

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Annual Meeting of the Council Thursday 18th May 2023, 7.30pm, New Beaconsfield Hall

Present: Jill Mavin (chair), Tim Yates (vice-chair), Jan Lund, Simon Randall, Joe Hames, County Councillor Liz Leffman, Clerk Zoe Thornburgh and 5 members of the public.

1. To elect the Chairman of the Council

Cllr Jill Main was elected as Chair unopposed.

2. To elect the Vice Chair of the Council

Cllr Simon Randall was elected as Vice-Chair unopposed.

3. To receive apologies for absence: apologies were received from Joe Hames, Amelia Harvey and County Cllr Liz Leffman.

4. Declarations of interest

Was received by Jan Lund re Planning App 22/03114/LBC Salus House.

5. Approval of Minutes of previous meeting

Resolved: The minutes of the meeting held 20th April were approved and signed as a correct record by the Chair.

6. Matters of report arising from the previous minutes

It was noted that WODC's plans to object to planning applications, where there is insufficient capacity at the relevant treatment works, applies only to developments of 10 +or more houses. As this size of development is rare in Shipton under Wychwood, the Parish Council are unlikely to need to follow WODC's example.

7. County and District Councillor Reports

No reports were received.

8. Public participation session

No members of the public present.

9. Planning:

9.1 Applications received from WODC

23/01005/HHD 4 Bradleys, Shipton-under-Wychwood
Erection of rear flat roofed single storey extension
Parish Council made no objection.

9.2 WODC decisions

23/00819/FUL 15 Meadow Lane, Shipton-under-Wychwood
Change of use of land from agricultural to domestic off-street parking, incl installation of 2 EV chargers.
Parish Council objected on the basis that information regarding access is insufficient for a decision.
Refused by WODC 15 May 2023.

23/00718/FUL & 23/00719/LBC The Wychwood Inn, High Street, Shipton-under-Wychwood
Erection of a lean-to timber clad kitchen storage building. Construction of an oak framed gazebo, with a detached bar and serving room within the pub garden area (retrospective).
Parish Council voted to submit a caveated objection on the grounds that, although the structures are a breach of planning regulations, there were mitigating circumstances.
Refused by WODC 11 May 2023.

22/03540/FUL Eyston Piece, Swinbrook Road, Shipton-under-Wychwood

Demolition of existing dwelling and outbuildings. Erection of a replacement dwelling, pool, tc & landscaping.

Parish Council currently objects to this application on grounds of insufficient attention to ecological and environmental issues.

Approved by WODC 27 April 2023.

23/00672/HHD The Old Till House, High Street, Shipton-under-Wychwood

Demolition of lean-to conservatory, erection of single storey side & rear extension, replacement of existing windows & doors and internal alterations.

Parish Council made no objection.

Approved by WODC 04 May 2023

23/00165/S73 Land north of Gas Lane and Ascott Road, Shipton-under-Wychwood

Variation of condition 2 of planning permission 20/00991/FUL to allow design changes to Plot 1 including replacement of approved garage door with a window and erection of a single storey garage extension.

Parish Council objected to this application on grounds of environmental effects, which are in breach of initial planning agreement.

Approved by WODC 04 May 2023.

9.4 Other

22/03114/LBC & 22/03113/HHD Salus House, Milton Rd, Shipton under Wychwood

Parish Council considered a communication from a local planning consultant who is working with the planning applicant for this property. They decided that their objection was still valid.

9.5 Any planning applications submitted following publication of agenda

None received.

Governance and Consultation

10. To receive notice of resignation from Cllr Arnold

After 7 years as a Councillor, Carole Arnold recently gave notice of her resignation from the Council, to take effect from the end of this meeting.

Resolved: Cllr Arnold's resignation was accepted and Council expressed their best wishes.

Action: Clerk to inform WODC of Council vacancy.

11. To discuss and agree distribution of Cllr Arnold's portfolio

Resolved: Benches – Shipton Volunteers

NBH Liaison – to be considered when portfolios are next redistributed.

Orchard – Clerk to liaise with Fruitful Branch when work needed

RFO Support – role to change to Internal Financial Control – Jill to try.

Shipton Volunteers – Carole will continue to organise & be the contact for this group.

Xmas tree – Carole will continue to organise this event.

Action: Clerk to arrange where appropriate

12. To discuss and agree an Internal Financial Control process

Council received a process checklist prior to the meeting.

Resolved: In line with internal audit advice, it was agreed to start quarterly Internal Financial Control checks.

Action: Cllr Mavin to do first check. Other Councillors may do subsequent checks.

13. To agree continued use of CAA-Accounting for payroll administration

Resolved: Council agreed that CAA-Accounting should continue this voluntary service.

Action: No change to current situation.

14. To consider and agree on new Working Party Policy

A draft Working Party Policy was provided to Council prior to the meeting. Currently, this would apply to Shipton Volunteers and Shipton Fair Group and, on a case-by-case basis, permits Council to give permission for a Working Party to be managed and worked wholly by volunteers.

Resolved: Council accepted the Policy. No amendments were suggested.

Resolved: Within the Shipton Volunteers budget, Mrs Arnold may continue to claim for petty cash items of up to £15, but must apply to Council for purchase of all other items.

Action: Clerk to post policy on the Council website.

15. To consider and agree on co-option recruitment process

Council received a draft procedure prior to the meeting, based on NALC Legal Briefing L15-08 . No amendments were suggested.

Resolved: To accept co-option process as set out by NALC.

Action: Council to follow process with all future co-options.

16. To receive the internal audit report

Council received a copy of the report prior to the meeting and acknowledged same.

Resolved: To review the internal audit report at the next meeting.

Action: Clerk to add item to next agenda.

17. To acknowledge receipt of Bank Payment Card

Council acknowledged that Clerk has received Bank Payment Card.

Resolved: Cash payments less than £250 should be made with this card, and not by a Councillor.

Action: None needed at this time.

Training

18. To consider training currently on offer.

Council received a list of all OALC courses known to the Clerk, prior to the meeting. Clerk requested permission to attend 2 courses. No other requests were made.

Resolved: That Clerk may attend the following OALC courses:

Agendas & Minutes, 20/10/23

Interpersonal Skills, various dates

Action: Clerk to book the courses as agreed.

Village Matters

19. To receive report on meeting between PC and NBH Charity and agree next steps

Resolved: That the roles of each party, and the working arrangements between them, need clarification.

Action: Cllr Randall to construct a draft framework, to suggest ways in which this clarification might be achieved..

20. To receive update on application to WODC for Asset of Community Value registration

Resolved: That the PC should express its concerns to the Bishop of Oxford, jointly with St Mary's Church, whether or not registration is successful.

Action: Cllr Randall to draft a letter with a wide range of options to the Bishop of Oxford, requesting a meeting to discuss each party's designs on the Glebe land.

21. To discuss and re-allocate the QEII commemorative tree

Council previously decided to plant an oak tree, preferably a smaller variety, on the recreation ground.

Resolved: Cllr Lund to take on the planning of this project. Shipton Volunteers will water the infant tree.

Action: Cllr Lund to source quotes and present at next meeting.

22. To consider and agree on trial of Vivo Technologies Weed Wand for Shipton Volunteers.

Council received information regarding this product prior to the meeting.

Resolved: To purchase a single Weed Wand, for trial by the volunteers.

Action: Clerk to arrange.

23. To receive report on playground inspection

Cllrs Mavin and Harvey recently reviewed the playground, and suggest that an updated inspection is needed before any decisions are made.

Resolved: To book a RoSPA inspection, with additional costs so that Cllr Harvey can attend the inspection, and receive a checklist, specific to the playground, for monthly reviews.

Action: Cllr Harvey to arrange. Invoice to be sent to Clerk.

24. To consider and agree next steps on Church Street parking.

Resolved: To postpone this item until Cllr Hames is present, to hear his recommendations.

Action: Clerk to add item to next agenda.

25. Finance**a. To receive the monthly financial summary & approval of payments**

The bank reconciliation for April 2023 was circulated before the meeting.

Resolved: To make bank transfer payments of the following **Schedule of Accounts**.

Action: Cllrs Mavin and Randall to authorise.

Clerk Salary	£698.49
HMRC	£191.28
Repay Kay Shortland – APM expenses	£14.00
Repay Clerk expenses – stamps	£6.00
Repay Joe Hames – playground maintenance	£10.04
Sophie England	£105.00
McCracken & Sons	£741.50
Ben Jessey – allotment grass cut	£105.00
Currys Business – new PC laptop	£678.00
Ubico – Playground bin Ap22- Mar23	£473.40
New Beaconsfield Hall – hall hire for APM 04/05/23	£16.80
Internal Audit Fee – Jane Olds	£250.00
Direct Debit	
NEST Pension	£46.28
Castle Water	£36.49
*Corporate Card fee	£3.00
Corporate Card	
*Microsoft 365 Subscription	£146.70
Payments Received	
Resolved: To acknowledge the receipt of payments 01/04/23-31/04/2023	
Precept	£19,423.50
OCC Grass Grant	£1,761.30
Allotment Rents	£70.00
Wayleaves	£198.83
Bank Statement to 30th April 2023	
Unity Trust Current Account	£78,337.18
Unity Trust Deposit Account	£56,389.75
Charity Bank 40day Notice Account	£1,000.00
James Alfred Willis Trust Fund	£1,474.13

b. To consider and approve the Statement of Accounts for the year ending 31 March 2023

Council received the Statement of Accounts prior to the meeting.

Resolved: The 22/23 accounts were received by Council and approved.

c. To confirm the assets list for the year 2022/23

Council received the draft assets list prior to the meeting.

Resolved: That the list needed no amendments.

Action: Clerk to post assets list on website.

d. To confirm the earmarked reserves for the year 2023/24

Council received the draft reserves list prior to the meeting.

Resolved: To accept the earmarked reserves list as presented.

Action: Clerk to post earmarked reserves list on website.

e. External Audit

i. Section I: Annual Governance Statement

Resolved: To approve the statement, which was signed off by the Chair.

ii. Accounting Statements

Resolved: To approve the statement, which was signed off by the Chair.

iii. Electors' Rights

Resolved: To approve posting dates of the Electors' Rights Notice: 15th June – 29th July.

iv. Statement of Variance

Resolved: This was approved by Council

Action: Clerk to publish all documents on website and/or noticeboard as required.

f. To consider and agree the insurance renewal for 2023/24

Clerk requested 3 quotes for the Council's insurance for 2023/24 and received 2 responses.

Resolved: To continue with BHIB Insurance for 2023/24.

Action: Clerk to arrange.

g. To consider and approve revised burial costs

In line with the Church of England Parochial Fees pricing, a small increase to the burial ground costs was suggested. Council received details of the revised costs prior to the meeting.

Resolved: To accept the revised costs.

Action: Clerk to update the website and documentation, also to notify the Wychwood Diocese.

h. To approve recurring due payments for 2023/24

Council were presented with a list of recurring payments prior to the meeting.

Resolved: To accept the list of recurring payments, with the proviso that they were published with an explanation of their purpose, as it was felt that they could be misunderstood to be automatic payments.

Action: Clerk to publish list on website, with the explanation as requested.

i. To approve purchase of new minutes book

Resolved: To approve this purchase.

Action: Clerk to arrange.

k. To approve details and costs of Wychwood Cost of Living event

This event is set for 31st May, 10am-1pm. Hire of the hall will cost £14/hr.

Resolved: To share the cost of the hall with the other 2 Wychwood Parish Councils.

Action: Cllr Mavin to feed back to the event organisers. Clerk to arrange payment.

26. Councillor Portfolios

- **Allotments** – permission was given to repay a deposit following a recent withdrawal from a plot.
- **Wychwoods** – a date has been agreed, between the Councillors for the Working Together Council 'social', of 14th June. The Councillors will continue to communicate between themselves re a location and agenda.
- **Transport** – recent traveller movement was well monitored.
- **APM** – feedback from attendees suggests that the APM, 4th May, was too long and too late in the evening. Council suggested that preparations start earlier in the year next year, and consider a theme such as History and Culture.

- **Environment** – a visit to the Milton sewage treatment works is planned for 6th June. A number of Councillors from the 3 Wychwood Parish Councils are due to attend.
- **Grass** – following a change of contractor, grass cutting throughout the village has been a little haphazard so far this year, not helped by an out-of-date map. Cllr Lund's plan to plant wildflower verges will need to be deferred because the verges aren't ready.
- **Hedges** – The Tennis Court hedge cannot now be done until the autumn, when the nesting season has finished. It has been delayed due to a lack of SSE shrouding for the cables that run through the hedge.
- **Planning** – Cllr Randall hopes to meet up with a Senior Planning Officer at WODC to improve communication.
- **Highways** – new 20mph signs in Milton have been covered as the scheme has not yet started.

27. To receive reports from Community Groups & Organisations

The Wychwood Forest Trust newsletter is available to view on the Parish Council website.

28. Report of Clerk, communications and noteworthy correspondence

Nothing to report.

29. Items to report

Nothing to report.

30. Date of the next meeting: 15th June 2023.

Meeting closed 9.43pm.

The Chair
15th June 2023