

**Minutes of the Meeting of Shipton under Wychwood Parish Council held at
7.30pm on Tuesday 10th October 2006 at the New Beaconsfield Hall.**

Present: Cllr. Alan Vickers (in the Chair), Cllr. Joanna Cook, Cllr. Jill Mavin, Cllr. Neil Jagger, Cllr. Robin McConnachie, Cllr. Mike Watson, Cllr. Hilary Biles (District Councillor), Cllr. Rodney Rose (County Councillor).

1. **Apologies:** Cllr. Malcolm Cochrane.
2. **Declarations of Interest:** There were no declarations of interest.
3. **Confirmation of the Minutes of the meeting held on Tuesday 12th September 2006:** The minutes were confirmed as a true record and signed by the Vice Chairman. Proposed by Cllr. Jagger and seconded by Cllr. Cook.
4. **Public Time:** There were no members of the public present.
5. **Matters Arising from the Minutes:**
 - a) **Hedges:** The hedge at the junction of Leaffield Road and Fiveways had been trimmed back. The Clerk was still awaiting response from other sites. The owners of the beech hedge near the school and the hedge near the road to the station had not been established. Cllr. Rose suggested contacting highways who could step in and cut back hedges overhanging the pathway.
 - b) **Highways:** The sites needing repairs had been finalised to include Tall Trees Corner and the Clerk would now invite Ralph Grant to visit the village to establish priorities with Councillors.
 - c) **Police Meeting at Drayton:** Cllr. Cochrane had attended the meeting that dealt with the payment by local councils for second PCSOs in local areas. Cllr. Cochrane was disappointed with the content of the evening.
 - d) **Till Yard:** WODC Planning Officers had been notified that the roadway is still in place.
 - e) **Wheelie Bin Signs:** The 30mph signs on wheelie bins in Milton Road were home made and not issued through Milton Parish Council.
 - f) **First Great Western:** A meeting was to take place between David Cameron MP and FGW on Friday 13th October. Alison Forster had responded to the letter requesting changes to the timetable for December 2006, and refused to consider any alterations for Shipton. Cllr. McConnachie would update Mr. Cameron's office on developments.
 - g) **Tree Survey:** A tree surgeon had examined the chestnut tree on the Recreation Field and would submit a quote for the work after notification to WODC.
6. **County Councillor's Report:** Cllr. Rose drew the attention of the Council to an Open Day run by the Fire Service and Community Safety at the end of the month. He would email Councillors with full details.
7. **District Councillors Report:** a) **Affordable Housing Group:** Discussions were taking place on the topic of county wide housing policy. WODC were resisting this possibility because they did not want to introduce choice based lettings.

b) Chipping Norton Hospital: Cllr. Biles had arranged a meeting with the new Chief Executive of the PCT to discuss the proposed removal of peripheral clinics at Witney and Chipping Norton Hospitals.

8. **Planning Matters: a) Decisions:** Erection of extension to provide three additional classrooms plus associated internal alterations, at Wychwood CE Primary School, Milton Road – County Council application
Permission granted with conditions relating to the preparation of an updated School Travel Plan, protection of trees, landscaping and materials.
06/1458/P/FP Erection of detached garage with integral storage at Robins Acre, Swinbrook Road – Refused
06/1471/P/FP Erection of stone wall at Fourwinds, Burford Road – Permission granted
06/1585/P/FP & 06/1586/P/LB Erection of rear conservatory at St. Mary's Cottage, Church Path – Granted with conditions
- b) Applications: 06/1616/P/FP Alterations and erection of two and three storey extensions at FWP Matthews Flour Mill, Station Road;**
No objections to proposals and traffic reduction and increased employment would be of benefit to the community. Concerns which should be drawn to the attention of the applicant are; measures should be taken to limit any increase in noise levels; will changes in working practices or hours of working have a detrimental effect on the neighbourhood; that the proposed increase in external lighting mentioned in the design statement should be taken as an opportunity to examine lighting on the whole site and reduce light pollution rather than increase it.
- 06/1543 and 06/1688/P/FP Insertion of window to end elevation at Stairways, Lane House Farm, Milton Road:** This application had been brought forward to clarify the building referred to in an earlier planning application. The Parish Council had no objections.
- 06/1709/P/FP Raise height of existing garden wall at Springhill Cottage, Plum Lane:** No objections.
- 06/1753/P/FP Change of use of agricultural land to allow it to be used for vermicultural purposes at Fourwinds, Burford Road:** No objections.
9. **Allotments:** The Chairman agreed to a request to discuss this item prior to financial matters because of cost implications that might arise. Cllr. Mavin had circulated copies of the notes of a meeting held with allotment holders. Allotment holders had not wished to pursue the setting up of an allotment committee. Parish Councillors accepted that some extra investment was needed to deal with security, water supply, the roadway and hard standing parking areas, but expressed the view that at some point allotment holders needed to have more involvement. Cllr. Mavin believed that over time tenants would want to become more involved and at present she had agreed to chair two general meetings per year. There was agreement that sheds should only be sited at the wall end of the allotment; that greenhouses should be allowed but only one per allotment and not above a certain specified size; walk in poly tunnels should not be allowed. There were potential planning problems about the erection of greenhouses that had come to light during discussions with Mr. Westerman from WODC Planning Office. Tenants had expressed the view that a security barrier could be installed more cheaply than a commercial one and had

volunteered to install one. Cllr Mavin would go back to them and ask for a full costing and specification. Action as a result of the meeting was that copies of the report were to be circulated to all allotment holders; Cllr. Mavin and the Clerk would work on revised rules and regulations for allotments; an allowance for work to improve the site would be included in the budget for the next two years; the Parish Council would look at how best to proceed with the management of the grass areas and the Clerk would contact Mr. Coombes about this; the thistles would be removed. The Clerk would check on any regulations about keeping bees on allotments. The Clerk would contact allotment holders who were in breach of the rules and request compliance. Cllr. Jagger re-stated the importance of the allotment holders becoming actively involved in decision making within the guidelines set by the council.

10. **Financial Matters:** a) **Cheques for signature:** Shipton RF & VH Charity Room rent for year and photocopying £393.25; Thames Water £81.11; WODC Grass Cutting £1338.47.
- b) **Income:** The VAT claim of £2254.27 had been received. The second precept payment was due in late October.
- c) **Applications for Support:** Councillors considered applications for support and recommended the following amounts: Wychwood Project £100.00; Air Ambulance £100.00; Wychwood Day Centre £360.00; Witney Citizens Advice Bureau £150.00; British Legion £50.00. The Lady Reade Foundation should be considered as the beneficiary of the Carols Round the Tree on Christmas Eve. The Oxfordshire Carers Forum request was rejected. Councillors suggested that guidelines be put in place to assist in deciding responses to requests for support.
- d) **Precept Preparation:** Cllr. Watson and the Clerk had discussed methods of improving financial reporting and budget setting. This would include quarterly reports to the Council on income and expenditure set against budgeted estimates; the purchase of a simple computer based accounts package; a revision of the current standing orders; regular reviewing of contracts. This would be a major agenda item in January. The allotments required investment to maximise their use and a catch up plan was needed spread over 2 years. Security was a priority, followed by road and water improvements and parking and turning areas. Councillors felt that the precept was too low and would be looking to raise it next year, so that income and expenditure balanced and a proper relationship with reserves was established. The subject of a lengthman was raised. Cllr. Rose informed Councillors that Milton Parish Council were also considering appointing a lengthman and it would be advantageous for the two villages to co-operate and create a proper job. He would speak to his fellow Parish councillors in Milton. Cllr. Watson would circulate a paper on proposals.
11. **Shipton RF & VH Charity Management Committee:** Cllr. Cook and Mr. John Hartley serve as the Parish Council representatives on the Committee. Both were willing to continue with their appointments. Cllr. Jagger proposed that they should both continue to fill these posts, seconded by Cllr. McConnachie and agreed unanimously.

12. **Letter to Parishioners:** There were two amendments and it was agreed that the letter be printed and available for circulation in the first week of November.
13. **Correspondence:** A list of correspondence received had been circulated to Councillors.
14. **Other Matters for Discussion:**
 - a) **Oxfordshire Villages of the Year:** Shipton had won the Large Village Section of the West District and would receive a cheque for £125.00 at the ORCC Annual General Meeting on 18th October at Tackley Village Hall.
 - b) **Parish Plan:** Cllr. McConnachie informed the Council that he was starting to make preliminary enquiries into a Parish Plan and would report back on progress.
 - c) **Gas Works:** Gas mains were being replaced in Upper End and Fiddlers Hill in November and the installation was estimated to take 11 weeks. Residents were concerned about the timetable and implications. The Clerk was asked to contact OCC to establish what arrangements had been made for road closures and traffic diversions, and also to inform WODC so that appropriate arrangements could be put in place for waste collections.
 - d) **Tree Preservation Orders:** The Clerk was asked to contact WODC to initiate tree protection orders for several trees in the village.