

# MILCOMBE PARISH COUNCIL

TUESDAY 5 MARCH 2019

Clerk & Responsible Financial Officer  
Theresa Goss  
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25 February 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 5 March 2019 at 8.00pm** at the Village Hall, Milcombe to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors have been invited to attend and Councillor Kieron Mallon has been invited as County Councillor.

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome** – To welcome the Councillors and the public to the meeting.  
**8.00pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
**8.00pm**
3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  
  
**Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.**  
**8.00pm**
4. **Minutes** - To approve the minutes of the meeting held on 8 January 2019. **(Attached)**  
**8.00pm – 8.05pm**
5. **Matters Arising** - To discuss any issues arising from the minutes of 8 January 2019.  
**8.05pm – 8.10pm**
6. **Chairman's Announcements**
  - Dovecote Wall – Update on the work to the wall.
  - Portland Road – Update on the street lighting in Portland Road
  - Bus Shelter – Update on the installation of the new bus shelter in New Road
  - Oxfordshire Growth Deal Partnership – There is a Road Show on the Oxfordshire Plan 2050 on 13 March 2019 at 3pm at Banbury Town Hall.
  - Consultation for an SEND School in Bloxham Grove Road, Bloxham**8.10pm – 8.15pm**

7. **Open Forum** – Members of the public are invited to raise any items which concern the Parish.  
**(Maximum of ten minutes in total for this item)**  
**8.15pm – 8.25pm**
8. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.  
**8.25pm – 8.35pm**
9. **Village Matters**
- i) Village Organisations – To receive reports from the Chairmen of village organisations.
  - ii) Play Area – To:
    - a) receive a report from Councillor Peter Booth on the village play area; and
    - b) receive a progress report on the proposals for new play equipment in the village play area.
  - iii) VAS Data – To consider the data from the VAS by the Horse and Groom.
  - iv) Milcombe Annual Parish Meeting (APM) – To note that the APM will be held on Tuesday 7 May 2019 and agree a format/speaker for the meeting.
  - v) Defibrillator – To discuss whether funding could be found for a defibrillator in the village.
  - vi) Litter Pick – To note that the village litter pick is being held on 6 & 7 April 2019.
- 8.35pm – 8.50pm**

10. **Planning**

- i) Planning Applications - To note the planning applications which have been considered by the Parish Council since the last meeting. **(To follow)**
  - ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(To follow)**
- 8.50pm – 8.55pm**

11. **Parish Council Matters**

- i) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Wednesday 13 <sup>th</sup> March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 <sup>st</sup>	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17 <sup>th</sup>	7. Risk Management for parish councils  8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/morning  Half/afternoon	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday	9. Allotment	Full day	Didcot Civic Hall, Britwell

May 15 <sup>th</sup>	management for parish councils		Road, Didcot OX11 7JN
Wednesday June 19 <sup>th</sup>	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 <sup>th</sup> July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 <sup>th</sup>	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 <sup>th</sup>	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 <sup>nd</sup>	14. Budgeting and financial management for councillors	Half/ morning	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
	15. VAT for clerks (and councillors!)	Half/ afternoon	

- ii) Protocol for the Death of a Senior Royal – To discuss adopting a protocol for the death of a Senior Royal.

**8.55pm – 9.00pm**

## 12. Finance

- i) Parish Council Web Site – To accept a quote for work to the Parish Council's web site to ensure it complies with the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.
- ii) Accounts for Payment – To approve the accounts for payment. **(To follow)**
- iii) Bank Reconciliation - To note the bank reconciliation. **(To follow)**
- iv) Internal Audit 2018/2019 – To note and approve the report from the Internal Auditor for 2018/2019. **(To follow)**

**9.00pm – 9.15pm**

13. **Correspondence** - Items of correspondence will be circulated to members.

**9.15pm**

14. **Public and Press** - To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for items numbered 15 & 16 on the grounds that it could involve the likely disclosure of private and confidential information.

**9.15pm**

15. **Quotes for works to Trees** – To consider quotes for works to the Horse Chestnut and Mulberry Trees on Main Road, Milcombe.

**9.15pm – 9.20pm**

17. **Clerk and Responsible Financial Officer** – To complete a salary review for the Clerk and Responsible Financial Officer.

**9.20pm – 9.30pm**

18. **Meeting Dates** - Future meeting dates for Milcombe Parish Council are stated below. They will commence at 8.00pm at the Village Hall, Milcombe unless stated otherwise:

- 7 May 2019 (Annual Parish Meeting)
- 14 May 2019
- 2 July 2019
- 3 September 2019
- 4 November 2019

**9.30pm**

**19. Items for the Next Agenda**

**9.30pm**