

Minutes of a Meeting of the Shipton under Wychwood Parish Council held at 7.30 pm on Tuesday 25th January 2005, at the New Beaconsfield Hall.

Present: Mr. J. Hartley (Chairman), Miss Joanna Cook, Mrs. Anita Hollingdale, Mrs. Pauline Marshall, Mr. Malcolm Cochrane, Mr. Phillip Croxson, Mr. Rodney Rose (County Councillor).

Member of the Public: Mr. A Rickards

1. **Apologies:** Mrs. Hilary Biles – attending a meeting of Burford School Governors.
2. **Minutes of the Meeting 16th November 2004:** The minutes were agreed as a true record and signed by the Chairman.
3. **Public Time:** Mr. Rickards made a request under the Freedom of Information Act to see documents relating to the allotments. He wished to confirm whether his understanding that the land could not be used for any other purpose if one villager objected, was correct. The Clerk undertook to supply any relevant documents, and Mr. Rickards accepted that the information would take more than 20 days to obtain.
4. **Matters Arising from the Minutes:**
 - a) **Flix in the Stix:** The Leader + grant had been approved and Mr. Halliday was taking advice on the equipment to be acquired. It was hoped that the first film would be shown in the spring.
 - b) **Litter Bin at Red Horse:** This had been installed.
 - c) **Welcome Pack:** Mrs. Marshall reported that the packs were being distributed to new residents.
 - d) **Glebe Field:** Mr. Harwood of the Oxford Diocesan Office had confirmed that the matter of the gate was in hand.
 - e) **Transport:** Timetables for the Taxibus service had been published and Mr. Croxson had arranged for them to be distributed with the Wychwood Magazine.
 - f) **Roads:** The grips had been re-opened on the Charlbury Road, Leafield Road and Swinbrook Road.
 - g) **Cotswold AONB Board:** Ken Betteridge is the newly elected representative for this area on the Board.
 - h) **Carol Singing Collection:** A total of £488.28 was raised on Christmas Eve. This would be sent to the David Hills Trust for projects run by the Stepney Children's Centre.
 - i) **Signs:** The new signs for the allotments and Disabled parking bay signs had been installed.
 - j) **Grass Cutting:** The Clerk had received a schedule of cutting and a map of the areas dealt with by the County Council.
 - k) **Royal Mail Boxes:** Day indicator tags were now being used to show that the post had been collected.
5. **County Councillor's Report:**
 - a. **County Records:** Cultural Services should be able to help with allotment records.
 - b. **Council Tax:** Increase likely to be 4.5% subject to a vote in February. £6.7 million savings had been made under the new leadership.

6. **District Councillor's Report:** No report was available.
7. **Planning Matters: Applications:** Since the last meeting the following applications had been received and commented on:
- 04/2261/P/FP Erection of Car Port & Garden Shed at Stone Lodge, Milton Road – Objections – **Refused.**
- 04/2262/P/FP Erection of 2 storey side extension and conservatory at Alstone, Station Road – Objections – **Granted.**
- 04/2300/P/FP Change of use of agricultural Land to domestic garden (retrospective) on land at (rear of) 6, 23, 8, 12, 14, 16 Littlebrook Meadow - No objections
- 04/2349/P/FP Erection of 3 detached dwellings with garages at Tall Trees, Burford Road – Objections as before
- 04/2363/P/FP Formation of Gable End to porch over garage entrance and erection of shed/wood store at The Old Exchange High Street – Objections
- 04/2372/P/FP Retention of development including 2 roof lights in south west and south east elevations (non compliance with condition 2 of planning permission 04/0515/P/FP) at The Old Exchange, High Street – Objections
- 04/2394/P/FP and 05/0011/P/FP Erection of Doctors Surgery with Car Parking on land adjacent to Meadow Lane – No objections
- 05/002/P/FP Conversion of existing garage to living accommodation at Barrydon, Fiddlers Hill – Objections
- 05/0082/P/FP Erection of single storey extension at Langley Ridge, Leafield Road – No objections
- W02/05 Construction of extensions to Primary and Nursery school and new covered play structure to nursery. Erection of 2 classroom pre-fabricated buildings for a temporary period during construction at Wychwood Primary School, Milton Road – No objections
- Decisions:** Since the last meeting the following applications had been decided:
- Appeal:** Dwelling to be erected on land in Plum Lane – Refused
- 04/1861/P/FP Erection of First floor extension over garage at 22 Sinnels Filed – Granted
- 04/1922 & 1923 P/FP Placement of 2 fan condensing units for room cooling system in rear elevation (retrospective) at The Shaven Crown, High Street – Granted.
- 04/2030/P/FP Alterations and erection of single storey extension at 2 Willis Court - Granted
- 04/2098/P/FP Replace 2 windows with 2 new external doors to rear elevation at The Lamb Inn - Granted
8. **Financial Matters:**
- a) **Payments:** The following payments were authorised: Alfred Groves, Christmas Tree Light Bulbs £28.96; ROSPA Inspection by Playground Management £58.75; WODC Playground Inspection £48.76; Thames Water £14.15; Allotment Signs £141.00
- b) **Applications for Support:** Applications from The Oxfordshire Association for the Blind, Oxfordshire Woodlands Project, Volunteer Link Up and The Wychwoods Day Centre were considered. Mrs. Pauline Marshall proposed that a donation of £360.00 be made to the Day Centre. This was seconded by Mrs. Anita Hollingdale and agreed by all councillors. The Clerk was to request a copy of the latest accounts for the Day Centre. Mrs. Hollingdale asked that a request to

help with the rent increase for the Youth Club be considered. It was agreed that their budget should be finalised and the amount required be put forward at the next meeting.

9. **Traffic Calming:** Mr. Cochrane reported on the recent site meeting with OCC and consultants Jacobs Babbie on the location and type of pedestrian crossing on the High Street. Councillors agreed by 5 votes to 1 that a refuge type crossing be installed. The clerk was instructed to write to James Wright at OCC accordingly. Mr. Rose would write in support of this request. Mr. and Mrs. Williamson had written asking that consideration be given to traffic calming in the village as a whole. The Clerk was instructed to reply. Extensions of the 30mph limits had been applied for some time ago. The clerk was to contact OCC and ask what progress had been made. Copies of the correspondence were to be sent to Mr. Rose.

10. **Play Area:**

- a) **Slide and Pipe:** The equipment has failed a safety inspection. Mr. Cochrane was applying for an extension on the time in which the grant was available. An estimate of £400 plus had been received from Michael Gorton for the work including labour and materials. Mr. Hartley and Miss Cook would install tyres round the edges of the pipe.
- b) **Wendy House:** Miss Cook would consult with the Youth Club members and children at Wychwood Primary School on the replacement for the Wendy House.

11. **Allotments:** Mrs. Mavin had taken over allotment 72; Mr and Mrs Peniket had also applied for an allotment. This meant that new ground would need to be broken at the Chapel Lane end. This was agreed. Mr. Hudson-Ward had recently moved into Stonecroft, Fiddlers Hill and had asked that he be allowed to create an allotment at the rear of his garden. The council agreed this. The Clerk was instructed to contact Mr. Hudson-ward giving permission for access but that this should be re-instated at the end of the tenancy. The Clerk was to obtain quotes from Wychwood Gardens and Genesis Garden Art for levelling and re-seeding of Mr. Bye's allotment.

12. **Licences:** There were no objections to the renewal of Public Entertainment Licences at the new Beaconsfield Hall or the Wychwood Primary School. The two transfers of licences to Anthony Viney and Ross Brazel at The Lamb and Stephen Firth, Mark Gregory and John Mehrstens at The Shaven Crown.

13. **Correspondence:** In addition to general correspondence previously circulated to Councillors a copy of the 2004 –2010 WODC Environmental Strategy and a copy of WODC Licensing Act 2003 Next Moves had been received.

14. **Any Other Business:**

- a) **Grievance and Disciplinary Procedures:** In accordance with their statutory duty Councillors agreed to adopt the model Grievance and Disciplinary Procedures for staff as set out by the National Association for Local Councils.
- b) **Housing adjacent to Village Green:** Mr. Cochrane proposed that all requests to make entrances from the new houses directly on to the Green should be refused. This was agreed unanimously.

- c) **Wild Garden:** The Chairman proposed a vote of thanks to Mr. Brian Gorton for allowing access to the Wild Garden by villagers and for all the work he had undertaken. The Clerk was to write and convey thanks and appreciation.
- d) **War Graves:** Professor Hills had been contacted by the Commonwealth War Graves Commission about alterations to headstones of two graves in the cemetery. The headstone of Albert Watton would be refurbished and that of John Wright would be replaced. Councillors agreed to these proposals.
- e) **Dog Waste Bin and Signs:** A request had been made for a dog waste bin at Fiveways and also for small warning reminders about dog fouling to be re-instated on road signs. The Clerk to contact WODC.
- f) **Freshers Evening at the Hall:** Some suggestions about topics for action by the Parish Council were made. Firstly the possible resurfacing of the pavement outside Bradleys and secondly the installation of a new post box closer to the Meadow Lane area. The clerk to follow up.
- g) **Code of Conduct:** Mr. Cochrane and the Clerk had attended the information meetings organised by WODC. The clerk reminded councillors that they should regularly update their declarations of interest that included membership of lobby groups and charities. It was the responsibility of Councillors to make declarations of interest on all topics on the agenda. It was agreed that each agenda would include an item for Declarations of Interest.

NEXT MEETING TUESDAY 15TH FEBRUARY 2005.