

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

## Minutes of the Meeting of the Council held in the New Beaconsfield Hall on Thursday 20<sup>th</sup> January 2022 at 7.30pm

The following were present:

Carole Arnold, Tim Brunsdon, Matthew Colledge, Rob Dyer, Jackie Loring, Jill Mavin (Chair) and Tim Yates.

**In attendance:** Lisa Wilkinson & Zoe Thornburgh (Clerks) and County Councillor Liz Leffman,

**Members of the public attending: 15**

**1. Apologies for absence:** None from Parish Councillors. District Councillor Jack Acock sent apologies.

**2. Declarations of Interest:** Were received from Cllrs Brunsdon and Dyer regarding Planning Application 21/03836/FUL.

**3. RESOLVED:** That the minutes of the Parish Council meeting held on 16<sup>th</sup> December 2021 and the EGM held on 30<sup>th</sup> December 2021 were approved and signed as a correct record by the Chair.

### **4. Matters arising from previous minutes:**

4.1 Cllr Dyer reported that defib training, arranged for 12<sup>th</sup> February, is to be postponed.

Action: Clerk to contact course applicants and village hall manager.

4.2 A local resident requested an update on a previous correspondence regarding restoration of the inscription on the village War Memorial. The Clerk outlined the advice received from warmemorials.org and stonemasons, who recommended that re-etching be avoided as this would cause further damage.

It was agreed that Council will consider other options at a future meeting.

Action: Clerk to seek advice regarding other options.

### **5. Public participation session:**

5.1 Presentations in support and opposition to Planning Application 21/03836/FUL were heard by Council.

### **6. County Councillor report:**

County Councillor Leffman reported on the following:

6.1 The temporary HGV ban through Burford has been revoked due to its impact on the wider area. A consultation will take place on HGV routes.

6.2 An initiative to invite communities to meet with Thames Water and discuss local flooding issues.

6.3 A donation has been made from her County Councillors Community Fund to support local glass painting sessions.

6.4 The proposed Oxford County Council budget will result in a 4.9% tax increase, mainly for Adult Social Care.

6.5 Recruitment of Youth Officers, likely to be in post in the next few weeks.

6.6 Oxfordshire has been named the best performing county council waste disposal authority by the Dept for Environment, Food and Rural Affairs.

### **7. District Councillor's report:**

District Councillor Acock submitted a written report, opposing Planning Application 21/03836/FUL. This is available on the council website.

**8. Planning****Applications received from WODC:**

- 21/03927/HHD** Wych Court, High Street, SUW  
Alterations to incl replacement bay windows, reinstate opening, conversion of store to office and single storey rear/side extn.  
Parish Council made no objection.
- 21/03836/FUL** Tennis Courts, Beaconsfield Hall, Station Rd, SUW  
Erection of 9 lighting columns to provide floodlighting for tennis courts 1 and 2.  
Parish Council objected on the grounds of planning policy.  
Cllrs Brunsdon and Dyer did not participate or vote on this item.
- 21/04057/LBC** Home Farm, Plum Lane, SUW  
Replacement of 2 existing extensions to the front/rear, replacement of 3 existing windows and associated internal alteration.  
Parish Council made no objection.
- 21/04087/HHD  
& 21/04088/LBC** 10 High St, SUW  
Replace existing concrete footpath from pavement to front door with shingle pavement incorporating French drain.  
Parish Council supports this application.
- 21/04012/HHD  
& 21/04013/LBC** Salus House, Milton Rd, SUW  
Garden room extension, fenestration alterations to boot room and outdoor swimming pool with pump room  
Parish Council objects to this application on grounds of potential impact on listed buildings and drainage implications.
- 21/04128/HHD  
& 21/04129/LBC** Springhill Farmhouse, Plum Lane, SUW  
Alterations to rear wing, construction of new porch and entrance path, use of ceiling void for storage and associated alterations.  
Parish Council made no objection.

**WODC decisions:**

- 21/03693/HHD** Springfield House, Mawles Lane, SUW  
Installation of folding sliding doors  
Approved by WODC.

**9. Communication:** Nothing to report

**10. Highways and transport:** OCC now actively support 20mph zones.

Action: Clerk to add agenda item to Feb meeting to consider areas to propose 20mph zones.

**11. Environment**

11.1 Allotments: Chair reported 1 half-plot remaining and chasing of outstanding rents has been successful.

11.2 Volunteers: Cllr Arnold reported two volunteer days upcoming: 21Jan at Swinbrook Road, & 22Jan at Mawles Lane.

11.3 Village maintenance: Nothing to report.

11.4 Burial ground: A request has been received from Wychwood Benefice to map the ashes plots at the burial ground.

Action: Cllr Yates to meet with Revd Geoffrey Clement and complete the survey.

**12. Playground:** Cllr Brunsdon reported no issues and that he has been carrying out winter maintenance.

**13. School:** Cllrs reported that the school has reported 50 cases of COVID-19 and that parking can be very difficult. Additionally, Cllr Colledge noted that the tarmac in the drop off area has recently been very icy.  
Action1: Cllrs to look at local area and discuss proposed location of salt bin with neighbours and stakeholders.  
Action2: Clerk to add agenda item to Feb meeting to approve location and costs of salt bin.

#### **14. Civic and community**

14.1 Platinum Jubilee Celebrations 2022: Cllr Loring requested a working group meeting in February.  
 14.2 Review of Christmas events: Council and public in attendance admired the tree and carols. Cllr Arnold reported that £246 was raised.

Action: Clerk to write and thank the supplier of the tree.

14.3 Wychwoods Working Together: Cllrs received an update on plans for the Wychwoods Parish Councils to meet and share ideas on common goals. Sipton Parish Council is due to host the event - Cllrs proposed to allocate no more than £200 to fund refreshments. It was suggested that an agenda should be agreed in advance.

Action1: Clerk to add agenda item to Feb meeting to approve funds.

Action2: Chair to make arrangements for meeting.

#### **15. Financial and administrative matters**

15.1 The Q3 financial summary & monthly bank reconciliation was circulated before the meeting.

Action: Clerk to add agenda item to Feb meeting to review the YTD expenditure and significant carryover.

15.2 Approval of the monthly payment schedule.

##### **Receipts:**

Christmas Carols        £246.00

Allotment Rents        £45.00

##### **Payments:**

##### **RESOLVED: To make bank transfer payments of the following Schedule of Accounts**

Lisa Wilkinson	Salary & Expenses Dec 2021	
Nest	Clerk's pension	£36.53
Green Scythe	Maintenance of hedges around recreation field	£301.20
Castle Water	Allotment water bill (monthly direct debit)	£87.17
Sophie England	Gardening at playground	£90.00
Alfred Groves & Son	Cable ties for parish maintenance	£17.28
Ubico	Empty of playground litter bin Dec 2021 – Mar 2022	Duplicate unpaid

Action: Payments to be authorised by Cllrs Arnold and Dyer.

15.3 Review of councillors' portfolios

Cllrs decided to retain their current portfolios and review after elections in May.

15.4 Request for donation to Ascott Pre-School

**RESOLVED:** that Council will make a donation, the amount to be approved and paid in the 2022/23 financial year.

Action: Clerk to add agenda item to April meeting payment schedule.

15.5 To authorise Local Government Pension Scheme (OCC) for new clerk.

**RESOLVED:** that the clerk join the Local Government Pension Scheme.

Action: Clerk to enrol with the OCC Pension service.

15.6 To authorise ILCA and FILCA payments for new clerk at a total cost of £240.

The clerk proposed training as part of her induction into the role.

**RESOLVED:** that the clerk undertake the training at a total cost of £240.

Action: Clerk to apply for ILCA and FILCA training programs.

15.7 To approve the modified clerk's contract.

The clerk and Chair had discussed changes to the contract covering training and review. The Chair recommended that the proposed changes are adopted.

**RESOLVED:** that the revised contract be signed by the chair and the clerk.

**Action:** Clerk to ensure the contract is signed by both parties.

15.8 To consider funding for a leaf blower for the Volunteers.

Cllr Arnold requested purchase of a battery leaf blower to support volunteer activities.

**RESOLVED:** To purchase a leaf blower at no more than £250

**Action:** Cllr Arnold to arrange purchase.

15.9 To consider purchase of new song sheets for Christmas 2022.

Cllrs were supportive of replacing the current song sheets ahead of next year's event.

**Action:** Cllr Arnold to investigate options and report back.

**16. Correspondence received:** None

**17. Any other issues to note:**

Cllr Loring shared her wish to improve emergency flood planning in the village and requested permission to speak, as a Councillor, with local residents. This was granted.

**Action:** Cllr Loring to communicate with local residents regarding their experiences of flooding in the village.

**18. The next Parish Council meeting** will be held on Thursday 17<sup>th</sup> February 2022 at 7.30pm in New Beaconsfield Hall.

The meeting was closed at 9.05pm.

The Chair

17<sup>th</sup> February 2022

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