton Fair Street Lighting |

| | | | |
|---------------|---|------------------|---|
| | PCC Liaison | | Highways |
| Jill Mavin | Vice chair Allotments Schools Liaison Library | Tim Yates | Transport Telecommunications Burial Ground Environmental Project Shipton Fair |
| Rob Dyer | Emergency Planning/ Defib/Generator Communications Green Spaces Parish records | Matthew Colledge | Planning |
| Carole Arnold | Shipton Volunteers Green Spaces NBH liaison Shipton Fair | | |

I. To note May PC meeting and all meetings going forward must be held in person

This is due to the end of the legislation allowing virtual meetings on 7th May 2021. The Annual meeting on 20th May will be held at New Beaconsfield Hall.

16. Correspondence Received

Dash Grange (see item 11c).

Complaint received about the new pub canopy and associated lighting at the Wychwood Inn.

17. Any Other Issues to Note

Bike racks at New Beaconsfield Hall are being well utilised.

18. Dates of Parish Council Meetings for 2021/22

| Date | Meeting |
|---------------------------------|--|
| 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 |

Meeting closed: 20.50