MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 1 SEPTEMBER 2026 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

PRESENT: Chairman, Councillor Myra Peters: Councillors Chris Hill and Cliff Kinch.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer).

Councillor Blue Watson was not present.

35/26 Apologies – Councillor Nigel Davis submitted his apologies because he had another appointment.

Resolved that the apologies from Councillor Nigel Davis be accepted and the absence authorised.

36/26 Declarations of Interest – There were no declarations of interest.

37/26 Minutes – Prior to the meeting, the minutes of the meeting held on 7 July 2026 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 7 July 2026 be approved and signed by the Chairman as a correct record.

38/26 Matters Arising from the Minutes of 7 July 2026

Minute Number 23/26, Open Forum – The Chairman and Councillor Chris Hill held a meeting with the site manager for the Heath Close development regarding vehicles parking on the footpath and turning in the road. The site manager had advised that he had the matter in hand and had erected a sign detailing site directions. However, the sign which had been erected, had fallen over and was now of no use.

There had also been a convoy of lorries removing topsoil from the site, using New Road and ignoring the 7.5 ton weight limit. The site manager had asked the contractors to use an alternative route.

Minute Number 25/26, Village Matters, Play Area – Councillor Nigel Davis was still to give the CCTV login details to the Chairman and remove himself from the CCTV monitoring system.

The new litter bin for the play area would be ordered along with the new litter/dog waste bin to be located opposite Heath Close. **Action MP/TG**

39/26 Chairman's Announcements

- Works in the Church Yard - Nigel Prickett had undertaken works in the Church Yard on behalf of the PCC. Nigel would be submitting the invoice to the Parish Council and a subsequent invoice would be sent to the PCC from the Parish Council for the reimbursement. **Action TG**
- Letter box at Village Hall – The new letter box was still to be actioned by the Village Hall Committee. **Action ND**

40/26 Open Forum – There were no members of the public present.

(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)

41/26 Reports from County and District Councillors – There were no reports from the County and District Councillors.

42/26 Village Matters

i) Village Hall Committee – In the absence of Councillor Nigel Davis, there was no report from the Village Hall.

Resolved that the report be noted.

ii) Play Area – The Parish Council discussed the CCTV camera in the play area and the access to the app to view the images. Councillor Nigel Davis still had access and this needed to be transferred to the Chairman.

The Clerk had been in contact with Visual Controls Systems and now had access to the app and the images.

Resolved that:

1) the report be noted; and
2) Councillor Nigel Davis be requested to provide the login details to the Chairman to access the CCTV app and remove himself from the system. **Action ND/MP**

iii) Street Naming – The Parish Council discussed street naming on the Lagan Homes development on Bloxham Road, Milcombe, as requested by Cherwell District Council.

Resolved that the following names be submitted to Cherwell District Council for street naming on the Lagan Homes development: Wincott, Whing and Woolgrove. **Action TG**

43/26 Planning

i) Planning Applications – Since the last meeting, the Parish Council had submitted no objections to the following applications: None

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

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.

44/26 Parish Council Matters

i) Vacancies – The Clerk reported that there had not been any applications for co-option.

Resolved that the two vacancies continue to be advertised. **Action TG**

45/26 Finance

i) Councillor Priority Fund – The Parish Council discussed projects which could be funded from the County Councillor Priority Fund.

Resolved that an application be submitted to the County Council for funding for the fencing at the play area, once further quotes have been obtained. **Action MP**

ii) 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 1 September 2026 for the bank accounts at Unity Trust Bank be noted;

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 31 August 2026 and the Unity Trust bank statements for August 2026; and
4) Councillor Cliff Kinch be added as signatory on the Parish Council bank accounts. **Action TG**

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

Resolved that the report be noted.

iv) External Auditor's Report 2025/2026 – The Parish Council considered the External Auditor's Report for 2025/2026.

Resolved that the External Auditor's Report for 2025/2026 be noted and approved.

v) Conclusion of Audit 2025/2026 – The Clerk reported that now the External Auditor's report for 2025/2026 had been received and approved by the Parish Council, the audit for 2025/2026 had concluded.

Resolved that the conclusion of the Audit for 2025/2026 by noted and the Notice be published accordingly. **Action TG**

46/26 Correspondence – There was no further correspondence.

47/26 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 48/26 & 49/26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

48/26 Staffing Matters – The Parish Council considered the National Joint Council for Local Government Services (NJC) pay scales for 2026/27, which were to be implemented from 1 April 2026.

Resolved that the pay increase be applied to the Clerk and Responsible Financial Officer's salary for 2026/2027, back dated to 1 April 2026. **Action TG**

49/26 Quotes for Play Area Fencing – The Parish Council discussed quotes for fencing at the play area.

Resolved that quotes will continue to be sourced and will be considered at the next meeting. **Action MP**

50/26 Meeting Dates - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- 3 November 2026
- 5 January 2027

(The meeting closed at 9.00pm)

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Signed, Chairman – 3 November 2026