

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

## A COTSWOLD VILLAGE AND COMMUNITY

### Minutes of the Meeting of the Council Thursday 21<sup>st</sup> September 2023, 7.30pm, New Beaconsfield Hall

**Present:** Jill Mavin (chair), Simon Randall (vice-chair), Tim Yates, Amelia Harvey, John Roxby, Clerk Zoe Thornburgh and 38 members of the public. Jan Lund attended via Zoom.

- 1. To receive apologies for absence:** apologies were received from County Councillor Liz Leffman.
- 2. Declarations of interest**  
Jan Lund declared an interest regarding Agenda Item 8, being a tennis club member and a close neighbour.
- 3. Approval of Minutes of Parish Council meeting held on 17<sup>th</sup> August 2023**  
**Resolved:** The amended minutes were approved and signed as a true record by Cllr Mavin.
- 4. Matters of report arising from the previous Minutes**  
None
- 5. County and District Councillor Reports**  
No reports received.
- 6. Public participation session**  
Thirty-eight local people attended the meeting. The 10-minute session time meant that four people were able to speak, in order to share their views on the Tennis Club's new portable floodlights, and Agenda Item 8. The NBH Committee Chair then spoke on the Committee's decision regarding the lights.

#### Village Affairs

- 7. (Agenda Item 8: brought forward in order to respond to the public's comments.)**  
**To write to both WODC and the NBH to register the Council's concerns re the new screening and proposed floodlights at the NBH tennis courts.**  
**Resolved:** Council voted against writing to WODC and NBH.  
Cllr Randall requested that his vote in support of the item, and the inaction of Council, be recorded.  
Action: No action necessary.

#### 8. Planning:

##### 8.1 Applications received from WODC

23/02291/HHD Skimbles, Swinbrook Road, Shipton under Wychwood  
Construction of detached Garden Pod/Home Office/Gym with associated works.  
Parish Council made no objection.

23/02213/HHD Sunnyside, Upper End, Shipton under Wychwood  
Erection of storage shed and bin store at the front of an existing building, along with associated landscaping.  
Parish Council made no objection but will submit a concern regarding the proximity of the shed to the boundary fence.

##### 8.2 WODC decisions

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.  
Approved by WODC 25<sup>th</sup> August 2023

### 8.3 Other

None

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

23/02213/HHD Sunnyside, Upper End, Shipton under Wychwood  
Erection of a self-contained annexe in rear garden  
Parish Council objected, on the grounds that the dimensions of the annexe are unknown and, therefore, the magnitude of the dwelling and its impact on the area and its neighbours cannot be estimated.

23/02388/HHD Doctor's House, Church Path, Station Road  
Extension of two storey extension to west elevation with shower room in roof space above.  
Parish Council made no objection.

23/02387/HHD Doctor's House, Church Path, Station Road  
Re-roofing of existing garage along with conversion of roof space to create ancillary accommodation, works to include construction of three dormer windows and an external staircase.  
Parish Council made no objection.

### Governance and Consultation

#### 9. To consider application for Councillor vacancy

Council are aware of a couple of potentially interested residents for the post.

**Resolved:** To inform these parties further re. the role of a Parish Councillor.

Action: Councillors to approach and discuss the post with interested residents, as appropriate.

#### 10. Each Councillor to receive a copy of the Good Councillor's Guide (GCG)

Each Councillor received the latest copy of the GCG (2018 version) as suggested by internal auditor.

**Resolved:** To provide each Councillor with a copy of the GCG on election/co-option.

Action: Councillors to read their guide and question Clerk/other Councillors as required.

#### 11. To review and approve Burial Ground Regulations, and Management of Burial Ground Agreement

Council received draft copies of each document prior to the meeting. Following recent meetings with the Wychwood Benefice, a number of changes have been made. Most significantly, the Parish Council Clerk has been responsible for any fees relating to the Burial Ground since January. Additionally, the Clerk asked Council whether they would have any aversion to requesting that all graves be dug double-depth, in order to avoid later confusion.

**Resolved: To approve the draft documents.**

**Resolved: Council had no objection to double-depth graves but wondered why they aren't always dug that way.**

Action: Clerk to publish the updated Burial Ground Regulations on the website and issue copies to the Wychwood Benefice and local Funeral Directors.

Action: Clerk to forward the Management of Burial Ground Agreement to the Wychwood Benefice for their consideration.

Action: Clerk to look into the consequences of requesting that all graves be dug double-depth.

#### 12. To review and approve Sections 3x and 6c of Standing Orders

**Resolved:** That, unless otherwise stated, monthly meetings (including the annual meeting) should start at 7pm, and shall not exceed a period of 2½ hours.

Action: Clerk to update the Standing Orders and publish them on the website.

#### 13. To consider and decide on next steps for consultation for West Oxfordshire Local Plan

**Resolved:** That Cllr Randall should prepare a draft in response to the three areas of discussion.

Action: To consider the draft at the October meeting.

### Training

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

Council received a list of all future courses prior to the meeting.

**Resolved:** That Councillors should be booked onto the following courses:

Cllr Roxby – Rules & Responsibilities and Finance for Councillors

Cllr Harvey – Planning

Cllr Randall – Planning, Interpersonal skills and Dealing with Difficulties

Action: Clerk to make the necessary arrangements

### Finance

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

**As at 31<sup>st</sup> August, the Accounts stood at:**

Unity Trust Current Account	£10,045.15
Unity Trust Deposit Account	£46,707.31
Charity Bank 40day Notice Account	£61,011.83
James Alfred Willis Trust Fund	£1,474.13

#### 16. 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 to authorise.

Clerk Salary	£683.40
HMRC: Clerk salary tax/NIC	£184.42
NBH	£50.60
McCracken & Son	£741.50
Ben Jessey: Grass cut BG	£110.00
Alfred Groves	£15.21
OALC – Councillors booklets	£42.60
Sophie England – Playground	£105.00
Sinnels Field	£51.50
BHF – Defib battery	£240.00
Repay Zoe Thornburgh	£19.59

#### Direct Debit

NEST Pension	£54.52
Castle Water	£60.33
Corporate Card fee	£3.00
Corporate Card purchases (Weed wand)	£14.99

#### 17. To acknowledge receipt of payments

Allotment deposit	£30.00
Wild Garden repayment of WODC bin invoice	£435.24

#### 18. To consider quotes from Speedwatch group for new SIDs

Council could see benefit in having a dynamic speed display at each end of the main street, but wanted a little more information first re placement at the Burford end of the village, and how the current SID will be used.

**Resolved:** To reconsider the item when Council's questions have been answered.

Action: Clerk to contact the Speedwatch lead.

#### 19. Councillor Portfolios - to receive reports on activities

- **Allotments** – a skip will be booked in the next few weeks
- **School** – a full Government Board meeting was held recently. There were no issues.
- **Library** – there has been no meeting recently.
- **Burial Ground** – quotes are being sought for an extension to the path
- **Defibs** – Cllr Yates has repaired the heater for the Fiddlers Hill unit.
- **Generator** – Cllr Harvey is to check with Lee Wyatt-Buchan that monthly checks are ongoing.

- **Grass cutting** – Cllr Lund is currently away but Clerk is to discuss with her to ensure that the grass is left in a good state for the winter months.  
An offer has been received from a villager, to cut the recreation ground grass, if a mower could be found. Cllr Mavin is making enquiries and the Clerk is to check the Council insurance, and also funding opportunities.
- **Shipton Fair** – a Working Group meeting is to be held 17<sup>th</sup> Oct, 6pm. Cllr Randall is to suggest that sponsorship be sought. A climbing wall has been booked and the Red Arrows/Hurricane or Spitfire requested.
- **PCC Liaison** – there has been no response to our application to make the Glebe land an Asset of Community Value.
- **Highways** – Cllr Roxby is to arrange a meeting with James Wright, OCC, to discuss signage at the Burford end of the village, following complaints re near-collisions from residents accessing housing and the Tall Trees nursing home.  
Cllr Mavin is to file a report on Fix my Street for maintenance of the footpath on Milton Road, opposite the village shop.
- **Salt bins** – following an assessment of the village salt bins, Cllr Roxby noted that a replacement is needed for Station Top Alley. Clerk will arrange.
- **Emergency Plan** – Cllr Roxby is to review this and update as necessary.
- **Flooding** – Cllr Roxby is to check with the NBH manager to ensure stock of sand and bags.
- **Playground** – a RoSPA report was carried out last month and reported several items which need maintenance. Key risk items are the zip wire and skate park. Cllr Harvey is sourcing quotes for the repairs, and also for new seating.
- Unfortunately, a woman slipped recently, whilst descending a grass bank from the playground to the car park, and broke her ankle. Having spoken with the lady, Cllr Harvey is to record the incident in the NBH accident report book.

## 20. To receive reports from Community Groups & Organisations

- **Wychwood Forest Trust**  
The Trust's September newsletter is available to read in 'News' on the Parish Council website.

## 21. Report of Clerk, communications and noteworthy correspondence

Clerk reported the successful completion of the Parish Council's external audit by Moore. The AGAR will be published on the website, and an invitation to view the accounting records has been posted on the Council noticeboard.

Clerk reported an email received from Heather Smith, who voiced disappointment in the grass cutting on the village green. A second email was from Siobhan Smith, who is interested in arranging a memorial bench for Cassidy, who sadly died recently. Both have been responded to.

## 22. Items to report

None

## 23. Date of the next meeting: 19<sup>th</sup> October 2023.

Meeting closed 9.45pm.

**The Chair**  
**19<sup>th</sup> October 2023**