

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council

held at New Beaconsfield Hall on Thursday 17th June 2021 at 7.30pm

Present: Cllrs: B Rigby (in the chair), J. Mavin, T. Brunsdon, T. Yates, C. Arnold (late arrival), Parish

Clerk: L. Wilkinson

- 1. Apologies for Absence** were received from Cllr Acock and Cllrs Dyer and Colledge
- 2. Declarations of Interest:** none were received.
- 3. To approve the accuracy of the minutes of the Parish Council meeting held on 20th May 2021**
These were approved and signed as a true record.

4. Matters arising from the Minutes.

There were none.

5. Public Time

None.

6. County Councillor's report

Cllr Leffman will soon know what money is available for implementing speed limits in villages such as speed checks and consultation costs.

A Cabinet meeting is being held on Friday 18th June to talk about priorities in portfolio areas. OCC hopes to adopt the Climate and Ecological Emergency bill (currently going through Parliament) as it covers all aspects of climate change.

7. District Councillor's report

Since last meeting, the S106 monies from the Deanfield development have been paid to the District Council. This will mean that West Oxfordshire District Council will pay the monies to the Parish Council by the end of this month- June. Village groups can expect the long-awaited funds to reach them by early July.

Secondly, the Old Prebendal have withdrawn their application that many residents objected to. They will put in a meeting application imminently reflecting what residents have objected to.

8. Planning:

a. Planning applications received:

Ref no.	Address	Proposal	PC Decision
21/01207/S73	Land north west of Lane House Farm, Milton Rd, SUW	Removal of conditions 6, 9, 10 & 12 of planning permission 15/03490/FUL to allow the design changes to parking and driveway, hard and soft landscaping, means of enclosure and the use of external timber materials as detailed in drawing 18-100-50 (retrospective)	No objection
21/0152/HHD	Springwell Cottage, Leafield Rd, SUW	Proposed erection of orangery to rear elevation	No objection
21/01611/LBC	Old Forge Cottage, High St, SUW	Installation of solar panels to roof of outbuilding/carport	Object as the panels on the roof are visually intrusive in a Conservation area. The PC queries the direction that they are facing (away from the property and north rather than south). Ground-based panels would be more appropriate.
21/01765/HHD	Skimbles, Swinbrook Rd, SUW	Retrospective single storey garden room extension	No objection
21/01561/FUL	Coldwell Brook, 52 Shipton Rd, Ascott	Removal of existing garaging and realignment of driveway. Erection of a two storey replacement building to provide undercroft parking with a self-contained unit above	The PC defers to the views of Ascott PC as the property is situated in Ascott.

21/01788/S73	Old Forge Cottage, High St, SUW	Change of condition 6 from 12/1738/P/FP for change of use to allow short term holiday letting. To allow occasional letting of the annexe for short holiday lets in order to defray costs of upkeep and maintenance of this part listed building. In turn we can support the visitor economy benefiting the pubs and restaurants in Shipton-u-Wychowwd and provide a stop over location for Oxfordshire Way walkers. We are not looking to set up a commercial business.	No objection
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b. Decisions Outstanding:

Ref no.	Address	Proposal	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
21/01174/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	Object* More information is required. The applicant will be asked to attend a meeting.

* New information has come to light and will be rediscussed

c. Decisions made:

Ref no.	Address	Proposal	Decision
21/00933/ADV	The Old Prebendal House, Station Rd, SUW	Siting of replacement non-illuminated freestanding sign (retrospective).	PC – Object Application withdrawn. Old Prebendal will be requested to remove the sign.

d. Update on Section 106 funding

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

Work is due to start on the groundworks for the sculpture. No extra costs have been requested.

ii. Confirmation has been received that the S106 monies has been received by WODC. It

was **resolved** that as soon as the funding has been received by the PC it will be transferred to the relevant organisations.

e. Completion of Oak Drive development

The build has now finished.

The car park has been marked out but not the herring bone parking bays as requested.

9. Communication

No issues

10. Highways and Transport

From the week beginning 23 June, the Villager bus services through Shipton will be slightly altered; the V19 service to Chipping Norton, currently running on Monday and Tuesday, will now run every weekday. The V12 Friday service to Chipping Norton will not now call at Milton and Ascott but will run directly to Chipping Norton.

The 210 bus service will be starting on Saturdays as funded by S106 monies.

11. Environment

a. Allotments

Tenants with plots not tilled will be given notice that the plot will be reclaimed. Cllr Mavin and the clerk will inspect the plots this month.

b. Volunteers

- i. To approve purchase of ground sheet for £16.

This was approved.

- ii. To approve purchase of smaller waste bags.

This was approved at the cost of £100.

- iii. To authorise hire of green waste skip.

This was approved up to the cost of £300.

iv. Orchard

Concern about the cutting of orchard was raised. Green Scythe will be asked to mow the area.

c. Village maintenance

- i. Installation of parish noticeboard

Three quotes have been received. Up to £600 was authorised for this. The clerk will find out which contractor is available to carry out the work the soonest and award them the work.

- ii. To consider increasing grass cutting schedule around the village

Due to recent weather patterns, growth has been huge recently. It is expected to slow down over the coming summer months. Cllr Brunsdon and the clerk will assess if any additional cuts are needed for the verges.

An extra orchard cut has been requested in line with the increase to the schedule last season.

- iii. Hedges along Milton Road are hanging over the narrow pavement causing pedestrians to walk in the road. The Clerk will write to the householders requesting that they are cut back.

- iv. Dog bin at Sinnels Field

This has disappeared. The clerk will report this to WODC.

d. Burial Ground

- i. To approve revised costs of burials

Following increased Church of England fees, it was agreed to raise burial costs in line with these: £306 for interment of a body and £124 for interment of ashes (plus minister's fee).

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

The adjacent field has been flooded with sewage again recently.

12. Playground

- a. Update on S106 expenditure

No update.

- b To approve £460 for cost of recycling bin

This was agreed. Cllr Brunsdon will install this.

- c. To approve earmarked reserves for playground

As the (mostly wooden) playground is now over ten years old, it was agreed to earmark £30,000 of reserves for maintenance/new equipment as required over the next five years.

- d. Maintenance and installation of some new equipment has been carried out.

13. School

Staggered arrival and departure times of pupils have helped the traffic on Milton Road and maybe continued after Covid restrictions have been lifted.

14. Civic and Community

a. To consider writing a Mission Statement for the Parish Council
It was agreed that councillors would consider this before the next meeting.

15. Financial and Administrative Matters

a. Payments to be authorised as follows: -

Lisa Wilkinson	Clerk's net salary May 2021 Clerk's expenses May 2021 Total	£543.61 £26.00 £569.61
Nest	Clerk's pension	£39.02
HMRC	Income tax Q1 2021-22	£10.80 not paid
RW Whitehouse Ltd	Internal audit	£231.00
Castle Water	Allotment water bill (direct debit)	£34.40
Green Scythe	Grounds maintenance May 21	£1,027.66
Sophie England	Gardening at playground	£80.00
Ben Jessey	Grass cutting at Burial Ground May 21	£180.00
Netwise UK	Website maintenance and domain renewal	£504.00

These were authorised by Cllrs Arnold and Mavin

b. Payments received:

OCC	Grass cutting grant	£1,761.30
Allotment tenants	Allotment rents	£105.00

c. Bank statement to 31st May 2021

Unity Trust Current Account	£32,411.13
Unity Trust Deposit Account	£70,699.00

16. Correspondence Received

- Concern over new roof on Shaven Cottage
- New Parish Chairman at Lyneham
- Conservation Board response to planning applications at Castle Barn Quarry from Tony Merry (Charlbury PC)
- Query about pollarding limes on Church Path

17. Any Other Issues to Note

None

18. Dates of Parish Council Meetings for 2021/22

Date	Meeting
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: 9.05pm

Signed

Date