

# **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Meeting of the Council  
held at New Beaconsfield Hall on Thursday 15<sup>th</sup> July 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, 2 members of public.

- 1. Apologies for Absence** were received from Cllr T. Brunsdon, District Cllr J. Acock and the parish clerk.
- 2. Declarations of Interest:** none were received.
- 3. To approve the accuracy of the minutes of the Parish Council meeting held on 17<sup>th</sup> June 2021**

These were approved and signed as a true record.

**4. Matters arising from the Minutes.**

None.

**5. Public Time**

None.

**6. Presentation from Outcomes First on proposed school at Wychwood Business Park**

Max Turner, Assistant Director of Education, and a headteacher attended the meeting to talk about their proposed outreach school to be situated at the Business Park.

Up to 16 children aged 12-16 would attend. They would arrive by private school bus or private transport at normal school hours. One reason for choosing the business park is that it does not resemble a school but a working environment. After discussion, the PC agreed to withdraw its objection and support the project.

**7. County Councillor's report**

Cllr Leffman reported that green verges are receiving more attention with a view to creating more cycle and pathways.

The new bus partnership in the County will increase the number of buses and the number of buses connected with trains.

The roll-out of LED streetlights is being accelerated.

Cllr Leffman will confirm the date that the Burford traffic consultation ends. She will also look at the possibility of the disused railway at Kingham being turned into a cycleway.

**8. District Councillor's report**

Since my last report, not a huge amount has changed. However, there is an issue with planning applications as there is currently a 6–8-week delay between the planning application being processed when it should be only 21 days. Cabinet is currently considering all options to reduce this delay, with the most suitable option being recruiting more planning officers. I have received some complaints regarding the Old Prebendal sign, and I have been trying to contact officers in WODC regarding this application.

Also, the Oxfordshire Plan 2050 will be put out for consultation towards the beginning of August. I urge everyone to have a read of the draft plan, which I scrutinised last week at the Economic and Social committee meeting. The big issue I have is that this plan fails to consider disability rights and how to make Oxfordshire a fairer place for everyone to live. Equally, the plan feels very urban-centred, failing to take account of the rural economies based on tourism and agriculture.

Please do feel free to contact with my other casework issues and I will endeavour to follow up promptly.

The Parish Clerk was invited to check Cllr Acock's eligibility to continue as his official registered address is now in Cheltenham.

**8. Planning:**

**a. Planning applications received:**

<b>Ref no.</b>	<b>Address</b>	<b>Proposal</b>	<b>PC Decision</b>
21/01381/FUL	Shaven Crown	Construction of two detached two storey buildings to form six hotel bedrooms	<b>Strongly Object</b>
21/01658/HHD	Brookvale, Shipton Rd, Milton	Construction of detached double garage	<b>No objection</b>

21/02263/HHD	11 Coombes Close, SUW	Erection of single storey rear extension and alterations to front entrance porch	<b>No objection</b>
21/02328/ADV	The Old Prebendal House, Station Rd, SUW	Siting of replacement non-illuminated freestanding sign	<b>No objection</b> to sign but request the removal of the advertisement at the bottom.

**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
1/01015/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*
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	No comment

**c. Decisions made:**

Ref no.	Address	Proposal	Decision
21/01207/S73	Land northwest 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)	PC - No objection WODC - Approved
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	PC - No objection WODC - Approved
21/01562/HHD	Springwell Cottage, Leafield Rd, SUW	Proposed erection of orangery to rear elevation	PC - No objection WODC - Approved
21/01611/LBC	Old Forge Cottage, High St, SUW	Installation of solar panels to roof of outbuilding/carport	PC -Object WODC - Approved
21/01765/HHD	Skimbles, Swinbrook Rd, SUW	Retrospective single storey garden room extension	PC -No objection WODC - Approved
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 stopover location for Oxfordshire Way walkers. We are not looking to set up a commercial business.	PC - No objection WODC-Approved

**d. Update on Section 106 funding**

The sports and recreation funding has been received and is in the process of being distributed. It was agreed in line with previous discussions that the surplus (result of being index-linked) will be split between the Wychwood Players and the Cricket Club as the original grant did not fully cover their projects.

**9. Communication**

Nothing to report.

## **10. Highways and Transport**

**a.** To consider receiving S106 funding on behalf of WOCT  
This was agreed to enable WOCT to receive it in one instalment.

## **11. Environment**

### **a. Allotments**

**i.** To agree increased cost of installing water troughs (£180)  
This was agreed.

### **ii.** Allotment plot inspections

Inspections of the plots have been carried out and letters sent out to tenants with overgrown sections of their plots. Following discussion with several tenants about creating a wildlife area on their plots, Cllr Mavin would like to allow tenants to allow a small area for wildlife on each plot as long as the majority of the plot is cultivated.

This was **resolved**. The clerk will send out a letter to inform tenants of this.

### **iii.** To consider implementing allotment project phase 2

Cllr Mavin and the clerk would like to develop a managed wildflower area on some of the unused allotment ground behind the copse next to the gate. The clerk will obtain a quote from Green Scythe for cutting back the brambles and undergrowth. Cllr Mavin will ask for advice from 2 allotment tenants with knowledge in this area. Deferred to September.

### **b. Volunteers**

Volunteers have had several sessions and have made a big improvement to the Burial Ground by clearing around the bins and moving the bins to a different location.

### **c. Village maintenance**

#### **i.** To review grass cutting schedule around the village

Cllr Brunsdon and the clerk inspected the verges including the trial areas left to grow long. It was agreed that the area opposite Tall Trees had not been a success and would be all cut in future.

It was also agreed that the verge along Leafield Road from the Shipton sign to the first house would continue as an experiment by cutting a mower's width along the verge and leaving the back. Wildflower seeds were planted there in the winter.

#### **ii.** To consider increasing cuts of the verges along A361

Due to the excessive growth this year, it was agreed to request one more cut per season along the verges of the A361 from Tall Trees to Matthews Mill.

**Resolved.**

#### **iii.** Update on noticeboard

The noticeboard has been installed and the installation cost covered by the insurance company. However, the back board is not attached to the frame. The noticeboard company has suggested that silicon is used to fix it. Cllr Dyer will undertake this.

### **d. Burial Ground**

The bins have been moved to the gate and will be put out for collection regularly.

### **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.** The recycling bin has arrived. Cllr Dyer will install this.

## **13. School**

30 children and 5 staff are self-isolating.  
The new car park will open in September.

## **14. Civic and Community**

Nothing to report.

## **15. Financial and Administrative Matters**

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

Lisa Wilkinson	Clerk's net salary June 2021 Clerk's expenses June 2021 <b>Total</b>	£539.57 £26.00 <b>£565.57</b>
Nest	Clerk's pension	£40.09
RPM	Lay rubber mulch around wooden posts, remove 3x hopper boards, lay playbark and play sand, new concrete at skate park. Install Noughts and Crosses, Maze & Cogs play equipment (Section 106 funding).	15,829.20
Castle Water	Allotment water bill (direct debit)	£34.40
Green Scythe	Grounds maintenance June 2021	£929.75
Sophie England	Gardening at playground	£80.00
Ben Jessey	Grass cutting at Burial Ground June 21	£270.00
Repay C. Arnold	Volunteer expenses (incl tarpaulin and waste bags)	£138.54
Glasdon UK Ltd	Recycle bin	£566.33

Payments authorised by Cllrs Dyer and Mavin.

**b. Payments received:**

Allotment holders	Allotment rent	130.00
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**c. Bank statement to 30<sup>th</sup> June 2021**

<b>Unity Trust Current Account</b>	<b>£29,754.67</b>
<b>Unity Trust Deposit Account</b>	<b>£70,699.00</b>

**d. To authorise bank reconciliations**

These will be done separately as clerk was absent from the meeting.

**e. To receive actual vs budget report for Quarter 1 of Financial Year**

This was circulated and noted.

**16. Correspondence Received**

- Think before you dial campaign – Thames Valley Police
- Concern about land for sale on Leafield Road
- Thank you from bereaved parents of a child for tidying up the area around the grave.
- Letter received from Lechlade PC asking for advice about landscaping and design of the playground. Clerk will reply.
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**17. Any Other Issues to Note**

- Cllr Yates has attended the OALC Gypsy and Travellers course.

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

<b>Date</b>	<b>Meeting</b>
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: 9pm