

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council
held at New Beaconsfield Hall on Thursday 16th December 2021 at 7.30pm

Present: Cllrs: J. Mavin (in the chair), R. Dyer, T. Brunsdon, T. Yates, M. Colledge, J. Loring, **Parish Clerk:** L. Wilkinson, 1 member of public

1. **Apologies for Absence** were received from Cllr Arnold.
2. **Declarations of Interest:** none were received.
3. **To approve the accuracy of the minutes of the Parish Council meeting held on 18th November**
These were agreed as a true record and signed by the chair.
4. **Matters arising from the Minutes**
None.
5. **Planning:**

a. Planning applications received:

Ref no.	Address	Proposal	PC Decision
21/03693/HHD	Springfield House, Mawles Lane SUW	Installation of folding sliding doors	No objection
21/01381/FUL	Shaven Crown Hotel, High St, SUW	Construction of two detached two storey buildings to form five hotel bedrooms	Object. The PC feels that this application has not significantly changed from the previous application and the objections remain the same.
21/03911/FUL	Quarry Hill Farm, SUW	Formation of an agricultural private way from an existing access	No objection

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 WODC - Approved
21/03121/HHD	4 Littlebrook Meadow	Demolition of existing, and construction of larger replacement, front entrance porch	PC -No objection 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 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 WODC - Approved

d. To note 21/03836/FUL Erection of floodlights at Wychwood Tennis Club will be discussed at the PC meeting on 20th January
Noted. The PC meeting will be held in the hall to accommodate members of public, socially distanced.

6. Civic and Community

a. Platinum Jubilee Celebrations 2022

i. To adopt terms of reference for Big Lunch Task and Finish Group
These were adopted.

ii. To receive report from Big Lunch Task and Finish Group

The first meeting was held on 24th November. The Group recommended to the PC an afternoon tea with a tea dance. This was agreed.

iii. To set a budget for the Platinum Jubilee celebrations

A budget of £400 has already been allocated in the PC budget for 2022-23.

b. To consider maintenance of the war memorial

A resident has requested that the war memorial is restored. This has previously been investigated and the PC was told by a local stonemason that any restoration would do more harm than good to the memorial. The clerk will contact warmemorials.org for further advice.,

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
	Total	£630.99
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

These were authorised by Cllrs Brunsdon, Dyer and Mavin.

b. Payments received:

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

c. Bank statement to 30th November 2021

Unity Trust Current Account	£65,767.87
Unity Trust Deposit Account	£55,699.00

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

This was **resolved**.

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
This was **resolved**.

f. Defibrillator training

i. To note of date of defib training

Defib training for the public has been arranged for 12th February at New Beaconsfield Hall and will be run by Dick Tracey. The training is free to attend and needs booking through the clerk. This will be reviewed in January with current Covid regulations in mind. Cllr Dyer will organise this.

ii. To resolve to pay for hire of New Beaconsfield Hall
It was agreed to pay for hall hire for this training for 2 hours

8. Correspondence Received

None.

9. Any Other Issues to Note

Wychwoods Working Together meeting will be organised for February.

10. Dates of Parish Council Meetings for 2021/22

Date	Meeting
20 th January 2022	Parish Council
17 th February 2022	Parish Council
17 th March 2022	Parish Council

Dates of Parish Council Meetings for 2022-23

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

Meeting closed: 8.20