

# **SHIPTON UNDER WYCHWOOD PARISH COUNCIL**

Minutes of the Meeting of the Council  
held at New Beaconsfield Hall on Thursday 16<sup>th</sup> September 2021 at 7.30pm

**Present: Cllrs:** J. Mavin (in the chair), R. Dyer, M. Colledge, T. Yates, **Parish Clerk:** L. Wilkinson, 2 members of public.

1. **Apologies for Absence** were received from Cllrs Arnold, Brunsdon and Acock.

2. **To elect new Chairman for Parish Council**

Cllr Mavin was elected unanimously and signed the Declaration of Acceptance of Office.

3. **To elect new Vice Chairman for Parish Council**

Cllr Dyer was elected unanimously and signed the Declaration of Acceptance of Office.

4. **Declarations of Interest**

None were received.

5. **To approve the accuracy of the minutes of the Parish Council meeting held on 19<sup>th</sup> August 2021**

These were approved and signed.

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

None.

7. **Public Time**

Public to be invited to speak under item 13c.

8. **County Councillor's report**

Cllr Leffman reported:

- Wychwood school parking agreement has become onerous. OCC needs a car park management plan in place (provided by school) to ensure safety as there will be so much traffic going through there. When this is in place, WODC planning department can sign it off and the car park can be opened. A major concern is pick up time in the afternoon with a possible long queue on Oak Drive.
- Following a meeting with the Police and Crime Commissioner, a new speedwatch programme is being implemented which will be carried out online and will cover the whole Thames Valley area. The programme will be able to upload data to a computer programme and send out speeding letters.
- OCC is developing a bus improvement plan focusing on rural areas. Routes are needed that people want to use so OCC is working with bus companies to put this together. The data says that there are more carbon emissions in rural areas than in cities. OCC is working with WOCT and other community bus companies.
- High rate of vaccination take-up in Oxfordshire; 96% on first jabs and 94% take-up on second jabs.
- A question about a possible 20mph speed limit near school was raised. There is funding for speed limits; half of the county will be identified to receive it this year and half next year. The funding will cover the necessary Traffic Regulation Order and the larger road signs (not the repeater signs).

9. **District Councillor's report**

Cllr Acock sent in his report:

'There have been two planning issues which have preoccupied my time over the last month, that being a TPO and the issue regarding the school drop off zone. The tree preservation order, which has been challenged by me, the residents and now the parish council is being appealed by the residents. The second issue regarding the school drop zone is delayed because Oxfordshire County Council is waiting for a committee (transport and development) to sign the report off, which will then allow WODC to give the green light. I have emailed the officer working on this and I have yet to hear back before I submitted my report.

I also urge residents to comment on the Oxfordshire Plan 2050 before the end of this month. This is a vision created by all councils in West Oxfordshire and is a vision for how Oxfordshire should look by 2050.'

10. **Planning:**

**a. Planning applications received:**

Ref no.	Address	Proposal	PC Decision
21/02835/HHD	Jersey Cottage, Home Farm Close, SUW	Conversion of garage	No objection

21/02900/FUL	Lane House Barn, Milton Rd, SUW	Change of use of land from paddock to domestic garden and conversion of an existing stable block into a yoga studio and garden machinery store	No objection to change of use of paddock. PC is concerned about possibility of yoga studio being used as a commercial enterprise. No request for change of designation has been requested.
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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
21/02356/HHD	The Gatehouse, High St, SUW	Erection of a two-storey extension	No objection as long as the design and materials used are in keeping with the local vernacular. The PC would like to raise concerns that there is no design statement or site plan with this application.
21/02476/HHD & 21/02477/LBC	Home Farm, Plum Lane, SUW	Internal alterations and insertion of two new rooflights	No objection
21/02182/HHD	Dove Cottage, High St, SUW	Erection of single storey rear extension	No objection
21/02738/FUL	Brookvale, Shipton Road, MUW	Erection of detached double garage to serve dwelling currently under construction	No objection
21/02755/HHD	April Cottage, Burford Rd, SUW	Erection of link corridor and refurbishment of existing garage	No objection
21/01381/FUL	Shaven Crown	Construction of two detached two storey buildings to form six hotel bedrooms	Object

**c. Decisions made:**

Ref no.	Address	Proposal	Decision
21/02328/ADV	The Old Prebendal House, Station Rd, SUW	Siting of replacement non-illuminated freestanding sign	PC - No objection/comment WODC - Approved
21/02263/HHD	11 Coombes Close, SUW	Erection of single storey rear extension and alterations to front entrance porch	PC - No objection WODC - Approved

**d. Licensing application: Lamb Inn W/21/00656/PRMMV**

No objection.

**11. Communication**

**a.** To consider publication of newsletter before Christmas  
This was agreed.

**12. Highways and Transport**

No report.

**13. Environment**

**a. Allotments**

**i.** To receive quote for implementation of wildflower area  
One quote has been received. Further quotes will be requested.

**ii.** To consider adding maintenance of pond area to grass cutting contract  
This was **resolved**. It will be added to Ben Jessey's contract.

**b. Volunteers**

No update.

**c. Village maintenance**

**i.** To consider request from the Tennis Club to plant hedge alongside the courts.

Members of public were invited to speak on this issue:

A member of the tennis club explained that in the event of a successful appeal or subsequent successful application for floodlights, the Tennis Club would like permission to plant a hedge on the western side of the tennis courts.

This request cannot be separated from the planning application/appeal. The decision will be deferred to the October meeting in order to gain more information on this including from the WODC planning department.

#### **d. Burial Ground**

No update

#### **e. Tree Preservation Order at Tithings**

The PC supports the appeal to remove the TPO at Tithings.

#### **f. To agree to purchase materials for bug hotels – to be made by the cubs and scouts**

It was agreed to spend £100 on this.

### **14. Playground**

#### **a. Update on S106 expenditure**

Not yet received.

### **15. School**

See Cllr Leffman's report for an update on the car park next to school.

### **16. Civic and Community**

#### **a. Vacancy for Councillor**

Following Brian Rigby's resignation, there is a vacancy for a parish councillor. The Notice of Vacancy has been published.

#### **b. Official unveiling of Wychwood tree sculpture on Oak Drive**

A provisional date of Monday 27<sup>th</sup> September at 4.30 has been booked for a photo opportunity with Cllr Leffman and Chris Townsend.

#### **c. Platinum Jubilee Celebrations 2022**

The PC would like to organise a Big Lunch and will order free trees from The Woodland Trust.

### **17. Financial and Administrative Matters**

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

Lisa Wilkinson	Clerk's net salary August 2021	£551.10
	Clerk's expenses August 2021	£28.78
	<b>Total</b>	<b>£579.88</b>
Nest	Clerk's pension	£40.09
Hickmans Landscaping	Skip for allotments	£233.00
Castle Water	Allotment water bill (direct debit)	£
Green Scythe	Grounds maintenance July 2021	£1283.00
Sophie England	Gardening at playground	£80.00
Ben Jessey	Grass cutting at Burial Ground (August)	£90.00

Cllrs Mavin and Dyer authorised the payments.

#### **b. Payments received:**

Allotment tenant	Allotment rent	£50.00
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#### **c. Bank statement to 31<sup>st</sup> August 2021**

<b>Unity Trust Current Account</b>	<b>£13,679.28</b>
<b>Unity Trust Deposit Account</b>	<b>£55,699.00</b>

#### **d. To receive external audit report and receive recommendations**

This was received. The only recommendation was to ensure that the Shipton-u-Wychwood Parish Council is written at the top of the internal auditor report.

#### **e. SLCC training course for clerk at cost of £45 plus VAT**

This was **resolved**.

**18. Correspondence Received**

- Objections to proposed hedge planting by tennis club.

**19. Any Other Issues to Note**

None.

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

<b>Date</b>	<b>Meeting</b>
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: 20.50