

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

## Minutes of the Meeting of the Council Thursday 21<sup>st</sup> December 2023, 7.00pm, New Beaconsfield Hall This was a Planning and Finance Meeting only

**Present:** Jill Mavin (chair), Simon Randall (vice-chair), Tim Yates, Jan Lund, Clerk Zoe Thornburgh, and 1 member of the public.

**1. To receive apologies for absence**

Apologies were received from Amelia Harvey, John Roxby and County Councillor Liz Leffman.

**2. Declarations of pecuniary interest**

None received.

**3. To agree to co-option of Craig Satchwell to fill existing Councillor vacancy.**

Council received a copy of Mr Satchwell's application prior to the meeting.

**Resolved:** To co-opt Craig Satchwell to Shipton Parish Council.

Action: Councillor Satchwell signed his Declaration of Acceptance of Office, countersigned by the Proper Officer. He will also complete a Register of Interests form, to be forwarded to WODC.

**4. Approval of Minutes of Parish Council meeting held on 16<sup>th</sup> November 2023**

**Resolved:** To accept the draft minutes as previously published by the Clerk.

Action: The minutes were signed as a correct record by the Chair.

**5. Matters of report arising from the previous Minutes**

None

**6. County and District Councillor Reports**

No reports received.

**7. Public participation session**

The attending resident was interested to know whether the 20mph scheme in Shipton would include Mutton Lane, which runs from Fiveways, past Sinnels Field and Ascott Road. Council was able to confirm that its proposal does include Mutton Lane, but that OCC hasn't yet made a final decision.

**8. Planning:**

**8.1 Applications received from WODC**

23/03051/HHD Nutberry Hill Cottage, Mawles Lane, Ascott under Wychwood  
Erection of single storey side and rear extensions.

Parish Council had no objection to the extension, but objected to the chimney on grounds of design, which it felt was overbearing and incongruous, both to this building and others in the vicinity.

22/00612/FUL The Old Prebendal House, Station Road, Shipton under Wychwood  
Flood mitigation works together with landscaping and associated works.

Parish Council objected to this amendment, based on the Environment Agency report, as it seems likely to increase the flood risk to other properties.

23/03006/HHD Hillside, Upper End, Shipton under Wychwood

Installation of 16 roof-mounted solar PV panels, to the front and side roof slopes, together with a home battery with inverter in the integral garage.

Parish Council made no objection to this application.

23/03025/HHD Meadow View Cottage, Upper End, Shipton Under Wychwood  
Alterations including erection of single storey rear side extension, proposed garage conversion, addition of 5 skylights, proposed heat pump unit and replacement windows.  
Parish Council made no objection to this application, but requested that close attention would be paid to sighting and screening of the pump.

23/03013/HHD Sunnyside, Upper End, Shipton under Wychwood  
Conversion of an existing open porch into an enclosed porch and addition of 25 solar panels to existing roof.  
Parish Council made no objection.

## 8.2 WODC decisions

None

## 8.3 Other

22/00725/LBC & 22/00612/FUL The Old Prebendal House, Station Rd, Shipton under Wychwood  
Alterations to carry out flood mitigation works & new gates together with landscaping/assoc works.  
This application has been amended – see 8.1 Applications received.

## 8.4 Any planning applications submitted following publication of agenda

None

## Finance

### 9. To receive and approve the monthly financial summary and bank reconciliation for November 2023.

Council received a Finance Summary and Bank Reconciliation for November 2023 prior to the meeting.

**Resolved:** To accept the figures as presented in these documents.

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

Unity Trust Current Account	£14,680.66
Unity Trust Deposit Account	£47,059.30
Charity Bank 40day Notice Account	£61,011.83
James Alfred Willis Trust Fund	£1,474.13

### 10. 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 & Lund to authorise.

Clerk Salary	£683.20
HMRC: Clerk salary tax/NIC	£184.62
OALC Training	£36.00
McCracken & Son	£741.50
Witney Town Band deposit (Shipton Fair)	£55.00

### Direct Debit payments

NEST Pension	£60.91
Unity bank (service charge)	£3.00
Castle Water	£75.40

### 11. To acknowledge receipt of payments in November 2023

Allotment rents	£255.00
Banbury Memorials	£316.00

### 12. To agree increase of Clerk/RFO's pay and return to use of NALC pay scale

**Resolved:** To review Clerk/RFO's pay, due October 2023. Also, to return to use of NALC pay scale.

Action: Chair and Vice-chair to meet in January and report decision at next meeting. Any increase to be backdated to October 2023.

**13. To agree draft budget, and set precept for Financial Year 24/25.**

Council met earlier in the month, to discuss and amend a draft budget prepared by the RFO.

**Resolved:** To accept the budget as summarized below. To raise the precept by 0.2% to £38,916, equating to a Band D tax of £55.39, which is a 0% increase for the second year running. To use £20,944 from anticipated income and reserves to balance the budget.

**Budget headings for expenditure**

Administration	£17,393
Parish Maintenance	£17,647
Burial Ground	£2,250
Playground	£1,640
Allotments	£2,130
NBH Subsidy	£2,600
Donations	£11,200
Capital Projects	£5,000
<b>Total net expenditure</b>	<b>£59,860</b>

Action: Clerk to complete Precept Form and return to WODC

**14. To confirm recipient charity for the Christmas Eve Carols collection**

**Resolved:** To collect this year on behalf of Shipton United Charities.

Action: Collection will be made by Shipton PC Councillors, using a card reader and collection buckets.

**15. To consider quotes and assign works for burial ground path extension**

Four quotes were sought for this project, and two received. A decision was made on the basis of cost.

**Resolved:** To award the project to Ben Jessey.

Action: Clerk to arrange.

**16. To consider quotes and assign works for pollarding of 25 lime trees & 1 ash, St Marys Church**

Three quotes were sought for these works, and two received. A decision was made on the basis of cost.

**Resolved:** To award the project to Ben Jessey.

Action: Clerk to arrange.

**17. To agree to pay for Clerk to start an ILCA-CiLCA bridging course**

**Resolved:** Training approved, cost £120.

Action: Clerk to arrange.

**18. To consider donation request from MIND**

Nine Shipton residents have been directly supported by MIND in 2023.

**Resolved:** To make a donation of £100.

Action: Clerk to arrange.

**19. To approve quote from Jane Olds for internal audit 2023/24**

Quote is for £250; this is the same as 2022/23.

**Resolved:** To accept Ms Olds' quote.

Action: Payment to go forward to February's Payment Schedule.

Action: Clerk to start completing internal audit paperwork.

**20. Councillor Portfolios**

- **Environment** – Cllr Lund has recontacted SSEN re shrouding power cables, to enable Treetech to complete their tree work and cut back the hedge alongside the tennis court. (It was not worth doing this until leaf fall because of access). They have apologised for the delay, raised a new job number and assured her they will be in touch re date for doing the work over the winter. Watch this space!

- Cllr Lund has contacted Treotech to find out if their quote (dated 4.11.22!) still stands or if they need to requote. Waiting to hear back.
- Cllr Lund has written to McCrackens expressing dissatisfaction with grass cutting regime this year and will meet up with him in January to discuss what can be done to improve the service.
- Re the Milton sewage treatment works upgrade scheduled for completion in 2025, the current Thames Water Draft Business Plan suggests that this now will not happen until 2030-35 earliest. The Evenlode Catchment Partnership who monitor the river and organise citizen scientists, have issued a press release saying that they will sever ties with TW from 2025 because of them renegeing on their commitments. Cllr Lund is looking into this.
- **Village maintenance** – the boundary wall of the BT Telephone Exchange in the High Street, is becoming unsafe and unsightly. Cllr Randall has printed photos and written a letter, to be sent to Adam Crozier, Chairman of BT Group, requesting the wall be given prompt attention.
- **Shipton Fair** –Sponsors are being sought. Planning will start to ramp up in the New Year. The next meeting is 16<sup>th</sup> January.
- **Planning** – Cllr Randall recently attended a talk on Rural Housing, given by a rural housing association and a local community land trust.
- **Playground** – the Parish Council has been offered some practice nets. Cllr Harvey continues to sources quotes for the repair and maintenance works highlighted by our recent RoSPA report.

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

None

#### **22. Items to report**

The Christmas Eve carols service arrangements are all complete, including a good weather forecast.

Cllr Yates has been in correspondence with the Wychwood magazine editor, regarding the article he submitted, on behalf of the PC, for the Dec/Jan issue. He felt that editing had excessively diluted, and undermined, its intended message.

Communications are ongoing with a local resident, who has generously offered the use of his sit-on mower, so that the village green and recreation ground grass can be cut more regularly.

#### **23. Date of the next meeting: 18<sup>th</sup> January 2024, 7pm.**

Meeting closed 8.20pm.

**The Chair**  
**21<sup>st</sup> December 2023**