

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council Thursday 17th November 2022, 7.30pm, New Beaconsfield Hall

Present: Jill Mavin (chair), Tim Yates (vice-chair), Carole Arnold, Jan Lund, Simon Randall, County Cllr Liz Leffman, Clerk Zoe Thornburgh and 3 members of the public.

1. **Public participation session:** The members of the public present declined to participate.
2. **To receive apologies for absence:** apologies were received from District Cllr David Cooper.
3. **To sign acceptance papers for co-opted Councillor Joe Hames**
Resolved: The Proper Officer of the Council observed Cllr Hames signing his Declaration of Acceptance of Office, and he was welcomed to the Council. Cllr Hames also signed an agreement to abide by the Council's current Code of Conduct, and completed a Register of Interests form.
4. **Declarations of interest:** None
5. **Approval of minutes from previous meeting**
Resolved: The minutes of the meeting held on 27th October 2022 were approved and signed as a correct record by the Chair, although two amendments were later requested.
6. **Matters of report arising from the previous minutes:**
A request was made for the clerk to amend the October meeting minutes, and note that the complaints received about the Wychwood Inn were for the structures, not the possible noise generated by people using them.

A request was also made for the clerk to amend the October meeting minutes, and note that Robert Parker's site visit to the Tennis Courts, on 19th July, stressed the importance of Shipton under Wychwood as an Area of Outstanding Beauty (AONB) as well as a conservation area.

Cllr Randall has completed the Nomination Form to register the Glebe land as a community asset, following a notice lodged by OCC on behalf of the owner, the Oxford Diocesan Board of Finance (OBDF), designed to prevent registration of a right of way over the land or registration as common land or village. He is also in discussion with six other parishes, to encourage them to make similar applications for lands within their parishes which have received the same notice.

Shipton Volunteers are to remove the lower branches and suckers from the overgrown trees in Mawles Lane. Quotes for maintenance of the upper branches are being sought.

Buern Estate have confirmed that they will be providing Shipton under Wychwood with a Christmas tree again this year. The tree is due for delivery 2nd December and will be erected and decorated 3rd December. Rev Geoffrey Clement is to take the 'Carols around the tree' service on Christmas Eve.

7. County Councillor Report

- A Cost of Living budget has been taken from CoVID reserves, part of which will go towards the Warm Spaces initiative. Council were reminded that there is £100k funding available for organisations to help with their heating bills.
- OCC have committed to matching any monies received by the Oxford Community Foundation from households choosing to donate their energy grants. This can then be applied for by any charitable organisations working to help the most disadvantaged in the county.
- Milton-under-Wychwood Parish Council have had the results back from their 20mph survey, and will be going ahead with their application for funding from the OCC 20mph scheme.
- OCC is due to publish its draft budget for 2023/24 shortly. Despite needing to make savings of £44million, it endeavours to maintain support of statutory services. Residents are invited to contribute their views to the OCC 2023/24 Budget Consultation, <https://letstalk.oxfordshire.gov.uk>

8. Planning

• Applications received from WODC

22/02993/HHD Old School House Church Street Shipton Under Wychwood
Erection of rear single-glazed greenhouse
Council made no objection.

• WODC decisions

22/01994/HHD Southfield, Leafield Road, Shipton under Wychwood
Internal alterations of the existing ground floor. Removal of existing dormer roof to create larger first floor living space with an enclosed internal balcony to the front. New external timber cladding and rendering.
Council initially objected but then submitted no objection after discussion with applicant.
Approved by WODC 03/11/22

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.
Approved by WODC 03/11/2022

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 footprint was already larger than the initial plans.
Refused by WODC 02/11/22

• Other

20/00991/FUL Land North of Gas Lane And Ascott Road Shipton Under Wychwood
Erection of two detached dwellings together with associated landscaping and alterations to existing vehicular access
It has been noted that the land annexed to this housing development on the land north of Gas Lane has been partially bulldozed. This is in violation to the initial planning agreement which states that the land is to be protected land and 'not used for any purpose other than as a natural landscape belt and safeguarded ecological habitat'. Cllr Randall has written to the WODC Chief Planning Officer, requesting investigation.

9. To consider comments for the Cotswolds National Landscape Management Plan

The Cotswold National Landscape Board has a statutory duty to prepare and review a management plan for the Cotswolds National Landscape (previously known as the Cotswolds AONB) every five years. The current plan finishes in 2023, and Parish Councils have been invited to comment on the 2023-25 review, which looks at how the plan has been changed to bring it in line with climate change, the ecological crisis and health and societal changes. Council considered a detailed and well-considered response, compiled by Cllr Lund, supporting the plan's proposals and outlining how Shipton under Wychwood PC would implement them. This report can be found on the PC website, together with the 2018-23 plan.

Resolved: To accept the report prepared by Cllr Lund, and submit the first paragraph as comment.

Action: Cllr Lund to submit the response to the Board.

10. To approve TreeTech quote for hedge cut

Council agreed that the hedge alongside the tennis court needs cutting, to reduce it to a height lower than the cables, and that this should be maintained by repeating on a biennial basis. However, further quotes are required.

Resolved: To obtain 2 more quotes for this work.

Action: Cllr Lund to obtain quotes.

11. To hear Cllr Lund’s report on the OALC Roles & Responsibilities (R&R) training, and to consider making it mandatory for all Council Members

Cllr Lund outlined several points which she felt were specific to this PC.

Resolved: To make sub-committee proceedings more transparent to other Councillors..

To show approval for PC meeting items with a show of hands.

To consider urgent items in PC meetings, even if not on agenda.

To replace ‘Any other business’ in PC Meetings with ‘Items for Report’, and/or ‘To be included on next agenda’.

To recommend that all Councillors attend the R&R training.

Action: Clerk to amend next agenda accordingly.

12. To discuss hiring of external contractors to unblock drains

Best efforts by local residents to keep the drains clear are proving insufficient and several roads have flooded in the last few weeks.

Resolved: Council to consider specifics of a village-wide drain clearance at the December meeting.

Action: Cllr Hames to compile a one-off plan

13. Discuss ways to support Wychwood Warm Spaces initiative

Council were encouraged to support by, for example, volunteering to help at an event, baking a cake or contributing to a local foodbank.

Resolved: Council decided not to make a financial donation..

14. Decide Charity for Carols around the Tree collection

Resolved: To donate the collection from the Christmas Eve carol service to the WW Day Centre.

15. Discuss creation and location of wildlife verges

A number of locations within the village were considered, and whether to plant or to rewild them.

Resolved: To postpone decision..

Action: Cllr Lund to formulate some suggestions with costs for consideration at the January meeting.

16. Consider tree planting for Queen Elizabeth II.

Suitable sites and tree type were considered.

Resolved: Approved in principle.

Action: Cllr Arnold to make a recommendation at the January meeting, with costs.

17. To receive and consider report on Council roles and responsibilities in relation to NBH

Cllr Randall’s report is currently in draft form only and not ready for discussion.

Resolved: To postpone until January meeting.

Action: Clerk to put item on January agenda.

18. To note the NALC revised cost of living salary scale for the Clerk

Resolved: Council noted that this is to be backdated from April 2022.

Action: Clerk’s backdated pay is due for payment in this month’s Payment Schedule.

19. To consider any candidates for co-option

No further candidates are available at this time.

20. Financial and Administrative Matters

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

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

Action: Cllrs Mavin and Randall to authorise.

Clerk wages	£1026.71
HMRC	£405.78
Repay Clerk – Norton Antivirus Software	£19.99
Repay Carole Arnold – Christmas Tree Festival entry	£20.00
Sophie England – playground	£90.00
New Beaconsfield Hall – hall hire 2022/23	£202.50

Donation to Lady Reade Educational Foundation Charity	£100.00
Direct debits	
Castle Water	£36.49
Clerk pension (NEST)	£112.97

20.2 Payments Received

Resolved: The following payments were received 30/09 – 31/10/22:

Allotment Rents (overlap with rents declared in Oct Minutes)	£1045.0
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20.3 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

20.4 Bank reconciliation was presented to Council for their approval.

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

21. Councillor Portfolios

Allotments – there have been several resignations so there are now plenty of plots available. Cllr Mavin is in discussion with a resident who wishes to introduce some beehives to the site.

Cllr Randall is to review organisation of marquees within the storage containers.

The volunteers are to deal with the old cart and overgrown blackberry bushes.

Library – is being used as a Warm Space.

Emergency Plan – Cllr Hames is to complete this.

22. Reports from Community Groups & Organisations

Newsletters have been received from Wychwood Wild Garden and The Old Prebendal. Both are available to view on the website.

23. Clerk report

Communications expressing thanks for donations were received from:

Helen Clarke, Tremendously Wild

Keith Gowing, Villager Bus

David van der Poll, WW Day Centre

Verity Fifer, Lawrence Home Nursing

24. Items for Report

Cllrs Mavin and Yates are the Parish Council representatives for the Shipton under Wychwood United Charities Charity. A Chair and a Clerk are needed to replace two recent resignations.

Cllr Yates has removed a number of flyposters from lamp posts in the village. There have been no further instances.

25. To be included on next month's agenda

Drain clearance plan

26. Date of the next meeting: 15th December 2022. To be held at The Old Prebendal OX7 6BQ

Meeting closed 9.32pm.