

**Minutes of the Meeting of Shipton under Wychwood Parish Council, held at
7.30pm on Tuesday 16th October 2007 at the New Beaconsfield Hall.**

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

Members of Public Present: Mr. Keith Colledge, Mr. Gerald Simper.

- 1. Apologies for Absence:** Cllr. Hilary Biles, Cllr. Rodney Rose - on training course.
- 2. Declarations of Interest:** Cllr. Vickers and Cllr. Watson declared an interest in Costcutters planning application; Cllr. Jagger declared an interest in two planning applications for Littlebrook Meadow.
- 3. Confirmation of the Minutes of the Meeting held on 18th September 2007:**
The minutes were agreed as a true record and signed by the Chairman.
- 4. Public Time:** The Chairman invited Mr. Colledge to speak. Mr. Colledge wished to inform the Parish Council that planning applications, submitted by another person, for the property at Costcutters, High Street, owned by Mr. Colledge, were being made without his consent or agreement. Mr. Colledge was not prepared to enter into any arrangement with Mr. Carpenter about the property. Mr. Colledge also made the point that his latest application had taken account of local concerns and the findings of the Planning Inspector and he hoped that these changes would make the plans acceptable. The Councillors took note of Mr. Colledge' statement.

Gerald Simper introduced himself as the new Cotswold Voluntary Warden for the Wychwoods. There had not been a warden in the area for some time and Mr. Simper had already begun a programme of walking the footpaths to check whether there were any problems. Voluntary Wardens also organise walks for members of the public and work with parish and other councils to ensure that existing paths were cared for and new ones opened up. Cllr. Vickers suggested that a riverside walk in Shipton would be an asset to the parish and it was agreed that he would discuss taking this proposal forward with Mr. Simper. The Clerk was asked to suggest locations for the distribution of the Cotswold Lion newspaper.

5. Matters Arising from the Minutes:

- a) Insurance:** The Clerk was awaiting clarification from the insurers about the need for allotment holders to have their own public liability cover.
- b) Sweatshirts for Shipton Volunteers:** Sponsorship had been obtained from the Rooflight Company for the purchase of sweatshirts. They would provide £10.00 per shirt and the Parish Council would provide the balance.
- c) Caring Homes:** They had responded positively to the letter from the Parish Council. The Clerk was asked to contact the Cricket Club and offer to help in setting up a meeting with Caring Homes.
- d) Thames Water/ Post Flood Action:** Thames Water had responded to the enquiry about the capacity of the current sewer system in the parish and adjoining areas to cope with the considerable expansion in housing provision. The response came from the public relations section and the Clerk was asked to contact the Thames Water representative who attended the meeting with Ascott Parish Council for a more technical

response. The meeting at Ascott had highlighted problems and Phil Page from WODC had agreed to meet local representatives and look at problems. The Clerk was asked to arrange a similar visit to Shipton.

- e) **Drainage Ditches:** No reply had been received from Mr. Coombes about the drainage ditches near Littlebrook Meadow, and the Clerk was to notify Mr. Lawrence King at WODC. The problems with the discharge of sewage into Trots Brook had been referred back to WODC for action based on the investigation of some years ago that had not been pursued.
 - f) **Emergency Plans:** Two models for parish councils were now available one on the OCC website and a newer model produced by WODC. Councillors were advised to look at both versions.
 - g) **Recreation Field:** No progress as yet but a meeting between the Football Club and the Hall Committee about storage and the care/use of the pitches was planned.
 - h) **Trees on the Green:** Cllr. Vickers asked Councillors to give final agreement to the planting of two hawthorns and two silver birches on the Green. This was agreed and the Clerk would contact Nicholson's again about the use of volunteers to dig holes for the new trees.
 - i) **Website:** Cllr. Vickers responded to points raised by Cllr. Jagger at the last meeting. Cllr. Jagger emphasised that he was not suggesting introducing an interactive forum but that the site could be used to develop and enhance communication within the Wychwoods and could convey information more immediately to residents. Cllr. Vickers had maintained the site for the past two years and felt it should remain simple and up-to-date. It should also present a unified and authoritative face for the Parish and this would be difficult with a site run by a committee or several people. He pointed out that anybody was free to set up more interactive and social sites for the locality but he personally did not want to become involved with a committee run site.
 - j) **Disposal of Ashes:** Cllr. Vickers reported that both the Reverend Wendy Callan and the Reverend Anne Hartley were supportive of the suggestion of strewing ashes in the closed churchyard. Through the Parochial Church Council they will apply for a faculty to allow this to happen.
 - k) **Publication of Minutes:** The Clerk was requested not to identify by name, members of the public mentioned in discussions unless otherwise instructed by Councillors.
- 6. County Councillor's Report:** In the absence of Cllr. Rose no report was available.
- 7. District Councillor's Report:** In the absence of Cllr. Biles no report was available.
- 8. Planning Matters:** a) **Decisions:** Four Winds Farm, Burford Road erection of building for vermicultural purposes - **Granted**
Internal alterations to create two new bedrooms at Old Prebendal House – **Granted**
Internal and external alterations at Classrooms, Church Path – **Granted with conditions**
Erection of detached garage with games room above at Castle Bank, Milton Road – **Granted with conditions**

Alterations to include replacement of front dormer window at Shepherds Cottage, Plum Lane – **Granted.**

b) Applications to be considered: First Floor extension 8 Littlebrook Meadow – **No Objections**

First Floor extension 16 Littlebrook Meadow – **No objections**

Erection of first floor extension at Little Walderton, Meadow Lane: **No Objections**

Demolition of existing shop and erection of four dwellings at Costcutters, High Street; **Objections. The design is bland and unattractive and not a ‘quality’ development for such a central site in the village; Although there are fewer bedrooms than in previous applications and therefore fewer potential occupants, the car parking arrangements are not feasible and the new access restricts access to Evenlode Cottages even more; There is no space for extra car parking and difficulties with access for emergency and delivery vehicles.**

Erection of single storey side extension at Staddlestones, Milton Road: **Objections; Overdevelopment of the site; removal of light and proximity to neighbouring cottage and inaccurate sketch representing height of adjacent wall.**

Construction of chimney to side elevation and extension to garage and creation of first floor studio at 12 Court Close: **No Objections to erection of chimney. Objections : not an appropriate development and conditions should be imposed on no use of studio as separate residential unit.**

Erection of dwelling on land at Milton Road: **Objection – the proposed dwelling is too close to the parish boundary and will significantly erode the differentiation between the parish of Shipton under Wychwood and Milton under Wychwood.**

The Clerk informed Councillors that new standard forms for planning applications would be in use from November.

9. Financial Matters: a) Authorise Payments: Two invoices were due for payment Thames Water supplies to the allotment field £15.61 and membership of OPFA £30.00... All cheques were agreed and signed.

b) Half Year Figures: Cllr. Watson reported that figures were in line with prediction. The analysis of grass cutting was difficult because no breakdown was available, but overall the total amount to date was lower than last year. It appeared unlikely that the re-imburement from the Parochial Church Council for burial charges would reach the estimated figure of £1700.00. The second tranche of the precept had been received and allotment rents plus VAT reclaim would bring income up to expected levels. There were no new items to consider for the precept application.

10. Allotments: a) Erection of greenhouse on an allotment: A greenhouse, larger than the permitted structures on the allotments, had been erected. Cllr. Mavin asked for guidance and Councillors instructed the Clerk to write to the allotment holder concerned and request that it be removed.

b) Increase in allotment rents for 2008 /2009: Councillors discussed a possible increase in rent for the year 2008 –2009. Cllr. Mavin proposed an increase of £5 to £15.00 per annum. Cllr. Jagger suggested that £20.00 was more appropriate in view of the investment in the site that would be made in the next two years. A majority of Councillors were in favour of £15.00 for

next year and a further possible increase in 2009 –2010. Cllr. Watson suggested that the proposed improvements grass cutting, parking areas, improved roadway, rebuilding walls and installing extra water troughs be fully costed so that the income from rents balanced expenditure. The matter would be decided at the next meeting.

11. Grass Cutting: No estimates had been received.

12. Arrangements for Christmas Tree: The tree would be put up on Saturday 15th December. The Clerk would contact Mr. Jarret at Bruern about delivery and Charlie Barrett about helping with his digger. Mr. Halliday could not accompany the carols this year but had offered to record the accompaniment. The Clerk would contact Mr. Crosson to see if he was available. The collection traditionally benefited a local charity and it was proposed that either the collection round the tree be added to the moneys being raised to support youth activities in the Wychwoods or be given to help the upkeep of the fabric of St. Mary the Virgin Church. It was agreed that the money be donated to the church.

13. Parking on the Green: A letter of complaint had been received from a resident about vehicles parking on the Green. The problem is caused partly by local residents in the High street using Church Street for parking and exacerbated by services and special events at the Church. The possibility of low level chain link fencing was discussed but rejected. Cllr. Cochrane would talk to the PCC about having a notice at the top of the Green pointing out the availability of parking at the New Beaconsfield Hall. Cllr. Cook would talk to the tenant of the Glebe Field about the availability of that site for overspill parking. Cllr. Jagger reminded Councillors that it is illegal to park on footpaths. Cllr. Vickers would continue to leaflet cars parked on the grass.

14. Correspondence: A list of correspondence received had been circulated by the Clerk

15. Other Matters for Discussion:

- a) **Remembrance Sunday:** In the absence of the Chairman, Cllr. Mavin would represent the Parish Council at the wreath laying ceremony on the Green.
- b) **Application for Hall Rent Subsidy:** The NCT Bumps and Babes Group had requested a reduction in rent paid to the Hall of £3.00 per session. Their numbers are low at present and they were having difficulty meeting the rent. The Clerk was asked to pass this on the Hall Committee with the Parish Council's agreement that the £3.00 shortfall be met from the annual subsidy.
- c) **Polling Stations Review:** WODC had confirmed that there would be no change to the arrangements to use the New Beaconsfield Hall as the polling station for this electoral district.
- d) **Transport:** Cllr. McConnachie reported on transport matters. The revised First Great Western timetable allowed enough time for the 9.00 am bus service from Plum Lane to be re-instated. There would also be an evening train stopping at Shipton Station at 6.00 pm (approx) with a return stop at 11.00 pm, making it possible to use the train service for evenings in Oxford. Cllr. McConnachie had been asked to take part in the ongoing bus subsidy discussions.

e) **New Beaconsfield Hall:** Cllr. Cochrane reminded Councillors that the hall would have been open for 10 years in May 2008 and invited Councillors to think about a way of celebrating its success. There being no other business the meeting closed at 10.30 pm. Councillors are reminded to bring diaries to the November meeting so that dates for 2008 meetings can be set.