## Shutford Parish Council Meeting Wednesday 19<sup>th</sup> September 2018 at 7.30pm in Shutford Village Hall

## The meeting commenced at 7.30pm

**Present:** Cllrs Debbie Pitt, Helen Nixseaman, Ashley Taylor, George Reynolds, Tom Parrish and David Best, Parish Clerk. Also present were 4 members of the public.

Apologies for absence: Cllrs Carolyn Rann and Sandy Forrester

18/040	<b>Declarations of Interest</b> : Cllr Debbie Pitt regarding a correspondence item from the Village Hall.		
18/041	<b>Minutes of the last meeting:</b> It was <b>RESOLVED</b> that the minutes of the meetings held on 17 <sup>th</sup> July were a correct record and signed. Proposed by Cllr Nixseaman and seconded by Cllr Taylor.		
18/042	Matters arising from the minutes:		
18/042/1	<b>Actions List -</b> After review it was noted that all had been completed with the exception of updating the Assets Report which was in progress. The list will be published on the website.		
18/042/2	<b>John Yeoman's Bench</b> – The concrete bas had been installed and it was agreed that Ann Yeoman will be asked what wording she would like on the plaque.		
18/043	Parish Matters:		
18/043/1	Dairyground – Since the last meeting:		
	1. A working party has cleaned the equipment, anti-pigeon tape fixed to the bars of the swings and surfaces swept.		
	The new Play Safety report had been circulated and reviewed.		
	Cllr Tom Parrish had circulated a report on options for the Dairyground.		
	4. Cllr Carolyn Rann had researched and circulated a report which identified sources of		
	grants/funds.		
	5. Quotes had been obtained for repairs and renewals to existing equipment and additional		
	equipment.  It was agreed that the residents will be sent a survey to seek their opinions on various options for repair and/or renewal.		
18/043/2	Financial Contribution to Village Hall Steps from The Parish Council – Cllr Helen Nixseaman		
	had carried out further research and advised as follows:		
	Planning permission for the hall did include steps.		
	2. The estimated cost is £7,000 and money has been raised.		
	<ol> <li>A contribution of £2,000 from the Parish Council which had been reserved for buying the defibrillator (which had been supplied at no cost) would enable the steps to be built.</li> </ol>		
	4. There were originally steps a long time ago.		
	The spend vs. budget was reviewed and it was agreed that the Parish Council had sufficient		
	funds. The Clerk read out the views expressed by Lynne Parsons from an email received as she could not attend. Members of the public attending the meeting also provided input to the discussion which included:		
	1. Would they be used?		
	2. Would the money be better spent on the Dairyground?		
	3. Does the Parochial Church Council want the steps?		
	4. The George and Dragon is currently used as there are no toilets or water in the church but it is not always open		
	5. It would improve safety as currently people have to walk along the road between the church and the village hall.		
	6. Access between the two would make it easier for the village hall to be used for church functions		
	7. It would finish off the village hall project and the area could be landscaped		
	The overall opinion was that linking steps would be beneficial to the church, the village hall and residents. It was agreed that the Parish Council will donate the money provided that the Parochial Church Council and the Village Hall Committee both want to proceed. Proposed Cllr Helen		
	Nixseamen and seconded Tom Parrish.		
18/043/3	Free tree and plaque to commemorate Word War 1 Armistice – These are being offered to all Parish Councils by the Woodland Trust and Oxfordshire County Council. Two possible locations were identified, by the bus shelter or to replace the tree being felled on Weavers Row land. A		
	decision will be taken when the varieties of tree available have been identified.		

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18/043/4	Dog and GPS Signs - The quote of £117.01 including VAT for replacing the signs was agreed.		
	Proposed by Cllr Ashley Taylor and seconded by Helen Nixseaman.		
18/043/5	Allotments – Cultivation status, rents and general management were discussed with useful input		
	from two members of the public who hold allotments. The following were agreed:		
	1. Holders will be asked if they want to continue with their plots and if they do not they will be		
	asked to clear them before vacating them.		
	Establish if holder of Field Plot I would like to take over Field Plot H.		
	3. Divide Field Plot E into 4 plots and remove large shed. It was noted that there may be		
	materials on this plot that may require specialist removal.		
	<ul><li>4. Offer vacant plots to three people on waiting list.</li><li>5. Make a reasonable charge to plot holders who don't cultivate their plots for clearing them</li></ul>		
	and cover with weed proof membrane.		
	6. Collect the rent due at the end of September.		
	7. Invite all allotment holders to a meeting.		
	8. Increase rent next year (two members of the public who are allotment holders agreed with		
	this).		
	Weavers Row Land – Western Power are chasing down the contractor to remove the tree that is		
	under the power lines. The Parish Council insurers have confirmed that the public liability risk is		
	covered under the policy if it is maintained by the Parish Council. It was agreed that the clerk will		
	ask Cherwell District Council if the Parish Council can maintain it. There is a letter on file dated in		
	2005 from CDC advising that they might consider transfer of ownership to the Parish Council.		
18/044	Finance:		
18/044/1	Statement of Receipts and Payments and Bank reconciliation – These were reviewed. The		
40/044/0	documents can be viewed at <a href="http://www.shutfordvillage.com/parish-council-meetings">http://www.shutfordvillage.com/parish-council-meetings</a>		
18/044/2	Assets Report – The insurers had confirmed that the replacement value is required for their		
10/01/10	purposes and the written down value will also be included. The report is being updated.		
18/044/3	Online Banking – It was resolved unanimously to adopt online banking.		
18/045	Correspondence:		
18/045/1	Stones in Road in High Street – Complaints have been received that the stones sometimes get		
	thrown into the road by passing vehicles. The clerk advised that Oxfordshire County Council		
	Highways Department considers rocks and boulders on the road or pavements to be an		
	obstruction and does has legal powers to enforce the removal.		
18/045/2	Pothole at the top of Church Lane – The location is unlikely to be Highways responsibility but it		
	will be filled.		
18/046	Any Other Business:		
18/046/1	Footpaths Office attendance at next meeting – Beth Rutherford, Oxfordshire County Council		
	Footpaths Officer will attend the next meeting and has asked that questions be submitted in		
	advance.		
19/047	Planning: No applications had been received since the last meeting		
18/047	Planning: No applications had been received since the last meeting.		

The next Parish Council Meeting will be held on Wednesday 14th November at 7.30pm in the Village Hall.

There being no other business, the meeting closed at 9:09 pm

Signed by Chairman	Date

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