

# 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 19<sup>th</sup> May 2022 at 7.30pm**

**Present:** Carole Arnold, Matthew Colledge, Hilary Hibbert-Biles, Jan Lund, Jill Mavin (Chair), Simon Randall, Tim Yates, Parish Clerk Zoe Thornburgh & County Cllr Liz Leffman.

### **1. To elect the Chairman of the Council**

Cllr Jill Mavin was proposed by Cllr Yates, seconded by Cllr Arnold and elected as Chair unopposed.

### **2. To elect the Vice-Chair of the Council**

Cllr Tim Yates was proposed by Cllr Mavin, seconded by Cllr Arnold and elected as Vice-Chair unopposed.

### **3. To complete/receive Declaration of Acceptance of Office of other Councillors**

Cllrs Arnold, Colledge, Hibbert-Biles, Lund and Randall completed their Declarations of Acceptance of Office.

**4. Apologies for absence:** were received from District Cllr David Cooper.

**5. Declarations of Interest:** None

**6. Resolved:** That the minutes of the Parish Council meeting held on 21<sup>st</sup> April 2022 were approved and signed as a correct record by the Chair.

**7. Matters arising from previous minutes:** None

### **8. County Councillor report**

County Councillor Leffman reported on a communication received from a Bradleys resident complaining re drainage issues and asking when the surgery with Thames Water (previously referred to at the January and February PC meetings) is due to take place. Cllr Leffman is to follow this up and let us know the outcome.

With regards to the WOCT 210 bus service, Cllr Leffman has given it £5000 from her Councillor Priority Fund. As the Saturday service is due to be withdrawn in a few weeks, the S106 funding received by the service last year has been transferred to the weekday one.

Applications for the 20mph zone funding are now being put into next year's budget. Cllr Leffman is happy to support an application from Shipton under Wychwood PC.

Cllr Leffman described how the Homes for Ukraine scheme is working well. Support for Ukrainians using the Friends and Family visa scheme is proving to be less successful because they are less visible.

### **9. Planning**

**Applications received from WODC:**

**22/00936/HHD & 22/00937/LBC Classrooms Church Path Station Road**

Internal & external alterations to insert new conservation rooflight to rear elevation  
Parish Council made no objection

**WODC decisions:**

**22/00547/LBC & 22/00546/FUL Shipton Court High Street Shipton Under Wychwood**

Alterations to reinstate part of the boundary wall  
Supported by Parish Council  
Approved by WODC 20/04/22

**22/00778/HHD Rosedale Cottage, Fiddlers Hill, Shipton under Wychwood**

Erection of a single-storey rear extension and front porch. Alterations to include conversion of loft space with construction of a rear box dormer.  
Parish Council made no objection but submitted concerns re the appearance of aspects visible from the road, specifically the UPVC windows and box dormer, and urged the conservation officer to monitor these.  
Approved by WODC 12/05/22

**22/00899/HHD 4 Court Close, Shipton under Wychwood**

Single storey rear extension to replace existing conservatory  
Parish Council made no objection.  
Approved by WODC 19/05/22

**Other planning issues:**

**21/03836/FUL Tennis Courts, Beaconsfield Hall, Station Rd, SUW**

Erection of 9 lighting columns to provide floodlighting tennis courts 1 & 2.  
Parish Council objected. Refused by WODC.  
An appeal has been made to the Secretary of State against the WODC's decision.  
Update 19/05/22 – appeal to be decided at an informal hearing, date to be decided.

**22/00725/LBC & 22/00612/FUL The Old Prebendal House, Station Rd, Shipton under Wychwood**

Alterations to carry out flood mitigation works & new gates together with landscaping and associated works  
21/04/22 - Supported by Parish Council, with concerns submitted regarding the need for drains survey by OCC and potential increased risk of flooding to adjacent houses.  
Update 19/05/22 – Cllr Hibbert-Biles expressed further concerns regarding the passage of floodwater.

**10. Audit process**

**a. Council received internal audit report**

Following advice from the internal auditor, several resolutions were made.

**Resolved:** To discuss obtaining a Council debit card.

Action: Clerk to put item on June agenda

**Resolved:** To carry out an appraisal of the Clerk.

Action: Cllrs Arnold, Yates and Randall to arrange

**Resolved:** To review the Council email system

Action: Clerk to discuss with website support Netwise.

**b. To approve Annual Governance Statement**

**Resolved:** This was approved by Council and signed off by the Chair.

**c. To receive Accounts for 2021/22**

**Resolved:** These were approved by Council and signed off by the Chair.

**d, To accept significant variances and asset register**

**Resolved:** These were approved by Council

**e, To accept 22/23 Budget and Precept**

**Resolved:** 22/23 Budget and Precept were accepted as previously agreed Nov 2021.

**f, To consider redaction of signatures from AGAR when published on website**

**Resolved:** It was agreed that signatures be removed from AGAR when published on website.

Action: Clerk to publish all Internal Audit documents on website.

**11. Allocation of Councillor Portfolios**

**Resolved:** These were allocated as follows.

Cllr Mavin	Allotments, Schools Liaison, Library
Cllr Yates	Transport, NBH, Telecoms, Burial Ground, Media, Generator, SuW Fair
Cllr Arnold	Volunteers, Benches, NBH, RFO Support, SuW Fair
Cllr Colledge	Playground, Planning, Defib/Generator
Cllr Hibbert-Biles	Highways, Drainage
Cllr Lund	Environment, Flooding, Emergency Planning
Cllr Randall	Planning, PCC Liaison, SuW Fair

**12. To make Environment portfolio holder aware of Swinbrook Rd flooding (CA)**

Council discussed how two drains in the Fiveways area are currently blocked.

It was also noted that cottages opposite the Shaven Crown also experience flooding due to a poorly stepped kerb.

Action: Cllr Leffman to ask Wayne Barker, OCC Highways and Drainage, to assess the drains generally in the village.

**13. To discuss replacement of playground bin (clerk)**

Previous reports that the playground bin has gone missing were noted to be incorrect. However, following a recent bin replacement scheme by WODC, the total number of bins in the village has been reduced. Cllr Leffman reported that, as the new bins are dual purpose, they have often been sited between two original sites. Particularly missed is a dog waste bin that was previously sited at the end of the footpath adjacent to the petrol station.

Action: Clerk to look into availability of second-hand bins.

**13. To discuss/make decisions re Shipton Fair (TY)**

Cllr Randall has taken over organisation of the Fair from Cllr Brunsdon. There is very little left to be done but he requested assistance with the IT aspects.

**Resolved:** Clerk offered to assist Cllr Randall on a private basis.

Council noted that the lottery licence for the raffle has expired.

**Resolved: Council agreed to purchase a replacement lottery licence @ £40.**

Action: Clerk to renew lottery licence.

**14. To discuss areas for 20mph zone (chair)**

Cllr Hibbert-Biles expressed concern regarding full coverage of the village due to the number and cost of signs thought to be required.

Action: Cllr Hibbert-Biles to contact James Wright, OCC, to ascertain density of signs required for full village coverage of 20mph zone.

**15. To decide arborist to complete tree works as recommended in TreeTech report and approve quote (clerk)**

Unfortunately, some Councillors had not received the quotes emailed in advance of the meeting so it was not possible to complete this item.

Action: Clerk to move item to June agenda and to check whether quotes will still be valid.

**16. To consider Playground CCTV (clerk)**

Clerk shared advice received from WODC Data Protection and the various legal requirements of CCTV usage. Council discussed its potential benefits and alternatives such as additional signage.

**Resolved:** It was agreed to postpone a decision at this time.

**17. To consider repairs recommended for 3 sections of allotment wall (CA).**

Cllr Arnold reported that an assessment of the wall concluded that there was no urgency to the repairs. She is communicating with Cotswold Wardens who have expressed an interest in assisting as part of a training program.

**18. To consider tree options for playing field (CA)**

**Resolved:** To postpone item until June meeting.

**19. To discuss cleaning of war memorial as possible alternative to plaque (clerk)**

Council requested further quotes for this work.

Action: Clerk to source other cleaning companies.

**20. To confirm details of burial ground grass cutting service (clerk)**

Council considered correspondence from Ben Jessey, who cuts the burial ground grass, which quoted for clearance of grass after cutting, but outlined the benefits of leaving it in situ.

**Resolved:** It was decided to continue with the current service.

**21. Financial & Administrative Matters:**

**a. To receive the monthly financial summary & approval of payments (clerk)**

The year-to-date financial summary & monthly bank reconciliation was circulated before the meeting.

**Bank statement to 30<sup>th</sup> April 2022**

Unity Trust Current Account	£81,825.44
Unity Trust Deposit Account	£55,732.65
James Alfred Willis Trust Fund	£1,472.76

**Receipts**

Allotment Rents	£45.00
HMRC VAT Refund	£6061.45
WODC Precept (1 <sup>st</sup> instalment)	£19,225.00

**Payments**

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

Zoe Thornburgh	Clerk salary + SLCC	£751.78
HMRC	PAYE	£145.40
James Janssen	Re-concreting hazard post	£96.00
Jane Olds	Internal Audit	£210.00
Ben Jessey	Completion of wildflower meadow project	£535.00
Ben Jessey	Burial Ground grass cut	£192.00
Repay Jackie Loring	Jubilee Tea decorations	£34.94
OALC	Chairmanship Training – J Mavin	£132.00

New Beaconsfield Hall	Hall rental Apr2021-Mar2022	£202.50
Green Scythe	Grass & verge cutting April 2022	£1363.58
Castle Water	Allotment water	£17.39

**b. To consider grant request from West Oxford Community Transport (TY)**

**Resolved:** To pay WOCT £500/month for the next 5 months, from Council reserves.

Action: Clerk to make out a payment schedule.

**c. To consider grant request from Citizens Advice Bureau (clerk)**

**Resolved:** To pay CAB £50 from Donations Budget for Other Organisations.

Action: Clerk to request invoice from CAB for transparency of payment.

**d. To approve BHIB insurance (3<sup>rd</sup> year of 3-year agreement) @£455.74 (prev £391.48 & £399.16) (clerk)**

**Resolved:** Council approved the increased cost of BHIB insurance – the increase due to amended cover for new playground items.

**e. To approve allocation of 21/22 library budget to library for restocking (JM)**

**Resolved:** Council approved the reallocation of unused 2021/22 library budget, totalling £1114.00.

Action: Clerk to contact library and request invoice for transparency of payment.

**f. To receive Electors' Rights Notice dates (clerk)**

Council approved posting dates of the Electors' Rights Notice: 6<sup>th</sup> June – 15<sup>th</sup> July.

Action: Clerk to post Electors' Rights Notice as approved.

**g. To receive notification of revised burial costs**

Council received notice of recently increased burial costs.

Action: Clerk to post update on website.

**h. To approve training courses as follows:**

Cllr Arnold – Budget 20/10/22 £55 + VAT

Cllr Mavin – Chairmanship 17/10/22 £110 + VAT

Cllr Randall – Budget 20/10/22 £55 + VAT

Cllr Lund - Roles & Responsibilities 27/07/22 £110 + VAT

Cllr Hibbert-Biles – Emergency Planning 10/10/22 £5 + VAT

Cllr Arnold + 1 volunteer – First Aid, date TBA

**Resolved:** Council approved these costs, to be taken from Training Budget.

Action: Clerk to arrange registration for these courses.

**22. Councillor Portfolio Reports**

**Volunteers:** Cllr Arnold reported that the volunteers have cleared away two mature trees in the churchyard which were felled by high winds recently. The wood has been removed to be used in the Wild Garden, and the volunteers will return for a further session to make good the ground.

**Jubilee Tea:** Cllr Yates reported that the condition of the Council trailer is to be assessed and that a new set of tyres may be required. He was minded to note that authorization of expenditure can be given outside of a meeting up to £250 only, as per the Financial Regulations.

**23. To receive reports from Community Groups & Organisations**

Cllr Colledge reported that the Wychwood Scouts are looking for a location suitable for a Scout Hut. The NBH is unsuitable owing to lack of storage, but the Milton village green is being considered.

**24. Report of Clerk, communications and noteworthy correspondence (clerk)**

Clerk shared correspondence received from Ascott under Wychwood Pre-School, expressing their thanks for our recent donation.

**25. Any other business – for information only (all)**

There was no other business.

**26. The next Parish Council meeting** will be held at 7.30pm, 16<sup>th</sup> June 2022 at the New Beaconsfield Hall.

The meeting closed at 9.50pm

The Chair

16<sup>th</sup> June 2022