

## Shutford Parish Council Meeting

### Wednesday 9<sup>th</sup> January at 7.30pm in Shutford Village Hall

The meeting commenced at 7.30pm

**Present:** Cllrs Debbie Pitt, Helen Nixseaman, Ashley Taylor, Carolyn Rann, George Reynolds, Tom Parrish, Sandy Forrester and David Best, Parish Clerk. Also present were 6 members of the public.

**Apologies for absence:** None

18/056	<b>Declarations of Interest:</b> None.
18/057	<b>Minutes of the last meeting:</b> It was <b>RESOLVED</b> that the minutes of the meetings held on 14 <sup>th</sup> November were a correct record and signed. Proposed by Cllr Rann, Seconded by Cllr Taylor.
18/058 18/050/1	<b>Matters arising from the minutes:</b> <b>Actions List</b> - After review it was noted that all had been completed with the exception of providing a summary of the Dairyground Survey. The actions list will be published on the website.
18/059 18/059/1	<b>Parish Matters:</b> <b>Review and agreement of 2019-20 Budget and Precept</b> – The budget, which had been circulated to Councillors prior to the meeting, was discussed and agreed. Proposed by Cllr Pitt and seconded by Cllr Taylor. It was <b>RESOLVED</b> that there would be no increase in the Precept of £7,500 (unanimous). The Clerk undertook to send the Precept Demand to Cherwell District Council before the deadline of 18 <sup>th</sup> January.
18/059/2	<b>Ash Tree by the pond in Church Lane</b> – several residents had reported that it is leaning towards the road and houses opposite. It is believed to be safe but it was agreed to obtain a professional opinion on its safety. The Clerk undertook to contact Oxfordshire County Council.
18/059/3	<b>Charter for Trees</b> – This was launched in 2017 by a steering group led by the Woodland Trust. Signatories to the charter undertake to preserve trees where practical and promote greener areas. It was <b>RESOLVED</b> to consider the charter when making decisions on trees. Proposed by Cllr Parish and seconded by Cllr Nixseaman (one councillor abstained).
18/059/4	<b>Grass Cutting</b> – The Clerk had contacted the two current contractors who both indicated that they would like to continue mowing and verge cutting in 2019. Another contractor has also agreed to quote. The current suppliers have not yet confirmed the cost that they propose to charge.
18/059/5	<b>Allotments</b> – Allotment holders had attended a meeting with Parish Council representative since the last Parish Council meeting. The following points were reported: <ol style="list-style-type: none"> <li>1. Two more allotments have been rented out and one is still available to rent.</li> <li>2. A clearance day will be organised to tidy up the allotments and remove waste.</li> <li>3. Smiths of Bloxham will be asked if they will collect the leaking water tanks and scrap metal.</li> <li>4. The owners of the house next to the entrance to the allotments off Banbury Road have given permission for the low branches to the trees to be pruned to allow access to a lorry.</li> <li>5. The Parish Council agreed in principle to fund the purchase of 1000 litre Intermediate Bulk Container (IBC) tanks to provide a water supply to the allotments at a cost of approximately £35 per tank.</li> <li>6. An updated Allotment Agreement is being drafted.</li> <li>7. It was <b>RESOLVED</b> to increase the allotment rents and reinvest any surplus from rents into the allotments. Proposed by Cllr Reynolds and seconded by Cllr Rann. All the allotment holders who attended the meeting with Parish Council representative had agreed that there should be an increase in rents.</li> <li>8. Footpath 346/18 running up hill from Ivy Lane – the path is difficult to walk along at one point due to the angle of the path. The tenant of the adjoining allotment has given permission for the path to be diverted slightly to make it easier to walk along. It was agreed that the revised route will be marked with posts and rope.</li> </ol>
18/059/6	<b>Risk Assessment</b> – An initial draft has been completed and sent to the Clerk for additional items to be added.
18/059/7	<b>Play Equipment Quotes</b> – Three quotes had been obtained for the replacement of equipment that was recommended for renewal in the Playsafety ROSPA report. It was <b>RESOLVED</b> to use T Stewart as the supplier to carry out the replacement of the swings as in option 1 of the survey (phase 1) prior to supplying more equipment in phase 2. Proposed by Cllr Rann and seconded by Cllr Pitt. Most respondents to the survey on the Dairyground play equipment had indicated that they favoured like for like replacement. It was agreed to investigate a Charter to facilitate

**Shutford Parish Council Meeting**  
**Wednesday 9<sup>th</sup> January at 7.30pm in Shutford Village Hall**

18/059/8	securing grants for play equipment. The Clerk will contact the Oxfordshire Association of Local Councils to seek their opinion and advice on a charter. <b>Damaged &amp; rotten bollards round the pond in Church Lane</b> – After a discussion on the purpose of the wooden posts it was <b>RESOLVED</b> to remove them (unanimous). It was considered that there were more important items to fund and that they could always be replaced in the future if required.
18/060 18/060/1 18/060/2	<b>Finance:</b> <b>Statement of Receipts and Payments and Bank reconciliation</b> – These were reviewed. The documents can be viewed at <a href="http://www.shutfordvillage.com/parish-council-meetings">http://www.shutfordvillage.com/parish-council-meetings</a> <b>Asset Report</b> – This has been completed with a column of current replacement values which is required by the Insurers.
18/061 18/061/1 18/061/2 18/061/3 18/061/4 18/061/5	<b>Correspondence:</b> <b>Citizens Advice have asked for a donation</b> – it was agreed that a collection will be made at one of the village lunches. The current policy is not to give money outside the village. <b>Possibility of the resumption of bus service</b> – This is still a possibility although no firm decision has been communicated by the supplier. If a service is resumed it is unlikely to commence before the end of February. <b>Pothole in Ivy Lane</b> – A resident had reported this and was asked to report it on Fix My Street. This is the reporting mechanism used by Oxfordshire County Council. All residents are encouraged to use this and it helps if more than one resident report potholes. <b>Remembrance Day Posters</b> – a resident has suggested that a list of people who had given their lives in wars is made into a poster and that the posters a displayed at various locations around the village. This will be discussed and a decision made in the May meeting. <b>Complaint about rubbish dumped in the Trading Estate</b> – The resident has been given the name and address of the agent that manages the Trading Estate.
18/062 18/062/1 18/062/2 18/062/3	<b>Planning:</b> 18/01798/F – Mr & Mrs Gillespie, Drogheda, Malthouse Lane – Granted. 18/01862/TPO – Mrs Allan, The Grange, Malthouse Kane – Consent given 18/01927/F – Mr & Mrs P Hollidge, Fiveways Cottage, Lower Tadmarton Road - Granted
18/063 18/063/1 18/063/2	<b>Any Other Business:</b> <b>Damaged footpath styles</b> – two damaged styles have been reported. Oxfordshire County Council has a reporting mechanism on their website. The Clerk will provide the details to Cllr Parrish who knows the location and report them. <b>Replacement of faded road signs</b> – The Clerk will contact Cherwell District Council again to try to get them replaced.

The next Parish Council Meeting will be held on Wednesday 13<sup>th</sup> March 2019 at 7.30pm in the Village Hall.

There being no other business, the meeting closed at 9.03 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.