

## SHIPTON UNDER WYCHWOOD PARISH COUNCIL

To all members of the Parish Council

10<sup>th</sup> December 2021

You are summoned to attend the Meeting of the Council

To be held at New Beaconsfield Hall on Thursday 16<sup>th</sup> December 2021 at 7.30pm

1. **Apologies for Absence.**
2. **Declarations of Interest**
3. **To approve the accuracy of the minutes of the Parish Council meeting held on 18<sup>th</sup> November**
4. **Matters arising from the Minutes.**
5. **Planning:**

**a. Planning applications received:**

| Ref no.      | Address                            | Proposal  |
|--------------|------------------------------------|---|
| 21/03693/HHD | Springfield House, Mawles Lane SUW | Installation of folding sliding doors   |
| 21/01381/FUL | Shaven Crown Hotel, High St, SUW   | Construction of two detached two storey buildings to form five hotel bedrooms |
| 21/03911/FUL | Quarry Hill Farm, SUW              | Formation of an agricultural private way from an existing access              |

**b. Decisions Outstanding:**

| Ref no.      | Address                     | Proposal   | Decision  |
|--------------|-----------------------------|--|---|
| 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. |
| 21/01381/FUL | Shaven Crown                | Construction of two detached two storey buildings to form six hotel bedrooms | Object  |

**c. Decisions made:**

| Ref no.                     | Address                            | Proposal   | Decision                             |
|-----------------------------|------------------------------------|--|--------------------------------------|
| 21/02476/HHD & 21/02477/LBC | Home Farm, Plum Lane, SUW          | Internal alterations and insertion of two new rooflights                                 | PC -No objection<br>WODC - Approved  |
| 21/03121/HHD                | 4 Littlebrook Meadow               | Demolition of existing, and construction of larger replacement, front entrance porch     | PC -No objection<br>WODC - Approved  |
| 21/03263/HHD                | Station House, Station Road, SUW   | Proposed two storey pitch roof rear extension and single storey flat roof side extension | PC - No objection<br>WODC - Refused  |
| 21/03178/HHD                | Quarry Hill Farm, Leafield Rd, SUW | Conversion of roof space above car port to provide residential accommodation             | PC - No objection<br>WODC - Approved |

**d.** To note 21/03836/FUL Erection of floodlights at Wychwood Tennis Club will be discussed at the PC meeting on 20<sup>th</sup> January

**6. Civic and Community**

**a. Platinum Jubilee Celebrations 2022**

- i. To adopt terms of reference for Big Lunch Task and Finish Group
- ii. To receive report from Big Lunch Task and Finish Group
- iii. To set a budget for the Platinum Jubilee celebrations

**b. To consider maintenance of the war memorial**

**7. Financial and Administrative Matters**

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

|                                   |                                     |                |
|-----------------------------------|-------------------------------------|----------------|
| Lisa Wilkinson                    | Clerk's net salary November 2021    | £604.99        |
|                                   | Clerk's expenses November 2021      | £26.00         |
|                                   | <b>Total</b>                        | <b>£630.99</b> |
| Nest                              | Clerk's pension                     | £44.55         |
| Sophie England                    | Gardening at playground             | £80.00         |
| Green Scythe                      | Grounds maintenance (October)       | £312.85        |
| Castle Water                      | Allotment water bill (direct debit) | £87.17         |
| Viking Direct                     | Stationery                          | £135.43        |
| Defib Warehouse (Repay R. Dyer)   | Defib pads and battery              | £239.99        |
| Information Commissioner's Office | Data Protection fee                 | £35.00         |
| Ubico                             | Empty bin at playground             | £211.10        |

|   |   |         |
|---|---|---------|
| Women's Institute Christmas Tree Festival (Repay C. Arnold) | Christmas tree (GPC)  | £20.00  |
| Women's Institute Christmas Tree Festival                   | Lights and decorations for Christmas Tree Festival (Repay J. Mavin) | £27.96  |
| Wychwood Brownies (GPC)                                     | Donation  | £52.00  |
| Wychwood Guides (GPC)                                       | Donation  | £72.78  |
| Wychwood Rainbows (GPC)                                     | Donation  | £65.30  |
| Treemendously Wild (GPC)                                    | Donation  | £311.00 |
| Clean Slate (GPC)   | Donation  | £100.00 |
| Witney Baby Bank (GPC)                                      | Donation  | £100.00 |
| Women's Institute (repay (GPC)                              | Donation (Christmas tree festival)                                  | £10.00  |

**b. Payments received:**

|                   |                 |           |
|-------------------|-----------------|-----------|
| Allotment tenants | Allotment rents | £55.00    |
| Wychwood Benefice | Burial fees     | £1,071.00 |

**c. Bank statement to 30<sup>th</sup> November 2021**

|                                    |                   |
|------------------------------------|-------------------|
| <b>Unity Trust Current Account</b> | <b>£65,767.87</b> |
| <b>Unity Trust Deposit Account</b> | <b>£55,699.00</b> |

d. To appoint Jane Olds as internal auditor for Financial Year 2021-22 at the cost of £210.

e. To resolve delegation to clerk in the event of cancellation of meetings:

In response to the continuing Covid-19 outbreak and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority after discussion with the Chair, to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place

f. Defibrillator training

i. To note of date of defib training

ii. To resolve to pay for hire of New Beaconsfield Hall

**8. Correspondence Received**

**9. Any Other Issues to Note**

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

| Date                           | Meeting        |
|--------------------------------|----------------|
| 20 <sup>th</sup> January 2022  | Parish Council |
| 17 <sup>th</sup> February 2022 | Parish Council |
| 17 <sup>th</sup> March 2022    | Parish Council |

**Dates of Parish Council Meetings for 2022-23**

| Date                            | Meeting                                  |
|---------------------------------|--|
| 21 <sup>st</sup> April 2022     | Parish Council                           |
| 21 <sup>st</sup> April 2022     | Annual Parish Meeting                    |
| 19 <sup>th</sup> May 2022       | Annual Meeting of Council                |
| 16 <sup>th</sup> June 2022      | Parish Council                           |
| 21 <sup>st</sup> July 2022      | Parish Council                           |
| 18 <sup>th</sup> August 2022    | Parish Council (finance & planning only) |
| 15 <sup>th</sup> September 2022 | Parish Council                           |
| 20 <sup>th</sup> October 2022   | Parish Council                           |
| 17 <sup>th</sup> November 2022  | Parish Council                           |
| 15 <sup>th</sup> December 2022  | Parish Council (finance & planning only) |
| 19 <sup>th</sup> January 2023   | Parish Council                           |
| 16 <sup>th</sup> February 2023  | Parish Council                           |
| 16 <sup>th</sup> March 2023     | Parish Council                           |

Lisa Wilkinson  
Parish Clerk