

MILCOMBE PARISH COUNCIL

TUESDAY 8 JANUARY 2019

Clerk & Responsible Financial Officer
Theresa Goss
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21 December 2018

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 8 January 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 6 November 2018. **(Attached)**
8.00pm – 8.05pm
5. **Matters Arising** - To discuss any issues arising from the minutes of 6 November 2018.
8.05pm – 8.10pm
6. **Chairman's Announcements**

- Oxfordshire Resilience Group Events - 15 January 2019 for Community Plans and Contact Directory and 19 April 2019 for advice and the role of a Local Authority Safety Advisory Group (SAG) at Kidlington Fire Station.
- Code of Conduct - Reminder to Councillors of their obligations under the Code of Conduct and to be familiar with the Code. **(To follow)**
- Dovecote Wall – Update on the work to the wall.

- Bus Shelter – Update on the installation of the new bus shelter in New Road.
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 play area;
 - b) receive a report on the progress of the proposals for new play equipment; and
 - c) discuss how to dispose of the current play equipment when it is removed.
- 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) Village Web site – To note the new Editor of the village web site and thank Sarah Smith for all her work as the previous Editor.

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
Thursday January 10th	1.Understanding Internal Audit	Half /morning 10-12.30	Warwick Hall, Burford OX18 4RY
	2. So you want to be an Internal Auditor?	Half /afternoon 2-4.30	
Tuesday January 22 nd	Planning	7pm to 830pm	Godswell House, Bloxham
Thursday January 24th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27th	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17th	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 May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th 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 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for councillors 15. VAT for clerks (and councillors!)	Half/ morning Half/ afternoon	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

8.55pm – 9.00pm

12. Finance

- i) Accounts for Payment – To approve the accounts for payment. **(To follow)**
- ii) Bank Reconciliation - To note the bank reconciliation. **(To follow)**
- iii) Cherry Tree Centre, Bloxham – To consider awarding a grant to the Cherry Tree Centre for 2019/2020.
- iv) Grass Cutting Contract – To discuss the grass cutting contract for 2018/2019 for the Play Area and Highway Verges.
- v) Play Equipment Funds – To discuss the allocation of funds to the play area project.
- vi) Section 106 List of Community Benefits – To discuss a list of community benefits which can be submitted with any future planning applications.

9.00pm – 9.15pm

13. **Correspondence** - Items of correspondence will be circulated to members.
9.15pm
14. **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:
 - 5 March 2019
 - 7 May 2019 (Annual Parish Meeting)
 - 14 May 2019**9.15pm**
15. **Items for the Next Agenda**
9.15pm