

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

Minutes of the Meeting of the Council Thursday 19th October 2023, 7.00pm, New Beaconsfield Hall

Present: Jill Mavin (chair), Simon Randall (vice-chair), Tim Yates, Amelia Harvey, John Roxby, Clerk Zoe Thornburgh, County Councillor Liz Leffman and 2 members of the public.

1. **To receive apologies for absence:** apologies were received from Jan Lund.
2. **Declarations of interest**
None received.
Shipton under Wychwood Parish Council would like it noted that only pecuniary interests, as outlined in Appendix B of the Code of Conduct, need be declared. Declaring other interests is optional, and Council has previously decided that, for them, such declarations are unnecessary and potentially unhelpful.
3. **Approval of Minutes of Parish Council meeting held on 21st September 2023**
Resolved: An amendment was made to correct item 6, after which the minutes were signed as a correct record by the Chair.
4. **Matters of report arising from the previous Minutes**
None
5. **Public participation session**
The NBH Committee Chair spoke on behalf of the Trustees of the NBH Charity, regarding Agenda Item 10.
6. **To agree to submit the draft agreement of the relationship between the Parish Council and the NBH Charity. Also to agree to send covering note to Charity Commission for comment.**
Resolved: That a new draft agreement is needed, to cover operational management issues only.
Resolved: Not to send a covering note to the Charity Commission.
Action: A small group of NBH trustees and Parish councillors to meet, at a date to be arranged, in order to draft a management plan together. Minutes will be taken.
7. **County Councillor Report**
 - Since 2021, the Oxfordshire County Council (OCC) has been a coalition of the Liberal Democrats, Labour and Green Party. Following a poor Ofsted report on children's services, the Labour councillors recently resigned, leaving a Liberal Democrat/Green Party alliance.
 - A study is being carried out, to look at ways of implementing a freight strategy, including the management of weight restrictions.
 - A county-wide air quality website has been launched www.oxonair.uk. Jointly owned by OCC, Oxfordshire District Councils & the City Council, this measures and reports daily air quality. Here, you can find ways to lower your exposure to air pollution and reduce your pollution footprint.
 - Trials continue, looking at how potholes are filled, including recycled materials.
 - OCC rated highly in Climate Emergency UK's (CEUK) 2023 climate action scorecard, published this week. The assessment scored all UK councils on the actions they've taken towards net zero, between January 2019 and March 2023. OCC scored 53% against an average of 35%.

8. Planning:

8.1 Applications received from WODC

23/02188/LBC The Great Barn, 14 Home Farm Close, Shipton under Wychwood
Internal and external alterations to replace all casement windows, the dining room door and lounge double door with flush heritage casement windows and doors.
Parish Council made no objection.

8.2 WODC decisions

None

8.3 Other

23/01600 Dash Grange, Leafield Road, Shipton under Wychwood
Change of use of land to equine use with the erection of new stables and detached riding area.
Parish Council objected.
Application withdrawn 21st September.

8.4 Any planning applications submitted following publication of agenda

None

Governance and Consultation

9. To consider suggested contribution from the Parish Council to the WODC Local Plan 2041 and decide contribution to be made.

Council received a draft comment prior to the meeting.
Cllrs Lund and Randall attended a WODC workshop to discuss the consultation, before compiling the draft. A number of comments were made and one amendment was incorporated.

Resolved: To accept the draft comment.

Action: Cllr Randall to submit the comment to the WODC consultation.

10. To agree to amendment of Schedule 1 of the 2017 OCC Grass Cutting Agreement; one Councillor to sign to confirm

Council all received copies of the original grass cutting agreement, together with the amendment, prior to the meeting. Cllr Lund has no objection to the amendment, believing it more in line with nature restoration.

Resolved: To agree to the amendment.

Action: Cllr Mavin to sign the agreement, the Clerk to return it to OCC.

Village Matters

11. To receive reports from Working Parties, Community Groups and Organisations

The Shipton Volunteers lead reported on works recently carried out in the village, and requested confirmation that she could make some expenditures as per the budget.

The date allocated for putting up the 2023 Christmas tree is 2nd December.

Plans for the 2024, 60th anniversary, 'Carols around the tree' are underway, hopefully involving the local schools & nursing homes.

12. To consider purchase of sit-on lawnmower for recreation ground, village green and allotment orchard. To consider whether financially viable, whether to use instead of a contractor or in addition to, and identify potentially related costs. To assign obtaining quotes and further details as required.

Various aspects of this scheme were discussed, identifying the main issues as storage and transportation between the locations.

Resolved: To identify a mower compliant with size and usage requirements.

Action: Cllr Harvey to discuss with local suppliers. Clerk to investigate alternative storage location.

Finance**13. To receive and approve the monthly financial summary and bank reconciliation for September 2023.****As at 30th September, the Accounts stood at:**

Unity Trust Current Account	£27,173.61
Unity Trust Deposit Account	£47,059.30
Charity Bank 40day Notice Account	£61,011.83
James Alfred Willis Trust Fund	£1,474.13

Council were made aware that the bank reconciliation does not balance this month because an unidentifiable credit of £79 has been received. Clerk is trying to amend this.

14. To consider and approve invoices for payment as itemised on the Payment Schedule.

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

Action: Cllrs Mavin & Randall to authorise.

Clerk Salary	£779.33
HMRC: Clerk salary tax/NIC	£229.40
NBH Hall hire Sept/Oct	£33.75
NBH Annual Contribution 2022 & 2023	£5,200.00
McCracken & Son	£741.50
Ben Jessey: Grass cut BG	£110.00
Sophie England – Playground	£105.00
Milton Life Larder Sept Donation	£500.00
KJ Millard skip hire for allotment	£276.00
Moore – External audit	£378.00
Wychwood Wild Garden subscription	£1000.00
Shipton PCC – Christmas tree festival	£25.00
Repay Carole Arnold	£41.35

Direct Debit

NEST Pension	£61.82
Unity bank (service charge)	£18.00
Castle Water	£75.40

15. To acknowledge receipt of payments in September 2023

Allotment rent	£25.00
Unknown (E Taylor & SW)	£79.00
Precept (2 nd payment)	£19,423.50

16. To consider cost centres in 2024/25 draft budget and whether any more need adding. Also to suggest and consider additional spending.

No suggestions were made.

Resolved: To arrange a separate meeting to discuss draft budget.

Action: Clerk to complete draft budget and arrange meeting, prior to November's PC meeting.

17. To appoint Christine Bucknell and one other as Trustees of the Shipton under Wychwood United Charities Trust.

Resolved: To appoint Christine Bucknell and Peter Hilling as United Charities Trust trustees.

Action: Cllr Mavin to inform these individuals and the Trust.

17. To consider the Life Larder report and decide whether to continue with the second half of the grant.

A report from the Milton Life Larder was received by Council prior to this meeting.

Resolved: To continue with the second half of the grant.

Action: Clerk to arrange payment, Cllrs Mavin and Randall to authorise.

18. To consider grant applications from Citizens Advice Bureau and Wychwood Wild Garden

Resolved: To award payments of £100 to CAB and £1000 to the Wild Garden.

Action: Clerk to arrange payments, Cllrs Mavin and Randall to authorise

Councillor Portfolios - to receive reports on activities

- **Allotments** – a skip is due to be delivered 27th October. A number of plots have been taken recently; there are not many currently vacant.
- **Remembrance Service** – a poppy wreath has been received in readiness for 12th November.
- **School** – a full Government Board meeting was held recently. There were no issues.
- **Library** – despite a small flood recently, the library remains operational.
- **Shipton Fair** – arrangements are going well. The Committee meeting report of 17th October will be available soon
- **PCC Liaison** – the vacancy for a vicar is not expected to be filled for 10-12 months. The vicarage is currently up to let.
- **Highways** – Cllr Roxby has submitted the Council's agreement to the OCC 20mph scheme proposal. He will continue to seek agreement for a buffer zone at the Burford end of the High Street, and also plans to chase the concealed entrance sign previously promised by James Wright, to warn motorists of Blenheim Cottages.
- **Salt bins** – Cllr Roxby has calculated how many bags are needed to fill the village's salt bins, but is unsure how to transport the bags, currently stored at the allotments. He plans to discuss this with the Shipton Volunteers lead.
- **Playground** – Cllr Harvey is collating quotes for equipment maintenance.

21. Report of Clerk, communications and noteworthy correspondence

Clerk was pleased to share a letter from the Local History Society, thanking the Council for their grant earlier in the year, and reporting how it had been spent.

22. Items to report

None

23. Date of the next meeting: 16th November 2023.

Meeting closed 9.00pm.

The Chair

16th November 2023