

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

## A COTSWOLD VILLAGE AND COMMUNITY

### Minutes of the Meeting of the Council Thursday 20<sup>th</sup> April 2023, 7.30pm, New Beaconsfield Hall

**Present:** Jill Mavin (chair), Tim Yates (vice-chair), Jan Lund, Simon Randall, Joe Hames, County Councillor Liz Leffman, Clerk Zoe Thornburgh and 5 members of the public.

1. **To receive apologies for absence:** apologies were received from Carole Arnold and District Cllr David Cooper.
2. **To sign acceptance papers for co-opted Councillor Amelia Harvey**  
**Resolved:** The Proper Officer of the Council observed Mrs Harvey signing her Declaration of Acceptance of Office and she was welcomed to the Council. Cllr Harvey also signed an agreement to abide by the Council's current Code of Conduct, and completed a Register of Interests form.
3. **Declarations of interest:** Cllrs Yates and Harvey declared an interest in the Till House planning application, and Cllr Lund declared an interest in the Salus House planning application.
4. **Approval of Minutes from previous meeting**  
**Resolved:** The minutes of the meeting held on 16<sup>th</sup> March were approved and signed by the Chair.
5. **Matters of report arising from the previous minutes :** None
6. **County Councillor Report**
  - The OCC has a new budget in place. This includes funding for community bus services; Cllr Leffman will encourage WOCT and the Villager bus to apply.
  - The budget also includes extra funding for highways and byways, including road markings, verges, and cycle lane/footpath maintenance.
  - The Councillor Priority Fund will start after the May elections. This is for local organisations and now has an online application. Previous recipients include Wychwood Bowls Club, BODS & WOCT.
  - Poor road conditions have been exacerbated by recent cold, frosty and wet weather. Repair work has started; white lines around a pothole indicate that it will soon be filled.
  - The 20mph scheme is going ahead; the three Wychwood villages are to be addressed as a whole.
7. **Public participation session**
  - Two representatives of the 1<sup>st</sup> Wychwood Scouts Group thanked the Parish Council for its support over the last year, and outlined their ongoing need for support. The Scouts Group is thriving, with boys and girls aged 6-18years, and a waiting list of 80. A 1-acre site is being sought for a permanent HQ so that more children can be provided for, but nothing has been found yet.
  - One of the applicants for the Wychwood Inn retrospective planning application explained why permission was not sought initially, and described their thoughts for moving forward.

#### 8. Planning:

##### 8.1 Applications received from WODC

23/00718/FUL & 23/00719/LBC The Wychwood Inn, High Street, Shipton-under-Wychwood  
Erection of a lean-to timber clad kitchen storage building. Construction of an oak framed gazebo, with a detached bar and serving room within the pub garden area (retrospective).  
Parish Council voted to submit a caveated objection on the grounds that, although the structures are a breach of planning regulations, there were mitigating circumstances.

23/00819/FUL 15 Meadow Lane, Shipton-under-Wychwood  
Change of use of land from agricultural to domestic off-street parking, incl installation of 2 EV chargers.  
Parish Council objected on the basis that information regarding access is insufficient for a decision.

23/00672/HHD The Old Till House, High Street, Shipton-under-Wychwood  
Demolition of lean-to conservatory, erection of single storey side & rear extension, replacement of existing windows & doors and internal alterations.  
Parish Council made no objection.

### 8.3 WODC decisions

None

### 8.4 Other

23/00405/S73 Dower House, Plum Lane, Shipton-under-Wychwood  
Variation of planning permission 20/02620/HHD (approved 04 Nov 2022) to allow for change in roof tiles.  
Parish Council made no objection.  
Application withdrawn 23 March.

### 8.5 Any planning applications submitted following publication of agenda

22/03114/LBC & 22/03113/HHD Salus House, Milton Rd, Shipton under Wychwood  
Erection of garden room extension with flue and assoc works, & fenestration alterations (amended plans)  
Council objected to this application, with concerns that the garden room could be damaging to the rest of the building, which is the second oldest building in the village.

#### 9. To consider options for grass protection alongside Church Street

Discussion with a local Groundworker suggests that matting is inappropriate for this site, owing to the land not being flat enough and the need for regular replacement of the matting.  
Essentially, there seems to be no way to fix the problem and retain the grass.

**Resolved:** Council decided that further information is needed re construction of parking bays.

Action: Cllr Hames to return this item to the agenda when further information obtained.

#### 10. To receive feedback re playground inspection and consider how to progress

As our new Councillor has taken on the Playground portfolio, this item was postponed until she could participate in the inspection.

**Resolved:** Cllrs Mavin and Harvey to meet and inspect the playground.

Action: Cllrs Mavin and Harvey to report back at next meeting.

#### 11. To consider and agree on quotes for painting of churchyard fence

Three quotes were sought and two obtained, one for painting the fence, the other would only quote for replacement of same.

**Resolved:** To accept quote from Harris & Thompson for repainting of fence £4900+VAT.

Action: Clerk to contact Harris & Thompson.

#### 12. Receive feedback from Thames Water and WODC re village drains

No feedback to give.

**Resolved:** To continue to monitor the situation.

Action: Cllr Hames to monitor and add item to agenda to feedback as appropriate.

#### 13. Consider how to improve inclusivity within the Parish Council

It was not accepted by all Councillors that there was a need for more inclusivity.

**Resolved:** To acknowledge that some Councillors have felt excluded from past decisions.

Action: All councillors and clerk to ensure that any proposals formulated outside of the meeting are brought back to a meeting for open discussion and decision-making.

#### 14. To consider and agree on need for a bin in Simons Lane

Council considered the amount of rubbish regularly collected by Cllr Hames along this route together with the emptying costs. Bin placement was decided to suit assumed direction of traffic and ease of vehicular access.

**Resolved:** To have a multi-use bin placed at fork of Chapel Lane and Simons Lane.

Action: Clerk to arrange.

**15. To consider, and amend as required, S137 Grant application form.**

Two options were sent out in advance of the meeting, compiled by the Clerk along the lines of those used by other parishes.

**Resolved:** To adopt the shorter, less structured option.

Action: Clerk to update website.

**16. To agree on quote for new laptop for clerk**

Details of four options were sent out in advance of the meeting. All were very similar, the Clerk having established which specifications were most suitable for a Parish Council laptop. The decision was made on value for money and ecological factors.

**Resolved:** To purchase an Acer Aspire Vero 14" laptop.

Action: Clerk to action

**17. To consider and authorise as appropriate virement of leftover budget from 2022/23 to 2023/24.**

**Resolved:** To postpone this item so that Clerk can discuss with Internal Auditor.

Action: Clerk to carry item forward to next agenda if appropriate.

**18. To consider whether the PC should object to any future planning proposals for new housing/development in the village until Thames Water can confirm that capacity at Milton waste water treatment works has been increased sufficiently to cope with both existing and future demands.**

WODC has now changed its planning regulations so that all development applications must declare at the outset whether there is sufficient capacity at the relevant sewage treatment works. Where there is insufficient capacity, a planning condition will be added stating that the new homes may not be occupied until additional capacity has been installed.

It is well known, and acknowledged by Thames Water, that the Milton treatment works are insufficient for the current demand.

**Resolved:** To follow WODC's example and object similarly as appropriate.

Action: To consider this declaration with all development applications.

**19. To consider proposed APM format, agree same and consider distribution methods.**

A copy of the draft APM agenda was distributed before the meeting. Amendments were made as appropriate.

**Resolved:** To accept amended plan as discussed.

Action: Clerk to promote on Facebook and by email.

Action: Cllr Lund to design promotional poster, Cllr Yates to arrange printing of same, Councillors to distribute through the village and local areas.

**20. To approve funding for OALC training courses**

**Resolved:** Funding was approved for the following:

Routine Inspection of Play Areas, 15<sup>th</sup> June – Cllr Harvey

Roles & Responsibilities, 5<sup>th</sup> June – Cllr Harvey & Clerk.

Action: Invoices to be authorised in this month's payment schedule.

**21. To approve funding for renewal of Microsoft Office package for clerk**

**Resolved:** To renew clerk's MS Office 365 package

Action: Clerk to arrange, to claim through expenses.

**22. Financial & Administrative Matters:**

**22.1 Approval of payments**

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

Clerk salary

£698.49

HMRC	£191.28
NEST Pension	£46.28
Stephen Painter	£30.00
Jon Gammage	£10.00
Repay Carole Arnold – volunteers expenses	£15.88
Alfred Grove & Sons	£10.62
OALC Steve Parkinson training course	£36.00
OALC Training x 3	£336.00
SLCC Annual Membership	£177.00
Ubico	£50.05
Cotswold Grass Seeds	£39.40
JCJanssen	£216.00
Sophie England	£105.00
Wychwood Bowls Club	£450.00
1 <sup>st</sup> Wychwood Scouts	£500.00
BODS/Sapling	£500.00
Wychwood Local History Society	£500.00
Shipton-under-Wychwood Cricket Club	£1862.00

**22.2 Payments received.****Resolved:** To acknowledge receipt of the following payments

OALC Green/Sustainability Day refund	£132.00
Allotment rent & deposit	£45.00

**22.3 Bank statement to 31<sup>st</sup> March 2023**

Unity Trust Current Account	£62,932.61
Unity Trust Deposit Account	£56,389.75
Charity Bank 40day Notice Account	£1,000.00
James Alfred Willis Trust Fund	£1,474.13

**23. Councillor portfolios**

- Allotments – the number of new allotmentees is growing.
- Schools Liaison – there has been no meeting recently.
- Library – at the last meeting, Council were thanked for their financial support; the library has been significantly updated with new books, computers and carpets. A proposal to move to a 3-year support plan has been submitted to OCC.
- Burial Ground – the first burial under PC administration is to go ahead Monday 24<sup>th</sup> April.
- Defibrillators – the unit at New Beaconsfield Hall is running on a reduced charge but has been checked and is not a concern. This unit is not due for a replacement battery until Spring 2025.
- Grass Cutting – our new contractor McCracken & Sons are all set to start but have been delayed by the weather. However, the recreation field was cut so that football matches could go ahead.
- Shipton Fair – a PC and Fair Committee discussion meeting is planned for 24<sup>th</sup> April.
- PCC Liaison – Rev Clement is being kept updated re our Glebe land Community Asset application. Officially, this land was due to be let for grazing but is home only to 3 diggers.
- Flooding – A dropped kerb at the corner of Ascott Road and the A361 is being dealt with as it has been found to steer rainwater towards housing.
- Highways – the PC's 20mph proposal has been sent to OCC for their consideration.

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

None received.

**25. Report of Clerk, communications and noteworthy correspondence**

Nothing to report.

**26. Items to report**

Nothing to report.

**27. Date of the next meeting: 18<sup>th</sup> May 2023.**

Meeting closed 9.45pm.

**The Chair****18<sup>th</sup> May 2023**