

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

## Minutes of the Meeting of the Council Thursday 16<sup>th</sup> March 2023, 7.30pm, New Beaconsfield Hall

**Present:** Jill Mavin (chair), Tim Yates (vice-chair), Carole Arnold, Jan Lund, Simon Randall, Joe Hames, County Councillor Liz Leffman, District Councillor David Cooper, Clerk Zoe Thornburgh and 2 members of the public.

1. **To receive apologies for absence:** no apologies received; all Councillors present.
2. **Public participation session:** Umberto Parmeggiani, the planning applicant for Eyston Piece, stated the importance of barn owl welfare in his plans and that he is receiving advice from the installer of the original nest box at the property. Council impressed on him the importance of wider environmental and ecological issues and suggested he contact the WODC Biodiversity Officer.
3. **Declarations of interest:** Cllr Yates declared a non-pecuniary interest in the Cricket Club Grant application, and Cllr Randall declared similarly for the Local History Society.
4. **Approval of minutes from previous meeting**  
**Resolved:** The minutes of the meeting held on 16<sup>th</sup> February 2023 were approved and, in the Chair's absence, were signed as a correct record by the Vice-Chair.
5. **Matters of report arising from the previous minutes**  
None
6. **County Councillor Report**  
County Councillor Liz Leffman gave a report, addressing the following issues.
  - OCC Budget
  - 5-year highways network management plan
  - Revised verges policy
  - Cost of living support – claims need to be made by 28 March
  - Grants for care workers

### [County Councillor Report March 2023 – Shipton Under Wychwood Parish Council](#)

#### **District Councillor Report**

District Councillor David Cooper reported that:

- WODC are carrying out a detailed Youth Needs assessment to update the Aug 2022 report.
- Council Tax increases are due in April, but there are still many types of financial support available. Please see [www.westoxon.gov.uk/news-items/help-if-you-re-struggling-with-living-costs/](http://www.westoxon.gov.uk/news-items/help-if-you-re-struggling-with-living-costs/)
- WODC are liaising with Thames Water to try and reduce the amount of raw sewage being pumped into our local waterways.

#### **7. Planning**

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

23/00405/S73 Dower House, Plum Lane, Shipton-under-Wychwood  
Variation of condition 02 of planning permission 20/02620/HHD (approved 04 Nov 2022).  
Parish Council made no objection

##### **7.2 WODC decisions**

23/00030/HHD Snowdrop Cottage, 15 High Street, Shipton-under-Wychwood  
Erection of a single storey rear extension  
Parish Council made no objection.  
Refused by WODC 28 Feb 2023

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.  
Approved by WODC 21 Feb 2023

22/03291/FUL Land Adjacent To 10 Coombes Close Shipton Under Wychwood  
Erection of detached 3 bed dwelling with off street parking for two cars, new vehicle crossover and associated works.  
Parish Council objected to this application, on grounds of overdevelopment, flood risk & neighbourliness.  
Refused by WODC 15 Feb 2023

**7.3 Any planning applications submitted following publication of agenda: None**

**8. To consider options for grass protection alongside Church Street parking**

Cllr Hames is looking at quotes to extend the pavement approx. 2' into the grass area.

**Resolved:** to postpone further discussion until the April meeting.

Action: Clerk to add item to the April agenda.

**9. To receive quotes and decide plan for re-wilding and/or wildflower verges**

Council received a schedule with costings in advance of the meeting.

**Resolved:** To accept the quote as outlined, totalling approximately £205.

Action: Cllr Lund to arrange with grass contractors to scarify designated sites, also buy and sow seed.  
Volunteers to assist with raking up of cuttings in Sept/Oct if needed.

**10. To receive/approve plans for Wychwoods Working Together meetup**

Council were asked re a meeting of the 3 Wychwood Councils to meet and share common issues.

**Resolved:** Council approved the idea.

Action: Councillors to provide availability dates for an evening in May.

**11. To consider whether to support a 'Cost of Living' event for the Wychwoods**

**Resolved:** Council voted not to support the idea as it was felt that it would not be well attended.

Action: Cllr Mavin to discuss Council's concerns with the initiator of the idea.

**12. To consider quotes for playground repairs**

Council received two quotes in advance of the meeting, which addressed the issues raised by the 2022 RoSPA report. One had carried out their own inspection prior to making the quote.

**Resolved:** To identify the playground's urgent maintenance requirements, and use one of these quotes to assign the works.

**Resolved:** To invite 2 further companies, who require an inspection order prior to quoting, to inspect and quote for the remaining works.

Action: Cllrs Mavin and Hames to meet/inspect the playground and feed back at April meeting.

**13. To discuss churchyard and burial ground fence**

The metal fence bordering the path between the churchyard and the burial ground needs repainting.

**Resolved:** To assign the task to an external contractor.

Action: Councillors to identify suitable contractors; Clerk to obtain quotes for the works.

**14. To decide whether to install a new bin in Simons Lane**

Cllr Hames previously noted that there seems to be a significant amount of litter on the Simons Lane footpath, but was absent from this meeting for this item and unable to describe the problem further.

**Resolved:** Council are of the view that this issue would be too costly to address, owing to WODC's recently increased charges for emptying bins.

Action: To monitor the situation.

**15. To discuss proposals for implementation of 20mph Transformation Scheme**

A summary of the consultation showed significant support for a 20mph scheme, with over 100 households responding at a ratio of approximately 4:1 in favour.

In terms of implementation, priority was given to the following:

1. Places with the largest numbers of vulnerable pedestrians.
2. Continuity with Milton scheme, especially c/o location of school
3. Frequency of dangerous incidents and areas most mentioned in consultation.
4. Maintaining enforceability.
5. Not making the zone too large.
6. Avoidance of creating rat runs.

Three options were considered, a minimal, a maximal and a middle-ground approach.

**Resolved:** Council unanimously chose the middle-ground option as best reflecting the above principles.

**Action:** Proposal to be sent to Oxfordshire City Council.

#### **16. To consider funding requests from 1<sup>st</sup> Wychwood Scouts, Wychwood Bowls Club, Wychwoods Local History Society and Bods/ Saplings.**

A last minute request from the Shipton-under-Wychwood Cricket Club was also considered.

Council received an anticipated summary of the end of year accounts prior to the meeting.

**Resolved:** To make the following donations; Bowls Club £450; Scouts £500; BODS/Saplings £500; History Society £500; Cricket Club £1862

**Action:** Clerk to notify the groups and put the payments on the April Payment Schedule.

#### **17. To receive WODC planning enforcement report & consider whether any action needed.**

Gas Lane development – no report.

Wychwood Inn – a retrospective planning application is being prepared.

**Resolved:** To follow up on WODC action re the Gas Lane development

**Action:** District Councillor David Cooper to discuss with the Enforcement team.

#### **18. To discuss role of James Alfred Willis Trust Fund**

This fund was established in 1953 by Dr Gordon Scott, father of the current Dr Scott, in memory of Willis, a saddler who was Chair of the Parish Council 1899-1946, for the beautification of the village.

**Resolved:** To open the fund up for donations, and find ways to use it.

**Action:** Cllr Randall to set up a Gift Aid facility and invite donations/suggestions for use of same.

#### **19. To receive update on councillor vacancy**

An expression of interest was recently received from Mrs Amelia Harvey, and her eligibility checked.

Cllrs Mavin and Yates have met with Mrs Harvey and consider her suitable for co-option.

**Resolved:** To accept the Chair and Vice-Chair's recommendation and offer co-option to Mrs Harvey.

**Action:** Assuming Mrs Harvey accepts the post, Clerk to apply to WODC for the appropriate paperwork so that the appointment can be formally ratified at the April meeting.

#### **20. To decide date and make suggestions for APM**

Council considered dates and themes for the 2023 Annual Parish Meeting (APM).

**Resolved:** To hold the APM on Thursday 18<sup>th</sup> May, 7.30pm. To coincide with a number of current key issues in the village, the theme will be Environment & Sustainability. Potential speakers were identified.

**Action:** Council to invite potential speakers to participate.

#### **21. To approve Councillor training**

Cllr Lund requested to attend two OALC sessions: Green/Sustainability Day 24<sup>th</sup> March and Finance for Councillors 18<sup>th</sup> May at a total cost of £140.

**Resolved:** To approve funding for Cllr Lund to attend these sessions.

**Action:** Clerk to arrange.

#### **22. Financial and Administrative Matters**

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

The bank reconciliation for March 2023 was circulated in advance of the meeting.

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

**Action:** Cllrs Mavin and Arnold to authorise.

Clerk wages	£801.08
HMRC	£239.79

Sophie England – playground plants	£171.97
TreeTech	£1820.40
OALC Annual Membership	£307.92
Scribe Accounts Subscription	£414.72
Donation to Wychwood Bowls Club	£100.00
Ben Jessey – burial ground grass	£110.00
OALC Green/Sustainability Day Training Session	£132.00

**Direct debits**

Castle Water	£36.49
Clerk pension (NEST)	£64.85

## 22.2 Payments Received

**Resolved:** The following payments were received 01/02/23 – 28/02/23:

Allotment Rent & Deposit	£45.00
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22.3 Bank statement to 28<sup>th</sup> February 2023

<b>Unity Trust Current Account</b>	<b>£67,037.87</b>
<b>Unity Trust Deposit Account</b>	<b>£56,126.34</b>
<b>Charity Bank 40-day Notice Account</b>	<b>£1,000.00</b>
<b>James Alfred Willis Trust Fund</b>	<b>£1,472.76</b>

**23. Councillor Portfolios**

**Allotments** – James Jannsen has fixed the broken water trough pipe.

**Library** – the next Working Group meeting is Mon 20<sup>th</sup> March.

**Defibrillators** – the pads for the Fiddlers Hill defib have been renewed.

**Volunteers** - the next sessions are Friday 24<sup>th</sup>/Saturday 25<sup>th</sup> March for the annual litter pick and a general tidy up at the allotments. New members are welcome.

**Environment** – Cllr Lund attended a WODC Climate and Nature Event 08/03.

- TreeTech are still awaiting SSEN shrouding to complete tree works.

- Cllr Lund is trying to organise an open day at Milton sewage treatment works.

- Cllr Lund has contacted CNL Educational Outreach Group re a possible event at Wychwood School, & is also looking into organising and Earth Day Citizen Scientist Day for the Wychwoods.

**Planning** – following the Council's recent consideration of Combe's village appraisal, Cllr Randall believes that if Shipton-under-Wychwood were to have a Character Appraisal and a Preservation Enhancement, it would make the village's conservation area status more significant. He is to look into having this done.

**21. To receive reports from Community Groups & Organisations**

The Wychwood Forest Trust newsletter is available to view on the website.

**22. Report of Clerk, communications and correspondence**

A request was received from Isaac Pattis to include a discussion in the upcoming APM on Thames Water, and how to improve communication with them.

**23. Items to report**

The tree to be planted in memory of the late Queen Elizabeth is to be sited on the recreation ground, adjacent to Station Road, to replace one which was recently removed.

Mindful of the upcoming Chair and Vice-Chair elections at the Annual Parish Council Meeting in May, Cllr Yates announced that he will not stand again as Vice-Chair. Cllr Mavin will stand again as Chair but, if re-elected, will stand down in 2024.

**24. Date of the next meeting: 20<sup>th</sup> April 2023.**

**Meeting closed 9.45pm.**

**The Chair**

**20<sup>th</sup> April 2023**