

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

## A COTSWOLD VILLAGE AND COMMUNITY

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

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

**1. To receive apologies for absence**

None received.

**2. Declarations of pecuniary interest**

Cllr Yates declared an interest in planning application 24/00203/HHD.

**3. Approval of Minutes of Parish Council meeting held on 15<sup>th</sup> February 2024.**

**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**

The yellow zigzag lines outside Wychwood Primary School, Milton Road, have been extended, to allow safer access to the residential properties opposite.

**5. County Councillor's Report**

- Oxfordshire is developing a Nature Recovery Strategy to protect, enhance and restore nature, with OCC as the lead organisation. A consultation is currently collecting opinions on how this should be done, with a deadline of 31<sup>st</sup> March.
- Work has started on the introduction of traffic filters, to reduce traffic passing through Oxford city centre, and improve air quality. The scheme will start in November 2024, and drivers will need to purchase a pass to access the filter area 7am-7pm. Residents will be entitled to 25 passes, which can be applied for from July. Dispensations for disabled, and some delivery, drivers.
- Cllr Leffman is due to meet shortly with the Rail Minister, to present a case for the dualling of the Cotswold Line, and request funding for a feasibility study.
- Roadworks are planned for Milton Road, for resurfacing and painting of zigzags outside the garage, with patching of other sections.
- OCC have been awarded £3.6million to get microhubs set up for e-car charging, thus superseding previous requirements and providing further opportunities for car park hubs.
- Work continues on local area energy plans, in order to cut carbon emissions. Connecting to the grid is currently impossible, due to outdated systems, so OCC are focusing on small scale solar farms and battery storage.
- In response to concerns that cuts are being made to school bus routes, Cllr Leffman assured us that no cuts are being made. The bus in question is the Burford School bus. OCC are obliged to provide transport for certain groups, with the spare seats being available at a cost. However, there may not be any spare next year.
- Consultation on the Shipton under Wychwood 20mph scheme finished at the end of February, and will probably be discussed by OCC at their decision meeting in April. Once a decision has been made, signage would be quick to go in place.

**6. Public participation session**

None

**7. To receive a report on registration and implications of the Glebe land as an Asset of Community Value, and to decide the next steps**

This item was brought forward to include Cllr Leffman.

Parish Council's application to be awarded the Glebe Land as an asset of community value has been successful, and registration has been awarded by WODC. This means that the PC would have first right of refusal if the Diocese want to sell the land, or arrange a long lease.

**Resolved: To create a small working party to consider WODC's report, and discuss use of land.**

Action: Cllrs Randall and Yates to form a working party, with someone from the Wychwood Benefice.

Action: To seek advice from a Landscape Architect, to assess land and its possibilities, free of charge.

## **8. Planning:**

### **8.1 Applications received from WODC**

24/00344/HHD 5 Meadow Lane, Shipton under Wychwood

Remove existing and install new, larger bay windows and front entrance porch. Demolition of existing lean-to and erection of single storey rear extension.

Parish Council supported this application.

24/00575/HHD Sunnyside, Upper End, Shipton under Wychwood

Construction of a new storage shed at front of an existing residential property.

Parish Council made no objection. Compared to the previous application, this is a smaller scheme, more in proportion with the property.

### **8.2 WODC decisions**

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

WODC approved the application on 14<sup>th</sup> February.

23/02188/LBC The Great Barn, 14 Home Farm Close, Shipton Under Wychwood

Internal and external alterations to replace all casement windows, the dining room door and lounge double door with flush heritage casement windows and doors.

Parish Council made no objection

WODC refused the application on 14<sup>th</sup> February.

23/02649/FUL Langley Mill Cottage, Shipton Road, Ascott under Wychwood

Construction of replacement dwelling and associated works.

Parish Council made no objection, but suggested a number of conditions to approval.

WODC approved the application 28<sup>th</sup> February.

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.

WODC approved the application.

### **8.3 Other**

23/00819/FUL 15 Meadow Lane, Shipton under Wychwood

Change of use of land from agricultural to domestic off-street parking, including the Installation of 2 x Upstanding EV chargers. Refused by Parish Council and WODC.

Applicant has appealed against WODC's decision.

Parish Council felt that there was no need to comment, further to its initial submission.

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

Some Councillors were unhappy with the comment submitted, and requested to have the comment withdrawn and replaced with another. As the submission date had been passed, the amendment needed to be made promptly. The full Council were already due to meet the next day for a Working

Party and, together, compiled an amended comment, which the Clerk duly submitted. The amended comment was not significantly different, but removed some controversial aspects. Cllr Lund would like it minuted that she did not agree with the process by which Parish Council's submitted comment was amended.

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

24/00203/HHD Olivers Yard, I Kethero Close, Shipton under Wychwood  
Erection of single storey side extension  
Parish Council made no objection.

### **Governance and Consultation**

#### **9. To approve continuation of SLCC membership for the Clerk.**

**Resolved:** To approve continuation.

Action: Clerk to present invoice for authorization at next meeting.

#### **10. To check and accept Asset Register and Reserves List**

**Resolved:** To accept the updated Asset Register and Reserves List.

Action: Clerk to publish the new documents on the Website.

#### **11. To consider whether to delegate authority to the Clerk to comment on planning applications.**

**Resolved:** Where necessary, comments to be submitted on planning matters may be delegated to the Clerk, following consultation with members outside of a meeting. The Clerk is to collate and agree responses with Cllrs/Chair as appropriate.

Action: Clerk to amend Standing Orders and create a Delegation to Clerk policy, aided by Cllr Yates.

#### **12. To approve proposed Management Agreement between Shipton PC and NBH Charity**

A Parish Council Working Party met with members of NBH Charity earlier today, and all agreed with the proposed Agreement, except for Item 6. This should be amended so that a signed copy is to be sent to the Charitable Commission.

**Resolved:** To approve the decisions made by the PC Working Party.

Action: Cllr Randall is to amend the agreement as agreed, and Chair to sign. Cllr Randall will then send a copy to the Charitable Commission.

### **Village Matters**

#### **13. To confirm Cllr Satchwell's acceptance of a place on the NBH Charity Committee**

**Resolved:** Cllr Satchwell confirmed that he has taken the second PC place on the NBH Charity Committee. Officially noted by PC.

Action: No action needed.

#### **14. To approve quote for cleaning of Cospatrick Memorial**

**Resolved:** Quote provided by A Touch of Grace approved.

Action: Clerk to inform Kirsty Jackson, of A Touch of Grace.

#### **15. To agree to set up a village biodiversity action group, recruit volunteers and provide initial funding**

**Resolved:** To approve the Biodiversity Working Party recommendation that a Biodiversity Group be set up, to become independent when established, with 4 initial projects:

1. Hedgehog Heroes
2. Recruiting Citizen Scientists
3. Save a Swift
4. Adopt a Verge

Opportunities for recruitment include the PC APM, Great Big Green Week and Shipton Fair.

Action: Working Party to prepare for a recruitment drive.

Action: Cllr Lund to discuss with SWAG whether the two groups should be attached.

Action: Cllr Lund to prepare a funding budget request for the April meeting.

**16. To acknowledge the PC's grant application to Cotswolds National Landscape for the possible publication of six guides to walking routes in the Wychwoods.**

Cllr Randall gave a report on his funding application to CNL.

**Resolved:** Submission of application officially noted.

Action: Cllr Randall will update PC re progress, and potential costs, as appropriate.

**Finance**

**17. To receive and approve the monthly financial summary and bank reconciliation for 29<sup>th</sup> February 2024.**

**As at 29<sup>th</sup> February, the Accounts stood at:**

Unity Trust Current Account	£8,316.05
Unity Trust Deposit Account	£47,385.49
Lloyds Bank Corporate Card Account	£0.00
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.

**18. 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	£790.35
HMRC	£234.73
McCrackens	£741.50
Morelock Signs Ltd - Replacement SID battery	£86.40
OALC Annual Subscription	£314.89
Ben Jessey - Pollarding in churchyard	£1985.00
Cllr training fuel expenses	£31.28
Alfred Groves - Materials for mending water troughs	£32.10
BODS Crowdfunding	£250.00
Sophie England	£105.00
WODC – Bin emptying 10/23-03/24	£1305.72
Refund allotment deposit	£30.00
Donation Lady Reades Trust	£100.00
OCC – Library Donation	£1354.00

**Direct Debit**

NEST Pension	£92.24
Lloyds Bank (Corporate Card)	£3.00
Castle Water	£87.36
Unity Bank Service Charge	£18.00

**Payments already authorised, outside of a Schedule.**

(These were approved at the January meeting, and missed the February Schedule.)

04/03 WW Day Centre	£400.00
04/03 1 <sup>st</sup> WW Scout Group	£435.00

**19. To acknowledge receipt of payments in January 2024**

Allotment rents	£160.00
Allotment deposit	£30.00

**20. To review the 2023-24 Expenditure vs Budget**

**Resolved:** To acknowledge that PC overspent budget by approx. £1,000.

Action: No action needed.

**21. To consider grant application from Wychwoods Local History Society.**

**Resolved:** Approved request of £500.

**Action:** Clerk to arrange.

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

- **Library** – is very active, with lots of events for all ages.
- **Allotments** – a number of residents are keen to undertake the rebuilding of the drystone wall. Cllr Mavin is to arrange, possibly with assistance from Wild Garden team.
- A complaint has been received regarding the turning circle being churned up, following recent wet weather. Cllr Mavin is to consider infilling with gravel.
- **Burial Ground** – the volunteers have cleared the excess vegetation from walls and trees, and trimmed the shrubs.
- An out of postcode policy on burial costs needs to be maintained due to a lack of plot availability.
- The path extension to 6' from the end wall is due to start next month.
- **Generator** – a refill is needed.
- **Environment** - Cllr Lund's Environment Portfolio is to be renamed the Biodiversity & Sustainability Portfolio.
- **Grass Cutting** – Cllr Satchwell is arranging with the grass cutting contractor to do an extra verge cut in exchange for our taking on the recreation ground and village green.
- **Shipton Fair** – Cllr Randall is negotiating sponsorship.
- **PCC** – Interviews for the new vicar are being held 1<sup>st</sup> May.
- **Emergency Plan** – Cllr Roxby has been unable to find a suitable replacement for the sandbag bin. He has cleared out the current bin, and will fit a tarpaulin to improve weather protection.
- **Playground** – Cllr Harvey attend a Play & Parks Training Session earlier in the month. This recommended a quarterly assessment, to bridge the gap between the RoSPA report and Cllr Harvey's fortnightly checks.
- Cllr Harvey continues to plan maintenance of those items needing most urgent maintenance.
- **Trees** – SSEN recently cut the tennis court hedge, but left a large mess. Cllr Lund filed a complaint, and is now arranging to have the mess cleared up.
- **Website** – this is due for expansion, including local history and events.

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

The new Environment Working Party had its first meeting earlier this month. Council received a report as part of Item 15 above.

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

None

**25. Items to report**

Cllr Yates reported that a tree recently fell through the roof of the Cricket Club clubhouse, and an emergency structure is to be erected to temporarily house its contents.

**26. Date of the next meeting: 18<sup>th</sup> April 2024.**

Meeting closed 9.45pm.

**The Chair**

**18<sup>th</sup> April 2024**