

Minutes of a Meeting of Shipton-under-Wychwood Parish Council
7.30pm on Tuesday 15 September 2009
at the New Beaconsfield Hall

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

Parish Clerk: Angela Barnes

Members of the Public: Anita Hollingdale, Rosemary Waterman and Martin Gibbs

1. **Apologies for Absence:**

None received

2. **Declarations of Interest:**

There were no declarations of interest

3. **Minutes of the Meeting of 18 August 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 District Cllr Biles has taken photographs to chase this. **(Action Clerk)**

(b) The Clerk has obtained maps/links for the Allotment Field and passed to Cllr Mavin. **(Complete)**

(c) Traffic on Leafield Road - Cllr McConnachie had offered to walk on the school run with parishioner. **(Ongoing)**

(d) Flooding of the Brook - Cllr Vickers has prepared a short note to be delivered to parishioners **(Complete)**

(e) Erosion of Verge at Fiveways - The Clerk was asked to chase, this has been done. **(Action Clerk)**

(f) Fallen Tree in the Evenlode - The Clerk contacted the EA who have promised to inspect this and remove. **(Action Clerk)**

5. **Public Time:**

Cllr Vickers welcomed the members of the public and asked if they had anything they wished to raise.

Q: Martin Gibbs asked if copies of the Agenda could be given out prior to the meeting?

A: Cllr Vickers explained that the Agenda was displayed on the three notice boards in the Village and on the Website seven days prior to the meeting

6. **County Councillors Report:**

No Report

7. **District Councillors Report:**

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:**

Cllr Vickers gave an update on the position with the Consultation. He had been advised by the Tennis Club that the photographs to go on display would be ready by the end of the week. Cllr Vickers reported that he had spoken with the Planning Inspectorate at Bristol with regard to issues surrounding de-registration. The Planning Inspectorate would be happy to advise the Parish Council on the de-registration process and suggested Cllr Vickers send all the paperwork to them.

After discussion Cllr Cochrane proposed that the Chairman re-draft the consultation letter to include the issues surrounding the de-registration of the third tennis court and recirculate. Once this had been approved it would be sent to the Solicitors and subsequently to the Planning Inspectorate for their advice and guidance. (**Action Cllr Vickers**)

9. **Dog Fouling:**

Cllr Watson confirmed that two replacement dog bins had been installed although the one in Trotts Lane should have been sited in Meadow Lane. Cllr Watson agreed to contact Bob Lightfoot at WODC to ask for this to be re-located and to discuss a campaign starting with Meadow Lane. (**Action Cllr Watson**)

11. **Play Equipment:**

A short presentation was held and two cheques were given to Cllr Cochrane and Cllr Cook for the Play Equipment project. The first cheque was for £1000 and was kindly given by the Shipton Charity Ball organisers. The second cheque was for £5000 and was kindly presented by the Shipton Fete Committee. Cllr Vickers extended sincere thanks to the two organisations on behalf of the Parish Council and the Village for all their work.

Cllr Cook reported that the RoSPA Report was now complete. Cllr Cochrane agreed to chase the invoice for the new piece of play equipment the Supanova. He also reported that fundraising was ongoing and the Clerk was asked to keep a mini-cash book showing donations and grants and payments out. (**Action Clerk**)

Cllr Cochrane and Cllr Cook displayed photographs of all the equipment that had been displayed at the Shipton Fete for all Cllrs to view at the end of the meeting.

12. **Wild Garden:**

Cllr Watson reported that a sub committee to form a non profit company to acquire the Wild Gardens had been set up. The forms should be signed next week and submitted to Companies House which should take approximately two weeks and then the Charity Commission would be approached. The aim is to have all of this done in time for the Public Meeting scheduled for Friday 16 October. The cost incurred so far was £50. Cllr Vickers proposed to the meeting that this process should be carried out and this was agreed unanimously. Cllr Watson agreed to prepare the wording for the consultation letter and to pass this to the Clerk for it to be typed and then given to all cllrs to deliver to each household. (**Action Cllr Watson and Clerk**)

13. **Burial Ground:**

Cllr Cochrane reported he had met with Peter Hills to discuss the Churchyard document and the organisation for looking after the burial ground. There are a number of points to be discussed eg curbed graves, plastic flowers etc. (**Ongoing**)

14. **Planning:**

New:

There were no new planning applications.

Ongoing

09/0920/P/FP Erection of single storey rear extension and construction of chimney at 22 Sinnels Field (**Granted**)

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

09/0706/P/FP Erection of two storey side extension at 7 Sinnels Field (**Ongoing**)

09/0831/P/LB External alterations at Classrooms, Church Walk Shipton-under-Wychwood (**Granted**)

09/0880/P/FP Erection of two storey front extension and conversion of loft to include rooflights and dormer windows at Four Furlongs Leafield Road (**Granted**)

15. **Financial Matters:**

Payments to be authorised:

Green Scythe Ltd	£1097.26
WODC Spring RoSPA Inspection	£54.45
Clerks Salary and Expenses	£321.51
Foxbury Farm	£120.00
Alice Burns (acting clerk to cover maternity leave)	£146.88
West Oxon Citizens Advice Bureau AOB)	£100.00 (please note discussions under

Payments received:

Shipton Charity Ball	£1000.00
Shipton Fete	£5000.00

16. **Allotments:**

Cllr Mavin gave her report noting the ball cock on trough number two had been leaking, but had been dealt with quickly. Horizontal allotment plots were discussed and also the issue of tenants wishing to erect a shed when sharing a plot. Cllr Mavin was going to give this some thought and take advice from the management committee. The Clerk was asked to prepare the annual allotment letters and tenancy agreements requesting tenants' rent for 2009/2010. Cllr Mavin agreed to send a copy of the Rules and Regulations to Cllr Vickers before sending out with the letter and tenancy agreement. (**Action Cllr Mavin and the Clerk**)

17. Correspondence:

Email correspondence had been circulated to all Cllrs and hard copies given to Cllr Cook. An envelope containing the remaining circulars was given to the Cllrs for distribution.

- ? A letter was read to the Council from Mrs Taylor requesting permission to erect a memorial seat for her late Mother, Mrs Eileen Mary Osborne, who was born in Shipton-under-Wychwood and for the most of her life lived at Snowdon House, Fiddlers Hill. Mrs Taylor suggested two sites, the first on the Swinbrook Road, at the top near the crossroads overlooking the Village and towards her house. The second site was the Millenium Wood. After discussion the Parish Council agreed, in principle, to the Swinbrook Road site and asked the Clerk to reply to Mrs Taylor to this effect, but that she seeks Council's approval on the type of seat she would like. (**Action Clerk**)

- ? A letter was read to the Council from the West Oxon Citizens Advice Bureau requesting a donation. After discussion it was proposed and agreed to send a donation of £100. (**Action Clerk**)

18. Other Matters for Discussion:

Cllr Watson mentioned the footpath off the Leafield Road being almost impassable. Cllr Cook agreed to let the Clerk know the contact name at OCC to report this to. (**Action Cllr Cook and the Clerk**)

It was reported that the Gateway into the Churchyard had been damaged. Cllr Vickers agreed he would look at this.
(**Action Cllr Vickers**)

There being no further business the Chairman declared the meeting closed at 9.50pm and confirmed the next Parish Council meeting would be Tuesday 20 October and the Village Consultation meeting for the proposed acquisition of the Wild Gardens would be Friday 16 October.