

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 2 JULY 2019 AT 8.00PM

**PRESENT:** Chairman, Councillor Marlene Cowell; Councillors Peter Booth, Michael Haynes, Alex Honey and Mandie McCullagh.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer and District Councillor Hugo Brown)

**APOLOGIES:** Councillor Clare Jones submitted her apologies because she was at ill, the apologies were accepted and the absence authorised.

Councillor Myra Peters submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

**12/19 Declarations of Interest** – There were no declarations of interest.

Members were reminded that 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.

**13/19 Minutes** – Prior to the meeting, the minutes of the meeting held on 14 May 2019 had been circulated to the Parish Council.

**Resolved** that the minutes be approved and signed by the Chairman as a correct recorded.

**14/19 Matters Arising from the Minutes of 14 May 2019**

Minute Number 6/19 – Chairman's Announcements, The Dovecote – The Chairman reported that the rubble had been removed from the site of the Dovecote Wall and the contractor had done a good job with the work to the wall.

**15/19 Chairman's Announcements**

- The link to the web cast for Cherwell District Council's Parish Liaison Meeting, which had been held on 12 June 2019, had been sent out to Councillors by the Clerk & Responsible Financial Officer.
- The 30mph limit had now been extended on the Hook Norton Road and the gateways had also been moved.

**16/19 Open Forum** – There were no issues raised in the open forum.

**17/19 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.

Prior to the meeting, District Councillor Hugo Brown had circulated his report to the Parish Council. Councillor Brown agreed to support the Parish Council with its request for the early release of the S106 funds from the Oak Farm development.

**Resolved** that the reports be noted.

**18/19 Village Matters**

- i) Village Organisations – The Chairman reported that she had attended the Village Hall AGM and the Committee was looking for a new Treasurer. The Committee confirmed that there was £1000 in the bank account which had been raised from the village fete last year and this would be used for the play area project. The Committee had also amalgamated the fete monies with the Milcombe Charities account, instead of having two separate bank accounts.

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The next meeting was being held in September 2019 and a Christmas party would be arranged for 21 December 2019.

**Resolved** that the report be noted.

- ii) Play Area – Councillor Peter Booth suggested that to address the issue of the pigeons sitting on the bar across the top of the swings and making a mess on the seats, he could install a coiled ring, which would prevent the birds from sitting there.

The Clerk reported that she had been in contact with Cherwell District Council and the planning application for Oak Farm would be determined in two to three weeks and she had requested that the funds for the play area be released as soon as possible.

**Resolved** that:

- 1) the report be noted;
  - 2) coiled rings be purchased and installed on the bar across the top of the swings; and **Action PB**
  - 3) the seats on the swings be cleaned. **Action PB**
- iii) VAS Data – Councillor Mandie McCullagh reported that she had been unable to process the data from the VAS and would report this to the next meeting.

**Resolved** that this item be deferred to the next meeting of the Parish Council. **Action MM/TG**

- iv) Defibrillator – The Chairman reported that permission was being sought from the PCC to install a new defibrillator in the porch to St Laurence Church.

The Clerk advised that Bloxham Parish Council was looking into purchasing a defibrillator and she would make contact with Councillor David Bunn with regard to possibly making a joint purchase.

The Clerk would also forward to Councillors, details of the defibrillator which was purchased by Adderbury Parish Council.

**Resolved** that the report be noted.

- v) Community Emergency Planning – The Chairman reported that the template for the Emergency Plan and the Emergency bags had not yet been received from Carol MacKay at the County Council. The Clerk agreed to contact Carol MacKay again about this matter.

**Resolved** that the report be noted.

- vi) Protocol for Marking the Death of a Senior National Figure or Other Holder of High Office – The Chairman reported that she had made amendments to the Protocol and had forwarded these to the Clerk.

Councillor Alex Honey also reported that he would investigate where to source a Book of Condolence.

**Resolved** that:

- 1) the report be noted; and
  - 2) a Book of Condolence be sourced and purchased. **Action AH/TG**

## 19/19 Planning

- i) Planning Applications - The Clerk reported that the Parish Council had no objections to the following planning applications:

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- 19/00670/F Mrs Julie Kershaw  
4 Newcombe Close Milcombe  
Proposed single storey extension to side of property
- 19/00846/F Mr J Dunkley  
Swerbrook Farmhouse Hook Norton Road Wigginton  
Variation of condition 2 (plans) of 17/00489/F - Replacing plans 16047 L0001 A, 16047 PP0010 H, 16047 PP0035 A, 16047 PE0018 C, 16047 PE0028 A, 16047 PP0034 G and 16047 PP0037 G with 16047 L0001 A, 16047 PE0028 B, 16047 PP0010 J, 16047 P0035 C, 16047 PE0018 D, 16047 PP0034 H, MB001 A, 2231 01, 2231 02 , 2231 03, 2231 04 and 16047 PP0037 H. Condition 2 should now read except where otherwise stipulated by conditions attached to this permission, the development shall be carried out strictly in accordance with the following plans and documents: Planning Statement and drawing numbers: 16047 L0001 A, 16047 PE0028 B, 16047 PP0010 J, 16047 PP0035 C, 16047 PE0018 D, 16047 PP0034 H, MB-001 A, 2231 01, 2231 02 , 2231 03, 2231 04 and 16047 PP0037 H

Observations had been made on the following planning application:

- 19/00851/F Mr and Mrs Henry Lawrence  
Holly Cottage Main Road Milcombe  
Two storey and single storey front extension
- 19/01142/F Mr and Mrs W Kershaw  
41 Newcombe Close  
Single storey front extension  
No comments

- 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:

<b>Cherwell DC Application No.</b>	<b>Identification</b>	<b>Milcombe PC Observations</b>	<b>Cherwell DC Decision</b>
19/00670/F	Mrs Julie Kershaw 4 Newcombe Close Milcombe Proposed single storey extension to side of property	No comments	Granted

**Resolved** that the report be noted.

## 20/19 Parish Council Matters

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

**Resolved** that the following documents be approved for 2019/2020:

- Asset Register (with the inclusion of the new bus shelter on New Road)
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Complaints Policy (with a correction to the name of the Chairman)
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process

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- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Code of Conduct
- Safeguarding Policy

- ii) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

**Resolved** that the report be noted.

## 21/19 Finance

- i) Accounts for Payment – The Clerk submitted to the Parish Council, the accounts to be paid.

**Resolved** that the following payments be approved:

Payment	Amount	Cheque no.
Theresa Goss – Salary for July 2019	£236.02	1361
Theresa Goss – Salary for August 2019	£236.02	1361
Theresa Goss – Expenses for July 2019	£18.02	1361
HMRC payment for July 2019	£59.00	1362
HMRC payment for August 2019	£59.00	1363
PicRights Uk Ltd – Use of an image on <a href="http://www.milcombe.com">www.milcombe.com</a>	£109.00	1364
Bloxham PC – Clerks SLCC Membership	£46.25	1365
NR Prickett – Grass Cutting for May 2019	£463.20	1366
M Boardman – Printing of the Milcombe Newsletter	£97.03	1367
P Booths – Posts for the play area	£38.92	1368

- ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 July 2019 for the Natwest bank accounts.

**Resolved** that the report be noted.

- iii) Internal Audit 2018/2019 – Prior to the meeting, the Statement of Internal Control 2018/2019 and the Review of the Effectiveness of the Internal Audit 2018/2019 had been circulated to the Parish Council.

**Resolved** that the Statement of Internal Control 2018/2019 and the Review of the Effectiveness of the Internal Audit 2018/2019 be approved.

- iv) Image on Village Web Site – The Chairman reported on a request for payment from PA Images of £109.00 for the alleged use of an unlicensed image on the old village web site [www.milcombe.com](http://www.milcombe.com)

**Resolved** that the report be noted.

## 22/19 Correspondence – There was no further correspondence.

## 23/19 Meeting Dates - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

- 3 September 2019

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- 5 November 2019

## **24/19 Items for Future Agendas**

1. Defibrillator
2. VAS data

(The meeting closed at 8.45pm)

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Signed, Chairman – 3 September 2019