

# SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

## Minutes of the Meeting of the Council Thursday 20<sup>th</sup> June, 7.00pm, New Beaconsfield Hall

**Present:** Simon Randall, Amelia Harvey, Jill Mavin, Tim Yates, Jan Lund, John Roxby, Craig Satchwell, Clerk Zoe Thornburgh, and 3 members of the public.

**1. To receive apologies for absence**

No apologies were received.

**2. Declarations of pecuniary interest**

Cllr Yates declared an interest in Agenda Items 7.1 (Cricket Club clubhouse) and 28 (Cricket Club grant application), and was present as a member of public for these items.

**3. Approval of Minutes of Parish Council meeting held on 16<sup>th</sup> May 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. Public participation session**

Members of the public attending were able to provide information and answer questions from the Councillors relating to the Simons Croft and Cricket Club planning applications, and also the Cricket Club grant application. These items were therefore, brought forward, for discussion.

**6. Planning**

**6.1 Applications received from WODC**

24/00949/FUL Land North East Of Simons Croft, Upper End, Shipton Under Wychwood  
Change of use of part site to residential garden, replacement of stables with home office and associated landscape proposals.

Parish Council initially objected to this application, but were invited to reconsider, following provision of further information. Parish Council now have no objection, on the grounds that the office is to have no commercial purpose, and the overlooking neighbours are in support.

24/01384/FUL Cricket Ground High Street Shipton Under Wychwood

Erection of a clubhouse, storage and scorer's hut.

Parish Council were pleased to note that the Cricket Club clubhouse hopes to play a greater part in the village, providing a Community Hub, facilities for disabled and female cricketers, and a safe environment for younger Scouts (Squirrels).

Parish Council have no objection to this application, subject to the provision of more than one bat box. They also suggested that the design be modified to connect the bar and kitchen.

24/01126/LBC The New House, Ascott Road, Shipton under Wychwood

Internal and external works including, refurbish windows including replacement of single glazing with double glazing, install bathroom extractor fans and roof vents, kitchen extractor fans and a wall vent., alterations to external store, and replace flat roof covering and fascia boards.

Parish Council have no objection.

24/01260/LBC Shipton Lodge, High Street, Shipton under Wychwood

Internal alterations to create accessible shower room and pantry, including removal of modern internal partitions and associated fixtures, erection of stud partitions, formation of 2 internal openings and associated works.

Parish Council have no objection and commented that the design works hard to preserve the integrity of the house.

## 6.2 WODC decisions

24/00896/HHD 8 Home Farm Close, Shipton under Wychwood

Proposed garage conversion and addition of first floor dormer

Supported by Parish Council.

Approved BY WODC 07 June.

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

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

Parish Council has no objection.

Approved by WODC 31 May.

## 6.3 Any planning applications submitted following publication of agenda

24/01418/LBC Summerhouse Shipton Court High Street

Internal and external alterations to include installation of new windows and dormers, changes to internal layout and construction of new entrance gates and stone pillars.

Parish Council have no objection, subject to clarification of the biodiversity form, which had some discrepancies.

24/01500/HHD New Barn Cottages, Swinbrook Road, Shipton Under Wychwood

Erection of a first floor extension to front elevation

Parish Council have no objection, especially as the immediate neighbours are happy with the plans.

## 6.4 Other

24/01419/NMA Coldwell Brook 52 Shipton Road Ascott Under Wychwood

Alterations and conversion of loft with addition of dormer windows and roof lights. Erection of new porch (non-material amendment to 20/03054/HHD to allow minor amendments to fenestration and detail)

Parish Council didn't find it necessary to make any changes to their original comment.

## 7. To consider grant application from Shipton under Wychwood Cricket Club

Following the recent condemnation of their tea room and storage building, after a tree fell on it, the Cricket Club would like £3,000 funding for a storage container. This will be a temporary measure until the new clubhouse has been built but will then replace an existing storage container, which is in very poor condition.

**Resolved:** To award the Cricket Club the full amount requested.

Action: Clerk to arrange payment of the grant.

## 8. County Councillor's Report

- Oxford County Council has applied to be a County of Sanctuary, becoming a member of the City of Sanctuary Local Authority Network, and committing further to supporting asylum seekers and refugees. Currently, application for asylum can take 3-4 years and the applicants are unable to work during that time. The County would like to help them make more of the opportunities available, including use of libraries, volunteer roles and travel.
- Several prosecutions have recently been made under OCC's modern slavery and human trafficking statement.
- OCC's Annual Report 2023/24 has been published which notes that, as a Council, they received 21 awards last year. This includes being ranked as the top performing waste disposal authority in England for the tenth year running, as well as being rated as the top county council for action on climate change by Climate Emergency UK.
- Shipton Road in Milton is due to be resurfaced in the Autumn, also between Fiveways and Cornbury. Many other Oxfordshire roads are receiving a surface dressing to extend their life.

## Governance and Consultation

### 9. To approve updated Allotment Rules & Regulations.

Council received a copy of the updated Rules & Regulations prior to the meeting.

**Resolved:** To approve the changes.

Action: Clerk to forward the updated Rules & Regulations to all current allotmentees.

**10. To consider whether to support the Lord Foster Lithium ion batteries campaign.**

**Resolved:** To postpone this item until after the upcoming General Election.

Action: Clerk to include on July agenda if appropriate.

**Village Matters**

**11. To consider this year's tree survey, and the extent to which to take it, including whether to include Mawles Lane**

Council discussed Parish Council vs District/County Council responsibilities and acknowledged the current risk assessment commitment to carry out biennial tree surveys.. Also best time of year to survey.

**Resolved:** To clarify details.

Action: Clerk to confirm with OCC and WODC re responsibilities.

Action: Cllr Lund and Clerk to contact 3 tree surgeons, and ask re timing, with quotes if possible.

Action: Clerk to check wording of current risk assessment.

**12. To agree to write to residents whose foliage is obstructing road signs.**

**Resolved:** To update standard letter and send as appropriate.

Action: Cllr Lund to action. Council to look out for obstructive foliage.

**13. To decide our next steps for the Glebe Land, following its inclusion in the consultation results for the WODC Local Plan 2041 as being suitable for development.**

**Resolved:** To see the Diocese & Board, to discuss ideas.

Action: Cllrs Yates, Randall & Harvey to form a Working Party and return to Council when they have a plan.

**14. To receive a report on the consultation results for the Local Plan 2041, specifically the sites listed locally as being suitable for development, and to decide what to do next.**

There are 2 sites listed in Shipton under Wychwood: Glebe land and land north of Milton Road.

**Resolved:** To wait until formal draft plan is published, to see whether these sites go forward. If so, Cllrs Randall, Lund & Satchwell to form a Working Party to work with the other Wychwood Parish Councils, and discuss whether the sites should be developed.

Action: Cllr Randall to seek and ready services of a RTPi Planning Officer.

**15. To agree on the needs for, and to arrange, a site visit from OCC Highways.**

**Resolved:** To take this as an opportunity to show OCC some troublesome sections of road in the village.

Action: Cllr Roxby to arrange.

**16. To agree whether to replace the current Vehicle Awareness Signs (VASs) at either end of the High Street with Speed Indication Devices (SIDs), to decide which SIDs to purchase, from the 3 quotes provided, and to agree how to move forward.**

Council discussed the difference between VASs and SIDs, the benefits of each now that the 20mph scheme is in place, and the process & costs of installation of the SIDs.

**Resolved:** To retain the Station Road VAS with the current VAS notification of 30mph: seek to change the other VAS to indicate 20mph, and continue to use the mobile SID . The item to be revisited again in 6 months, to assess the effect of the 20mph scheme.

Action: Cllr Roxby to contact the Speedwatch lead and seek OCC help in changing the VAS to 20mph.

**17. To discuss the safety of cars parking on the High Street verges, either side of the Cricket Club entrance, and to decide how to address the issue.**

Following communication with the Cricket Club prior to the meeting, a resolution is being trialled, and the situation monitored, for further review if necessary. Many thanks to the CC for their prompt response.

Action: No further action needed at this time.

**18. To discuss the safety of the flower pots on the pavement outside Shipton Court, opp the entrance to the Wild Garden.**

This item was placed on the agenda following a query by a resident.

**Resolved:** Council does not believe the pots are causing an obstruction or are a safety issue.

Action: Cllr Harvey to feed back to the resident.

**19. To reconsider using tennis nets at the playground, previously resolved to be unnecessary.**

**Resolved:** Council still do not believe that the nets would be useful, also that the only suitable place is too close to the car park for safety.

Action: Cllr Harvey to communicate with the Tennis Club.

**Finance**

**20. To receive and approve the monthly financial summary and bank reconciliation for 31<sup>st</sup> May.**

<b>Unity Trust Current Account</b>	<b>£15,614.19</b>
<b>Unity Trust Deposit Account</b>	<b>£47,210.37</b>
<b>Lloyds Bank Corporate Card Account</b>	<b>£0.00</b>
<b>Charity Bank 40day Notice Account</b>	<b>£62,322.93</b>
<b>James Alfred Willis Trust Fund</b>	<b>£1,485.54</b>

**Resolved:** To approve the finance summary and bank reconciliation, circulated before the meeting.

Action: No action needed.

**21. To consider and approve invoices for payment as itemized on the Payment Schedule.**

**Resolved:** To approve the following Payment Schedule for payment.

Action: Cllrs Randall and Mavin to authorise payments.

Clerk salary	£790.35
HMRC	£234.73
McCracken & Son – grass cutting as contract	£741.50
Jane Olds – internal audit	£400.00
A O'Brien – allotment repair	£80.00
Sophie England – playground gardening	£120.00
Ben Jessey – grass cutting as contract	£365.00
Ben Jessey – burial ground path	£1,224.34
Shield Maintenance - bin emptying	£103.99
WODC – lottery licence	£20.00
A Touch of Grace – Cospatrick Memorial clean	£1,350.00
Netwise – Website Premium Package	£396.00
Netwise – Domain renewal	£24.00
Repay Gordon Scott – lawnmower fuel	£196.00
Repay Jan Lund – APM printing	£135.04
Repay Clerk – MS 365 subscription	£137.35
Repay Clerk – spend from Chair's allowance	£63.00

**22. To acknowledge payments received in May 2024.**

Donation to Shipton Fair	£500.00	03/05/2024
Allotment Rents	£15.00	09/05/2024
Wayleave Payment	£198.83	09/05/2024
Burial & Memorial Fees	£284.00	24/05/2024
Burial & Memorial Fees	£72.00	31/05/2024

**23. To approve updated list of pre-authorized payments, to include OCC Library Subsidy and the annual Lamb Tithe Burial Ground payment.**

**Resolved:** Council approved the updated list.

Action: Clerk to update list on website.

**24. To retrospectively confirm decision made re tenders for Grass Cutting contract in December 2022, which was made at a budget meeting, with full Council attendance, but not officially minuted.**

**Resolved:** Decision confirmed by Councillors who were present at the meeting.

**Action:** No action necessary.

**25. To receive the internal audit report and note any items to be discussed at the July meeting.**

The report was distributed to Council prior to the meeting.

**Resolved:** Audit report received and the following recommendations noted for future discussion:

- To carry out regular Internal Finance Reviews.
- To transfer some of the Council's funds into an Investment account.
- To have a Reserves policy
- To change the Council's .org domain to a .gov.
- To use official email addresses.

**Action:** Clerk to prepare as many of these items for the July meeting as possible.

**26. External Audit**

**i. To approve the AGAR Section 1: Annual Governance Statement.**

Council received the statement prior to the meeting. The Clerk read them out for consideration, with supporting information from Internal Audit, and responded accordingly.

**Resolved:** To agree to all the Governance questions

**Action:** The Chair signed the form for the Clerk to submit to the External Auditor.

**ii. To complete and approve the AGAR Section 2: Accounting Statements.**

Council received the statement, signed by the Clerk, and asset register prior to the meeting.

**Resolved:** To agree with the accounting statement figures, including the Asset Register.

**Action:** The Chair signed the form for the Clerk to submit to the External Auditor.

**iii. To approve the dates for the Period for the Exercise of Public Rights**

**Resolved:** To approve the dates for the Electors' Rights as Monday 24 June to Friday 2 August.

**Clerk:** To post the notice in accordance with the Regulations.

**iv. To approve the Statement of Variance.**

**Resolved:** To approve the Statement of Variance.

**Action:** Clerk to submit the statement to the External Auditor as part of the AGAR documentation.

**27. To acknowledge receipt of £1000 grant from Caring for the Cotswolds for production of walking maps.**

**Resolved:** To acknowledge receipt of grant.

**Action:** Clerk to record the grant appropriately in the annual budget.

**28. To consider grant application from SWAG**

**Resolved:** To award SWAG the full £517 requested.

**Action:** Clerk to include payment in the July Payment Schedule.

**29. To consider grant application from Community Transport for 210 bus**

**Resolved:** To award 50% of the £800 requested in July, and the remaining 50% in November.

**Action:** Clerk to arrange.

**30. To approve renewal of annual MS365 subscription for clerk @ £123.60.**

**Resolved:** To approve renewal of subscription.

**Action:** Clerk to arrange.

**31. To note Clerk/Chair approval of expenditure outside of a meeting - £151 for display board for Environment Working Party 14/05/2024.**

**Resolved:** Council noted and approved the expenditure, which was for an urgently needed item.

**Action:** No action needed.

**31. To approve renewal of annual Netwise package @ £330**

**Resolved:** To approve renewal of Netwise package

Action: Clerk to arrange.

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

- **Allotments** – the drystone wall working party have completed the allotment wall repair. The gentleman who supplied some of the stone used has requested that a £50 donation be made to United Charities.
- **Burial Ground** – the path extension is now complete, and the plots have been re-mapped to reflect current demand for ashes rather than burials.
- **Defibs** – have been checked, and are fully operational.
- **NBH** – is to have its roof and guttering checked, after some missing tiles were noted. Also the hall floor. There are to be no activities in the hall in August, so that works can be carried out on the damaged end wall, although it will still be available as a Shipton Fair wet weather refuge.
- **Biodiversity & Sustainability** – the Wild About The Wychwoods group received a lot of interest at both the Shipton and Milton Annual Parish Meetings. Its first event is 16<sup>th</sup> July, a talk entitled 'A Call to River Action', followed by a Citizen Scientist training session 29<sup>th</sup> July.
- Cllr Lund recently attended a nature event organized by Charlbury PC.
- The planned upgrade to Milton sewage works is unlikely to happen until the period 2025-30.
- **Trees** – Cllr Lund recently met with SSEN at the allotments, where some trees are due to be trimmed. SSEN have agreed to do the work later in the year, after the nesting season.
- **Shipton Fair** – a raffle prize has been received of a balloon trip for 2.
- The Fair Committee have decided to distribute a programme rather than a flyer, throughout the Wychwood villages. Advertising space will be available to help cover the costs, and the programmes will be delivered by the Wychwood Scouts.
- **Highways** – The Parish Council recently followed up on a complaint re the location of a new 20mph signs, and were able to confirm that it is on OCC land, and therefore permitted.
- **Playground** – Cllr Harvey recently met with the planner of the current playground to discuss maintenance, and is still sourcing repair quotes. She is also due to meet with the playground gardener soon.
- **Website** – Cllrs Satchwell and Lund are working together on a website for Wild About The Wychwoods.
- The Parish Council website received 350 views following the Annual Parish Meeting.

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

None

**23. Items to report**

The village shop/PO has placed a sign at the Milton Road junction, which contravenes Highway Regulations. The Clerk will contact the shop owners.

**24. Date of the next meeting: 15<sup>th</sup> August 2024.**

Please note that this will be a Planning and Finance meeting only.

Meeting closed 9.15pm.

**The Chair**  
**18<sup>th</sup> July 2024**