

MILCOMBE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 12 MAY 2026 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

PRESENT: Chairman, Councillor Myra Peters: Councillors Nigel Davis and Chris Hill.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor David Hingley and District Councillor David Rogers.

1/26 Apologies – There were no apologies.

2/26 Signing of Acceptance of Office - All Councillors completed and handed to the Clerk, their Acceptance of Office forms, following the uncontested election on 7 May 2026.

3/26 Appointment of Chairman 2026/2027 – The Chairman asked for nominations for position of Chairman for 2026/2027. Councillor Myra Peters was proposed and seconded.

Resolved that Councillor Myra Peters be appointed as Chairman for 2026/2027.

The Chairman then signed the Chairman's Declaration of Acceptance of Office form.

4/26 Appointment of Vice-Chairman 2026/2027 – The Chairman asked for nominations for the position of Vice-Chairman for 2026/2027. Councillor Nigel Davis was proposed and seconded

Resolved that Councillor Nigel Davis be appointed as Vice-Chairman for 2026/2027.

5/26 Declarations of Interest

Minute Number 12/26 (i), 26/00780/F – 27 New Road, Milcombe – The Chairman declared an interest because she had been in contact with the applicants.

6/26 Minutes – Prior to the meeting, the minutes of the meeting held on 3 March 2026 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 3 March 2026 be approved and signed by the Chairman as a correct record.

7/26 Matters Arising from the Minutes of 3 March 2026

Minute Number 80/25 (iv) – Village Matters, Spring Clean – The litter pick scheduled for 11 April 2026 had been postponed and a new date had not yet been agreed.

8/26 Chairman's Announcements

- Grass Cutting - Nigel Prickett had completed some extra cutting of the grass in New Road because it was starting to become overgrown and untidy.
- Weed Control – The Clerk was asked to check with Complete Weed Control, the dates of the weed killing in the road gutters in the village. **Action TG**

9/26 Open Forum – There were no residents in attendance.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes, unless they were speaking in an official capacity)

10/26 Reports from County and District Councillors – District Councillor David Hingley had previously circulated his report to the Annual Parish Meeting and had nothing further to add to its content. However, he had noticed the potholes in the village and would continue to report them to the highways officers at the County Council.

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Works were still required to the drains on Main Road, therefore resurfacing/repairs to the potholes would not be undertaken until this had been completed. The Chairman reported that the County Council had carried out drainage investigation works on 27 March 2026 and nothing had happened since.

Councillor Nigel Davis raised concerns about speeding traffic through the village and there was a discussion about how the matter could be tackled, which would likely be through Thames Valley Police.

As reported at the Annual Parish Meeting, the footpath on Main Road opposite the Village Hall needed urgent maintenance and Councillor David Hingley would discuss this matter with the highways officers at the County Council. The Chairman advised that she had met with Kat Gash from the Highways Engagement Team in November 2024 and discussed the footpath and potholes, but there had not been any progress.

Councillor Hingley reported that he had access to a Councillor Priority Fund and the Parish Council could apply for a grant, if there was an appropriate project.

Councillor David Rogers had nothing further to add to the report he circulated for the Annual Parish Meeting.

Both Councillors were thanked for their reports.

Resolved that the report be noted.

11/26 Village Matters

- i) Village Hall Committee – Councillor Nigel Davis reported that there was a Committee meeting on 20 May 2026. There was nothing further to report.

Resolved that the report be noted.

- ii) Play Area – Councillor Nigel Davis reported that the CCTV project was now complete. Councillor Davis currently had the admin rights to the review the images, but this would be transferred to the Clerk and the Chairman, as per the Parish Council's CCTV policy.

Resolved that:

- 1) the report be noted;
- 2) Visual Control Systems be requested to provide a quote for the ongoing maintenance of the CCTV System and any upgrades;
- 3) delegated authority be given to the Clerk, in consultation with the Chairman, to purchase a new litter bin for the play area and also arrange the installation; and **Action MP**
- 4) quotes be obtained for replacement fencing around the play area. **Action MP**

- iii) Annual Parish Meeting – The Parish Council discussed the Annual Parish Meeting held on 5 May 2026 and the only issue which needed to be actioned was the referral to County Councillor David Hingley regarding the condition of the footpath on Main Road. Councillor Hingley had been made aware of this issue earlier in the meeting.

Resolved that the report be noted.

12/26 Planning

- i) Planning Applications – Since the last meeting, the Parish Council had submitted no objections to the following applications:

26/00780/F 27 New Road, Milcombe
Demolition of existing garage, new single storey side extension to reform kitchen, new porch, first floor alterations.

Since the last meeting, the Parish Council had submitted objections to the following applications: None

The Parish Council was currently considering the following applications: None

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Resolved that the reports be noted.

- ii) Results of Planning Applications – Prior to the meeting, the results of the planning applications, determined by Cherwell District Council, had been circulated to the Parish Council and were as follows: None

Resolved that the report be noted.

13/26 Parish Council Matters

- i) Vacancies – There had not been any applications for co-option onto the Parish Council.

Resolved that the report be noted

- ii) Parish Council Documents & Policies 2026/2027 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

Resolved that the following documents and policies be approved for 2026/2027:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy
- Sexual and General Harassment Policy

- iii) Parish Council Insurance – The Parish Council reviewed its insurance policy and considered a quote for 2026/2027.

Resolved that the review of the insurance policy be approved and the quote from Hiscox for the Parish Council insurance for 2026/2027 be accepted. **Action TG**

14/26 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents had been circulated to the Parish Council.

Resolved that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 12 May 2026 for the bank accounts at Unity Trust Bank be noted; and
- 3) it be noted that Councillor Myra Peters, as Councillor for monitoring the Parish Council's internal controls, had signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 30 April 2026 and the Unity Trust bank statements for April 2026.

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- ii) Budget Monitoring 2026/2027 – Prior to the meeting, the Parish Council received budget monitoring report for 2026/2027.

Resolved that the report be noted.

- iii) Internal Audit Report 2025/2026 – The Parish Council considered the Internal Auditor's report for 2025/2026 and the Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026.

Resolved that the Internal Audit Report 2025/2026 and Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026 be noted and the progress with the Internal Auditor's recommendations be noted and approved.

- iv) Statement of Accounts 2025/2026 – The Parish Council considered the Receipts & Payments Account as at 31 March 2026.

Resolved that the Statement of Accounts for year ended 31 March 2026 be approved and signed by the Chairman.

- v) Breakdown of Reserves as at 31 March 2026 – The Parish Council considered the breakdown of reserves as at 31 March 2026.

Resolved that the report be noted and the reserves be approved.

- vi) Bank Reconciliation 31 March 2026 – The Parish Council considered the bank reconciliation as at 31 March 2026.

Resolved that the bank reconciliation as at 31 March 2026 be approved.

- vii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2025/2026.

Resolved that Section 1 of the AGAR, the Annual Governance Statement 2025/2026 be approved and submitted to the External Auditor, Moore. **Action TG**

- viii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2025/2026.

Resolved that Section 2 of the AGAR, the Accounting Statements 2025/2026 be approved and submitted to the External Auditor, Moore. **Action TG**

- ix) Explanation of Variances 2025/2026 – The Parish Council considered the explanation of the variances over 15% compared to 2024/2025.

Resolved that Explanation of Variances for 2025/2026, over 15% compared to 2024/2025 be noted and approved. **Action TG**

- x) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2025/2026 for 30 days starting from 3 June 2026 until 14 July 2026.

Resolved that the public has the right to inspect the Parish Council's accounting records from 3 June 2026 to 14 July 2026 and the External Auditor, Moore, be advised of these dates. **Action TG**

- xi) Appointment of Internal Auditor for 2026/2027 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2026/2027.

Resolved that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2026/2027. **Action TG**

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15/26 Correspondence – There was no further correspondence.

16/26 Meeting Dates - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 7 July 2026
- Tuesday 8 September 2026
- Tuesday 3 November 2025

17/26 Items for the Next Meeting

- Fencing at the play area

(The meeting closed at 9.10pm)

Signed, Chairman – 7 July 2026

DRAFT