

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council held at the New Beaconsfield Hall, Thursday 19th January 2023, 7:30pm

Present: Jill Mavin (chair), Carole Arnold, Jan Lund, Simon Randall, Joe Hames, County Cllr Liz Leffman and 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 Tim Yates 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 15th December 2022 were approved and signed as a correct record by the Chair. The minutes of the meeting held on 17th November 2022 were also signed by the Chair, having only been approved verbally at the December meeting (see Dec 2022 minutes, Item 4).

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

- 5.1 The clerk confirmed that, despite the inclement weather, Ben Jessey was able to mow the football pitch shortly before Christmas, in time for the football club's game in the New Year.
- 5.2 Council noted that some fencing has gone up on the Glebe land.
- 5.3 Following a visit by the WODC Enforcement Officer to the ongoing development on Gas Lane, works have currently stopped.
- 5.4 Council thanked Cllr Arnold, Richard Arnold and Charlie Barrett for their hard work, erecting, decorating and taking down the Christmas tree on the village green. All agreed that the Christmas Eve carol service seemed to have gone well, and shared a resident's comment that the collection might have been better done before the final carol.
- 5.5 Cllr Mavin reported that she had used her new Chairperson's allowance to purchase a bottle of wine or chocolates for the brass ensemble members who played at the Christmas Eve carol service.

6. **County Councillor report**

- 6.1 The OCC budget is due to be published 14/02, following a lot of talk with the public re their priorities. Council Tax will probably increase by 4.99% due to a Government ruling that a 2% increase is needed for adult social care. OCC have set aside £2million to support the less well off by offsetting this increase, to be identified via WODC.

- 6.2 Budget allocation which will particularly benefit rural areas include:
 - £800,000 to support Community bus services
 - £1million for flooding and vegetation, including drain clearance
 - road signage repainting and pavement maintenance

- 6.3 Consultation closed recently on the Integrated Care System, which was established 9 months ago. This is a partnership between Councils and Health services in Oxon, Berks & Bucks, which aims to create a better joined-up health and social care system, whilst learning best practice from each other.

- 6.4 The Government has extended their financial support to bus services for a further 3 months. Currently, a flat fare of £2 is in place on Stagecoach, Oxford Bus Company and Pullmans services, which is proving to be very successful. A flat rate of £4pp or £5 for a family has also been set at Park and Ride sites.

6.5 Council asked County Cllr Leffman whether OCC might support a Parish Council-organised drain clearance. Unfortunately, as the drains are considered OCC assets, OCC couldn't finance works carried out by external contractors. Council was encouraged to continue communications with OCC staff.

6.6 Council reported that water is pooling in Milton Road, opposite Salus House, with no obvious source. This has also been reported to Thames Water, who aren't aware of a fault at that point but will check their maps, and will pass the report on to the Environment Agency as appropriate. Cllr Leffman will also ask the OCC drainage team to investigate.

7. Planning:

7.i Applications received from WODC

22/03507/LBC & 22/03506/HHD Langley Mill, Shipton Road, Ascott-under-Wychwood
Reinstate two dormer windows into south-east roof slope.
Parish Council made no objection.

7.ii WODC decisions

22/03132/FUL Fernhill Farmhouse, Shipton Road, Ascott under Wychwood
Conversion of existing horse shelter to create shower, toilet and washroom facilities to serve existing caravan and shepherds hut on site.
Supported by Parish Council.
Approved by WODC 06 Jan 2023.

22/02993/HHD Old School House Church Street Shipton Under Wychwood
Erection of rear single-glazed greenhouse
Parish Council made no objection
Approved by WODC 19 Dec 2022.

8. Discussion (and acceptance?) of Grant Awarding Policy

Resolved: This was accepted unanimously, on the understanding that it would be reviewed when in use.
Action: Clerk to post the new policy on the website.

9. Discussion (and acceptance?) of Cash Handling Policy

Resolved: This was accepted following a minor change to the section 'Collections for donation to other organisations'. It will be reviewed on an annual basis.
Action: Clerk to make the amendment as requested, and then post the new policy on the website.

10. Receipt of, and agreement on, Community Asset application for Glebe field

Council received, in advance of the meeting, a draft letter to residents requesting their thoughts regarding a Community Asset application. A number of amendments were discussed.

Resolved: To hand deliver a consultation letter to residents, within the next 2 weeks.

Action: Cllr Randall to make the amendments and re-submit the letter to Chair for approval

Action: Approved letter to be sent to Clerk for printing and distribution to Councillors for delivery.

11. Temporary adoption of Playground Portfolio

Resolved: Cllrs Mavin and Hames volunteered to monitor the playground, whilst Council vacancy remains unfilled. Clerk has compiled a summary of the RoSPA report which indicates the areas for monitoring and repairing.

Action: Cllrs Mavin and Hames to meet privately to plan

Action: Clerk to continue trying to find a company to carry out recommended repairs.

12. Discussion of Church Street parking options

The edge of the grass area alongside Church Street is regularly churned up, due to vehicles parking on it. Council considered a number of preventative options, including bollards, no parking signs and protective matting. The latter was the preferred choice as Council recognizes that reducing the parking

available would be counterproductive, causing residents and visitors to park in even less suitable areas. The section of grass needing protection is approx 65m x 2m. Protective matting is approx. £10/m, and will need replacing every 2-3 years.

Resolved: Council agreed that the cost of matting is manageable, and approved further investigation.

Action: Cllr Hames to obtain quotes for provision and fitting of protective matting.

Action: Clerk to ask new grass cutting contractors (due to start in April) for their experience/opinion.

13. Clarification of position between PC and NBH

The New Beaconsfield Hall Charity is an unincorporated organization and, as such, doesn't have its own legal identity. It has no power, in its charity commission approved schemes, to enter into contracts and the Parish Council acts as a Custodian Trustee, to hold the title deeds of the village hall. The Council takes no part in the day-to-day management and operation of the charity; that is the responsibility of the charity's Managing Trustees.

Any trustee should only take decisions in the interests of the Charity. This includes Parish Councillors who are also Managing Trustees.

Resolved: That a protocol/arrangement for the existing arrangement is required, including management of contract with 3rd parties.

Action: Cllr Randall to arrange a meeting between the NBH Charity and the Parish Council.

14. To approve plans for a Memorial tree for HM Queen Elizabeth

Cllr Arnold suggested that, if Council decides to plant a memorial tree, it be an English Oak or a London Plane, as these were well-liked by the Queen. She also suggested suitable locations within the village.

Resolved: To plant a tree, probably an English Oak, in memorium to HM Queen Elizabeth.

Action: Cllr Arnold to source quotes for a young tree.

Action: Council to consider the location options for the tree.

15. To consider quotes for Christmas Carol Service song sheets

Resolved: This item was postponed to a later date.

Action: Cllr Arnold to re-propose item as required.

16. Discussion of 60th anniversary Christmas tree

In 2025, it will be 60years since Shipton-under-Wychwood had its first Christmas tree. Cllr Arnold outlined her plans for inviting the whole village to contribute in various ways, including photographs, memories and a creative bauble competition.

Resolved: to approve Cllr Arnold's plans for an all-inclusive celebration, and to assist as required.

Action: Cllr Arnold to re-propose item as required.

17. Receipt of carol service collection

The Christmas Eve carol service collection raised £400. As previously resolved, this will be donated to the Wychwoods Day Centre..

Action: Council to authorise payment to the Day Centre in this month's payment schedule.

18. Continuation of discussion re re-wilding and/or wildflower verges

The opportunity to plant wildflowers for 2023 has been missed but, with some preparatory work, some annuals could be sown in April and perennials in September. The use of blue heart signs to indicate rewilding were suggested to try and protect the areas.

Resolved: to continue with plans to create some flower verges

Action: Cllrs Lund and Arnold to meet and identify suitable areas, then discuss clearance of these with our current grass cutters, Green Scythe.

Action: Following clearance, Cllr Arnold will arrange for the Shipton Volunteers to seed the areas.

19. To consider quotes for tennis court hedge cut

Cllr Lund requested 4 quotes for the cutting of the recreation ground hedge, adjacent to the tennis courts, and received 2 responses - from TreeTech and Climbersway.

Resolved: To accept TreeTech's quote, with the hope that the works will be completed in February.

Action: Cllr Lund to co-ordinate the works.

20. To consider ParishOnline website hosting service

Resolved: To postpone this item until the next meeting

Action: Clerk to post this item on the February agenda.

21. To consider options for celebration of King's Coronation

Resolved: Council decided not to arrange an event, but will distribute any information provided by OCC, regarding street parties.

22. To discuss the SpeedWatch community scheme

Ian Drainer, who has led the SpeedWatch scheme for many years, recently tendered his resignation.

Council recognizes that they owe Ian a great deal, and wishes to officially thank him for his time and hard work. They hope that he enjoys having more opportunity to pursue other interests.

The remaining members of the scheme are keen to continue; David Nochar is to take on the lead role.

Resolved: No action needed.

23. To consider options for the 20mph scheme public consultation

Council discussed the options by which to consult residents regarding their opinions.

Resolved: To circulate an open invitation to comment.

Action: Cllr Hames to prepare a letter, to be distributed to all residents of Shipton-under-Wychwood.

24. To receive/make plans for Wychwoods Working Together meetup

Resolved: To arrange a date for the three Chairs to meet.

Action: Cllr Mavin to communicate with Chris Trotman and Brian Leach.

25. Financial & Administrative Matters:**25.1 To receive the monthly financial summary and approval of payments**

The monthly bank reconciliation and budget review were circulated before the meeting.

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

Clerk wages	728.16
HMRC PAYE	£183.60
Ben Jessey (football field)	£130.00
Sophie England	£90.00
Fruitful Branch	£224.00
Donation to 1 st Wychwood Scout Group	£1000.00
KJMillard Skip Hire	£378.00
Donation to Wychwoods Day Centre	£400.00

Direct Debit

Clerk pension - NeST	£51.69
ICO Data Protection Fee	£35.00
Castle Water	£36.49

25.2 Payments received

Resolved: The following payments were received in December 2022

Allotment Rent	£50.00
Interest Deposit Account	£181.23

25.3 Bank statement to 31st December 2022

Unity Trust Current Account	£72,241.44
Unity Trust Deposit Account	£56,126.34
James Alfred Willis Trust Fund	£1472.76

25.4 To review Q1-Q3 expenditure against the budget

Cllr Arnold noted that her figures for a couple of the General Admin cost codes differ to the RFO's records. It is thought that each is working with a different definition of these codes.

Action: Clerk to reallocate within the cost codes, and compare to Cllr Arnold's figures.

26. Councillor portfolios

Allotments – The Common Ash suffering from ash and canopy dieback on the eastern boundary of the allotments was recently felled. A donation of £100, made for the logs by a local resident, will be given to a local charity, to be decided at the next meeting.

An old trailer by the storage containers, no longer fit for purpose, is to be broken down this weekend by the Shipton Volunteers.

Schools – it is unknown how many of the teachers at Wychwood Primary School will be participating in the pay strikes in February and March. Only 1 of the 3 teachers' unions represented at the school are in support of a walkout.

Environment – most of the works recommended in our last tree survey have now been completed.

SSE have cut back trees in Mawles Lane where the tree canopy was enclosing electricity cables.

Cllr Lund has become a voluntary Citizen Scientist for Earthwatch UK. She is to attend an event on 4th Feb, joining Thames Water and the Environment Agency, to discuss water pollution in Littlestock Brook, Milton-under-Wychwood. The sewage treatment works responsible for this water was built for 2,100 people but now covers 4,000.

Church – the Church Fair is planned for 29th May 2023. Cllr Randall has volunteered to help.

Shipton Fair – Cllr Randall has a number of new ideas for entertainments, including a fly-by, a Cotswold animal area and games for adults. The Fair Committee will meet soon to discuss options.

Highways – A layby on Charlbury Road was recently used for flytipping; Cllr Hames reported it and arranged for it to be cleared.

There appears to be a need for a bin in Simons Lane – Council will discuss this at the next meeting.

Emergency Planning – some amendments of the Emergency Plan are needed. Clerk to action.

27. To receive reports from Community Groups & Organisations

No reports have been received.

28. Report of Clerk, communications and noteworthy correspondence

Marianne Ferrero and Graham White sent their thanks, on behalf of Wychwood Library, for the Council's recent donation. It will be used for new books, particularly children's non-fiction.

29. Items to report

None.

The meeting closed at 10.05pm.

The next meeting will be held at New Beaconsfield Hall, 16th February 2023.

Jill Mavin
Chair

16th February 2023

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