

Minutes of a Meeting of Shipton-under-Wychwood Parish Council
7.30pm on Tuesday 20 October 2009
at the New Beaconsfield Hall

Present: Cllr Alan Vickers (Chairman), Cllr Malcolm Cochrane (Past Chairman), Cllr Jo Cook, Cllr Jill Mavin, Cllr Mike Watson.

Parish Clerk: Angela Barnes

Members of the Public: Rosemary Waterman, Brian Rigby and Peter Hills.

1. **Apologies for Absence:**

Cllr Neil Jagger and Cllr Robin McConnachie

2. **Declarations of Interest:**

There were no declarations of interest

3. **Minutes of the Meeting of 15 September 2009:**

The Minutes were agreed as a true record and duly signed, dated and filed.

4. **Outstanding Actions from the Minutes:**

Oxfordshire Highways; **(Ongoing)**

(a) Signage at Ballards Close and St Michael's Close - The Clerk to chase WODC for progress.

Action Clerk

(b) Memorial Seat on Swinbrook Road - Clerk has written, waiting for response.

Action Clerk

(c) Erosion of Verge at Fiveways - WODC have asked for recorded registration numbers of the vehicles to enable them to take action. The Clerk was asked to contact Janet Shackle.

Action Clerk

(d) Fallen Tree in the Evenlode - Cllr Jill Mavin will check to see if this has been removed.

Action Cllr Jill Mavin

(e) Gateway into Churchyard - Cllr Vickers has inspected the gate and will discuss with the Volunteers.

Action Cllr Vickers

(f) Footpath on Leafield Road - Clerk has contacted Dan Weeks Cllr Mike Watson going to check to see if this has been done.

Action Cllr Watson

5. **Public Time:**

Please refer to Item number 8.

6. County Councillors Report:

Cllr Rodney Rose reported on the quotations received for work on the stone wall on the bridge. One quotation had been received for £70k and another at £35k but re-using some of the stone. He reported there were still issues about riparian ownership and that WODC were going to apply to the Land Registry for clarification.

It was reported that the proposed 40 extra care housing units in Milton-under-Wychwood looked as if they were going to go ahead and he had asked for a consultation at every stage of the building works.

Cllr Rose reported on the two proposed Incinerators which had now both been rejected by planning.

7. District Councillors Report:

District Cllr Hilary Hibbert-Biles reported that Andrea Young from the PCT was now the Chief Executive for the South Central Strategic. She reported that the Oxfordshire Ambulance Trust had been downgraded from good to weak.

She had met with the Chief Constable and confirmed that Chipping Norton now had ten police constables and four PCSO's and was being manned 24hours. It was reported that WODC would take over the district's parking from 1 January 2010 and this would remain free. District Councillor Hilary Hibbert-Biles reported on WODC sharing the Chief Finance Officer with the Cotswold District Council. This was a pilot scheme and would continue until the end of the financial year.

8. Parish Consultation on Tennis Club Pavilion:

Cllr Alan Vickers gave an update on this. A reply had been received from the Solicitor who could not see any problems with the draft letter and form that had been prepared. The draft letter and relevant paperwork had now been sent to the Planning Inspectorate at Bristol who have promised they will give the PC guidance on the necessity and procedures of a de-registration process.

Cllr Vickers reported on the email sent to all Councillors from Cllr Neil Jagger, in which the following questions were asked:

1. Why was the PC not advised of the meeting in early September, and before our September PC meeting, between the PC Chairman and Ian Carrington, in which the Tennis Club draft application for de-registration was discussed?
2. Why was the draft application not presented to Parish Councillors before compiling the Consultation letter?
3. Most importantly, why was it not put to Parish Councillors that the Tennis Club representative had stated that, as a result of the majority view of the PC to exclude 3rd court complications from the deregistration process.

Cllr Vickers replied as follows:

1. There was no official meeting with Ian Carrington. This was merely to take delivery of the proposed input by the Tennis Club.
2. The draft application has not been acted upon yet and would only be relevant if and when a deregistration application is being prepared.
3. The third tennis court is not being hidden or disregarded and is now being addressed by the Planning Inspectorate at Bristol. The PC is waiting for their guidance.

9. **Dog Fouling:**

Cllr Mike Watson reported that a bin had been relocated at the top of Trotts Lane and he would keep a watch on its use.

11. **Play Equipment:**

Cllr Jo Cook had inspected the equipment and expressed concerns with regard to the grasscutting/strimming next year when Greenscythe Limited would need to be more careful when strimming. Cllr Vickers agreed to speak with Green Scythe about this and the burial ground.

Cllr Malcolm Cochrane had done a huge amount of work on the applications for grant funding for the new play equipment. One application was for £2k from OCC Play Design and another was for TOE for £10k. Fundraising continues.

12. **Wild Garden:**

Cllr Vickers gave an update following the Parish Meeting held in the Hall on Friday 16 October. He thanked Cllr Mike Watson and Cllr Jill Mavin for their hard work and summarised; there were 120 to 130 people who attended the meeting who were in broad agreement with the principle. So far 50 forms had been received back, all of which were positive with the exception of one. The main area of concern was with regard to the budget for maintenance not being enough and this will need to be re-visited. It was reported that there would be a meeting on the following Friday to start to co-opt members. Cllr Watson confirmed he was in talks with NFU with regard to obtaining an insurance quotation.

Q: CCllr Rodney Rose asked if the PC wanted Milton-under-Wychwood's input?

A: Cllr Watson replied yes and offered to attend their next PC meeting.

Cllr Watson asked the PC if they were happy to go ahead noting the sequence of events; offers for assured pledges, to raise finances, need to clarify at what point the new ownership would happen and finally the essential works to be carried out before. Cllr Vickers asked the meeting and a resolution was passed for the Sub-committee to continue.

Cllr Vickers reported that he had received a letter from Mrs June Gorton noting her unhappiness at the referral by the PC that the Gorton family were not interested in the purchase or upkeep of the Wild Gardens. This was discussed and it was made clear that Mr Brian Gorton had advised the PC that nobody in their family wanted to take on responsibility for the Wild Gardens, but that he was evidently referring to his immediate

family. Cllr Vickers agreed to reply to Mrs Gorton and explain this.

13. **Burial Ground:**

Cllr Cochrane gave an update on the document which Peter Hills had produced on behalf of the PCC and the PC. Cllr Cochrane thanked Peter for his hard work and input and asked him to report on the document. Peter Hills reported that he had presented the document to the PCC, which they had accepted. It was now up to the PC to give its input.

The document detailed the rules and practices of the Churchyard which could be used by funeral directors and users. The idea was to produce a set of rules that were not too restrictive. It was reported that there were two main areas of concern, the first was space and the second was maintenance. Space was becoming a problem and will need addressing in the future. Maintenance was a problem as there are some graves that are over 50 years old and were not being tended.

Peter Hills asked the PC to give these two main issues some thought and it was suggested that some of the non-routine maintenance could be dealt with by the Shipton Volunteers. Cllr Vickers asked if it was possible for the next five to six graves to be marked out, rather than just one. He did think this was possible and would look into it. With regard to maintenance it was suggested taking the kerb stones out, Peter was going to check the legislation and also ask the Diocese what other Churchyards have done.

It was reported that the old Churchyard was being used by dog walkers. The Clerk was asked to speak with Bill Oddy at WODC and request some signs "No Dogs Allowed" so that these could be displayed.

The Chairman thanked Peter Hills on behalf of the PC for all the hard work done and for the report that had been prepared. The Clerk was asked to keep this as an ongoing item on the Agenda.

14. **Planning:**

New:

09/1196/P/FP Construction of Earth Bund at Land adjacent 16,18,20 & 37 Littlebrook Meadow **(Granted)**

09/1238/P/FP Construction of Balcony and Alterations to the Roof to allow for insertion of French Doors **(New/Retropective)**

Ongoing

09/0941/P/FP Erection of detached outbuilding and new vehicular access at Old Forge Cottage High Street **(Ongoing)**

15. Financial Matters:

The Clerk reported that the external audit carried out by BDO Stoy Hayward was now conclusive and the Notice of Conclusion of Audit had been displayed. There was one item that had been listed under the Issues arising from the audit which the Clerk read to the meeting. This was;

What is the issue?

The Accounts were not approved by 30 June 2009.

What BDO Stoy Hayward recommend?

The council must ensure in future years that the accounts are approved and signed as approved by 30 June immediately following the end of the year.

The Clerk reported that the second half of the precept for 2008/2009 had been received. A preliminary discussion was held with regard to setting the 2010/11 precept. A recommendation was for this to be set at £19,500 and the councillors were asked to give this some thought for the November meeting.

Payments to be authorised:

BDO Stoy Hayward	£155.25
Barry Way Accountancy	£230.00
Cotswold Tree Surgery	£930.00
Green Scythe Ltd	£954.66
Clerks Salary and Expenses	£382.96
Thames Water	£41.41
Kompan	£3091.20

Payments received:

WODC second half of Precept	£9375.00
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16. Allotments:

Cllr Jill Mavin reported that there are some trees to be planted near the wall along Fiddlers Hill and the bushes on the field in front of the Trust cottage will be cut back by the Volunteers to enable sheds to be erected. Cllr Mavin reported on the compost bins being misused and would speak with the Volunteers about this.

It was reported that the Allotment Rules & Regulations, together with Tenancy Agreements for 2009/2010 had been sent out and that rents were coming in. Correspondence had been received from one tenant with regard to the placing of sheds and this was now being agreed.

17. Correspondence:

As circulated

18. **Other Matters for Discussion:**

- ? Cllr Jo Cook asked the Clerk to write to the riparian owners of the hedge on the corner of the Ascott Road and Mutton Lane and ask them to cut this back as cars were having to pull right out to enable them to see.
- ? Cllr Malcolm Cochrane asked how much the PC use the Hall Computer. The Clerk confirmed that 90% of the PC business was now transacted from her laptop, but that she still used the accounting package Scribe to record all the financial transactions.

The Clerk asked councillors to consider the Christmas Carols round the Tree this year. Cllr Vickers confirmed that he would organise the accompanist and the Clerk was asked to organise the following:

- ? Organise the PA system with Mike Nicol
- ? Order the Christmas Tree from Mike Jarrett for delivery to Cllr Malcolm Cochrane's yard on Saturday 12 December
- ? Ask Charlie Barrett for his assistance in erecting the tree on Saturday 12 December
- ? Ask the SEC to connect the power on the Village Green

There being no further business the Chairman declared the meeting closed at 10.05pm and confirmed the next Parish Council meeting would be Tuesday 16 November.