

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council Thursday 15th June 2023, 7.30pm, New Beaconsfield Hall

Present: Jill Mavin (chair), Simon Randall (vice-chair), Tim Yates, Jan Lund, Joe Hames, County Councillor Liz Leffman, Clerk Zoe Thornburgh and 1 member of the public.

1. Public participation session

Council were introduced to a new service at the Milton Life Centre, called Life Larder. This is a change to Foodbank provision in the Wychwoods, to offer more choice of food, and to more people. Wychwood residents, as well as those from Bruern, Fifield, Idbury and Lyneham, are eligible to register. Food (fresh, frozen or tinned) and/or financial donations are welcome. A request was made to Council for a grant of approx. £3,000; other appeals may be made in the next two years.

2. **To receive apologies for absence:** apologies were received from Amelia Harvey.

3. Declarations of interest

None received.

4. County and District Councillor Reports

- OCC are planning to formalize the relationship between Parish and Town Councils in Oxfordshire. A consultation is due to start next week.
- OCC aim to be net zero carbon by 2030. To this end, they are proposing to move to smaller premises in Speedwell Street, and develop the area currently occupied by New County Hall. They are also looking at the supply chain, and a new procurement policy is due to go through Cabinet next week.

5. Approval of Minutes of previous meeting

Resolved: It was noted that Item 17 contained an incomplete sentence. Once this was corrected, the minutes of the meeting held 18th May were approved & signed as a correct record by the Chair.

6. Matters of report arising from the previous Minutes

None

7. Planning:

7.1 Applications received from WODC

No applications received.

7.2 WODC decisions

22/03114/LBC & 22/03113/HHD Salus House, Milton Rd, Shipton under Wychwood
Garden room extension, fenestration alterations to boot room & outdoor swimming pool with pump room.
Council objected to parts of the application, with concerns about noise/light pollution and flooding risks.
Approved by WODC 5th June.

NB: WODC's approval is for the garden room only. They have not agreed plans for the pump room and swimming pool. Additionally, stringent archeological requirements have been added.

23/01005/HHD 4 Bradleys, Shipton-under-Wychwood
Erection of rear flat roofed single storey extension
Parish Council made no objection.
Approved by WODC 5th June.

7.3 Other

23/00165/S73 Land north of Gas Lane and Ascott Road, Shipton-under-Wychwood
WODC's approval last month, of the garage extension, incorporated several conditions requiring the reinstatement of the natural area as set out in the initial planning agreement.

23/00718/FUL & 23/00719/LBC The Wychwood Inn, High Street, Shipton-under-Wychwood
This application did not go to Committee; the decision last month, to refuse the application, was made by an officer. The report stated that a decision had been made "on balance".

7.4 Any planning applications submitted following publication of agenda

None received.

Governance and Consultation

8. To review internal audit report and agree plans as per recommendations

The report was distributed to Council prior to the meeting. Each recommendation was either acknowledged as having already been completed, or a plan was made for its completion.

Resolved: To take action as follows.

Action: Council to review the Council Risk Assessment and Reserves policy at the July meeting.

Action: Clerk to transfer the Land Registry numbers to the Asset Register

Action: Clerk to research an Investment Register & Strategy, and report back to Council

Action: Clerk to purchase a 13th ed. Local Council Administration manual

Action: Clerk to research ICCM membership

9. To consider and agree re Council representation on NBH Committee

Council revised requirements, that two representatives are required, but not immediately.

Resolved: To review when current Council vacancy has been filled.

Action: Clerk to post on agenda when Council is at full capacity.

10. To consider options for Councillor vacancy

Interested parties have, unfortunately, been ineligible.

Resolved: To expand scope of advertising.

Action: Cllr Randall to address issue in this month's WW magazine article.

Training

11. To consider training currently on offer by OALC, NALC and SLCC

Resolved: To approve Cllr Randall's request to attend 'Chairing meetings effectively' and 'Dealing with difficult people' training sessions.

Action: Clerk to arrange.

Village Matters

12. To receive update on 20mph transformation scheme, and agree next steps

Council received OCC's proposal, in response to that submitted by Council last month. There were two areas of disagreement, which also conflicted with the village consultation results.

Resolved: To disallow progression of OCC's proposal to formal consultation at this time.

Action: To request that proposals be put on hold until Council has had chance to review.

13. To consider and agree next steps on Church Street parking

Council considered the options available and related costs, also the number of residents involved.

Resolved: To close the scheme on the basis that the only possible solution is too expensive and extensive, for the benefits gleaned.

Action: Clerk to amend Earmarked Reserves list.

14. To consider and comment on Ascott-u-Wychwood's 20mph scheme

Resolved: To desist from commenting as a Council.

Action: Councillors to comment, should they wish to, as members of public.

15. To consider and decide on attendance at Charlbury's Parishes Together meeting

Resolved: To support concept of meeting.

Action: Councillors to notify Clerk re wish to attend, once meeting date is known.

16. To receive & discuss update on application for Glebe land as Asset of Community Value**Resolved:** Council were notified that WODC have not yet responded to their application.Action: Cllr Randall to inform Council as and when appropriate.**Finance****17. To receive the monthly financial summary & bank reconciliation for May 2023****As at 31st May, the Accounts stood at:**

Unity Trust Current Account	£78,159.07
Unity Trust Deposit Account	£56,389.75
Charity Bank 40day Notice Account	£1,000.00
James Alfred Willis Trust Fund	£1,474.13

Direct Debit	Date cleared	
NEST	£46.28	04/05/23
Lloyds Bank (Bank card fee)	£3.00	10/05/23
Castle Water	£8.74	30/05/23

Income	Date cleared	
Banbury Memorials	£150.00	03/05/2023
Shipton u Wychwood PCC	£318.00	04/05/2023
Green Scythe (refund for duplicate payment)	£1,308.67	16/05/2023
HMRC VTR (VAT Reclaim Dec22 – Mar23)	£1,462.75	18/05/2023
Allotment rent	£25.00	23/05/2023

18. To consider and approve invoices for payment as itemized on the Payment Schedule.**Resolved:** To make bank transfer payments of the following Schedule of AccountsAction: Cllrs Mavin and Randall to authorise.

Clerk Salary	£895.69
HMRC	£305.87
Repay Clerk expenses	£8.99
NBH (total of 2 invoices)	£89.00
McCracken & Sons	£741.50
Ben Jessey – burial ground grass	£220.00
BHIB Insurance	£494.08
NetWise UK (total of 2 invoices)	£411.26
Sophie England	£105.00
Ben Jessey – allotment grass cut	£105.00
Refund allotment deposit	£30.00
Repay Carole Arnold – APM expenses	£119.82
Trev Beadle	£369.00
Ascott-u-Wychwood PC	£6.99

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
05/06/23	Amazon UK Gas Canisters – for Shipton Volunteers	Volunteers	2023/005 Item 22	9.16	10.99
06/06/23	Amazon UK Guildhall Minutes book	Stationery	2023/005 Item 25i	27.68	33.22
11/06/23	Amazon UK Weed Wand – for Shipton Volunteers	Volunteers	2023/005 Item 22	14.99	17.99
14/06/23	Quickfix Computers – set up of new laptop	Reserves	2023/004 Item 16	75.00	75.00

19. To approve purchase of new defib batteries

Resolved: As not budgeted for 23/24, to replace NBH only and to budget for Fiddlers Hill in 24/25.

Action: Clerk to arrange

20. To consider and decide on quote for Queen Elizabeth II commemorative tree

Resolved: To be planted Nov/Dec, so quote to be sourced September.

Action: Clerk to add to September agenda, Cllr Lund to source quote for that meeting.

21. To consider and approve quote for Simons Lane litter bin

Resolved: To approve quote from Glasdon UK for 25l Hooded Litter Bin, incl fixings @ £232.89.

Also to approve post, bags and gloves to be purchased by Cllr Hames, with a budget of £50, who has volunteered to take responsibility for fitting and emptying the bin.

Action: Clerk to order bin.

22. Councillor Portfolios - to receive reports

- **Allotments** – there are plots available.
- **Wychwoods** – the Working Together ‘social’, 14th June, saw a lively discussion and positive feedback, with a wish to repeat at regular intervals.
- **Environment** – a visit to the Milton sewage treatment works, 6th June was attended by representatives of Shipton, Milton, Ascott Councils, Fifield Parish Meeting and several environmental groups. Improvements are due to finish 2025. Cllr Lund has applied to WODC for a Biodiversity Survey.
- **Grass cutting** – a complaint was received this month re. the untidy verges, which we have replied to. It has also been noted that a number of hedges are impeding pedestrians; the owners will be gently reminded to keep them trimmed.
- **Shipton Fair 2024** – Cllr Randall has started to organize the entertainment.
- **Playground** – a RoSPA Safety Inspection has been booked for July.
- **Training** – Cllr Lund attended the Finance for Councillors course, run by Steve Parkinson, on 23rd May.

23. To receive reports from Community Groups & Organisations

- **Shipton Volunteers** – met 19th/20th May and tidied Simons Lane and the allotments. They also helped set up/take down at the Church Fete, 29th May. The June dates are Sat 24th, when the churchyard railings will be cleared in anticipation of a repaint, and Fri 30th, when the main road will be weeded and road signs cleared.

24. Report of Clerk, communications and noteworthy correspondence

Milton library wrote to give thanks for the funding recently given by Council for staffing purposes. A complaint was received re a lack of road markings at Ballards Close; the author was referred to FixMyStreet.com.

A complaint was received re a particularly unkempt grave in the burial ground. Clerk to investigate.

25. Items to report

Nothing to report.

26. Date of the next meeting: 20th July 2023.

Meeting closed 9.42pm.

The Chair

20th July 2023