

**Minutes of the meeting Shipton under Wychwood Parish Council held at the
New Beaconsfield Hall at 7.30 pm on Tuesday 18th September 2007.**

Present: Cllr. Malcolm Cochrane (in the Chair), Cllr. Jo Cook, Cllr. Jill Mavin, Cllr. Neil Jagger, Cllr. Robin McConnachie, Cllr. Mike Watson.

Member of Public: Mr. Shane Barnes

- 1. Apologies for Absence:** Cllr. Alan Vickers – holiday, Cllr. Hilary Biles – family commitments, Cllr. Rodney Rose – ill health.
- 2. Declarations of Interest:** Cllr. Watson declared an interest in the planning application for Costcutters.
- 3. Confirmation of the Minutes of the Meeting of 21st August 2007:** The minutes were agreed as a true record and signed by the Vice Chairman.
- 4. Public Time:** Mr. Barnes clarified the terms of the quotation for grass cutting in the parish. It was agreed that the Playing Field and the Green would be cut once a week; the Burial Ground and the Closed Churchyard would be cut once a fortnight; and the verges and public footpaths once a month. Mr. Barnes would work out the cost of each area and would include a separate quote for cutting the allotment grass.
- 5. Matters Arising:**
 - a) Bank Signatories:** The bank had confirmed that Cllr. McConnachie did not need to supply identification, as he was an existing customer. Cllr. Mavin, according to the bank had not supplied the necessary identification, although she had both visited the bank and responded to three letters from HSBC and had been signing cheques for the past year without any query. No further action to be taken.
 - b) Trees on the Green:** The Clerk was waiting for a response from Nicholson's and the Wychwood Project.
 - c) Ascott Road Markings:** Cllr. Rose is following this up. The Sinnels Field Management Committee had complained about the erosion of markings at their junction with Mutton Lane and Fiveways. OCC had promised these would be re-instated in 8 to 10 weeks.
 - d) Recreation Field:** Cllr. Vickers had met the Secretary of the Football Club and discussed improvements to the pitch. The Football Club had not yet considered the NPFA report, and Cllr. Vickers had made it clear that while the Parish Council was willing to contribute to getting the pitch into a better state it would be the responsibility of the Football Club to maintain it in an appropriate condition. Another discussion would take place when the Football Club had looked at the report. Cllr. Cochrane mentioned the problems occurring at the Hall with the clash of football matches and other events and the conflict of interests that could lead to the Football Club not being allowed to use the pitches. Cllrs. Jagger and Watson were vehemently opposed to any such suggestion because of the adverse impact it would have on the provision of activities for young people, and wanted reassurance that such a course would only be pursued after full consultation with, and the agreement of, the Parish Council. The Hall and the Football Club should be encouraged to reach a workable solution. Cllr. Cochrane would convey this message to the Hall Committee.

- e) **Speed Signs:** Cllr. Cochrane informed Councillors that ‘Speed Limit 5 mph’ signs would be installed around the Hall.
- f) **Disposal of Ashes:** Cllr. Vickers had raised the subject of spreading ashes in the Closed Churchyard for those families who did not want to inter urns. The matter had been raised with the Parochial Church Council and Rev. Hartley and a decision was awaited.
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:** Erection of dwelling on land adjacent to Four Furlongs, Leafield Road – **Granted**
- b) **Response to applications:** Internal and external alterations at Classrooms, Church Path – **No objections.**
Internal alterations to create 2 new bedrooms at Old Prebendal House, Station Road – **No objections**
Demolition of Costcutters Store, High Street and erection of four dwellings: Councillors approved the new design as a great improvement on the previous proposals. There were objections about the amount of parking available and concerns that 4 bed roomed houses would have more than 2 cars, resulting in more problems for Church Street residents; there was also an objection to retaining the lay-by as this would be a hazard when cars were parked there. Stone roof tiles should be used on the external roofs and the car parking area should be block-paving rather than tarmac.
9. **Financial Matters:** a) **Authorisation of Payments:** Cheques were signed for WODC Grass Cutting £663.53; Mr. J. Huntingford Allotment Security measures £17.16; Mr. A. Tomlinson £60.00 copy keys for allotment padlock; Margaret Johnson Hi Visibility Jackets £10.51; A. Burns £862.33 Salary; WODC Grass Cutting £905.30; Cllr. J. Mavin £35.00 grass cutting allotments.
- b) **Correspondence from external auditor:** There had been a mistake in the return where a nought had been left off a row of figures. The auditor also wanted a copy of the trust deed for the J.A. Willis Trust fund to decide whether the Parish Council was a corporate trustee. The clerk had managed to find a copy of the Deed and had sent it to BDO Stoy Hayward.
- c) **Shipton Volunteers equipment costs and insurance arrangements:**
Allianz Cornhill would accept Shipton Volunteers and the Allotment Committee as sub committees if: Minutes of meetings of these committees form part of, and are incorporated into the minutes of the Parish Council; meetings are open to the public in the same way as Parish Council meetings; any financial accounts of the Committees form part of the accounts of the Parish Council and are subject to audit. Given these criteria the sub committees would be covered by the Council’s public liability up to £5 million. The Clerk would ask for clarification of the statement that in the case of allotments leased to groups or individuals it is necessary for them to arrange their own public liability insurance in respect of their areas.
Shipton Volunteers requested funding for sweatshirts to be given to volunteers who had worked 5 hours as an incentive and thank you. The Parish Council agreed this in principle but required two quotes for costs. Cllr. Cochrane

responding to a suggestion that the profits from the Monday coffee morning should help to fund the work of Shipton Volunteers confirmed that any 'profit' was to go to the New Beaconsfield Hall.

10. Allotments: Cllr. Mavin expressed concern that the allotment belonging to Mr. Hawker was not being kept in good order, rubbish was being dumped on it and unsupervised bonfires were being lit. The allotment was also encroaching on the path. Mr. Hawker should be reminded of his obligations to keep the allotment tidy. The Clerk and Cllr. Mavin would put together the annual letter to allotment holders requesting rent for the year, due at the next meeting. Tenants should be asked to agree in writing to the new terms and conditions. Rent increases would be discussed as part of the annual budgeting exercise.

11. Grass Cutting: Mr. Barnes would quote for next year's grass cutting. The Clerk would ask WODC to quote as well to the same specification. The verges pattern for cutting would be that all verges should be cut once a month with the exception of: Steep bank on Mutton Lane, opposite Sinnels Field up to the footpath gate at Fiveways; the bank opposite Salisbury House and School House by the Vicarage; the splay at the entrance to New Road on the north side; marked portion of verge opposite Fiddlers Cottage, Upper End; the splay on the right before the bridge. The last three areas would be planted with wildflower seed and all five sites would be mowed in March and then left until September. This was agreed unanimously. Shipton Volunteers would be asked to cut back brambles along Meadow Way, in the hedge round the Recreation Field on Station Road, those growing through the Old Till Yard fence on Ascott Road, and also round Coldstone Farm at Fiveways.

12. Ascott Recovery Committee: Mrs. Angela Barnes, Clerk of Ascott Parish Council had asked if any Councillors would like to attend the Parish/Public Meeting in Ascott on Monday 8th October at 7.30pm. Cllrs. Cook, Cochrane and Jagger would attend and the Clerk would also pass on the request to Cllr. Vickers on his return. Councillors agreed that any action needed to deal with flooding problems should be looked at in the light of implications for communities all along the River Evenlode.

13. Correspondence: A list of correspondence received had been circulated to Councillors.

14. Other Matters for Discussion:

- a) **Allotment Parking:** Cllr. Mavin informed the council that the parking on the allotment field for the Taylor wedding had gone well.
- b) **Website:** Cllr. Jagger asked that this be included as an agenda item for future meeting. He felt that the site could be improved to widen its appeal and become more than an information source.
- c) **Potholes:** Cllr. Cook asked that the four potholes in Ascott Road be reported to OCC again, with a request for action.
- d) **Dog Waste Bins:** The Clerk was asked to check on the timetable for emptying dog waste bins, as they seemed to be overflowing more often.
- e) **Parish Council Minutes:** The Clerk was instructed to display copies of the Minutes, once approved, on the Parish Council notice Board by the Post Office, Milton Road.

There being no other business the meeting closed at 21.50.