

# 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 16<sup>th</sup> June 2022 at 7.30pm**

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

**1. Public participation session:** there were no members of the public present.

**2. Apologies for absence:** were received from Cllr Arnold and District Cllr David Cooper.

**3. Declarations of Interest:** None

**4. Approval of minutes from previous meeting:** The Clerk was requested to remove the word 'informal' from Item 9: Other Planning Issues 21/03836/FUL. The last sentence should read 'appeal to be decided at a hearing, date to be decided'.

**Resolved:** The minutes of the Parish Council meeting held on 19<sup>th</sup> May 2022 were then approved and signed as a correct record by the Chair.

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

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

County Councillor Leffman reported on the following:

6.1 An assessment of the roads in the Shipton area has been carried out with particular focus on Milton and Leafield Roads. Areas of dragon patching are planned.

6.2 The OCC Bus Summit is to be held 21<sup>st</sup> June, with the aim of increasing bus use in the county.

6.3 Grants have been awarded from County Cllr Leffman's Priority Funds to the Wychwood BODS and Sprouts.

6.4 Oxfordshire County Council has been ranked by Uswitch as one of the greenest councils in the country, in its first annual Green Council Report, recently published. The report looks into the commitment of local authorities to be more environmentally sustainable.

6.5 Asked for an update on Burford Bridge and the OCC's cycle strategy, Cllr Leffman replied that a countywide HGV strategy is being undertaken, which will include Burford Bridge. This is separate to the Local Transport Plan (LTCP) which OCC are currently reviewing and which includes the cycle strategy. Their intention is that all new roads will place an emphasis on walking and cycling, but there are unlikely to be any of these in the near future.

### **7. Planning**

#### **7.1 Applications received from WODC**

##### **22/01301/FUL Quarry Hill Farm Shipton Under Wychwood**

Conversion of outbuilding to create two holiday lets and associated works.

Parish Council made no objection.

##### **22/01357/LBC & 22/01356/HHD Old School House Church Street Shipton-under-Wychwood**

Internal and external alterations to erect single storey extension to provide potting/workroom.

Parish Council made no objection.

**22/01389/S73 Land North Of Gas Lane And Ascott Road Shipton Under Wychwood**

Variation of condition 2 of planning permission 20/00991/FUL to allow the addition of a dormer window to Plot 1 and ensuite and dormer window to Plot 2.

Parish Council made no objection.

**22/01401/HHD Grove Farmhouse High Street Shipton Under Wychwood**

Demolition of an existing lean-to link extension and north-west projecting single storey outbuildings. Refurbishment works to include erection of replacement single storey rear extension. Re-opening of the original pedestrian access gate due east together with landscaping and associated works.

Parish Council made no objection.

**7.2 WODC decisions**

**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

Approved by WODC 12/05/22

**22/00883/HHD Langley Mill Cottage, Shipton Road, Ascott under Wychwood**

Extension and renovation

Parish Council made no objection.

Approved by WODC 30/05/22

**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

**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.

Approved by WODC 30/05/22

**7.3 Other planning issues**

**21/04013/LBC & 21/04012/HHD Salus House, Milton Road, SUW**

Garden room extension, fenestration alterations to boot room and outdoor swimming pool

Parish Council objected

Update: Application withdrawn 25/05/22

**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: The appeal(s) are now being decided by written representations rather than a hearing, with a site inspection visit planned for July.

**8. List of recurring due payments**

**Resolved:** the list was circulated prior to the meeting and was approved by all Councillors.

Action: Clerk to publish list on website

**9. Review of internal audit**

The Council's 2021/22 internal audit was carried out by Jane Olds. Council had no concerns re the audit, considering it extremely thorough and beneficial.

**Resolved: to ask Jane to quote for next year.**

Action: Clerk to contact Mrs Olds and request a quote for 2022/23 internal audit.

**10. New Beaconsfield Hall Lease**

Council discussed a floodlighting clause on the current lease, due for renewal next year. It is thought that Chris Fitzpatrick, Chair of the NBH Charity is already considering appropriate changes.  
Action: Clerk to contact Mr Fitzpatrick and request an update on his plans.

**11. Simons Lane waterway**

Action: Clerk to check whether Simons Lane has been adopted

**12. Returns Form under the Gambling Act 2005**

The application for the Small Society Lottery Registration for the Shipton Fair raffle was signed. Councillors authorised to sign the Returns Form will be postponed until next month.  
Action: Clerk to post the Lottery Registration application and enter the Returns Form on July agenda.

**13. Security of recreation field access & other open areas**

Several Jubilee celebrations were jeopardized in Oxfordshire recently when travellers moved onto playing fields and other open areas. Contingency plans were made for those areas needed for the Shipton Fair in August.

Action: Cllr Colledge to check the main playing field gates.

Action: Cllr Yates to purchase a combination lock.

Action: Cllr Randall to speak with Mr Reynolds re security of his field entrance.

**14. Death of a Senior National Figure policy**

It was noted that the Wychwood Benefice has a similar policy and that, as Shipton is a small village, it might be appropriate for some plans to be made jointly with St Mary's Church.

Action: Cllr Randall to speak with the Wychwood Benefice.

**15. 20mph zone application**

Council discussed opening for consultation with village residents. It is suggested that the zone cover the A361 from Blenheim cottages at the Burford end of the village to Matthews Mill, and the Milton Road from the Wychwood Inn to the Shipton boundary at the Milton service station.

Action: Cllr Yates to draft an invitation to place in the Wychwood magazine.

Action: Clerk to post same invitation in social media and noticeboard.

**16. Funding for rural crafts apprenticeships**

Council decided that this wasn't a Council matter but suggested a number of local organisations who might be interested in highlighting, or participating in, the scheme.

**17. Highways and Environment portfolios**

The content of these portfolios was discussed and clarified.

Hilary Hibbert-Biles	Highways	Drainage, Flooding, Emergency Planning
Jan Lund	Environment	Trees, Hedges, Grass cutting, Green spaces

Action: Clerk to update website.

**18. Wychwood magazine article**

Responsibility for the Council article was distributed between the Councillors.

Issue	Aug/Sep '22	Oct/Nov '22	Dec/Jan '22	Feb/Mar '23	Apr/May '23	Jun/Jul '23	Aug/Sep'23
Cllr	JM	SR	TY	HHB	tbc	JL	MC

Action: Clerk to check submission dates for each issue and send Councillors a schedule.

**19. Shipton Fair**

Cllr Randall relayed that preparations are going well. The Fair Committee has fixed its meeting dates and are currently updating the volunteers' directory.

**20. Quotes for tree works**

All Councillors confirmed that they had received and considered the 5 quotes received. A decision was made to award the works to TreeTech.

Action: Cllr Lund will contact TreeTech and arrange for works to start in Sept/Oct.

Action: Clerk to contact other quote providers.

**21. Quotes for cleaning of war memorial**

All Councillors confirmed that they had received and considered the 3 quotes received. A decision was made to award the work to Kirsty Jackson, A Touch of Grace.

Action: Clerk to contact quote providers.

**22. Cllr Randall's paper****22.1 Conservation area**

Action: Cllr Randall to contact WODC, Conservation Dept

**22.2 2011 Parish census statistics**

Council discussed the merits of comparing the 2011 and 2021 statistics.

Action: Cllr Randall to contact the Local History Society.

**22.3 Public map of our local footpaths**

Action: Cllr Randall to discuss with Katie Walther, OCC Footpaths Officer.

**22.4 Survey of village trees**

Council heard the potential dangers of ivy when it takes over the tree canopy and saw photos of local trees at risk. They then considered how to forward this information to residents.

Action: Cllr Lund to compile an article for Clerk to forward via social media.

**22.5 Photographic record of Shipton**

Council discussed the production of a photographic record, to be privately funded by Cllr Randall.

Action: Cllr Randall to discuss with a local photographer, also arrangement of a photo competition.

**23. Discussion of topics for next Wychwoods Working Together meeting**

Council agreed to meet prior to the meeting, to discuss an agenda.

Action: Cllr Mavin to contact Milton and Ascott-u-Wychwood councils and set a meeting date in Sept.

**24. Financial & Administrative Matters****24.1 Bank statement to 31<sup>st</sup> May 2022**

Unity Trust Current Account	£80,101.62
Unity Trust Deposit Account	£55,732.65

**Receipts**

OCC	Grass Cutting Grant	£1,761.30
SSE	Wayleaves	£195.47

**Payments**

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

Repay Cllr Mavin	APM refreshments + table/chair rental	£33.80 + £20.00 = £53.80
Repay Cllr Yates	Jubilee Fair bar drinks (sale or return)	£278.64
Repay Jackie Loring	Jubilee Fair games	£12.49
Sophie England	Playground gardening (2 months)	£180.00
Ben Jessey	Burial Ground Grass Cut x2	£192.00
Netwise UK	Website + IT support annual subscription	£504.00
Alfred Groves & Sons	Bin bags for volunteers	£3.15
WOCT	Grant payment 1/5	£500.00
CAB	Grant Payment	£50.00
OCC	Library Grant 1/3 + 2/3	£2228.00

Zoe Thornburgh	Clerk wages	£629.31
HMRC	PAYE	£150.80
OALC	W-2141 Cllr training	£132.00
OALC	W-2142 Cllr training	£132.00
OALC	W-2143 Cllr training	£6.00

Action: Payments to be authorised by Cllrs Mavin and Randall.

#### **24.2 Reserves 2022/23**

Council requested that this item be postponed until the meeting on July 21<sup>st</sup>.

#### **24.3 Review Council's payment methods**

Internal audit recommended that a charge card be used for immediate payments and, if not possible, to ensure that receipts are addressed to Shipton Parish Council rather than the paying Councillor.

**Resolved:** Council agreed to consider a charge card.

#### **24.4 Parish Council Unity Trust bank charge card**

Council discussed the practicalities of a charge card from Unity Trust bank, and the costs/benefits.

**Resolved:** Council agreed that a charge card would be beneficial.

Action: Clerk to arrange charge card with Unity Trust bank.

#### **25. Councillor portfolio reports**

Allotments: Plots have been found for all wanting one.

Library: Has an excellent new stock and have expanded on the events available.

Transport: WOCT have written to thank Council for their recent funding.

Burial ground: Cllr Yates and Clerk are to meet to plot the ashes sites.

Generator: Cllrs Yates & Colledge are to meet with Rob Dyer for a handover session.

Playground: Tim Brunnsden has provided information regarding its maintenance and monitoring.

#### **26. Community Groups & Organisations**

No reports received.

#### **27. Report of Clerk, communications and correspondence**

Correspondance was shared reporting some verge stones on Leaffield Road. Clerk was directed towards Paul Wilson, OCC for assistance.

#### **28. Any other business**

None

**29. The next Parish Council meeting** will be held on Thursday 21<sup>st</sup> July 2022 at 7.30pm in New Beaconsfield Hall.

The meeting was closed at 9.50pm.

The Chair

21<sup>st</sup> July 2022