

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council Thursday 18th April, 7.00pm, New Beaconsfield Hall

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

1. To receive apologies for absence

Cllr Yates sent apologies for absence.

2. Declarations of pecuniary interest

None.

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

None.

5. County Councillor's Report

- Shipton Road in Milton under Wychwood is due for repair/resurfacing this summer. This is part of a program to repair 100 roads in the county with proper surfaces, not just dragon patching.
- Tests of new road surfaces are being held near Kingham station.
- OCC have budgeted £2.4million to improve walking and cycling routes, mainly in Abingdon and Witney.
- Two new schools are to be built, for young people with Special Educational Needs & Disabilities (SEND), in Didcot and Abbey Park, near Abingdon. Currently, these children are having to go out of county for their education.
- Funding is also going into supported housing for young adults with learning disabilities, in Witney and Charlbury.
- The footpath between Shipton and Milton-u-Wychwood is due for an upgrade. The work is to be done by Cotswold Wardens, using materials already on the path.
- Eynsham Park&Ride cannot currently open, because there is no funding for a link road between it and the A40. OCC are trying to find an alternative solution to transport residents into Oxford, possibly a rail link.
- Cllr Leffman is due to meet with the Rail Minister at the end of May, to present a case for the dualling of the Cotswold Line, and request funding for a feasibility study.
- Shipton-u-Wychwood's 20mph scheme application is due to be discussed by OCC next week.

6. Public participation session

None

7. Planning:

7.1 Applications received from WODC

None

7.2 WODC decisions

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 made no objection, but suggested extra screening.
Approved by WODC 11th March.

24/00436/HHD Hunters Lodge, High Street, Shipton under Wychwood
 Replace existing summer house
 Parish Council made no objection
 Approved by WODC 28th March.

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.
 Approved by WODC 28th March.

7.3 Other

Parish Council noted that, as of 2nd April, all planning applications must demonstrate a 10% biodiversity net gain. This applies to single, as well as multiple, dwellings (but not extensions). Parish Council also noted that it is their responsibility to establish the base level and state whether they think an application will achieve a net gain. Future planning applications will contain a section for this specific issue.

7.4 Any planning applications submitted following publication of agenda

None

Governance and Consultation

8. To consider Council's use of social media and possible use of an Instagram account.

Cllr Satchwell outlined the ways in which other parish councils use Facebook and Instagram accounts to communicate with its village's residents.

Resolved: To trial both for a year, and then review.

Action: Cllr Satchwell will set up new accounts, and train Clerk and Councillors to use as required.

9. To consider changes to Standing Orders relating to Annual Council Meeting.

Clerk described a few ways in which other Parish Councils regulate the Chair and Vice-Chair internal election procedure.

Resolved: To keep the current procedure, as outlined in the Shipton under Wychwood Standing Orders.

Action: No action needed.

Village Matters

10. To approve Treotech's revised quote for cutting/tidying the hedge behind the tennis courts.

Cllr Lund related how, rather than shrouding the electric cables, so that Treotech could cut the tennis court hedge, as previously agreed, SSEN offered to cut the hedge, free of charge. Unfortunately, the job was left incomplete and the waste was not well disposed of. TreeTech were then asked whether they would revise their original quote, to make good the hedge and surrounding area.

Resolved: To accept and approve Treotech's quote

Action: Cllr Lund to arrange.

Finance

11. To receive and approve the monthly financial summary and bank reconciliation for 31st March 2024.

As at 31st March, the Accounts stood at:

| | |
|------------------------------------|------------|
| Unity Trust Current Account | £109.48 |
| Unity Trust Deposit Account | £47,710.37 |
| Lloyds Bank Corporate Card Account | £0.00 |
| Charity Bank 40day Notice Account | £62,322.93 |
| 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.

12. To consider and approve invoices for payment as itemised on the Payment Schedule.**Resolved:** To make bank transfer payments of the following Schedule of AccountsAction: Cllrs Mavin and Randall to authorise.

| | |
|---------------------------------|---------|
| Zoe Thornburgh: Wages | £790.55 |
| HMRC | £234.53 |
| McCrackens | £741.50 |
| SLCC – Annual Membership | £183.00 |
| Ben Jessey – Grass Cutting | £250.00 |
| Sophie England | £120.00 |
| OALC – Councillor Training | £132.00 |
| Scribe – Annual Subscription | £414.72 |
| Donation to WHLS | £500.00 |
| Fruitful Branch – Orchard prune | £150.00 |
| Repay Clerk – printer paper | £6.37 |

Direct Debit

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

Corporate Debit Card Transactions

| | |
|---|---------|
| Donation to Royal British Legion Poppy Appeal | £100.00 |
| Service charge | £3.00 |

13. To acknowledge receipt of payments in March 2024

| | |
|-----------------------|-----------|
| Allotment rents | £160.00 |
| Allotment deposit | £30.00 |
| Unity Bank interest | £324.88 |
| Charity Bank Interest | £1,311.10 |

Resolved: To acknowledge these payments.Action: No action needed.**14. To approve the budget for the Environment Working Party (EWP)**

A budget of £700 was proposed.

Resolved: To approve the EWP budget. The funding will come from budget previously allocated to bin emptying and a sit-on mower, which is no longer needed.**Resolved:** To authorise Cllr Lund to spend up to £100 at a time, without needing to submit a request at a meeting. She was also reminded that, together, the Clerk and Chair are authorised to grant permission for expenditures up to £250, outside of a meeting.Action: Clerk to update 2024/25 Budget**15. To approve the draft budget 2024-25.**

An updated draft budget was received by Parish Council prior to the meeting. Updates were due to costs or situations having changed since the draft was minuted in December 2023.

| Budget Headings for Expenditure | |
|--|----------------|
| Administration | £17,583 |
| Parish Maintenance | £20,837 |
| Burial Ground | £3,170 |
| Playground | £1,640 |
| Allotments | £2,130 |
| Environment | £700 |
| NBH Subsidy | £2,600 |
| Donations | £11,200 |
| Total | £59,860 |

Resolved: To approve the draft budget 2024-25, as per the outline above, and review in 3months.

Action: Clerk to post approved budget on website.

16. To approve list of regular payments for 2024/25

Parish Council were presented with a list of regular payments prior to the meeting, as per Section 5.6 of its Financial Regulations. These may be presented for payment, without having to be agreed upon individually in advance.

Resolved: To approve list of regular payments.

Action: Clerk to post list on website.

17. To approve application to HMRC to access Gift Aid on any donations to the JAW Trust.

Resolved: To approve application, in hopeful anticipation of donations, for beautifying the village.

Action: Cllr Randall to prepare and submit an application.

18. Councillor Portfolios - to receive reports on activities

- **School** – the Head has given notice; the Deputy Head is to cover for the time being.
- **Library** – is very active, as the staff continue to put on events for all ages and interests.
- **Allotments** – a working party plans to start work on the drystone wall repair in May. They will be Parish Council volunteers for insurance purposes.
- **Burial Ground** – the path extension is due to be completed in the next couple of weeks.
- **Biodiversity & Sustainability** – Cllr Lund was hoping to arrange a stand at the Groves Yard market with SWAG, as part of the Great Big Green Week. Unfortunately, there is insufficient time to prepare, so this has been postponed until next year.
- **Trees** – SSEN's tree contractor has contacted the PC re cutting back some trees on the allotments. PC does not think this necessary as they don't encroach on any power lines, but Cllr Lund has agreed to meet with them to discuss.
- **Shipton Fair** – generous donations have been received from Hooks Hatchery and Burford Garden Centre.
- **PCC** – Interviews for the new vicar are being held 1st May.
- **Speedwatch** – are still keen to replace the two static Vehicle Activated Signs with Speed Indication Devices, but further details are needed re installation.
- **Playground** – the grass recovered quickly after its recent cut, which left it looking very unsightly.
- Cllr Harvey plans to have quotes ready for May meeting for maintenance of the equipment, to prepare for the summer holidays.
- Cllr Harvey is setting up a parents' group, to improve communication with users of the playground, and to assist with small tasks.
- **Grass cutting** – McCrackens haven't completed last month's contracted, and verbally agreed, tasks. Cllr Satchwell is to contact them; should this happen again, payment will be withheld and possibly reduced.
- Cllrs Satchwell and Lund continue to correspond with Deanfield Grange Management Committee re the upkeep of their verges.
- **Thames Valley Police** – Cllr Satchwell recently met with our Community Officer to discuss how to support residents, especially with the village's two main issues - smash & grab, and numberplate thefts. Advice will be posted on the Parish Council website/social media pages.
- **Website** – Cllr Satchwell is due to meet with Netwise, our website hosts, to discuss updates.

23. Reports from Working Parties, Community Groups & Organisations

The Environment Working Party have agreed to set up an environmental group called Wild About The Wychwoods, and are discussing collaboration with Milton and Ascott.

The three Wychwood Parish Councils are already working together on communications with Thames Water, to gain updates on its investment commitments, design and timetable for increasing capacity of the Milton sewage treatment works, and related regulation and discharge permits. As yet, there has been no significant response.

24. Report of Clerk, communications and noteworthy correspondence

None

25. Items to report

Mike Watson, who has done an excellent job of running the Wild Garden for the last 15 years, is due to step down shortly. A presentation and thank you is planned for 5th September.

26. Date of the next meeting: 16th May 2024. This will be the Annual Meeting of the Council, when an internal election will be held for the Chair and Vice-Chair posts.

Meeting closed 9.25pm.

**The Chair
16th May 2024**