

Minutes of the Shipton under Wychwood Parish Council Meeting held at 7.30 pm on Tuesday 20th March 2007 in the New Beaconsfield Hall, Shipton under Wychwood.

Present: Cllr. Malcolm Cochrane (Chairman), Cllr. Jo Cook, Cllr. Jill Mavin, Cllr. Neil Jagger, Cllr. Robin McConnachie, Cllr. Alan Vickers, Cllr. Mike Watson.

- 1. Apologies for Absence:** Cllr. Hilary Biles, Cllr. Rodney Rose.
- 2. Declarations of Interest:** Cllr. Cochrane declared an interest in the planning application for The Shaven Crown, and Cllr. Watson declared an interest in the planning application for Costcutters site.
- 3. Confirmation of the Minutes of the meeting held on 20th February 2007:** The minutes were agreed as a true record and signed by the Chairman.
- 4. Public Time:** No members of the public were present.
- 5. Matters Arising from the Minutes:**
 - a) **Highways:** There were several matters outstanding from the discussions during the visit by Mr. Grant from OCC. The Clerk was asked to remind him of the action promised. The surfacing queries for Chapel Lane and Upper End had been referred to Mr. Kelman. The re-surfacing of Meadow Lane had left some drain surrounds standing proud of the surface.
 - b) **Thames Water:** There had been further incidents where sewage had flooded into houses in Church Street. The Clerk was asked to bring this to the attention of Thames Water and also to check whether any further action had been taken to clear drains in Courtlands Road.
 - c) **Tall Trees Meeting:** A note of the discussions held had been prepared and would be attached to the minutes. Copies would also be sent to Mr. Osborne of Caring Homes and Mr. Banks.
 - d) **Trees on the Green:** The proposal to plant 3 new trees to screen Evenlode Cottages would require the removal of the tree that was not doing well. Cllr. McConnachie would consult Nick Mottram of the Wychwood Project for suggestions about the type of tree to plant. The Clerk was to contact Nick Dalby from WODC to inform him of the proposals.
 - e) **Old Churchyard:** WODC had given permission for the small beech tree in the Old Churchyard to be removed, as it had been severely damaged and was dying.

f) Tractor: The tractor had been sold for £1,500.00 to a private buyer.

6. County Councillor's Report: In the absence of the County Councillor no report was available.

7. District Councillor's Report: In the absence of the District Councillor no report was available.

8. Planning Matters:

a) **Response to Planning Applications:** 07/0356/P/OP & 07/0357/P/DCA Demolition of shop and erection of 4 dwellings on Costcutters site, High Street: - Objections to mass and height of proposed development.

07/0385/P/FP Erection of greenhouse at The Old Stables, High Street: - Accept

07/0404/P/LB Internal alterations at The Shaven Crown, High Street: - Accept.

b) **Decisions on Applications:** Permission had been granted for front extension at Jersey Cottage, Home Farm Close and internal alterations to include removal of a fireplace at Hunters Lodge, High Street.

Councillors were reminded that in view of changes to planning procedure every Parish Council decision on applications would be sent to Cllr. Biles for her information.

9. Financial Matters: a) Payments: Wychwood Primary School £50.00 for the School Council's recycling programme; £578.86 Clerk's Salary. The Chairman would prepare figures based on the new assessment for salary settlements for Parish Clerks. These were due to be implemented in the summer and would be backdated to April.

b) Financial Monitoring: Cllr. Watson had circulated a paper outlining proposals for improved financial monitoring. These would provide a quarterly report to measure expenditure against budgeted expenses. Clearer long-term objectives for expenditure would ensure that the auditor's questioning of reserves could be dealt with robustly. In order to achieve this an investment needed to be made in appropriate software to replace the current manual records. It was agreed that Cllr. Watson should identify suitable software packages. Standing orders financial requirements needed to be updated and it was agreed that 3 quotes would only be required for tasks costing in excess of £2000.00. Criteria such as value for money, local employment, and reliability of supplier would be applied as well as price level. Major contracts would be timetabled for tenders to be submitted.

10. Grass Cutting: Details of the proposed cutting regime had been supplied to WODC, but the verge treatment had yet to be finalized. A costing would be available in the near future. The Football Club had identified areas of the Recreation Field that they felt were a risk to players because of the uneven surface. They had requested that The Parish Council re-surface the playing area. The Clerk would contact OPFA and ask for their help and advice. Councillors expressed the view that there was no guarantee that the mole problem could be solved and were concerned that some damage was being done to the pitch through playing and training at times when the surface was vulnerable. In the future it may be necessary for the Football Club to obtain approval from a Parish Council representative before using the pitch.

11. Allotments: a) Responses to Security Barrier Proposals: There had been no objections to the proposals. Mrs. Gwen McConnachie had asked that hedging be used rather than a fence. Councillors agreed that hawthorn whips would be planted along the fence to eventually form a hedge. The area to the right of the entrance would be used as a car parking space as the land was unsuitable for cultivation. However some work would be needed to make the area suitable. The gate would only be locked one day a year, so that there would be no need for keys. Cllr. Mavin informed the Council that the installation of the barrier could take some time due to the commitments of those people who had offered to help.

12. Allotments:

b) New tenancy agreement: This would be circulated to all allotment holders during the summer. Cllr. Mavin was confident that with the number of new tenants a Management Committee could be formed. The problems with dogs fouling the allotments had been drawn to the Council's attention. Reminders about this would be put into the letter accompanying the tenancy agreement, and new signs needed to be considered.

13. Tree Preservation Orders: Cllrs. Cook and McConnachie had looked at the existing records and begun to look at specific trees in the parish, in particular those at the Tall Trees site. In a conservation area all trees had some protection and any tree of over 4" trunk diameter could not be removed or lopped without permission. Specific TPOs gave more protection. The main areas with TPOs were Shipton Court, the Wild Wood and the grounds of Holmwood. There were some trees outside the conservation area that should be adequately protected; the recording of significant trees could be a village wide activity; a programme for replacing trees had needed to be considered and an effective and timely method of preventing un-permitted destruction of trees needed to be in place. The clerk was to ask Mr. Dalby for a meeting to discuss these proposals.

14. Neighbourhood Policing: Cllr. McConnachie reported that there was still some uncertainty about the exact area the new PCSO would be responsible for and the date of starting work had not yet been settled, though April had been initially suggested

15. Annual Parish Meeting: Invitation letters to Parishioners would be available in the next week for Councillors to distribute. The Chairman reminded Councillors that the Parish Council AGM would take place in May and he had indicated that he would only serve one year in the post.

16. Correspondence: A list of correspondence received had been circulated. The Clerk was asked to write to:

- a) Keith Mitchell congratulating OCC on their 'Excellent' rating
- b) Respond to OCC Waste disposal site consultation registering the Council's concerns about any development at Hickmans site at Fulbrook. Mr. Jourdan to be consulted if possible.

17. Other Matters for Discussion

a) Coffee Morning: The Chairman reminded Councillors that the Coffee Mornings for villagers would start on Monday 16th April, and he hoped that Councillors would be able to attend occasionally and would encourage others to come along.