

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council Thursday 29th September 2022, 7.30pm, New Beaconsfield Hall

This meeting was originally scheduled for 15th September but was postponed in order to respect the mourning period of the Queen, who died 8th September.

Present: Jill Mavin (chair), Tim Yates (vice-chair), Matthew Colledge, Hilary Hibbert-Biles, Simon Randall, Clerk Zoe Thornburgh

1. **Public participation session:** there were no members of the public present
2. **To receive apologies for absence:** apologies were received from Carole Arnold, Jan Lund, County Cllr Liz Leffman and District Cllr David Cooper.
3. **Declarations of interest:** None
4. **Approval of minutes from previous meeting**
Resolved: The minutes of the meeting held on 18th August 2022 were approved and signed as a correct record by the Chair.
5. **Matters of report arising from the previous minutes:**
Council queried their part in addressing a possible breach of planning with regards to outdoor structures at the Wychwood Inn. Cllr Randall offered to contact WODS to ascertain correct process.

6. County Councillor report

County Cllr Liz Leffman sent the following report:

6.1 The OCC Cabinet met in September and agreed a package of measures intended to support residents through the winter as the cost of living crisis escalates. A new web page provides people with guidance on how they can get support <https://www.oxfordshire.gov.uk/council/help-rising-living-costs>. As part of this, a £100,000 grant is being made available for local community venues to bid into for support with their energy costs, so that they can stay open and provide a warm space for local residents. New Beaconsfield Hall would be eligible to apply. We are also working with WODC to offer support to people who are finding it hard to pay their council tax, and a grant is being made to Citizens' Advice to provide help with debt advice. On Thursday we are holding a Round Table between the County, Districts, City and Voluntary Services sector to discuss how we can best support residents through the crisis.

6.2 OCC is piloting a new Local Cycling and Walking Infrastructure Plan with Charlbury Town Council. These plans have to date mainly been applied in larger towns such as Witney, but it is recognised that smaller rural communities have their traffic challenges too and we are hoping that the experience in Charlbury can be used to drive forward plans to make all of our smaller communities safer for people who want to walk and cycle.

6.3 I am pleased to be able to confirm that Leaffield Road and Milton Road are both on the schedule for repair. No date as yet for Milton Road but the Dragon Patcher is scheduled for work on Leaffield Rd in Nov.

7. Planning:

• Applications received from WODC

22/02182/LBC Langley Mill Shipton Road Ascott Under Wychwood
Remove and reinstate internal stud work wall to allow for reconfiguration of the second floor bedrooms.
Parish Council made no objection.

22/02235/S73 Land North Of Gas Lane And Ascott Road Shipton Under Wychwood
Variation of condition 2 (approved plans) of planning permission 20/00991/FUL to allow design changes.

Parish Council objected on the grounds that the original plan was for a much smaller footprint than has been constructed, and further creep would be out of keeping with the conservation area, and may impact on drainage.

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

Parish Council initially supported this application but now objects, based on the recent Environmental Agency assessment and the possible impact on surrounding properties and village amenities.

- **WODC decisions**

22/01772/HHD Licence Cottage, Church Street, Shipton-under-Wychwood

Rear extension to existing cottage at ground and first floors.

Parish Council made no objection.

Application withdrawn 18/08.

22/01847/FUL Lane House Barn, Milton Road, Shipton under Wychwood

Change of use of land from paddock to garden and conversion of an existing stable block into a yoga studio and garden machinery store.

Parish Council made no objection.

Approved 24/08.

8. To consider and sign up for the new civility and respect pledge (clerk).

Action: To defer until October to allow more time to consider.

9. To discuss, and adopt if able, new code of conduct (clerk).

Action: To defer until October to allow more time to consider.

10. To consider obtaining registration of the Glebe land as a community asset (SR)

Resolved: To go ahead with the application.

Action: Cllr Randall to obtain further evidence of community use of the land and complete the registration form.

11. To consider whether further maintenance of war memorial is required (clerk).

Resolved: Council are very happy with the works already done and do not feel further maintenance, eg. a separate plaque, is necessary.

Action: Clerk to notify companies approached for quotes.

12. To approve quote for cleaning of Cospatrick memorial (clerk).

Resolved: In the absence of any other quotes, Council are happy to accept that from A Touch of Grace, who cleaned the war memorial earlier in the year.

Action: As the memorial is a Grade II Listed building, clerk to check whether consent is needed.

13. To approve quote for internal auditor for 2022/23 (clerk).

Resolved: To accept quote from Jane Olds, who acted as our internal auditor for 2021/22.

14. To receive RoSPA playground report recommendations and quotes for works (MC).

James Jannsen has repaired the cracks in the skate park, free of charge.

Cllr Colledge has removed a number of pins and staples used to affix notices to play equipment. He also attempted to reduce the slack on the zip wire but found the winding mechanism has jammed. Unfortunately, an appointment with RPM to discuss this and other works had to be postponed.

Action: Cllr Colledge to continue to source quotes.

15. To discuss future of playground mound (MC).
Action: To be postponed until October meeting so that options can be given further consideration.
16. To consider parking area on village green (JM/clerk)
 Council has reason to believe that they may be able to construct a parking area on the village green, which would widen Church Street slightly and improve vehicular access.
Action: Clerk and Cllr Randall to continue looking into the legalities of such a scheme.
17. To receive information re new walks booklet and consider contribution to costs (SR).
Action: To be postponed until Cllr Randall has been able to collate a quote.
18. To review NBH security plan (TY)
 Cllr Yates believes that the current plan needs streamlining.
Action: Options are to be discussed at the next NBH meeting.

19. Financial & Administrative Matters :

- 19.1 To receive the monthly financial summary & approval of payments.

The monthly bank reconciliation was circulated before the meeting.

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

Clerk wages	£466.46
HMRC PAYE	£110.20
NBH (Shipton Fair hall hire)	£200.00
Repay Jackie Loring (Shipton Fair)	£86.10
Witney Town Band (Shipton Fair)	£165.00
Repay Jonathan Ayres (Shipton Fair)	£68.00
Repay Simon Randall (Shipton Fair)	£430.00
Repay Tim Yates (Shipton Fair)	£195.55
Repay Kay Shortland (Shipton Fair)	£137.70
OALC Inv W-2223 (Finance training CA)	£66.00
Sophie England Inv 235	£90.00
Ben Jessey Inv 2097	£192.00
WOCT Grant payment 4/5	£500.00
Repay Hilary Hibbert-Biles (Condolence book)	£48.00
Castle Water DD	£36.49
Moore (external audit)	£480.00
Hook Norton Brewery	£534.91
Ben Jessey	£96.00
Repay ZK Thornburgh (Currys printer)	£144.88
WODC (Shipton Fete Rubbish collection)	£338.04
Green Scythe (hedge cut)	£307.01
Bank Service Charge	£18.00

- 19.2 Payments received (clerk)

Resolved: The following payments were received:

Shipton Fair card receipts	£1,011.49
Shipton Fair cash receipts	£5,114.50
Jubilee Tea donations	£20.00
Allotment rents	£25.00
Allotment deposits	£60.00
WODC Precept (Payment 2 of 2)	£19,225.00
Hook Norton Butchers (Shipton Fair)	£200.00

- 19.3 Bank statement to 30th September 2022

Unity Trust Current Account	£87,987.30
Unity Trust Deposit Account	£55,865.11
James Alfred Willis Trust Fund	£1472.76

19.4 To review expenditure against the budget (clerk).

Resolved: To donate the Jubilee Tea profits of £257 to the Milton Food Bank.

Action: Clerk to arrange.

19.5 To consider funding requests received this month.

Resolved: To make the following donations from the Parish Council budget:

Wychwood BODS £500

Shipton Day Centre £500

School Hardship Fund £250

Villager Bus Service £250

Action: Clerk to arrange

19.6 To receive accounts from 2022 Shipton Fair and distribution of profits.

Action: To be postponed until October as accounts not yet finalized.

19.7 To approve funding for Internal Controls training for CA

Resolved: Funding approved

Action: Payment to be authorised in this month's Schedule

20. Councillor portfolios - to receive reports on activities

20.1 Allotments – some vandalism has been reported but no further details.

20.2 Transport – Margaret Burton, the Director of West Oxfordshire Community Transport, has resigned. WOCT passenger numbers are improving but are still not at pre-Covid level.

20.3 Burial ground – a new map has been produced to help identify vacant plots. Cllr Yates and the Clerk are due to meet with Rev Geoffrey Clement of the Wychwood Benefice next week to discuss.

20.4 Cllr Randall has written a report on the recent Shipton Fair, to be posted on the website (News).

21. To receive reports from Community Groups & Organisations

No reports received

22. Report of Clerk, communications and noteworthy correspondence

22.1 Email received reporting overgrown hedges on Mawles Lane – Cllr Lund to investigate on return from holiday.

23. Any other business – for information only (all)

23.1 The Milton Baptist Church is to open a Drop-in Centre as part of the Warm Spaces initiative – for all ages, with hot meals and activities available. Further details to follow.

24. **Date of the next meeting: 27th October 2022.**

This is a week later than usual, owing to availability of Councillors.

Meeting closed 9.43pm

The Chair

11th October 2022