

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council Thursday 15th February 2024, 7.00pm, New Beaconsfield Hall

Present: Jill Mavin (chair), Simon Randall (vice-chair), Jan Lund, Amelia Harvey, John Roxby, County Councillor Liz Leffman, Clerk Zoe Thornburgh, and 2 members of the public.

1. To receive apologies for absence

Apologies received from Tim Yates and Craig Satchwell.

2. Declarations of pecuniary interest

No declarations received.

3. Approval of Minutes of Parish Council meeting held on 21st December 2023

Cllr Lund requested two amendments, as she felt the final sentence in Item 12 was confusing. Apologies also to Joe Hames, whose name was misspelt in Item 26.

Resolved: To amend the Minutes as per Cllr Lund's request, and then accept as a correct record.

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

4. Matters of report arising from the previous Minutes

None

5. Public participation session

A representative of the Deanfield Grange Management Committee requested that Oak Drive be removed from the Parish Council's grass cutting contract, and that a donation be made to the Committee's own contractor instead. The reasons behind this request were outlined.

6. To decide whether the Parish Council (PC) should continue using their contractor to cut verges in Oak Drive, or whether the Deanfield Grange Management Committee should take over, and the PC make a small financial contribution towards costs.

This item was brought forward, to follow comments made in the public participation session. Cllr Lund has been in communication with the Deanfield Grange Committee for several months regarding this matter, and the Grass Cutting Working Group met last week, specifically to discuss it. The group's conclusions were presented to the rest of the PC at this meeting.

Resolved: To agree to remove Deanfield Grange from the grass cutting contract, and to offer the Committee £51.50/year for their costs, as per a similar arrangement elsewhere in the village.

Action: The representative will take the PC's offer back to the Management Committee.

7. County Councillor's Report

- Oxfordshire County Council (OCC) are in the process of sorting their 24/25 budget, and have had to make significant savings in some areas, due to large increases needed in others, eg. social care. Currently, OCC are proposing a Council Tax increase of 4.99%, as last year.
- Following feedback from users, OCC are making changes to Fix my Street, in order to make it more user-friendly.
- Oxfordshire Community Rail Partnership have published a consultation in order to take the public's views into account when designing timetables. They are keen to hear re. experiences of both rail users and non-users. The survey can be found at <https://link.webropol.com/s/oxcrpsurvey>
- A Councillors' steering group is working on a new HGV strategy, looking at the routes they use, and the opportunities available. A consultation will be published in the future.
- A new emergency notification process has been developed, for potholes. Email highwaysengagement@oxfordshire.gov.uk, with details of the pothole's location.

8. To consider requesting that OCC extend the yellow zigzag lines outside Milton School, to include the section opp Stone Lodge.

Previously Agenda Item 13, this item was brought forward so as to include County Cllr Leffman. Cllr Roxby has already spoken to the OCC Highways Dept, who think this would be possible.

Resolved: To request that the lines be extended.

Action: Cllr Roxby to go back to the OCC Highways Dept.

9. Public Participation Session 2

A member of the Shipton-under-Wychwood Recreational Field and Village Hall Charity (otherwise known as NBH Charity) Committee had previously requested to speak, but was unaware of the PC's new start time. Hence, a repeat of this item.

A brief history of the Charity and its role in the management of the Recreation Field was given.

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

Previously Agenda Item 8, this item was reordered, to follow comments made in the Public Participation Session 2.

Resolved: PC and NBH Charity Committee to meet later this month.

Action: Cllr Mavin to liaise with NBH Charity Committee to arrange a meeting date, and notify PC.

11. Planning:

11.1 Applications received from WODC

24/00075/LBC Hunters Lodge, High Street, Shipton under Wychwood

Replace existing summer house.

Parish Council had no objection, but would have liked to see drawings of the current structure.

24/00201/LBC and 24/00200/FUL The Wychwood Inn, High Street, Shipton under Wychwood

Erection of a lean-to timber clad kitchen storage building to rear elevation. Construction of an oak framed gazebo along with a detached bar and serving room within the pub garden area (retrospective).

Parish Council had no objection, but made several recommendations re restriction of use.

11.2 WODC decisions

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

Erection of a replacement outbuilding

Parish Council made no objection, but voiced concerns re the roof design.

Approved by WODC 01 February 2024

23/03051/HHD Nutberry Hill Cottage, Mawles Lane, Ascott under Wychwood

Erection of single storey side and rear extensions.

Parish Council made no objection

Approved by WODC 17 January 2024

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.

Approved by WODC 30 January 2024

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.

Approved by WODC 24 January 2024

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.
Approved by WODC 22 January 2024

11.3 Other

None

11.4 Any planning applications submitted following publication of agenda

None

Governance and Consultation

12. To discuss and accept draft comment, on the draft Oxfordshire Councils Charter

As the submission date has already passed, the comment drafted by Cllr Randall was emailed to the other Councillors, and accepted, prior to this meeting.

Resolved: That the Council's acceptance of the comment be minuted.

Action: No further action needed; Cllr Randall's comment has been accepted and submitted.

13. To consider Cllr Lund's breakdown of a Sustainability portfolio

The Grass Cutting Working Party had its inaugural meeting recently, and decided that Cllr Satchwell is to take over responsibility for grass cutting. Cllr Lund's remaining portfolio will have a lot of crossover with Sustainability issues.

Resolved: Cllr Lund to create, and take on, a Sustainability portfolio.

Action: Clerk to update the Cllr Portfolio section of the website.

14. To accept Standing Orders, Financial Regulations, Code of Conduct & Playground Risk Assessment

Councillors received the Standing Orders and Financial Regulations, by email, in December 2023, and again a week before this meeting. The Code of Conduct is the same one as they signed, either following the 2022 elections or when co-opted. The Playground Risk Assessment was not included in this item as it needs further work.

Resolved: To accept Standing Orders, Financial Regulations & Code of Conduct. No changes required.

Resolved: Clerk and Cllr Harvey to discuss the Playground Risk Assessment before presenting to full Council for consideration.

Action: Clerk to update dates on website documents.

Action: Clerk and Cllr Harvey to update the Playground Risk Assessment before the next meeting.

15. Council and Clerk to accept Clerk's new Contract of Employment

Following decisions made re. Clerk's contract at January meeting (Minutes Ref. 2024/001 Item 23), Clerk updated the contract and sent it to Chair and Vice-Chair for approval. It was then forwarded to Council.

Resolved: To accept the amended Clerk's Contract of Employment.

Action: Chair and Clerk to sign a paper copy of the contract, which will then be retained by the Clerk.

Village Matters

16. To discuss and decide on siting of practice nets in playground.

The tennis club have donated their old practice board (not nets) to the PC.

Resolved: To use this board to replace the current board, which is rotting.

Action: Cllr Harvey to include quotes for installation in the current playground maintenance costs.

17. To discuss lighting & pedestrian safety on the High Street pavement, near Shipton Court.

Council appreciated the need to avoid unnecessary street lighting, due to the Dark Sky Policy in this area, but believe there is a greater safety issue at this location.

Resolved: To approach OCC and enquire as to the possibility of a lighting review on this stretch of road.

Action: Cllr Roxby to email OCC Highways as per the resolution.

18. To agree to allow Milton's Biodiversity Monitoring Action Group (BMAG) to extend their LandApp mapping of watercourses into Shipton parish.

Resolved: To allow BMAG to extend their mapping into Shipton parish.

Action: Cllr Lund to feed back to BMAG.

Finance**19. To receive and approve the monthly financial summary and bank reconciliation for 31st January 2024.****As at 31st January, the Accounts stood at:**

Unity Trust Current Account	£10,610.96
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.

Action: No action needed.

20. 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 and Randall to authorise.

Zoe Thornburgh: Wages	£934.77
HMRC	£329.01
McCrackens	£741.50
OALC W-3137	£72.00
OALC W-3138	£132.00
OALC 4468	£36.00
Sophie England	£105.00
Repay Carole Arnold	£53.68
Repay Zoe Thornburgh	£6.00

Direct Debit

NEST Pension	£43.59
NEST	£43.59
ICO (Data Protection Registration)	£35.00
Lloyds Bank (Corporate Card)	£93.04
Castle Water	£87.36

21. To acknowledge receipt of payments in January 2024

Allotment rents	£40.00
Burial & Memorial Fees	£295.00

22. To consider donation request from BODS

Resolved: To donate £250 to BODS.

Action: Clerk to arrange.

23. To agree to fund a new SID battery for Speedwatch

Resolved: Agreed at cost of £86.40.

Action: Clerk to arrange.

24. Councillor Portfolios - to receive reports on activities

- **Library** – is very active, with lots of events for all ages.
- **Allotments** – a section of wall has collapsed on Fiddlers Hill, between the water meter and the junction with Swinbrook Road. It is believed that this is due to people scaling the wall as a short cut to the allotments. Quotes are to be sought for repair, and a stile considered.
- **Trees** – SSEN are due to shroud the electricity cable alongside the tennis courts next week, so that the hedge can be trimmed shortly after.
- **Environment** – a large number of ivy-clad trees and walls have been noted in the village. WODC states that ivy doesn't, in itself, damage the tree but is likely to grow on an already

unhealthy tree, and increases windage. The volunteers regularly cut thick stems of ivy, and residents should be encouraged to keep an eye on their trees.

- **Shipton Fair** – Cllr Randall is negotiating sponsorship.
- **Highways** – OCC's proposal for the 20mph scheme in Shipton is out for consultation; the closing date for submissions is 23rd February.
- **Emergency Plan** – It has been noted that bags in the sandbag box need replacing; Cllr Roxby will check this and may suggest a new box as a future agenda item.
- **Playground** – Cllr Harvey is to rake up wet leaves at the weekend, and generally tidy up. She will also start a fortnightly assessment of equipment.
- Three quotes have been requested for maintenance of the playground equipment; one quote has been received.
- Future plans, to be authorised at a later date, include installing a child-related noticeboard, and replacing the circular bench, possibly to be paid for by the WI.

25. Reports from Working Parties, Community Groups & Organisations

Grass Cutting Working Party, 7th February.

Topics discussed were: rewilding, wildflower planting, performance of grass cutting contractor, incorporation of a ride-on mower into the grass cutting schedule, and cutting of Deanfield Grange verges.

Wychwood Forest Trust's January 2024 newsletter, is available to view on the Parish Council website.

26. Report of Clerk, communications and noteworthy correspondence

Clerk reported receipt of 3 emails of particular interest.

1. From a Sinnels Field resident, requesting advice re. maintenance of large trees in her garden.
2. From Wychwoods Local History Society, inviting us to visit their new archives at Groves Yard.
3. From WODC, to inform us re. a planned redivision of Parliamentary constituencies. The Wychwoods will form part of the Witney constituency.

27. Items to report

Earlier this week, sewage was noted on the High Street. Thought to be due to a mechanical failure, Thames Water has been asked to investigate.

The BT Exchange wall has not yet been repaired, Clerk to address.

The Gas sub-station needs maintenance; Cllr Lund will report it.

The next SWAG meeting is Monday 19th February, 7.30pm at the library.

28. Date of the next meeting: 21st March 2024.

Meeting closed 9.03pm.

The Chair
21st March 2024