

## Shutford Parish Council Meeting

### Wednesday 19<sup>th</sup> July 2018 at 7.30pm in Shutford Village Hall

The meeting commenced at 7.30pm

**Present:** Cllrs Debbie Pitt, Helen Nixseaman, Carolyn Rann, Sandy Forrester, Ashley Taylor, Tom Parrish, Cllr George Reynolds and David Best, Parish Clerk. Also present were 20 members of the public.

**Apologies for absence:** None

<b>18/033</b>	<b>Declarations of Interest:</b> Cllr Debbie Pitt regarding a correspondence item from the Village Hall.
	<b>Co-option of New Councillor:</b> Tom Parrish was co-opted to the Parish Council following a unanimous vote. The Declaration of Acceptance of Office was signed by the new Councillor.
<b>18/034</b>	<b>Minutes of the last meeting:</b> It was <b>RESOLVED</b> that the minutes of the meetings held on 9 <sup>th</sup> May and 21 <sup>st</sup> June were a correct record and signed. Proposed by Cllr Pitt and seconded by Cllr Nixseaman. It was agreed that the longhand minute book would be maintained for the foreseeable future.
<b>18/035</b>	<b>Matters arising from the minutes:</b> None
<b>18/036</b>	<b>Parish Matters:</b>
18/036/1	<b>Speed Gun</b> – After general discussion on whether to participate with the Hornton PC speed gun initiative where equipment would be available to be used by volunteers and people exceeding the speed limit would be sent a warning letter by Thames Valley Police it was concluded that speeding is more of a perceived rather than actual issue. It was <b>RESOLVED</b> not to participate in a unanimous vote.
18/036/2	<b>Weavers Row Land</b> – Cllr Carolyn Rann gave a detailed report on whether to take over the lease from Cherwell DC. It was decided to defer the decision until Cherwell DC has provided more clarity on the footpath/ right of way status. Western Power are applying for permission to take down the large Sycamore tree directly under power lines. The roots of this tree are damaging nearby buildings. A Parishioner advised that he has to pay Cherwell DC for access to his garage. Another parishioner has expressed concern about access along the footpath.
18/036/3	<b>New Weavers Row</b> – The developers building new houses along Ivy road are marketing them using the name Weavers Row but they have confirmed that this will not be used for the final address.
18/036/4	<b>Dairyground Report</b> – Cllr Sandy Forrester gave a detailed report on the Dairyground which included the following: <ol style="list-style-type: none"> <li>1. Condition of some equipment is poor and covered in pigeon muck.</li> <li>2. A tree survey has been carried out which concluded that most of the trees are in good condition but some would benefit from work. The Ash Tree adjacent to the pond required attention and felling should be considered as it is too near a telegraph pole.</li> <li>3. The ROSPA Playsafety report is imminent and it was agreed that decisions should be deferred until after it has been received.</li> <li>4. Oxfordshire Playing Field Association has made recommendations.</li> <li>5. A decision is needed on whether to repair the existing equipment or revamp the whole area.</li> <li>6. Fenland Leisure Products has provided a quote for replacing some items.</li> <li>7. Grant investigations have commenced.</li> </ol> <p>A Dairyground resident observed that the play area is little used by children in the village It was agreed that a survey of all residents should be carried out if a decision is taken to redevelop the whole area.</p>
18/036/5	<b>John Yeomans Bench</b> – It was agreed that Ann Yeomans would be asked where she would like the bench located. Two parishioners advised that they would assist with installing it. Angle Iron is required to secure the bench in a concrete base.
<b>18/037</b>	<b>Finance:</b>
18/037/1	<b>Internal Audit</b> – The Internal Audit of the 2017-18 accounts made 6 recommendations. David Best undertook to ensure that these will be implemented.
18/037/2	<b>Grant for Computer</b> – A £450 transparency grant has been received but there is currently no requirement for computer equipment so this will be put in reserves.
18/037/3	<b>Assets Report</b> – a physical check of the assets has been completed. The values will be reviewed and amended in line with write down policy and insurance requirements.

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18/037/4	<b>Schedule of Receipts and Payments and Bank reconciliation</b> – The schedule which enables receipts and payments to be tracked against budget and prior year accounts was explained by David Best. The latest bank reconciliation was also presented.
<b>18/038</b> 18/038/1	<b>Correspondence:</b> <b>Defibrillator budget</b> - A letter was received from the Village Hall Trustees asking if the £2,000 which the Parish Council had agreed to pay for the defibrillator which was subsequently provided free of charge could be used for another purpose. It was agreed that further information would be requested from the Village Hall and a decision taken at the next Parish Council meeting.
18/038/2	<b>Allotments</b> – A letter has been received from an allotment holder asking for permission to erect a greenhouse on the adjoining allotment. The PC will ask the adjoining allotment holder if they want to give up their plot.
18/038/3	<b>Allotments</b> - A letter has been received from a resident asking to take over a particular allotment. This will be investigated and the PC will try to accommodate this.
<b>18/039</b> 18/039/1	<b>Any Other Business:</b> <b>Allotments</b> – It was noted that the condition of most allotments was very good last year but some are not being cultivated this year. One allotment is particularly overgrown with brambles and trees. This will be investigated. Holders not cultivating their allotments will be contacted. David Best will also investigate the implications of having an Allotment Association.
18/039/2	<b>Festival</b> – The Chair thanked everyone who had worked to make the Shutford Festival a big success, particularly Rita Livesey.
18/039/3	<b>Parish Council email distribution list</b> – It was agreed that the PC would investigate managing a distribution list of parishioners who would like to be kept up to date on Parish Council matters. Alternatively, key communications could be distributed via the village email distribution list.
18/039/4	<b>Damaged Road Signs</b> – there are some damaged road signs in the village. David Best will ask Cherwell DC to repair or replace.
18/039/5	<b>Faded White Road Markings</b> – David Best will request Oxfordshire CC Highways to repaint.
<b>18/040</b> 18/040/1	<b>Planning:</b> <b>18/00905/LB</b> – Barn, Shutford Grounds Farm – Conversion to residential dwelling – Returned to CD with no objections – awaiting decision
18/040/2	<b>18/01026/CDISC</b> – Suez Recycling & Recovery – Alkerton Quarry – Revised final landform – Decided – No Objections – 29/06/2018

The next Parish Council Meeting will be held on Wednesday 12<sup>th</sup> September at 7.30pm in the Village Hall.

There being no other business, the meeting closed at 9:15 pm

Signed by Chairman.....

Date.....

Note. Minutes are marked as draft until the Parish Council agrees that they are a correct record at the next meeting.