

Minutes of the Meeting of Shipton under Wychwood Parish Council held at 7.30pm on Tuesday 19th June 2007 at the New Beaconsfield Hall.

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

- 1.** **Apologies for Absence:** Cllr. Malcolm Cochrane (away from home); Cllr. Hilary Biles, Cllr. Rodney Rose.
- 2.** **Declarations of Interest:** Cllr. Mavin declared an interest in the planning application for Prebendal Lodge; Cllr. Vickers declared an interest in the planning application for 26 Courtlands Road.
- 3.** **Confirmation of the Minutes of the meeting held on 15th May 2007:**
There were two amendments: Agenda Item 10: The software accountancy package was called Scribe not Sprite. Agenda Item 11 Resolution to adopt the new Code Of Conduct a typographical error the word 'to' inserted instead of 'top'.
- 4.** **Public Time:** There were no members of the public present.
- 5.** **Matters Arising:** a) **Trees:** The horse chestnut on the Recreation Field had been lopped at a much lower cost than anticipated. Nicholson's have been contacted to ask about availability of species for planting on the Green and their cost.
b) **A361 Initiative:** The meeting with Councillors from other villages and towns on the A361 had not taken place but would be arranged later in the year.
- 6.** **County Councillor's Report:** In the absence of Cllr. Rose no report was available, though Cllr. Rose had requested that the award of a CBE to Keith Mitchell, Leader of the County Council be mentioned.
- 7.** **District Councillor's Report:** In the absence of Cllr. Biles no report was available.
- 8.** **Planning Matters:** a) **Planning Decisions:** The appeal against the refusal of planning permission for a house on land adjoining Clutterdene, Leaffield Road had been granted: Application for extensions at Yew Tree Cottage, Burford Road had been granted.
b) **Planning Applications:** Erection of dwelling on land adjacent to Prebendal Lodge, Station Road - No objections
Two-storey extension at Fiddlers Hill Cottage: No objections but ridge height should be level with existing roofline
Erection of detached double garage with games room over at Maitland, Swinbrook Road: No objections provided the neighbours are not compromised by size of the proposed building.
Single storey side extension and alterations and erection of replacement garage with part first floor over at Rushbrooke, Leaffield Road: No objections except for size of dormer windows.
Erection of new conservatory at Hunters Lodge, High Street: No objections
Erection of dwelling on land adjacent to 26 Courtlands Road: No objections in principle. Windows on the front elevation are misaligned within the building and also out of line with other properties in the development. Study window is right on the boundary and overlooks number 26.

9. Financial Matters: a) Approval of Payments: Payments were approved and cheques signed for Scribe Accounts Package £195.00; Barry way Internal audit fee £202.62; A.J. Way Chairs for Day Centre £413.60; J. Huntingford Materials for allotment field gate £329.85; National Playing Fields Association £235.00; Chris Notman Tree work £450.00; WODC Grass Cutting £1066.11; Clerk salary £862.33. The Clerk was asked to thank Mr. Huntingford on behalf of the Parish Council for all his efforts in designing and installing the gate.

- b) Approval of the Accounts 2006 -2007:** The accounts for the financial year 2006 – 2007 had been prepared by the internal auditor, Mr. Barry Way and had been circulated to members prior to the meeting. The Clerk drew the attention of members to the changes in the declaration of income from trust funds of which the Parish Council is the sole trustee. This applies to the J. A. Willis Trust Fund so therefore the restated balances do not equal the closing balances at section 7. The following resolutions were put by Cllr. Vickers and seconded by Cllr. Watson.
- i) That the Statement of Accounts for 2006 -2007 prepared in accordance with the requirements of the Accounts and Audit Regulations and with proper practices be approved : Agreed unanimously
 - ii) That a proper system of internal control had been maintained, including measures to prevent or detect fraud and corruption, and its effectiveness had been reviewed. Agreed unanimously.
 - iii) That all reasonable steps had been taken to assure Councillors that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or finances. Agreed unanimously
 - iv) That proper opportunity had been provided during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audit regulations. Agreed unanimously
 - v) That an assessment of all the risks facing the Council had been carried out and steps taken to manage those risks including the introduction of internal controls and external insurance cover where required. Agreed unanimously.
 - vi) That an adequate and effective system of internal audit of the council's accounting records and control systems has operated and a review of its effectiveness has been carried out. Agreed unanimously.
 - vii) That appropriate action has been taken on all matters raised in reports from internal and external audit. Agreed unanimously.
 - viii) That consideration has been given as to whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end have a financial impact on the council and, where appropriate have included them in the statement of accounts. Agreed unanimously
 - ix) That in the capacity of sole managing trustees for the J. A. Willis Trust Fund our responsibility has been discharged in relation to our

accountability for the fund including financial reporting. Agreed unanimously.

The Statement of Accounts and Annual Governance Statement were then duly signed by the Chairman and Clerk as the Responsible Financial Officer. The Clerk was instructed to complete and forward all documents to the external auditor BDO Stoy Hayward.

- c) **Day Centre Grant:** The Wychwood Day Centre had asked that the financial assistance usually provided by the Parish Council should take the form of the purchase of four new chairs for use by clients. This was agreed unanimously and the amount of £413.60 authorised in payment.

10. Grass Cutting: A meeting had been held with Georgina Aldridge and David Austin from WODC to discuss details of the grass-cutting contract. The proposal from WODC was that the New Churchyard, The Green, the Recreation Field and Fiveways should be cut 14 times per year; verges should be cut 7 times per year and defined areas would be strimmed 3 times per year. After discussion this proposal was agreed. The proposals for the 2008 cutting regime should be on the agenda for the November meeting. Points to be considered were:

- 1.** Is there a consensus amongst Councillors about what the Parish Council want to achieve in terms of promoting bio-diversity?
- 2.** How can parishioners be consulted and involved in the process of encouraging bio-diversity?
- 3.** Is it possible to distinguish between the more urban and more rural parts of the parish?

The Recreation Field hedge will be cut in the next week. Cllr. Jagger asked that particular attention should be paid to the brambles.

11. Allotments: a) Advisory Committee Standing Orders: The draft standing orders for the Allotment Advisory Group had been circulated to all Councillors. Cllr. Watson proposed that they be accepted, seconded by Cllr. Mavin and agreed unanimously. The Advisory Group would hold its first meeting on 5th July.

b) **Quotation for installation of water troughs:** A quotation of £1019.00 for the installation of 3 troughs had been received. The Clerk was asked to seek further quotations.

12. Transport: Cllr. McConnachie would respond to the consultation on County Council Funding for Transport posts at OCVA and ORCC. The Stakeholder Consultation on the Terminal Control South West Airspace Development was discussed. Cllr. Jagger would talk to contacts at Brize Norton about possible implications. Responses were required by 10th August.

13. Recreation Field: A report on measures to repair and improve the Recreation Field surface had been received from the National Playing Fields Association. The clerk was asked to organise a meeting with representatives from the Football Club, The New Beaconsfield Hall and The Parish Council to discuss the way forward. Councillors expressed the view that the ongoing arrangements for the field should be dealt with by the Hall and the Football Club.

- 14. Wychwood Volunteers:** Cllr. Vickers proposed that the Shipton Volunteers be formally established and that a small amount from the budget be allocated to fund work in the parish. This proposal was seconded by Cllr. McConnachie and agreed unanimously. Paul Chantry had agreed to organise the group and suggestions for other people to approach should be passed to Cllr. Vickers. Cllr. Watson suggested a Parish Council stall should be set up at the Shipton Fete to inform the public about the issues under consideration, and to ask parishioners what tasks they would like to see tackled.
- 15. Correspondence:** A list of correspondence received had been circulated to Councillors.
- 16. Other Matters for Discussion: a) Green Approaches to Village Halls:** Cllr. Jagger Brought the attention of the Parish Council to proposals from ORCC to implement greener technologies during the refurbishment of village halls and suggested that the Parish Council should take the lead in backing the proposals in conjunction with the management committee for the New Beaconsfield Hall. Cllr. Cook and Mr. John Hartley were the Parish Council representatives on the hall committee and they should be used to draw the attention of Committee members to the possibilities of promoting greener measures at the hall.
- b) **Website:** Cllr. Vickers informed Councillors that the website had been down for a week. The problems with ownership of the domain name were being resolved and over the next few months the site would share space with the Wychwood History Society.
- c) **Cospatrick Memorial:** Grants were available through Cotswold AONB for restoration work on unique features and applications were required by 13th July. The Clerk would contact Cotswold AONB about the deadlines and establish whether the restoration of the water to the fountain would be an appropriate project.
- d) **Signatories on Lease of land to Wychwood Tennis Club:** The Clerk reminded the Council that as Custodian Trustees of the Recreation Field two councillors would be needed to sign the new lease being drawn up between the Wychwood Tennis Club and the Shipton Recreation Field and Village Hall Charity. It may be necessary to nominate these councillors and authorise them to sign the lease between meetings.
- 17. Contract of Employment for Clerk:** The Clerk left the meeting and Councillors discussed a new contract of employment which was agreed unanimously.