

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 7 JANUARY 2025 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)

Councillors Mandie McCullagh and Tracey Scott were not present.

**60/24 Apologies** – Councillor Oscar Chang-Anderson submitted his apologies because he was at work.

Resolved that the apologies from Councillor Oscar Chang-Anderson be accepted and the absence authorised.

**61/24 Declarations of Interest**

Minute Number 67/24 (i), Village Matters – Village Hall Committee – Councillor Nigel Davis declared an interest in this item as a member of the Village Hall Committee.

**62/24 Minutes** – Prior to the meeting, the minutes of the meeting held on 5 November 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 5 November 2024 be approved and signed by the Chairman as a correct record.

**63/24 Matters Arising from the Minutes of 5 November 2024**

Minute Number 49/24 Chairman Announcements:

**Oak Farm Phase 2, Drainage Issues** – The meeting which had been arranged with Tony Brummell had not been held because there had been a breakdown in communication regarding the date. Mr Brummell had continued to inspect the attenuation pond and felt that it was working properly and the water and sewage were being dispersed into the correct places. Living Space continued to have responsibility for the site and it had not yet been passed to Cherwell District Council. The meeting with Tony Brummell would now be held online and the Chairman would contact him about potential dates.

The Clerk suggested that contact be made with Thames Water requesting a plan of where their assets are located in the village and the maintenance schedule. **Action TG**

**Oxfordshire County Council's Highways Engagement Team** – A meeting was held on 26 November 2024 with Kathryn Gash from the Highways Engagement Team and the actions were as follows:

1. The Parish Council to identify a volunteer to become a Fix My Street 'Super User', which would be followed up with a training course on reporting highway issues.
2. Kathryn Gash would be logging a category 3 report for a survey/consultation of all of the footways in the village to be considered in a future programmed work scheme/footway slurry scheme
3. Kathryn Gash would be logging Paradise Lane as a category 3 report for a survey/consultation to be considered for a future surface dressing programme.
4. Kathryn Gash had logged the potholes on Horton Lane for a 28-day repair.
5. Kathryn Gash had logged the verge drain on Horton Lane outside Milcombe Hall, for a dig out and jet through and this should be attended to immediately.
6. A sandbag pallet had been delivered to Peter Booth's site.
7. Kathryn Gash would contact the County Council's Traffic Team for a lining refresh through the village.

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8. Kathryn Gash to contact the County Council's Traffic Team to establish whether junction markings could be installed on the junction of The Green and Main Road.
9. Kathryn Gash would email Dave Catling to establish the progress with the access protection markings on Main Road, opposite Mulberry Keytes.
10. Kathryn Gash had logged a category 3 report for Main Road, from the junction of the A361 all the way through the village to the exit towards Wigginton, for a future surface dressing programme. Kathryn advised that the Parish Council and residents should continue to use Fix My Street for small defects/potholes, attaching photographs and locations.
11. Kathryn Gash would contact the drainage technical team regarding the damaged drain unit outside 6 Main Road. Kathryn would investigate the history to establish whether any action had been logged for the possible collapse under the road surface.
12. The Parish Council to contact Cherwell District Council regarding the land drainage and the street cleaning/sweeper request for Horton Hill.

Minute Number 52/24 (iii), Village Matters, Noticeboard – Alan Bower did not have the required £10m public liability insurance, therefore another contractor would be required to complete the relocation of the noticeboard. **Action MP**

## 64/24 Chairman's Announcements

- Royal British Legion – The Parish Council had received a thank you letter from the Royal British Legion for its £100 donation to the 2024 Poppy Appeal.
- Traffic Survey – Due to a lack of capacity amongst Councillors to progress a survey, this matter be deferred to next meeting of the Parish Council with a view to possibly pausing the project until the completion of CCTV project and the progression of the Milcombe Neighbourhood Plan. **Action TG**
- Patient Participation Group – A meeting with the PPG, Cherwell District Council and local Parish Councils was being held on 30 January 2025 and the Chairman would be attending. **Action MP**
- Wifi at the Village Hall – Councillor Nigel Davis would follow up the installation of Wifi with Gigaclear. **Action ND**
- Bus Shelter – A new panel for the bus shelter would be replaced by Stagecoach and a new timetable on Main Road would also be installed.

## 65/24 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)*

## 66/24 Reports from County and District Councillors – Prior to the meeting, County Councillor Kieron Mallon submitted his report to the Parish Council.

**Resolved** that the report be noted

## 67/24 Village Matters

- i) Village Hall Committee – Councillor Nigel Davis reported that a Fundraising Group meeting was being held on 31 January 2025 and grant funding was also being investigated.

There was a discussion regarding a request from the Committee for potential funding from the Parish Council of £4000 towards the heating, electrics and roofing works.

**Resolved** that the request for a grant be deferred until further information is received and the CCTV project has been concluded. **Action ND**

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ii) Play Area – The Chairman reported that the litter bin had been damaged and the purchase of a new bin would be investigated. Councillor Nigel Davis would also be carrying out some minor repair works to the lay equipment.

Councillor Nigel Davis also reported that the CCTV project was progressing and a metered box for the electricity supply would be installed. The Wayleave was still being considered by Cherwell District Council.

Councillors Davis had contacted the County Council and their officers would not allow the CCTV camera to be powered from the electricity supply to the street lights.

**Resolved** that the report be noted

## 68/24 Planning

i) Planning Applications – Since the last meeting, the Parish Council had no objections to the following application:  
24/03298/R56 Oak View, Bloxham Road, Milcombe,  
Prior approval application for the conversion of an agricultural building to Use Class E, specifically E(g), it is proposed that the building be converted into 5 separate units

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 Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
24/02411/F	Oak View Bloxham Road Milcombe Erection of replacement building and Change of Use of 3no existing agricultural barns to commercial use	No objections	Withdrawn

**Resolved** that the report be noted.

iii) Local Plan 2042 Consultation – The Parish Council considered Cherwell District Council's Local Plan 20242. The deadline for comments was 14 February 2025.

**Resolved** that comments from Councillors be forwarded to the Clerk for submission to Cherwell District Council. **Action ALL**

iv) Neighbourhood Development Plan (NDP) – Councillor Nigel Davis reported that a Steering Group meeting would be held in the next few weeks to progress the Plan.

**Resolved** that the report be noted.

## 69/24 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**

## 70/24 Finance

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

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**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 7 January 2025 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, will sign the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 December 2024 and the Unity Trust bank statements for November and December 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) Section 106 Funds – The Parish Council discussed the Section 106 funds held at Oxfordshire County Council, which had been allocated to Milcombe.

**Resolved** that the report be noted.

(iv) Members' Allowances 2024/2025 – The Parish Council considered the Report of the Independent Parish Remuneration Panel.

**Resolved** that basic allowances not be paid to Councillors, however travel and subsistence can be claimed on production of receipts.

**71/24 Correspondence** – There was no further correspondence.

**72/24 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 73/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**73/24 Grass Cutting Contracts** – The Parish Council considered a quote from Nigel Prickett for the grass cutting contract for 2025/2026.

**Resolved** that the quote for the grass cutting contract for 2025/2026 from Nigel Prickett be approved. **Action TG**

*(The public were invited back into the meeting at the conclusion of this item)*

**74/24 Meeting Dates** - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

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

**75/24 Items for the Next Agenda**

- Traffic Survey
- Patient Participation Group Meeting held on 30 January 2025

(The meeting closed at 9.35pm)