

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

## A COTSWOLD VILLAGE AND COMMUNITY

### Minutes of the Meeting of the Council Thursday 18<sup>th</sup> January 2024, 7.00pm, New Beaconsfield Hall

**Present:** Jill Mavin (chair), Simon Randall (vice-chair), Tim Yates, Jn Lund, Amelia Harvey, John Roxby, Craig Satchwell, County Councillor Liz Leffman, Clerk Zoe Thornburgh, and 4 members of the public.

**1. To receive apologies for absence**

No apologies received.

**2. Declarations of pecuniary interest**

Cllr Yates expressed an interest in Item 6 because, whilst not a pecuniary or sensitive interest, he felt his involvement should exclude him from any discussion and vote.

**3. Approval of Minutes of Parish Council meeting held on 21<sup>st</sup> December 2023**

**Resolved:** To accept the Minutes as a correct record.

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

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

None

**5. Public participation session**

Cllr Yates and two other Kethero Close residents spoke, to outline the background behind Item 6, and to give their reasoning for the reapplication.

One resident also reported that the mobile Speed Indication Device (SID), currently sited on the High Street, is dangerously positioned, and that she'd hit her head whilst walking past it. Cllr Mavin will feed back to the person responsible.

**6. To agree to support residents of Kethero Close, to reapply for a road name change to Olivers Yard.**

This item was brought forward, to follow comments made in the public participation session.

The Council voted unanimously. (Cllr Yates declared an interest and did not vote). County Cllr. Liz Leffman, was also in support.

All agreed that the name change would not be disrespectful to Mr. Kethero's legacy.

Cllr Mavin (Chair) reminded the meeting that the original PC decision between the two names was only carried by a single deciding vote.

**Resolved:** To support the residents of Kethero Close (all) in their request.

Action: Residents of Kethero Close to appeal against the WODC Cabinet's decision to reject their application, to change their street name to Olivers Yard.

**7. Planning:**

**7.1 Applications received from WODC**

23/03300/HHD The Homestead, Swinbrook Road, Shipton Under Wychwood

Erection of a replacement outbuilding

Parish Council made no objection, but were concerned that the roof sloped towards the boundary line, rather than into the applicant's garden, because they thought this might be a flood risk. They also encouraged the applicant to choose timber weatherboard rather than metal for the roof.

**7.2 WODC decisions**

None

**7.3 Other**

Application for New Premises Licence, Wychwood Business Park, Milton Road, Shipton Under Wychwood Under the Licensing Act 2003.  
Parish Council made no objection.

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

23/03423 Gable House, Leafield Road, Shipton under Wychwood

Installation of 12 PV solar panels on the southern elevation of the garage, including the installation of a battery for electricity storage

Parish Council made no objection

#### **8. County Councillor Report**

- OCC have launched 159 electric buses, one of the first counties in the country to have such a large fleet. Currently, their range is limited, but OCC hope this will expand in the future.
- OCC plans to move out of County Hall, Witney, as it's very under-occupied, to another County Council property in Speedwell Street, which will be converted to a Net Zero property. County Hall is a prime site which will be re-used in some way, but there are no final plans yet. Other County Council buildings in the area are also being reviewed.
- Recent flooding wasn't bad, compared to some parts of the County, but OCC feel that more could be done, and are working with individual parishes to put flood plans into place. It was pleasing to note that Evenlode catchment area works, eg. Magpie Farm near Chipping Norton, improved safe distribution of surplus water.
- The Windrush Valley Scheme, which includes a plan to divert HGVs along specific routes, has not been finalized. Its next meeting is later this month.
- Burford Bridge repair works are awaiting insurance funds.

#### **Governance and Consultation**

##### **9. To consider draft management agreement between PC and NBH Charity, and to suggest a date for further discussion with NBH Charity**

Regretfully, it was found that not all Councillors had seen the agreement, and were unable to comment.

**Resolved:** To postpone this item until the February meeting.

Action: Clerk to send management agreement and supporting information to Council

Action: Clerk to write to NBH Charity

##### **10. To consider whether PC should comment on the draft Oxfordshire Councils Charter**

Cllr Randall is to attend the WODC Forum, which will include discussion of the Charter, on 6<sup>th</sup> February, and will provide Council with a summary.

**Resolved:** To submit a comment from the Parish Council, rather than from individual Councillors.

Action: Individual councillors to send their comments to Cllr Randall, who will collate a PC comment.

Councillors will have the opportunity to review this before it is submitted, by 13<sup>th</sup> February.

##### **11. To reconsider last year's decision not to adopt the Civility and Respect Pledge**

Council received a copy of the Pledge, together with an explanation regarding its purpose, prior to the meeting. One Councillor commented that one of the reasons the Pledge had not been adopted was the Council's ambivalence to get involved in political lobbying, which is one of its points.

**Resolved:** To adopt the Civility and Respect Pledge (majority vote).

Action: Clerk to post Council's decision on the website.

##### **12. To review Councillor portfolios.**

Cllr Lund requested that a Working party be formed to assist her with grass cutting issues. She also suggested that a Sustainability Portfolio be created.

Cllr Harvey queried her inclusion in the Defib portfolio.

The Clerk requested assistance with the website and social media.

The Council agreed that the purpose of holding a portfolio is to collate information which enables the whole Council to make decisions as needed, to ask for assistance as required, and to provide a written

handover (eg. relevant history, useful information, contact numbers) when passing the portfolio on to another Councillor.

**Resolved:** To form a Grass Cutting Working party to resolve the current grass cutting issues, and create a more effective plan.

**Resolved:** That a Website and Social Media portfolio be created, for Cllr Satchwell.

**Resolved:** That Cllr Yates does not need assistance with the Defibs portfolio.

**Resolved:** That a better understanding of the needs of a Sustainability portfolio is needed, before it can be assigned and worked on.

Action: Grass Cutting Working party to form as per Item 16 below.

Action: Cllr Satchwell to get acquainted with the Parish Council's website and Facebook page, and liaise with Clerk as required.

Action: Clerk to remove Cllr Harvey from Defibs.

Action: Cllr Lund to draft a breakdown of terms of reference for a Sustainability portfolio.

**13. To agree rota for writing of bi-monthly article for Wychwood magazine.**

**Resolved:** To replace the existing rota with the following:

Article Due Date	Volume/Issue	Councillor
29th February	46, April/May	Amelia Harvey
30th April	47, June/July	Craig Satchwell
30th June	48, Aug/Sept	Simon Randall
31 <sup>st</sup> August	49, Oct/Nov	John Roxby
31 <sup>st</sup> October	50, Dec/Jan	Tim Yates
31 <sup>st</sup> December	51, Feb/Mar	Jill Mavin
28 <sup>th</sup> February 2025	52. Apr/May	Jan Lund

Action: Clerk to remind each Cllr accordingly.

#### Village Matters

**14. To start planning for Parishes Together meeting.**

**Resolved:** To liaise with Ascott and Milton Parish Councils.

Action: Cllr Mavin to approach Ascott and Milton PC Chairs.

**15. To consider how to improve liaison with local police, in light of recent burglary.**

It was felt that the PC should improve communications with the police, in order to keep the village's residents better informed and advised.

**Resolved:** To increase information available on PC website and social media.

Action: Cllr Satchwell to contact the village's Community Police Officer, Wesley Smith.

**16. To discuss proposal to set up a Grass Cutting (incl verges) Working Party.**

**Resolved:** To set up a Grass Cutting Working party. Cllrs Lund and Satchwell to form the central group, assisted by Cllr Mavin for rewilding, and Cllr Roxby for the sit-on mower.

Action: Cllr Lund to arrange the first meeting, to be reported back on at the February PC meeting.

**17. To discuss proposal to set up a PC working party for a Nature Recovery Action Group.**

Cllr Lund would like to set up a number of environmental groups under a small umbrella of Shipton PC, and under a larger one of the three Wychwoods, with the thought that they might become independent, in time. Sustainability might be incorporated; there is an overlap of topics.

**Resolved:** To form a Working Party, consisting of Cllrs Lund, Harvey, Randall and Satchwell, to discuss how a Nature Recovery Action Group (NRAG) might work, and the planning and publicity required.

Action: Cllr Lund to arrange.

**18. To consider commemorating the 150<sup>th</sup> anniversary of the Cospatrick sinking in November 2024, including cleaning of the memorial.**

Discussion included whether the Wychwood Local History Society might be interested in producing a display for Shipton Fair, and/or an article for the Wychwood magazine.

Also, the suitability of Kirsty Jackson (A Touch of Grace) for the job of cleaning it.

**Resolved:** To approach WLHS re a display and/or article on the history behind the Cospatrick memorial.

**Resolved:** That Kirsty Jackson is competent to clean a Grade 2 listed structure.

Action: Cllr Lund to contact the WLHS.

Action: Clerk to contact Kirsty Jackson, and request an updated quote.

#### 19. To agree a date and theme for the Annual Parish Meeting.

NBH provided appropriate, available, dates for the main hall prior to the meeting.

**Resolved:** To hold the APM at 7pm, Thurs 23<sup>rd</sup> May.

Action: Cllr Satchwell to arrange a meeting with the other Councillors, to plan the APM content.

### Finance

#### 20. To receive and approve the monthly financial summary and bank reconciliation for 31<sup>st</sup> December 2023.

##### As at 31<sup>st</sup> December, the Accounts stood at:

Unity Trust Current Account	£12,953.35
Unity Trust Deposit Account	£47,385.49
Charity Bank 40day Notice Account	£61,011.83
James Alfred Willis Trust Fund	£1,474.13

**Resolved:** To approve the monthly finance summary and bank reconciliation, as provided prior to the meeting.

**Resolved:** To reduce the monies held in the Unity Trust accounts, to make use of the higher interest rate offered by Charity Bank. The maximum amount to be transferred is 50% of the Unity Trust total, but the Charity Bank account must not exceed £85,000.

Action: Clerk to arrange a transfer between the Unity Trust and Charity Bank accounts.

#### 21. 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 Randall & Lund to authorise.

Clerk Salary	£683.40
HMRC	£184.42
Alfred Groves	£2.47
Hickman Bros	£154.51
McCracken & Sons	£741.50
New Beaconsfield Hall	£33.60
OALC – W-3073 & W-3074	£324.00
Sophie England – Invs 352 & 379	£210.00
Repay Jill Mavin	£84.50

##### Direct Debit

NEST Pension	£43.59
Unity bank (debit card charge)	£3.00
Castle Water	£75.40

#### 22. To acknowledge receipt of payments in December 2023

Allotment rents	£110.00
Credit interest (Unity Trust Deposit Account)	£326.19

#### 23. To receive Chair and Vice-Chair's recommendations for Clerk's pay increase and discuss.

The Clerk left the room for the duration of this item.

**Resolved:** To put the Clerk back on the NALC pay scale, SCP18, the hourly rate increase to be backdated to October 2023. The Clerk's hourly wage will automatically increase to SCP19 in April 2024.

**Resolved:** To amend the Clerk's contract such that:

i, 3 months notice must be given of dismissal or notice to leave.

ii, the number of hours to be worked is 61/month. Only 5 additional hours/month may be claimed for.

Action: Clerk to update contract.

**24. To consider donation requests from 1<sup>st</sup> WW Scouts and WW Day Centre**

**Resolved:** To award donations as requested,

**Action:** Clerk to notify applicants of decision, and add payments to February Payment Schedule.

**25. To agree to change bin contract to Shield Group when able to terminate contract with Ubico.**

Current charge per bin by Ubico is in excess of £8. Shield are offering the same service at £2.50.

**Resolved:** To transfer bin emptying contract to Shield as soon as possible.

**Action:** Clerk to arrange.

**26. Councillor Portfolios - to receive reports on activities**

- **Library** – OCC has produced a new Partnership Working Agreement, setting out its responsibilities and those of the Friends of Wychwood Library, in relation to the running of Wychwood Library. This includes an increase in the contribution requested from the Wychwood Parish Councils, to cover the pay increases of the library staff.
- **Allotments** – not much work is being carried out, as a result of the recent poor weather. Cllr Mavin is in communication with a resident who is to keep some hives at the orchard end.
- **Trees** – we are still waiting for SSEN to shroud the electricity cable in the hedge by the tennis courts, so that TreeTech can trim the hedge. TreeTech are updating their quote for the works.
- **Environment** – Thames Water state that the Milton Sewage Works work is still on schedule.
- **Skipton Fair** – Joe Haynes has accepted an invitation to join the Fair Committee.
- **Highways** – OCC's proposal for the 20mph scheme in Skipton is due to go out for consultation in March, with signage installed approx. 3 months later.
- A 'Traffic Turning' sign has been installed outside Blenheim cottages. It is hoped that this will improve road safety for drivers entering and exiting the properties.
- **Emergency Plan** – is being updated by Cllr Roxby.
- **Playground** – Cllr Harvey has prioritized the issues highlighted by last year's RoSPA report, and requested quotes for the most important. She may also request assistance from Skipton volunteers to clean/re-varnish the picnic benches and some of the play equipment.
- The general state of the playground is poor, owing to wind-related debris. Cllr Harvey will try to arrange a parents' working party to tidy it up.

**27. Reports from Working Parties, Community Groups & Organisations**

None

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

A series of emails from BT suggest that the telephone exchange wall, in the High Street, will be repaired early February.

The village's MP, Robert Courts, has written to the PC, to offer his assistance with Thames Water.

**29. Items to report**

It is not possible to receive updates on Planning Enforcement cases. It is the PC's responsibility to monitor them.

**30. Date of the next meeting: 15<sup>th</sup> February 2024.**

Meeting closed 9.30pm.

**The Chair**

**15<sup>th</sup> February 2024**