

Shilton Parish Council

Draft Minutes of Meeting held on Thursday 29th July 2021
at 7:30pm at The Old School House

Present: Cllr David Cuthbertson (Chairman), Cllrs Jon Holloway, Sarah Royle & Andy Bray
WODC Councillor Alex Postan, Clerk – Gina Pearce

Absent: Cllr Harry Metcalfe

Members of Public: 7

1. **Welcome from the Chairman**

The Chairman welcomed everyone to the meeting, the first face to face one since the lockdowns

2. **To receive or accept apologies for absence**

Cllr Harry Metcalfe & OCC Cllr Nicholas Field-Johnson

3. **Introduction of new Parish Clerk**

The Chairman introduced the new Parish Clerk, Gina Pearce, to the meeting

4. **To approve and sign minutes of Council meeting on 28 April 2021**

It was resolved to approve the minutes of the Annual Parish Meeting and the normal Parish Council meeting both held on 28 April 2021. The minutes were signed by the Chairman

5. **To receive declarations of interest in items on the agenda**

None were received

6. **Matters arising from that meeting not on the agenda**

None were noted everything on the agenda

7. **To receive reports from District and County Councillors**

Alex Postan presented a paper about actions required to mitigate the risk of flooding to properties in Shilton, during times of significant rainfall. It was noted that you cannot stop the rain falling and even if every mitigating action is taken it will not stop some properties in the vicinity of the of the brook/ford flooding.

8. **Members of the Public contributed to a general discussion about flooding issues within Shilton and any mitigating that can be taken by residents and/or the Parish Council. A number of actions were agreed:-**

- ✓ Parish Clerk to contact RAF Brize Norton and establish a contact to ensure the security grills are regularly cleared of debris.
- ✓ Council to form a Working Party to desilt the brook and clear the banks up stream. Council to write to the Riparian owners to ask them to be part of this working party.
- ✓ Council to speak to WODC & OCC about any permissions required and any works they have planned to alleviate potential issues as the weather degenerates.
- ✓ Council to contact the Environment Agency to ask if they can provide any assistance or advice.

Alex Postan left the meeting at 19:36

Policy and Finance

9. **Finance update – Clerk Confirmed balances on the Shilton Parish Council Accounts as detailed below and provided a cashbook and copy statements to support the balances. It was resolved to approve the balances.**

Main Account	£13,605.62
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10. Payments and receipts – to review and approve current payments, to note current receipts

Date	Chq No	Payee	Description	Paid Out	Paid In
14/04/2021	BTR	WODC	Precept		3,300.00
04/05/2021	BTR	HMRC	VAT refund		802.35
19/05/2021	BTR	OCC	Grass grant		625.25
10/05/2021	FP	McCracken	Cut 1	318.00	
20/05/2021	FP	BHIB	Insurance	288.28	
20/05/2021	FP	OALC	Subscription	145.16	
03/06/2021	FP	Clerk GP	Salary	140.50	
03/06/2021	FP	Clerk AT	Salary	410.60	
03/06/2021	FP	A Edwards	Salary - Maintenance	79.20	
03/06/2021	FP	M Edwards	Salary - Maintenance	55.00	
11/06/2021	FP	Stacey Mason	Legal Expenses	325.50	
11/06/2021	FP	UBICO	Waste April	38.17	
11/06/2021	FP	UBICO	Waste April	38.17	
10/05/2021	FP	McCracken	Cut 2	318.00	
01/07/2021	FP	S Royale	Flowers for AT	52.00	
01/07/2021	FP	Glasdon UK Ltd	New Dog Bins	320.21	
01/07/2021	FP	Clerk GP	Salary	140.50	
				Paid Out	Paid In
			Total	2,669.29	4,727.60

It was resolved to approve the above payments.

Planning

11. To comment on any planning applications received before the date of the meeting

Application Ref	Address	Proposal	Status	Decision
21/02474/HHD	Johnsons Farm Shilton Road Burford Oxfordshire OX18 4PA	Erection of extension to South East elevation to create additional living space over three floors.	Under Consideration	
21/02312/HHD	Northfield House Sturt Farm Oxford Road	Erection of single storey extension.	Under Consideration	
21/02391/FUL	Sturt Farm, Oxford Road	conversion of existing stables to create 6 holiday let units	Under Consideration	
21/02035/HHD	Ralpear Shilton Burford	Proposed oak framed single bay garage	Awaiting Decision	

21/01018/HHD	7 Sycamore Place Bradwell Village Burford Oxfordshire OX18 4XG	Retrospective permission for a garden shed.	Awaiting Decision	
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12. To receive and up of previous planning applications

Application Ref	Address	Proposal	Status	Decision
21/01581/HHD	8 Acer Close Bradwell Village Burford Oxfordshire OX18 4XE	Change existing edwardian conservatory roof to a gable ended lightweight guardian warm roof	Decided	Approved
21/01186/HHD	4 Sycamore Place Bradwell Village Burford Oxfordshire OX18 4XG	Erection of summer house (retrospective)	Decided	Approved
21/01279/S73	Shilton Downs House Shilton Burford Oxfordshire OX18 4AL	Removal of condition 9 of planning permission 20/01507/FUL to allow the use as a separate dwelling	Decided	Approved
21/01175/HHD	Friesland Shilton Burford Oxfordshire OX18 4AW	Erection of single storey rear extension	Decided	Approved

Environment

13. Neighbourhood Watch – the use of the WhatsApp Group is working well, nothing further to report at this time.
14. Environment Group – it was resolved to approve the Terms of Reference for the Environment Group.
- ✓ A survey has been undertaken with over 20 responses, the majority want to become actively involved with the group and many were keen to involve the Wychwood Project and the Oxfordshire Wildlife Trust.
 - ✓ The Old School House – looking for a green energy solution in terms of the heating and to have the building re-roofed working with the Old School House Committee on both projects.
 - ✓ Oxford Brookes are offering free surveys, which may lead to grant funding for the installation of electrical vehicle charging points. Alex Postan will investigate getting a costed estimate for a grant from WODC for solar panels for the roof and an air source heat pump for the heating.
15. Flood prevention – all covered and documented at item 8.

Meetings

16. Matters the Chairman views as urgent, not on the agenda
- ✓ It was agreed to check salt bins and place an order for Winter Salt if required.
 - ✓ New Dog Bins will be installed in Kilkenny Lane, by the Ford and by the entrance to the Church, Clerk to contact Ubico and arrange for them to be added to the weekly emptying schedule (quote for this was approved at a previous meeting)/
 - ✓ Rotary Club of Witney have made contact as they have identified an area of the path between

Kilkenny Lane and Carterton where they would like to undertake and fund an upgrade to make access between the two points easier. This was not supported by the Parish Council – Clerk to write to the RCW to advise.

- ✓ Query regarding the current position with the 30mph speed limit which is due to be implemented at the Shilton Dip – Clerk to contact OCC to get an update.
- ✓ It was confirmed that the verges in the village are the responsibility of OCC and anything planted by residents is at their own risk/liability.

17. To agree date, place and time for the next meeting

It was resolved to hold the next meeting of the council on Thursday 28th October 2021, at 7:30pm, at The Old School House, Shilton

The Meeting was closed at 20:48