

## **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

### **Minutes of the Annual Meeting of the Council**

held at New Beaconsfield Hall on Thursday 20<sup>th</sup> May 2021 at 7.30pm

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

**1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**

Cllr Rigby was elected as chairman and signed the Declaration of Acceptance form.

**2. To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office**

Cllr Mavin was elected as vice-chair and signed the Declaration of Acceptance form.

**3. Apologies for Absence** were received from Cllr Brunsdon and Cllr Acock.

**4. Declarations of Interest**

None were received.

**5. To approve the accuracy of the minutes of the Parish Council meeting held on 15<sup>th</sup> April 2021**

These were approved and signed as a true record.

**6. Matters arising from the Minutes.**

None.

**7. Public Time**

None.

**8. County Councillor's report**

Cllr Leffman reported that she will be meeting with the County Councillor who represents Burford to discuss the temporary HGV ban currently in place.

Congratulations were given to Cllr Leffman for being elected leader of the Liberal Democrats and Oxfordshire County Council.

**9. District Councillor's report**

Cllr Acock sent in the following report:

S106 Monies

After being requested by the parish council at the last PC meeting, I got in touch with the legal department at WODC, who investigated and suggested that monies by the developer was expected by the end of April. However, from recent communications with the PC the monies have not been given to the PC and I have further emailed/telephoned over the last few days. I have received no update by the planning team or the legal dept. I will carry on chasing over the next week.

Case work:

I have been working on a piece of casework regarding a tree which is causing issues to some homeowners in Shipton. There are currently discussions ongoing to see what can be done about this TPO and whether it can be removed.

I have also requested that Old Prebendal sign planning application be called in to the planning committee due to the size. This has been requested by a few residents close to the sign.

The year ahead:

After a set of local elections, WODC remains in Conservative control. The committees shall begin work again for the next year imminently and a new cabinet work programme has been published, set to achieve a greener and fairer West Oxfordshire. The cabinet is now 50/50 gender, and the council is looking at how best to achieve equality. This is a massive step forward for the council since I became a Cllr in 2018.

The year looking backwards:

The last year was filled with coping with the pandemic and helping vulnerable residents cope through the pandemic. This meant phoning residents and asking if they required assistance and organising for the government food packages to be delivered to those who needed it. Dealing with remote meetings appears to have stopped as all councillors are now required to attend in person meetings once again. There have been plenty of planning applications across my ward which I have had to help with including the courts lights application at Shipton.

10. Planning:

a. Planning applications received:

Ref no.	Address	Proposal	PC Decision
21/00694/LBC 21/00693/HHD	17 High St, SUW	Internal and external alterations to include the replacement of a UPVC dormer window with timber frames and the construction of a dormer to rear elevation	No objection
21/00863/HHD	Finvara, 8 Courtlands Rd, SUW	Alterations to include erection of first floor side extension, canopy to front entrance, changes to fenestration and provision of additional parking by way of extended driveway	No objection
21/01015/HHD	4 Littlebrook Meadow, SUW	Demolition of existing canopy porch. Proposed new masonry porch to include new window and front door. Re-lay existing patio slabs from footpath to new front door. All materials to match existing windows, door, walls, roofing	No objection
21/01074/HHD	Station House, Station Rd, SUW	Proposed two storey pitched roof rear extension and single storey flat roof side extension	No objection
21/00933/ADV	The Old Prebendal House, Station Rd, SUW	Siting of replacement non-illuminated freestanding sign (retrospective).	<p>Shipton PC <b>objects</b> to this planning application. The PC supports the resident's' objection entered on the portal.</p> <p>The totem sign is contrary to West Oxon's Design Guide 18: Street Scene &amp; Public Realm 18.1 Improvements to streetscapes and the public realm should enhance local distinctiveness and reinforce those qualities which make an area special. The most modest schemes are usually the most successful in reinforcing a sense of place and making streets attractive for people.</p> <p>18.6 The streets and roads of West Oxfordshire are increasingly cluttered with a proliferation of traffic signs, bins, bollards, guard rails and street furniture. This results in streetscapes that are both unsightly and lack character. Coordinated action is needed to reverse this decline.</p> <p>18.7 Retain historic street furniture which reinforces local character but identify and remove superfluous or redundant items.</p> <p>The sign is on highway land and not adjacent to the entrance to Old Prebendal. It appears as an advertising board rather than a welcome sign and thus is an unnecessary intrusion of advertising on public land. This is clearly a superfluous item (18.7) and is not historic street furniture appropriate in a Conservation area. It has caused problems for neighbours and is out of keeping with the village.</p>

			We also request the urgent removal of the large banner that has been displayed on the main road for a very long time.
21/01174/FUL	Unit 2 Wychwood Business Park, Milton Rd, SUW	No external building or development works are planned as part of the application, there are some room alteration changes planned as per the drawings included with this application	Shipton PC <b>objects</b> to this planning application. The application provides insufficient detail on which to make a decision. There is concern about the mention of school use with no other information.
21/00823/LBC	The Great Barn, Home Farm Close, SUW	Internal and external alterations to replace front screen of property including new front door	Returned

**b. Decisions Outstanding:**

None

**c. Decisions made:**

Ref no.	Address	Proposal	Decision
21/00571/HHD	18 St Michaels Close, SUW	Erection of single storey side extension	PC - No objection WODC- Approved
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	PC -Comment changed to no objection following discussion with planning officer WODC -Approved

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

Cllr Mavin reported that the resident is having a private survey carried out on the drainage running onto his land.

**e. Update on Section 106 funding**

Having not yet received the S106 funding despite regular requests to WODC, Cllr Acock has been requested to chase this up.

**i. Request to change groundwork for public art and associated costs**

Following a site meeting with the Contracts Manager from Deanfield Homes and Chris Townsend, it was proposed to surround the concrete base with a crisp edge using shuttering, to prevent strimmer damage. It is not believed at this stage that this would incur further costs. Work on the base is planned to commence at the start of June and the Tree installed by the middle of June, once the concrete has set. This was **resolved**.

**f. Completion of Deanfield development**

There is concern that parking bays have not yet been marked. These were part of the planning conditions. The security gates have not yet been installed either. As the estate is now inhabited it will be referred to as Oak Drive in these minutes.

**11. Communication**

Nothing to report.

**12. Highways and Transport**

**a.** To consider implementation of 20mph speed limit on Milton Road (outside school and Oak Drive development)

This was felt unnecessary as there is a 20mph limit when school is open.

OCC is currently holding a consultation on implementing a 'No Waiting at any Time' parking restriction on the southwest side of Milton Road in Shipton, at the junction with the new development, Oak Drive, on both sides of the junction for approximately 12 metres. This is supported by the PC.

**b. Additional Villager services to Chipping Norton**

OCC has suggested that residents of Shipton and Milton might appreciate additional Villager services to Chipping Norton on the two days per week, Wednesday and Thursday, when they do not currently run there. The PC will support this if it is viable and it does not compete with the WOCT service.

**c. Speedwatch**

Data from SID at different locations around the village shows practically no speeding.

**11. Environment**

**a. Allotments**

**i. To consider pest control**

Various reports have been received from allotment tenants that rabbits are a nuisance and eating the crops. As landowners, the PC has a duty under the Pests Act 1954 to control this. It was agreed that appropriate and insured pest control measures will be taken. **Resolved.**

**ii. Thicket at allotments**

To be deferred.

**b. Volunteers**

Cllr Arnold reported that the website has been updated with photos. Dates of volunteer work will be staggered so it is not always at weekends.

**c. Village maintenance**

**i. Installation of parish noticeboard**

Due to Covid-19, the noticeboard company is not installing noticeboards. It was agreed that Cllr Colledge would ask a contractor to install it.

**ii. Signage around village**

Cllr Rigby proposed that there is too much signage around the village and requested that some of it is removed. It was agreed that the housing development signs would be asked to be removed again and some of the speeding signs as well. St Judes and Deanfield signs will be requested to be removed.

**iii. To consider redefining date on mill stone on Village Green**

Cllr Arnold reported that the date carved into the mill stone is barely legible. Cllr Arnold will further research this along with the inscription in the wall nearby.

**iv. Grass has been cut by mistake in the areas it was agreed to keep long; the bend opposite Tall Trees and on Leaffield Rd on the way out of the village. Green Scythe have been reminded about this.**

**v. Dog mess: Complaints have been received again about dog mess on the footpath past Meadow Lane. Two 'No fouling' signs are still erected.**

**d. Burial Ground**

**i. Grass cutting at churchyard**

Due to a skip being situated adjacent to the gate to the churchyard, Green Scythe could not access to cut the grass. The vicar has stated that the skip should be removed by week commencing 24<sup>th</sup> May. Update on this: week commencing 17<sup>th</sup> May Green Scythe brought a smaller mower to enable them to access the churchyard.

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

No update.

**12. Playground**

**a. Update on S106 expenditure**

No update.

**b. To authorise purchase of plants**

No planting will take place until the autumn now.

**c. To consider purchase of additional litter bin**

It was agreed to investigate and purchase a recycling bin to be sited alongside the covered bin by the path.

**d. Work on the rubber mulch around the base of the posts starts on 1<sup>st</sup> June for three days.**

Unfortunately, this is half term but were the only dates available.

**12. School**

No update.

**14. Civic and Community**

**a. Access gate to Wild Garden at Deanfield development**

No update.

## 15. Financial and Administrative Matters

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

Lisa Wilkinson	Clerk's net salary April 2021	£573.73
	Clerk's expenses April 2021	£26.00
	<b>Total</b>	<b>£599.73</b>
Nest	Clerk's pension	£41.88
BHIB Insurance brokers	Local Council insurance renewal	£399.16
Microsoft (repay L Wilkinson)	Microsoft Office 365 renewal	£135.36
Castle Water	Allotment water bill (direct debit)	£34.40
KJ Millards (Repay J. Mavin)	Skip at allotments	£348.00
Sophie England	Gardening at playground	£80.00
Ben Jessey	Grass cutting at Burial Ground April 21	£90.00

These were authorised by Cllrs Arnold and Dyer

### b. Payments received:

WODC	Precept (1 <sup>st</sup> instalment)	£18,166
Allotmenteer	Allotment rent	£40.00
Shipton PCC	Burial fees	£944.00
HMRC	VAT refund Q4 2020-21	£1,301.79

### c. Bank statement to 30<sup>th</sup> April 2021

<b>Unity Trust Current Account</b>	<b>£29,993.17</b>
<b>Unity Trust Deposit Account</b>	<b>£70,699.00</b>

### d. To receive internal auditor's report and note recommendations

This had been circulated previously. Recommendation was to reduce the level of reserves in line with Joint Panel on Accountability and Governance statement that reserves 'should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure' (the precept).

### e. To resolve the Annual Governance and Accountability Return part 1- Annual Governance Statement

This was **resolved** and signed by the Chairman and the clerk.

### f. To resolve the Annual Governance and Accountability Return part 2 – Accounting Statements

This was **resolved** and signed by the Chairman and the clerk/RFO.

The AGAR and associated documents will now be sent to Moore External Auditors.

Notice of Public Rights will take place between 3<sup>rd</sup> June 2021 and 14<sup>th</sup> July 2021. The notice will be displayed from 2<sup>nd</sup> June on the noticeboard and website.

## 16. Correspondence Received

- Concern about use of hedge at New Beaconsfield Hall as a toilet
- Response to current OCC consultation to make entrance to Oak Drive, a 'No Waiting' zone.
- Complaints about dog mess on Meadow Lane right of way

## 17. Any Other Issues to Note

- Cllr Yates will attend Gypsy and Traveller training on 14<sup>th</sup> June
- Litter bin at entrance to Business park still has not been replaced
- Concern about resident parking on steep verge on Milton Road

## 18. Dates of Parish Council Meetings for 2021/22

Date	Meeting
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

Meeting closed: 9.15pm