

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

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

**Present:** Simon Randall (acting-chair), Tim Yates, Jan Lund, Amelia Harvey, County Councillor Liz Leffman, Clerk Zoe Thornburgh and 20 members of the public.

1. **To receive apologies for absence:** apologies were received from Jill Mavin.  
Cllr Joe Hames handed in his notice shortly after the June meeting; his achievements and service whilst on the Council, and ongoing, are acknowledged and appreciated.
2. **Declarations of interest**  
None received.
3. **County Councillor Reports**
  - Permission is being sought from the Government to offer lane rental to service/utility companies. It is hoped that this would act as a disincentive to leave road closures in place whilst there is no work being carried out. It would also encourage work to be carried out at off-peak times. The rental fees would be put towards road maintenance.
  - The trial of pothole filling materials has been completed, although no results as yet.
  - The £2 bus fare cap is to continue until October. This has had a significantly positive effect on passenger numbers. The X9 bus between Chipping Norton and Witney is now included in the scheme.
  - Oxfordshire Recycling Centres are to be open until 8pm on Thursdays.
  - Cllr Leffman has made a donation to the Milton Life Larder from her personal Priority Fund.
4. **Approval of Minutes of Parish Council meeting held on 15<sup>th</sup> June 2023**  
Following comments from Cllr Lund, the minutes were amended prior to the meeting.  
**Resolved:** The amended minutes were approved and signed as a true record by Cllr Randall.
5. **Matters of report arising from the previous Minutes**
  - Cllrs Randall and Lund attended the inaugural meeting of Charlbury Parishes Together, hosted by the Town Council. Councillors attended from surrounding parishes, to discuss a variety of topics, including plans for nature recovery, a new cycle path infrastructure, electric bike rental and use of solar energy. There was overwhelming support for a Water Day, to raise awareness of the state of the Evenlode, and recruit more Citizen Scientists.
  - With regards to the application for the Glebe land as an Asset of Community Value, there has been no response from WODC, but a letter was received from the Venerable David Tyler of the Diocese of Oxford, offering to meet to discuss useage after the matter has been decided.
6. **Public participation session**  
Twenty residents from Sinnels Field attended the meeting, in order to object to the Dash Grange planning application. Gordon Halliday and Peter Atkinson were elected to speak on their behalf. Their main concerns were:
  - the road is insufficiently wide for large vehicles, eg horse boxes, to enter in a single turn.
  - the proposed right of way finishes abruptly, and doesn't meet with the existing right of way.
  - more detail is needed regarding the lighting. Light pollution hasn't been sufficiently addressed.
  - that this isn't the full picture, and further applications will be made.
  - that this development is too large to be for private use, and is actually for commercial purposes.

## 7. Planning:

### 7.1 Applications received from WODC

23/01600/FUL Dash Grange, Leafield Road, Shipton under Wychwood

Change of use of land to equine use with the erection of new stables and detached riding area.

Cllr Randall summarised the application for Council and the public. He also addressed a number of the public's concerns, explaining the Council's limitations regarding the topics it can comment on.

Council objected to the application. Their comment addressed the highway, lighting and usage issues outlined above, but also the impact that such a major development would have on a rural, AONB village.

See <https://www.westoxon.gov.uk/planning-building-links/planning-applications> for the full comment.

23/01415/HHD Woodside, High Street, Shipton under Wychwood

Erection of wooden shed at the rear of the property and installation of hazel trellis.

Council made no objection to this application.

### 7.2 WODC decisions

None

### 7.3 Other

23/01504/OUT Land west of London Lane, Ascott under Wychwood

Outline planning application with all matters reserved (except for access) for the development of up to 40 residential dwellings(C3 use), including 50% affordable housing,with vehicular access from London Lane

Cllr Lund proposed that Council consider this application because, even though it is not within our parish, it would place an additional burden on the Milton sewage treatment works, potentially increasing the already unacceptable level of sewage discharge into the Littlestock Brook and Evenlode River. Council had also agreed in April 2023 to align with WODC in not approving development where the treatment works capacity was known to be insufficient.

Council objected to this application.

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

None received.

## Governance and Consultation

### 8. To consider application for Councillor vacancy

An application for the vacancy left by Carole Arnold, was recently received from John Roxby, and forwarded to all Councillors prior to the meeting. Mr Roxby was present at this meeting, but left the room whilst this item was discussed.

**Resolved:** To co-opt John Roxby to the Council. The closing date for request for election has passed.

**Action:** Clerk to notify WODC of Council's decision, and communicate with John accordingly.

### 9. To review and approve policies: Financial Regulation, Standing Orders, Risk Assessment, Earmarked Reserves

Council received the draft updated policies prior to the meeting. No changes have been made to the Financial Regulations or the Standing Orders by NALC in the last year, but the Clerk expressed her concerns regarding Item 4.5 and the amount she is authorised to spend in an emergency.

**Resolved:** To accept the Standing Orders, Risk Assessment and Earmarked Reserves. To accept the Financial Regulations as they are, for the moment, but discuss Item 4.5 at the September meeting.

**Action:** Clerk to post the updated policies on the website.

### 10. To approve rota of Wychwood magazine article authors

Council received a suggested rota prior to the meeting.

**Resolved:** To set the rota as follows

Submission	Aug 23	Oct 23	Dec 23	Feb 24	Apr 24	June 24	Aug 24
Councillor	Mavin	Yates	Harvey	Lund	Randall	TBA	TBA

**Action:** Clerk to remind relevant Councillor at beginning of month.

## Training

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

There were no notifications received this month of new courses.

**Resolved:** No new requests were made.

**Action:** No action necessary.

## Village Matters

### 12. To revise and confirm details of 20mph scheme application, and agree review in August.

Council received all details previously received by Clerk prior to the meeting, and agreed that they knew of no others. Council requested access to the full comments submitted for the consultation.

**Resolved:** To expand the August agenda (usually planning and finance only) to include this application.

**Action:** To source the full consultation comments.

### 13. To consider sub-contracting of grass cutting at Deanfield Grange.

A request was recently received from the Deanfield Grange management committee, for a contribution towards a verge cutter of their own choosing.

**Resolved:** To decline the request at this time, but to work on addressing the committee's concerns.

**Action:** Cllr Lund and Clerk to communicate with the committee.

### 14. To consider provision of litter bin at NBH, tennis court entrance.

Following WODC's change to a new litter bin scheme last year, a small bin was left at this location but was not being emptied. The area soon became very unsanitary and we had it removed. There are 5 WODC bins on the NBH site, the closest being 20 yards away, at the other end of the tennis court.

**Resolved:** To monitor the situation.

**Action:** No action needed at this time.

## Finance

### 15. To receive the monthly financial summary & bank reconciliation for June 2023

#### 15.1 As at 30<sup>th</sup> June, the Accounts stood at:

Unity Trust Current Account	£74,470.51
Unity Trust Deposit Account	£56,707.31
Charity Bank 40day Notice Account	£1,011.83
James Alfred Willis Trust Fund	£1,474.13

#### 15.2 To consider and approve invoices for payment as itemised on the Payment Schedule.

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

**Action:** Cllrs Mavin, Randall and Lund to authorise.

Clerk Salary	£743.99
HMRC: Clerk salary tax/NIC	£212.82
Clerk salary deficit May 2023	£42.04
HMRC: Deficit May 2023	£20.10
Repay Jill Mavin	£126.25
Repay Carole Arnold: Volunteers expenses	£2.90
Repay Joe Hames	£21.86
McCracken & Son	£741.50
Ben Jessey: Grass cut BG & Allot	£430.00
OALC – Agenda/Mins training	£36.00
OALC – R&R Training	£192.00
OCC	£1113.00
Sophie England – Playground	£105.00
Glasdon	£217.76
Ascott-u-Wychwood PC	£6.99
Transfer to Charity Bank Account	£60,000.00

#### Direct Debit

NEST Pension	£54.52
Castle Water	£8.74
Corporate Card fee	£3.00

**Corporate Card**

British Heart Foundation SP1 Defibrillator Battery	£240.00
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**15.3 To acknowledge receipt of payments**

Milton-u-Wychwood PC, Cost of Living event	£13.00
Deposit Account Interest	£317.56
40day Notice Account Interest	£1.83
OALC – refund of cancelled training courses	£336.00

**16. To consider grant application from Milton Life Centre**

**Resolved:** To agree to the £2,000 requested, but to be paid over a 4-month period, with the second half dependent on receipt of a spending report.

Action: Clerk to arrange.

**17. Councillor Portfolios - to receive reports**

- **School** – Council were very sorry to hear of the recent death of a child in Year 3.
- **Defibs** – Cllr Yates has fitted a new battery in the NBH defib. Clerk to update the defib website.
- **Burial Ground** – the long grass atop one of the graves has been trimmed, although it still stands higher/taller than the others.
- **Environment** – Cllr Lund recently attended ‘Source to Sewage’, a multi-organisational public meeting organized by the Evenlode Catchment Partnership that examined what various groups are doing, and how the river quality can be improved. .
- **Grass cutting** – Cllr Lund is working hard to assist our new grass cutting contractors, including the production of a new map, in an attempt to have the village looking neater. She also intends to arrange a cut of the recreation ground hedge. The nesting season hasn’t finished but she has seen no evidence of nesting birds, and the overhang is obstructing use of the pavement.
- **PCC Liaison** – Rev Clement is to leave the Wychwood Benefice at the end of July.
- **Playground** – Cllr Harvey is waiting to receive a date for the RoSPA Safety Inspection. She intends to accompany the inspector, to learn how to carry out basic checks.

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

- **Shipton Volunteers**  
Sat 24<sup>th</sup> June, nine of us met at the church to clear the railings of weeds/overgrowth, ready for their painting. We also cleared the kissing gate steps at the NBH and cut down overhanging branches on the path adjacent to the tennis courts leading to the playground. We had a new volunteer join us too.  
Friday 30<sup>th</sup> June, five of us met and weeded the path outside the NBH, including the water feature by the Wychwood Inn. We also cleaned the gutters in the grounds of the NBH. Two of us also cut back vegetation around four sign posts coming into the village from the Chipping Norton direction.
- **Wychwood Wild Garden**  
The Wild Garden’s July newsletter is available to read in ‘News’ on the Parish Council website.

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

The Clerk is pleased to report that the new laptop is now operational.

**20. Items to report**

Nothing to report.

**21. Date of the next meeting: 17<sup>th</sup> August 2023.**

Meeting closed 9.05pm.

**The Chair**

**17<sup>th</sup> August 2023**