

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council Thursday 16th May, 7.00pm, New Beaconsfield Hall

Present: Jill Mavin, Simon Randall, Jan Lund, Amelia Harvey, John Roxby, Craig Satchwell, Clerk Zoe Thornburgh, the Shipton Volunteers Group Leader and 1 member of the public.

1. To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office

Cllr Jill Mavin stood down as Chair. Cllr Simon Randall was elected as Chair unopposed, and signed a Declaration of Acceptance of Office.

2. To say Thank You to the resigning Chair

Jill Mavin was thanked for her service, with an eloquent speech and a gift of an acer tree for her garden.

3. To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office

Cllr Amelia Harvey was elected as Vice-Chair unopposed, and signed a Declaration of Acceptance of Office.

4. To receive apologies for absence

Apologies were received from Cllr Yates and County Cllr Leffman.

5. Declarations of pecuniary interest

None.

6. Approval of Minutes of Parish Council meeting held on 18th April 2024.

Resolved: To accept the Minutes as a correct record.

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

7. Matters of report arising from the previous Minutes

None.

8. County Councillor's Report

A report was received from County Cllr Leffman prior to the meeting.

- **Road improvements:** The County has approved a £7million budget to repair 100 road across the county this summer. Works have already started, and can be monitored with One Network <https://uk.one.network> and OCC's map tool <https://www.oxfordshire.gov.uk/residents/roads-and-transport/roadworks/major-current-roadworks>.
- **Oxford United Stadium:** Terms have been agreed between OCC and OUFC, for the lease of OCC land near Kidlington. The lease is subject to the club complying with several condition, including planning permission from Cherwell District Council and the production of a net zero carbon plan.
- **Mission to eliminate road deaths:** A package of measures called 'Vision Zero' has been approved, with £4 million in funding for projects 2024-2026. The programme aims to eliminate deaths and serious injuries on Oxfordshire's roads by 2050.
- **Community Transport Grants 2024-25:** OCC is inviting parish/town councils and local groups, to bid for community transport grants from a pot of £150,000. Applications from successful bidders in 2023-24 will not be considered.
- **Town and Parish Charter:** A Cabinet meeting agreed to go ahead with The Town & Parish Charter, and it will be formally launched 1st July. WODC will be ratifying this in June.

9. Public participation session

The member of the public attending was interested to hear what Council thought of the Farm Close planning application. He didn't want to speak but stated that he was happy to answer any questions regarding the application.

10. Planning:

10.1 Any planning applications submitted following publication of agenda

24/00896/HHD 8 Home Farm Close Sipton Under Wychwood

Proposed garage conversion and addition of first floor dormer.

Parish Council approved the application.

10.2 Applications received from WODC

24/01018/S73 Langley Mill Cottage, Sipton Road, Ascott under Wychwood

Variation of condition 2 of planning permission 23/02649/FUL

Parish Council had no objection to this application.

24/01062/S73 Wychwood Inn, High Street, Sipton under Wychwood

Variation of condition 4 of planning permission 24/00200/FUL

Parish Council had no objection.

24/01103/LBC Sipton Lodge Cottage, High Street, Sipton Under Wychwood

Internal alterations to Install a through floor lift.

Parish Council had no objection.

24/00949/FUL Land North East Of Simons Croft, Upper End, Sipton Under Wychwood

Change of use of part site to residential garden, replacement of stables with home office and associated landscape proposals.

Parish Council objected to this application.

24/00954/HHD Cotswold, 7 Plum Lane, Sipton Under Wychwood

Demolition of garden shed and greenhouse and erection of a workshop for hobby purposes.

Parish Council had no objection to this application, but questioned whether the roof edge should be further away from the neighbouring wall, for access and improved drainage.

10.3 WODC decisions

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

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

Parish Council made no objection.

Approved by WODC 03 May.

24/00203/HHD Olivers Yard, I Kethero Close, Sipton under Wychwood

Erection of single storey side extension

Parish Council made no objection

Approved by WODC 26 April.

10.4 Other

None

The following two items were discussed ahead of the Agenda schedule in order that the Sipton Volunteers lead could be present.

11. To approve renewal of Council insurance with Clear Councils, formerly known as BHIB.

Whilst the insurance provided by BHIB, now Clear Councils, is generally excellent, it was recently noticed that the personal injury cover is reduced for Council employees (including volunteers) aged 75-84, and that there is no cover for age 85+. The Clerk has compared the insurance to others, including individual personal cover and found that that this one compares very well.

Resolved: To approve renewal of Council insurance with Clear Councils, at a cost of £573.18.

Action: Clerk to arrange payment in the May Payment Schedule.

12. To receive reports from Working Parties, Community Groups and Organisations.**Shipton Volunteers:**

The group has achieved a lot this year and has many more plans, but needs to attract new members if it is to keep going. The group leads will man an information stand at the Parish Council Annual Parish Meeting next week, and the Shipton Fair in August, to try and recruit more people.

Governance and Consultation

None

Village Matters**13. To discuss ideas for commemoration of the 150th anniversary of the Cospatrick disaster, and to make plans to follow up on any decisions made (SR)**

Cllr Randall suggested that a Remembrance Service be proposed to the new vicar of St Mary's Church, and family members of the three survivors be invited. He is keen to try and locate these families, as well as trying to source some funding to support this task. Cllr Randall also suggested that he work with the local history society, WLHS, who are to have an exhibition at the library.

Cllr Satchwell offered to compile a page on the website, with text and pictures about the disaster.

Resolved: To accept all of these ideas.

Action: Cllrs Randall and Satchwell to action as above, and report back as appropriate.

14. To discuss purchase of lawnmower for volunteer to cut the orchard (JM).

Resolved: To approve purchase of 2nd-hand, refurbished, lawnmower, with a maximum budget of £100.

Action: Clerk to liaise with volunteer. Also to discuss with current contractor re volunteer doing extra cuts.

15. To discuss contributing to roller purchased by volunteer to assist grass cutting on rec ground & village green (JM).

Resolved: To contribute £100 towards the grass roller, total cost £300.

Action: Clerk to liaise with volunteer, to arrange repayment.

16. To agree to proceed with resident's request to cut back branches overhanging his land from 3 willow trees in the playground (JL).

Cllr Lund has checked the trees and confirms that they are in need of cutting back. As the trees are in a conservation area, a Section 2.1 WODC approval will be needed.

Resolved: To return to this in July or September, to obtain 3 quotes and the Section 2.1 approval, to prepare for a cut in the winter.

Action: Clerk to check with Cllr Lund re placing this item on a future agenda.

Finance**17. To receive and approve the monthly financial summary and bank reconciliation for 30th April 2024.****As at 30th April, the Accounts stood at:**

Unity Trust Current Account	£22,057.43
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.

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
Shield Maintenance	£103.99
Sophie England	£120.00
OALC – Councillor Training	£132.00
Donation to the NBH Charity	£2600.00
Hire of hall for meetings 2024	£212.20
Treetech – tidy up of hedge by tennis court	£420.00
Donation to OCC for Library staffing	£1354.00
Clear Councils – PC Insurance	£573.18
Repay Carole Arnold – Volunteers costs	£58.85
Repay Clerk – Tabletop Display Kit	£151.00

Direct Debit

NEST Pension	£62.91
Lloyds Bank (Corporate Card)	£3.00
Castle Water	£87.36

Corporate Debit Card Transactions

KopyRite printers	£99.40
Gift from Chair	£50.00
Postage costs	£8.95
Service charge	£3.00

19. To acknowledge receipt of payments in March 2024

Shipton Fair donation	£500.00
Unidentified credit 000001	£212.83
Burial fees	£284.00
Burial fees	£72.00

Resolved: To acknowledge these payments.

Action: Clerk to identify the unidentified credit payee.

20. To approve a PC application to the Friends of the Cotswolds, for a grant of £1500 towards the plans for six Wychwoods walking maps (SR).

Cllr Randall reminded Council that £2000 has already been obtained, as well as an expectation of a small donations from the Cotswold Wardens and local pubs, and suggested that we request a maximum of £2000.

Resolved: To approve the application for £2000.

Action: Cllr Randall to compile the application, and forward to the Clerk for signing and emailing.

18. Councillor Portfolios - to receive reports on activities

- **Allotments** – a working party has started work on repairing the drystone wall repair, and is due to finish it next week.
- Chemical sprays have been used to kill grass around the water troughs for the second year running. Cllr Mavin has emailed the allotmenters, asking them to desist from using chemicals on public areas of the allotments.
- **School** – the Headmaster is due to leave at the end of August. A Senior teacher is due to act as Interim Head, until a replacement has been found.
- **Trees** – TreeTech have tidied the hedge adjoining the tennis court, following its trim by SSEN.
- SSEN want to trim several trees in the allotments, as part of a rolling contract, which seems unnecessary so Cllr Lund is meeting a SSEN contractor next week to discuss.
- **Biodiversity & Sustainability** – the Environment Working Party has received an anonymous donation, which Cllr Lund is considering how to spend.
- **Highways** – a Shipton resident has been enquiring whether it would be possible to have a zebra crossing placed near the school. Previous investigations have deduced that a crossing is out of the PC's financial reach.
- **PCC** – a new vicar has been chosen, Rev Sarah Sharp, from Bodicote. A licensing service will be held 23rd September, by the Bishop of Dorchester.

- **Shipton Fair** – promised sponsorship is now up to £1300.
- **Planning** – the WODC Local Plan 2041 Consultation Report has been published. Suggested developments in the report total 30,000 homes.
- **Highways** – following OCC's approval of Shipton's 20mph scheme in April, signs have started appearing throughout the village. Cllr Roxby has requested confirmation of a start date several times, but had no reply.
- **Speedwatch** – Cllr Roxby has contacted OCC for information about replacing the current Vehicle Activated Signs (VASs) but has nothing confirmed yet.
- **Playground** – the skate ramp concrete is cracking – a local resident has volunteered to fill in the cracks, as a temporary measure, until a more permanent arrangement is decided.
- The annual RoSPA inspection has been booked for July.
- **Website** – following a meeting between Cllr Satchwell and Netwise, the website's appearance is due to be updated and a few new pages added. An interactive map will also soon be added, for environmental issues.
- The Parish Council's Instagram and Facebook accounts have been launched.
- **Thames Valley Police** – Cllr Satchwell is looking into costs of wildlife cameras for security in Dog Kennel Lane.
- **Grass cutting** – A new plan has been created of the village's verges, to assist our current grass cutting contractor.
- The grass cutting contractors have been asked whether the churchyard could be left neater after its next cut, in preparation for a Church event, 15th June.

22. Report of Clerk, communications and noteworthy correspondence

None

23. Items to report

Cllr Harvey has had some more APM flyers printed, for distribution to those streets not already covered.

24. Date of the next meeting: 20th June 2024.

Meeting closed 9.15pm.

The Chair
20th June 2024