

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 5 NOVEMBER 2024 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

**PRESENT:** Chairman, Councillor Myra Peters: Councillors Oscar Chang-Anderson, Nigel Davis, Chris Hill, Mandie McCullagh and Tracey Scott.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Kieron Mallon and District Councillor Andrew McHugh.

**45/24 Apologies** – District Councillor David Rogers submitted his apologies.

**Resolved** that the apologies be noted.

**46/24 Declarations of Interest** – There were no declarations of interest.

**47/24 Minutes** – Prior to the meeting, the minutes of the meeting held on 3 September 2024 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 3 September 2024 be approved and signed by the Chairman as a correct record.

**48/24 Matters Arising from the Minutes of 3 September 2024** – There were no matters arising

**49/24 Chairman's Announcements**

- Oak Farm Phase 2 – A site meeting had been carried out and the attenuation pond was completely dry and clearly not working as it should be. This would be followed up with Cherwell District Council. **Action MP**
- Government Consultation on Enabling Remote Attendance and Proxy Voting at Local Government Meetings – Councillors were requested to complete the survey on an individual basis. **Action TG**
- Cherwell District Council's Parish Liaison Meeting – Councillors were reminded that the meeting was being held on Wednesday 6 November 2024, from 6pm to 8pm on Teams.
- Cherwell District Council, Chairman's Charity Dinner – Parish Councillors had been invited to the Charity Dinner on Saturday 16 November 2024 in aid of MIND.
- Remembrance Sunday Wreath Laying – The Chairman would be laying the poppy wreath on behalf of the village, at the Service during the day and Councillor Nigel Davis would be laying a wreath at the Church Service in the evening.
- Meeting with the County Council's Highways Engagement Team – The Chairman was meeting with Kathryn Gash from the Engagement Team on Tuesday 26 November 2024 at 10.30am and the Village Hall was the agreed meeting point. County Councillor Kieron Mallon also agreed to attend the meeting.
- Grass Cutting – The Parish Council's grass cutting contractor had been requested to complete an extra cut on the New Road verge, all the way down to A361.

**50/24 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)*

**51/24 Reports from County and District Councillors** – Prior to the meeting, County Councillor Kieron Mallon and District Councillor David Rogers submitted their reports to the Parish Council.

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Councillor Mallon highlighted the £278m of unspent Section 106 funds at the County Council and this had been discussed at the County Council earlier that day. Councillor Mallon suggested that the Parish Council should contact the County Council to establish how much S106 funds had been allocated to Milcombe but had remained unspent.

## **Action TG**

The Chairman thanked the Councillors for their reports.

**Resolved** that the report be noted

## **52/24 Village Matters**

- i) Village Hall Committee – Councillor Nigel Davis reported that a project was in progress to replace the heating, upgrade the electricals, redecorate internally, purchase a new cooker and replace the flat roof which was leaking. The cost was approximately £17,000 - £19,000 and it was hoped it would be covered by grant funding. Further work was planned on completion of the first phase.

**Resolved** that the report be noted.

- ii) Play Area – The Chairman reported that there were some minor works required to the equipment and Councillor Nigel Davis agreed to complete these.

The Clerk reported that the CCTV project was in progress. National Grid was currently making arrangements for the Wayleave across Cherwell District Council's land as part of the groundworks. Visual Control Systems had contacted the Clerk to confirm the siting of the tower and that the tower would be green. The Clerk had also contacted Npower for a quote for the unmetered supply of electricity.

**Resolved** that the report be noted

- iii) Noticeboard – The Parish Council discussed erecting a new noticeboard on New Road, however investigations would be made into relocating the noticeboard in Church Lane to New Road.

**Resolved** that:

- 1) the report be noted;
- 2) the noticeboard in Church Lane be relocated to New Road; and
- 3) Alan Bower be asked to complete the installation. **Action TG**

## **53/24 Planning**

- i) Planning Applications – Since the last meeting, the Parish Council had no objections to the following application:
- |            |   |
|------------|---|
| 24/02206/F | Mulberry, Horton Lane, Milcombe<br>RETROSPECTIVE - Three bedroom self-build dwellinghouse, design as approved under application 23/01868/F - to replace demolished bungalow |
| 24/02411/F | Oak View, Bloxham Road, Milcombe<br>Erection of replacement building and Change of Use of 3no existing agricultural barns to commercial use                                 |

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 application, determined by Cherwell District Council, had been circulated to the Parish Council and were as follows:

Cherwell DC	Identification	Milcombe PC	Cherwell DC
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Application No.		Observations	Decision
24/02206/F	Mulberry, Horton Lane, Milcombe RETROSPECTIVE Three-bedroom self-build dwellinghouse, amended version of application 23/01868/F – to replace demolished bungalow	No objections	Permitted

**Resolved** that the report be noted.

- iii) Neighbourhood Development Plan (NDP) – Councillor Nigel Davis reported that a Steering Group Meeting would be held in November 2024.

**Resolved** that the report be noted.

## 54/24 Parish Council Matters

- i) Vacancies – The Clerk reported that had not been any applications for co-option onto the Parish Council.

**Resolved** that the vacancy continue to advertised in the village. **Action TG**

- ii) Sexual and General Harassment Policy & Procedure – The Parish Council discussed a policy relating to Sexual and General Harassment.

**Resolved** that that the Sexual and General Harassment Policy and Procedure be approved.

## 55/24 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 5 November 2024 for the bank accounts at Unity Trust Bank be noted; and
- 3) it be noted that Councillor Tracey Scott, as Councillor for monitoring the Parish Council's internal controls, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 October 2024 and the Unity Trust bank statements for October 2024.

- (ii) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council received budget monitoring report for 2023/2024.

**Resolved** that the report be noted.

- (iii) Budget and Precept 2025/2026 – The Parish Council discussed the Budget and Precept for 2025/2026

**Resolved** that the Budget for 2025/2026 be approved and the Precept for 2025/2026 be approved at £15,600. **Action TG**

## 56/24 Correspondence – There was no further correspondence.

## 57/24 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 minute numbered 58/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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**58/24 Staffing Matters** – The Clerk reported that the National Joint Council for Local Government Services had reached a pay agreement and advised on the increase in salary for the Clerk & Responsible Financial Officer, which was back dated to 1 April 2024.

**Resolved** that the report be noted and salary for the Clerk & Responsible Financial Officer be amended to reflect the agreed increase and it be back dated to April 2024. **Action TG**

**59/24 Meeting Dates** - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 7 January 2025
- Tuesday 4 March 2025
- Tuesday 8 April 2025 (Milcombe Annual Parish Meeting)
- Tuesday 6 May 2025

(The meeting closed at 9.25pm)

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Signed, Chairman – 7 January 2025