

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council

held online on Thursday 18th February 2021 at 7.30pm

Present: Cllrs: B. Rigby (in the chair), J. Mavin, R. Dyer, C. Arnold, T. Brunsdon, T. Yates, M. Colledge, County Cllr L. Leffman, **Parish Clerk:** L. Wilkinson, 3 members of public

- 1. Apologies for Absence:** none were received.
- 2. Declarations of Interest:** none were received.
- 3. To approve the accuracy of the minutes of the Parish Council meeting held on 21st January 2021**

These were approved and signed as a true record.

4. Matters arising from the Minutes.

There were none.

5. Public Time

Planning application 21/00102/HHD was brought forward to public time. Applicants for planning application at 17 Sinnels Field explained their proposed application. Input from Sinnels Field Residents Association and a complaint from the neighbours had been circulated and considered. There was no objection from the PC on the principle of development.

Issue about the design of the garage door was explained; it was put in place at the request of Sinnels Field Resident Association.

6. County Councillor's report

Cllr Leffman reported that the budget has been agreed but the Council Tax has not been increased by the available 2% to pay for adult social care. There is concern there may be a shortfall over the next year for this.

£1million has been budgeted for re-establishing a youth service. The money will be used to identify where there is need.

A quarter of a million pounds has been budgeted for the 20mph through villages project. PCs may receive some funding towards this if they wanted to implement a limit. However, it is not clear at this stage just how the funding will work.

Flooding: WODC has agreed to look at drains on case-by-case basis rather than the current scheme to clear every drain every four years.

Councillor Priority Fund will be available again from April although it has been reduced by 50% for the next financial year.

County Council elections will be held in May 2021.

7. District Councillor's report

None received.

8. Planning:

a. Planning applications received:

Ref no.	Address	Proposal	PC Decision
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)	No objection
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	No objection

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 conditions 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
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d. To receive minutes from S106 working party meeting held on 4/2/21

Minutes from the last working party meeting were received.

i. To resolve allocation of remaining S106 funding

The PC resolved the allocation of remaining funds as presented by the working party:

- NBH - £1400
- Players – £1,886
- Saplings - £1847
- Rock Project - £2,381
- Cricket club - £1,886

Any extra index linked funds will be divided between Wychwood Players and the Cricket club. These allocations have also been approved by WODC.

ii. To finalise S106 public art project:

To resolve:

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

These had been circulated and were **resolved**. WODC has approved the Wychwood Tree. It can now be constructed and installed (after 22/3/21) by Chris Townsend.

9. Communication

a. To consider publishing a Parish Council update as an alternative to the Annual Parish Meeting
It was agreed that the APM would be cancelled due to Covid-19 and that the cancellation would be publicised on Shipton alerts, the website and the noticeboard.
A newsletter will be published in late spring to promote Shipton fair..

10. Highways and Transport

a. Speedwatch

Speedwatch Indicator Device (SID) has been deployed at various locations around the village and is working well. Collected data will be published on the website.

Report from OCC is due in May on the Burford HGV limit.

11. Environment

a. Allotments

i. Update on installation of water troughs

James Janssen will put in two new troughs in March

The fence at the entrance has been mended.

Two new posts will need to be purchased for the fence on the opposite side as the current ones are rotten. This was **resolved**.

b. Volunteers

Plan for coppicing at the allotments was approved. This will start 20/2/21

A Litter pick is planned for March. Sections of the village will be divided into a small number of people socially distanced and using disposable gloves and litter pickers.

c. Village maintenance

No update

d. Burial Ground

Clerk has requested updated information on burials for this financial year.

e. Environment Working Party 2021

Bird boxes are still being installed around the village.

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

No update.

12. Playground

a. To receive quotes for rubber mulch around timber posts

Quotes have been requested for the above. This work can be funded with S106 funds.

- b.** To consider expenditure of S106 play funding
See 12a.

Zipwire has been repaired.
Drainage is being considered in the centre of the playground.

13. School

Bubbles of 15 children have been extended to 20.
Cllr Mavin has written to Deanfield Homes about the licence for the car park which is necessary before the car park can be used and the gate onto school premises can be installed.

14. Civic and Community

a. Shipton Fair

Risk assessment for Covid-19 will be circulated before next month's meeting.
Fair committee has met and agreed to go with full Covid-19 procedures whatever the circumstances at the time.
From April a monthly decision on whether to run fair will be made.
The raffle will be run whether or not the Fair is held.

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

Payments authorised by Cllrs Dyer and Mavin

b. Payments received:

Allotmenters	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

These were approved.

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

This was approved.

f. To review

i. Risk Management scheme

This was approved.

g. Equal Access policy

This was approved.

h. Complaints procedure

This was approved.

i. Social Media policy

This was approved.

19. Correspondence Received

Thames Valley Alert reported that thieves are marking out houses where pedigree dogs live.

20. Any Other Issues to Note

Clerk will report the damaged dog bin at Sinnels Field for the third time.

21 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

Meeting closed: 20.40