

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting
on Tuesday 12 May 2020

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 3 MARCH 2020 AT 8.00PM

PRESENT: Chairman, Councillor Marlene Cowell; Councillors Michael Haynes, Mandie McCullagh and Myra Peters.

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

APOLOGIES: Councillor Peter Booth submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Hugo Brown.

66/19 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.

67/19 Minutes – Prior to the meeting, the minutes of the meeting held on 7 January 2020 had been circulated to the Parish Council.

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

68/19 Matters Arising from the Minutes of 7 January 2020

Minute Number 55/19 - Milcombe to Bloxham Footpath – The Parish Council acknowledged that there were no funds for this proposal and it was very unlikely to be progressed by the County Council.

Minute Number 55/19 – Open Forum, Wheelie Bins – The Clerk was asked to contact the County Council with a request to remove the grass verges and upgrade the footpaths on Main Road, Milcombe from the Horse and Groom to Church Lane. This was because wheelie bins regularly blocked the footpaths when meant that those on mobility scooters or had pushchairs, had difficulty getting past. If the County Council would not complete this request, then they be asked to cut back the vegetation which was encroaching over this length of footpath. **Action TG**

Minute Number 57/19/4 – Jacob Kaye Memorial Bench - Councillor Myra Peters advised that she had asked Barry Giles to complete the maintenance work on the Jacob Kaye Memorial bench. Barry had since taken it away and it would be replaced once the work had been completed. Barry had also cut back the overgrown trees in the play area, swept the Cuckoo Walk footpath and cut back the two elder bushes along the footpath.

69/19 Chairman's Announcements

- Clare Jones – The Chairman reported that Clare Jones had resigned from the Parish Council and the vacancy notice had been issued. The deadline for an election to be called was 13 March 2020. After this date the Parish Council could co-opt to the vacancy.
- 75th Anniversary of VE Day, 8 May 2020 - The Church had hoped that the three villages would organise an event to mark this occasion, however, no volunteers had not come forward.
- Defibrillator – The Diocesan rules were being reviewed with regard to the installation of defibrillators in Churches. Therefore, the Parish Council would pursue its application in April 2020 when the rules had been relaxed.
- Councillor Myra Peters had volunteered to take over the responsibility for flying the flag in the village.

70/19 Open Forum – There were no residents' issues.

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71/19 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.

Resolved that the report be noted.

72/19 Village Matters

- i) Village Organisations – The Chairman reported that the Village Hall Committee AGM was being held on 13 May 2020 at 7pm. Richard Hazel had taken the minutes of the last meeting and they had been circulated to the Parish Council, prior to the meeting.

The Chairman also expressed her thanks to Mark Boardman for publishing the Milcombe Newsletter.

Resolved that the reports be noted.

- ii) Play Area – The Clerk reported that Sanctuary Housing would no longer be building houses on the Oak Farm Phase 2 site because the build costs were too high. Therefore, Section 106 funds from this development were no longer available for the new play equipment. The Clerk would pass this information onto the Play Equipment Project Group.

Councillor Myra Peters also reported that there were inappropriate items in the village play area, discarded around the teen shelter. If this continued to be an issue, the Parish Council would have to discuss whether new equipment should be installed if it was not being used for its intended purposes by the community.

Resolved that:

- 1) the reports be noted; and
- 2) Gemma Chilvers from the Play Equipment Project Group be advised that Section 106 funds for the play equipment project will not be available from the Oak Farm phase 2 development and a meeting be arranged to discuss the matter, if necessary. **Action TG**

- iii) Grit Bins in Dovecote Close and Oak Farm – The Parish Council discussed installing new grit bins in Dovecote Close and Oak Farm. Councillors felt that the best location would be close to Oak Farm and Heath Close and a bin was not necessary for Dovecote Close.

Resolved that a grit bin be installed on Wigginton Heath Road, opposite Heath Close. **Action TG**

- iv) Emergency Plan – Prior to the meeting, a template had been circulated to the Parish Council. However, Councillors felt that at the current time and with a reduced number of Councillors, this was not an issue which the Parish Council could progress.

Resolved that the report be noted.

- v) VAS Data – Councillor Mandie McCullagh reported that the data had not yet been downloaded.

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

- vi) Milcombe Annual Parish Meeting (APM) – The Chairman reported that the Milcombe APM would be held on Tuesday 5 May 2020. There was a discussion about whether a speaker was necessary for the meeting, but it was felt that this was not required.

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vii) Village Litter Pick – The Chairman reported that the village litter pick would be held on 28 March 2020. Councillor Mandie McCullagh would contact Councillor Peter Booth to establish whether the equipment could be delivered to his yard.

Resolved that the report be noted.

73/19 Planning

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

19/02991/OUT	Bertrand Facon OS Parcel 4278 North West of Lessor Grange, Milcombe Variation of Condition 9 of 18/01708/OUT - amend condition 9 by deleting reference to 18/01707/F
19/02992/F	Bertrand Facon OS Parcel 4278 North West of Lessor Grange, Milcombe Erection of cattle shed, manure store and associated hardstanding. Amendment to approved cattle shed 18/01724/F.
20/00168/F	Star Pubs & Bars Ltd Horse and Groom Inn, Main Road, Milcombe, New kitchen extraction and air input - replacement of previous unauthorised extract and ventilation equipment - re-submission of 19/01496/F

The Clerk reported that the Parish Council had made comments on the following planning application:
20/00274/F

Mrs Lisa Durant
The Rosarie, Milcombe
Variation of condition 6 (parking & maneuvering areas) in order to erect a shed next to our house

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:

Cherwell DC Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
19/00046/REM	Sanctuary Housing Nigel Yeadon and Mary Pennington Land North Of The Green And Adj To Oak Farm Drive Milcombe Reserved matters to 15/02068/OUT - Details of appearance, landscaping, layout and scale	Comments	Granted

Resolved that the report be noted.

74/19 Parish Council Matters

i) Co-option – The Clerk reported that there had not been any applications for co-option onto the Parish Council, in respect of the two vacancies.

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

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

Resolved that the report be noted.

75/19 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 March 2020	£236.02	1399
Theresa Goss – Expenses for March 2020	£9.62	1399
HMRC payment for March 2020	£59.00	1400
Arrow Accounting – Internal Audit 2019/2020	£224.00	1401
Oxfordshire Playing Fields Association – Annual Subs	£42.00	1402
Oxfordshire Association of Local Councils – Annual Subs	£140.42	1403

ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 3 March 2020 for the Natwest bank accounts.

Resolved that the report be noted.

iii) Internal Audit 2019/2020 – Prior to the meeting, the Internal Auditors report for 2019/2020 had been circulated to the Parish Council.

Resolved that the report be noted and approved.

iv) Members' Allowances 2020/2021/Independent Parish Remuneration Panel – The Parish Council considered the recommendations within the report of the Independent Parish Remuneration Panel 2020/2021, which had been circulated prior to the meeting.

Resolved that:

- 1) the report be noted; and
- 2) no allowances be paid to Parish Councillors in 2020/2021.

76/19 Correspondence – There was no further correspondence.

77/19 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 77/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

77/19 Clerk & Responsible Financial Officer - The Parish Council completed a review of the salary for the Clerk and Responsible Financial Officer for 2020/2021.

Resolved that the salary for the Clerk and Responsible Financial Officer, be moved up to point 22 from 1 April 2020. **Action TG**

78/19 Meeting Dates - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

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- Tuesday 5 May 2020 (Annual Parish Meeting)
- Tuesday 12 May 2020
- Tuesday 7 July 2020
- Tuesday 1 September 2020
- Tuesday 3 November 2020

79/19 Items for Future Agendas

- Co-option
- VAS Data

(The meeting closed at 8.50pm)

Signed, Chairman – 12 May 2020

DRAFT