

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council Thursday 27th October 2022, 7.30pm, New Beaconsfield Hall

This meeting was originally scheduled for 20th October but was postponed in order to have a quorate Council.

Present: Jill Mavin (chair), Tim Yates (vice-chair), Carole Arnold, Jan Lund, District Cllr David Cooper, Clerk Zoe Thornburgh and 2 members of the public.

1. **Public participation session:** Jenny Osborne addressed Council with regards to the amended planning application for Southfield, Leaffield Road and Council's objections to the original design.
2. **To receive apologies for absence:** apologies were received from Cllr Randall & County Cllr Leffman.
3. **Declarations of interest:** None
4. **Approval of minutes from previous meeting**
Resolved: The minutes of the meeting held on 29th September 2022 were approved and signed as a correct record by the Chair.

5. **Matters of report arising from the previous minutes:**

Two verbal complaints have been received from parishioners who are concerned about the lack of planning permission for the outdoor structures at the Wychwood Inn. Cllr Mavin has emailed WODC, requesting guidance and a possible assessment. District Cllr Cooper offered to follow this up and will be sent a copy of Cllr Mavin's email.

Cllr Lund has investigated the overgrown shrubbery in Mawles Lane and found that trees are growing into BT wires. She is to contact OCC and arrange for these to be cut back.

6. **District Councillor Report**

- District Cllr Cooper reported that WODC have not met the 5-year housing supply, thus weakening the Local Plan. He will provide more information as able.
- WODC have started a Cost of Living Crisis initiative to ensure that residents are aware of the help that is available, and how to access it. District Cllr Cooper is to co-ordinate a meeting with the three Wychwood parishes to discuss promotion of this.
- A full District Council meeting recently discussed support of the Climate & Ecological Emergency bill. It was a split decision but Robert Courts has been instructed to support it in Parliament.
- Following on from previous discussions with this Council concerning the drainage issues at Bradleys, High Street, District Cllr Cooper reported that Jay Morley is acting as the link between WODC and Thames Water. Further assessment is required.

7. **Planning:**

• **Applications received from WODC**

22/01994/HHD Southfield, Leaffield Road, Shipton under Wychwood
Internal alterations of the ground floor. Removal of existing dormer roof to create larger first floor living space with an enclosed internal balcony to the front. Plan amended to exterior rendering only. Parish Council considered the information given by Jenny Osborne and gave its support to the application, but requested that a combination of render and timber cladding be used, as per the original plans.

22/02605/LBC and 22/02604/HHD The Old Beerhouse, Simons Lane, Shipton under Wychwood
Internal & external alterations to include changes to living room fenestration and insertion of a pair of double glazed doors, new window in rear elevation and additional rooflight to garage building.
Construction two outbuildings comprising of a greenhouse and garden shed.
Parish Council made no objection.

- **WODC decisions**

None

- **Other**

Appeal A Ref: APP/D3125/W/21/3283856 & Appeal B Ref: APP/D3125/W/22/3294070

Tennis Courts, Beaconsfield Hall, Station Road, Shipton Under Wychwood

The Planning Inspectorate dismissed both appeals on 11th October 2022, Robert Parker's extensive report of his site visit, 19th July 2022, stressed the importance of the AONB and conservation area.

8. To consider redistribution of Cllr Hibbert-Biles and Cllr Colledge's portfolios.

Resolved: Cllr Yates to adopt both defibrillators. All Councillors will act as Planning Support.

The Highways & Playground portfolios will be offered to those filling the current Councillor vacancies

Action: Clerk to update website

9. To discuss, and adopt if able, the new Code of Conduct

Clerk distributed printed copies, and highlighted areas which are not applicable to parish councillors.

Resolved: Postpone to November meeting, to allow Councillors to consider.

10. To respond to update on registration of Glebe land as a community asset.

Council received Cllr Randall's report in advance of the meeting and confirmed the information contained therein, for inclusion in the Nomination Form.

Rev Geoffrey Clement has formally asked that he be kept abreast of any updates.

Resolved: Nomination Form to be completed using the information presented in this report, and to approach local residents for their support.

Action: Cllr Randall to complete the Nomination Form, for final review by Clerk, the Chair and a second Councillor. To be signed by the Chair.

Action: Council to approach local residents for their support, to be forwarded to the WODC.

11. To consider Milton under Wychwood's Neighbourhood Plan

Council received Cllr Randall's report in advance of the meeting and agreed that they had no fundamental disagreement with the plan, and nothing to add. They particularly liked its intention to protect views and maintain the boundary space between the villages.

Resolved: To submit acknowledgement and thoughts as above.

Action: Clerk to submit.

12. To review NBH security plan

The last NBH committee meeting decided that a height restricting security arch will not be considered. A process is yet to be agreed but a small number of key NBH and PC personnel (tba) will decide on any action required based on Cllr Yates being informed of potential high-risk traveller movements from OCC.

Resolved: Still a work in progress with the NBH Committee. Await process decision.

13. To consider request from Clerk for IT support session

Following the changeover between clerks in January, a number of IT issues remain outstanding.

Resolved: Council agreed that support is appropriate and suggested a budget of £250.

14. To consider changes to burial ground responsibilities and process.

Cllr Yates and the clerk met with Rev Geoffrey Clement and the Wychwood Benefice administrator earlier in the month, to discuss re-allocation of responsibility for burials to the clerk.

Resolved: Council agreed to accept this additional responsibility from January 2023, and to retain responsibility for grass cutting in the old churchyard.

Action: Clerk to approach Milton under Wychwood Parish Council to learn the procedure for administration of burials.

15. To approve PC article for Nov/Dec issue of Wychwood magazine

Council received Cllr Yates' article in advance of the meeting.

Council also discussed allocation of the article for the Jan/Feb issue.

Resolved: Cllr Yates' article was approved with thanks. Cllr Lund will write for the Jan/Feb issue.

Action: Cllr Yates to submit article to Wychwood magazine editor.

16. To consider applications for Councillor vacancies

Council received details of Joe Hames from Cllr Mavin and Cllr Yates, who was informally interviewed last week.

Resolved: To co-opt Joe Hames provided there is no request for election submitted to WODC by 28th October.

Action: If election is not requested, Clerk to notify WODC of co-opted member and communicate with Joe accordingly..

17. To receive information on local Warm Spaces initiative

Cllr Mavin reported that a Warm Spaces initiative is being set up by the Milton under Wychwood Baptist Church for Wychwood residents, to run from November 2022-February 2023. Information leaflet deliveries are planned. It is hoped that there will be 4 events each week, although more volunteers are needed. The first event will be a lunch for 40 people on 7th November.

Resolved: To consider ways for the Parish Council to support this initiative.

Action: Clerk to post on November meeting agenda.

18. To agree a date for Council get-together

A date at the end of November was suggested and a location was offered.

Action: Cllr Mavin to check availability of absent Councillors, and newly co-opted members

19. To check plans for the Christmas Carol Service

The village will be receiving a tree again this year, thanks to the generosity of the Bruern Estate. Cllr Arnold has a team ready to erect and decorate it on 3rd December but, as yet, we have nowhere to store it until that time. Cllr Arnold stated that no new carol sheets are needed but requested a decoration for the top of the tree. Responsibilities on the night of the service were allocated.

Resolved: To complete plans for the service

Action: Cllrs Arnold and Mavin to find a suitable storage location, after which Clerk can arrange delivery with Bruern Estate.

Action: Cllr Arnold to obtain quotes for a tree topper.

Action: Cllr Mavin to organise carols & ask Wychwood Benefice to lead the service

Action: Cllr Mavin to find help to erect gazebo on the night

20. To agree a charity for the Christmas Carol Service

A number of charities were suggested.

Resolved: To postpone decision until November meeting.

Action: Clerk to post on November meeting agenda.

21. To approve cost of IT security package.

Clerk presented comparisons of price and performance of Norton and McAfee Security packages. Council had no other suggestions.

Resolved: To accept Norton Standard security package for £20/1 year.

Action: Clerk to purchase and fit Norton Standard security package.

22. Financial and Administrative Matters

22.1 To receive the monthly financial summary & approval of payments.

The monthly bank reconciliation was presented to Council.

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

Clerk wages	£698.47
HMRC	£280.27
HMRC overdue	£44.19
Repay Jeremy Huntingford – marquee repairs	£50.00
Repay Carole Arnold – volunteers’ expenses	£130.96
Repay Lisa Wilkinson – overpay allot rent	£10.00
Repay Valerie Carter – Fair banners	£229.85
Donations –	
British Legion	£100.00
Oxfordshire Food Bank	£257.35
Wychwood Sch Hardship Fund	£250.00
Villager bus	£250.00
Wychwood Day Centre	£500.00
Wychwood BODS	£500.00
Wychwood Scouts	£1,000.00
Shipton Cricket Club	£250.00
Air Cadets	£250.00
Shipton Bowls Club	£250.00
Wychwood Football Club	£250.00
Lawrence Home Nursing	£500.00
Treemendously Wild	£500.00
Cotswold Canine Athletics	£250.00
Ben Jessey – burial ground	£96.00
Sophie England – playground	£90.00
Ubico – Station Road dog bin	£50.05
Green Scythe	£1363.58
Green Scythe (May 2022 – inv 14585)	£1308.67
Green Scythe (July 2022 – inv 14817)	£1172.64
KJMillard – allotment skip hire	£252.00
WOCT grant payment 5/5	£500.00
Clerk expenses – stamps & printer paper	£11.94
Direct debit	
Castle Water	£36.49

22.2 Payments Received

Resolved: The following payments have been received:

Allotment Rents	£950.00
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22.3 Bank statement to 27th October 2022

Unity Trust Current Account	£86,379.89
Unity Trust Deposit Account	£55,865.11
James Alfred Willis Trust Fund	£1472.76

22.4 Bank reconciliation was presented to Council for their approval.

Resolved: To approve the reconciliation which showed that the cash book and bank account check.

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

Cllr Arnold reported that the Fair accounts are now complete, except for one repayment amount. The Fair made a profit of £3,403.75 and the Fair Committee have decided on a total donation amount of £3,250. This leaves a residual amount of £153.75 which, if the outstanding repayment is not claimed, will be carried forward for the 2024 event.

Resolved: This plan was endorsed by Council.

Action: Donations to be authorised in this month’s payment schedule.

22.6 To consider amendment to Financial Regulations

Resolved: Clerk apologized – there is no amendment necessary.

22.7 To approve quote from Ben Jessey, Burial Ground grass cutting 2023-26

Resolved: To accept proposed rates for 3-year contract.

Action: Clerk to send contract out for signing.

22.8 To approve quote from Sophie England, Playground garden maintenance 2023-26

Resolved: To accept proposed rates for 3-year contract.

Action: Clerk to send contract out for signing.

22.9 To receive grant request from Wychwood Bowls Club

Resolved: To suggest the Bowls Club re-apply in April, when the new budget starts - a donation has already been made from Fair profits and the budgeted amount for donations has been spent.

Action: Clerk to reply to Bowls Club request.

22.10 To receive notification of expenditure to repair allotment water tank

An invoice is expected from James Jannsen for the repair of an allotment water tank supply pipe. The work was authorised by the Clerk and Chair for costs up to £250, as per Financial Regulations s4.1

Resolved: To support this authorization.

23. Councillor Portfolios

Allotments – the Fire Brigade were called earlier this month when a shed was found to be on fire.

There were no suspicious circumstances. The landowner of the adjacent field is to assess the damage to his trees.

The compost bins are collapsing and need clearing and replacing.

A trailer stored on the allotments is falling apart and needs to be moved. As it is no longer known who originally owned it; Cllr Arnold will arrange for its breakage and disposal by the Shipton Volunteers.

The storage units need tidying up, especially the marquees and gazebos; Cllr Mavin will speak with the Fair Committee.

Highways – several roads flooded earlier in the week due to blocked drains. Reports were submitted to Fix My Street by Cllr Randall and at least 2 village residents. The clerk also followed up on an OCC drains assessment in the summer and emailed Wayne Barker, OCC to ask when we might expect the drains to be cleared. Cllr Lund suggested that Council hire an external contractor to do the work, but noted that some drains might be damaged, rather than blocked. As no response has been received from Mr Barker, Clerk will email County Cllr Leffman to ascertain OCC's plans.

Trees – Cllr Lund met with TreeTech this week in advance of their planned tree works, as recommended in a survey completed Oct 2021. Their original quote is now slightly reduced as Shipton Volunteers have already trimmed a beech tree on the village green. They discussed the feasibility of moving a tree from the Meadow Lane edge of the playing field to replace a dead one on the Station Road edge. TreeTech will also quote for cutting back the hedge behind the tennis courts, which is growing around an electric cable, although Cllr Lund will approach SSE initially.

24. Reports from Community Groups & Organisations

No reports received.

25. Clerk report

Clerk reported that she had recycled her broken printer and would update the Asset Register.

26. Any other business

Cllr Mavin reported that Victoria Martin has resigned from her post as secretary and Trustee at the Lady Reade Educational Foundation and that she, Jill Mavin, would be taking her place.

27. Date of the next meeting: 17th November 2022.

Meeting closed 10.05pm.

The Chair
17th November 2022