

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 3 JULY 2018 AT 8.00PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Hugo Brown, Gillian Spencer and Yvonne Markie from Cherwell District Council and Mark Boardman.

APOLOGIES: None

Parish Councillor Alex Honey was not present.

20/18 DECLARATIONS OF INTEREST

Minute Number 28/18 - Planning Applications - Councillor Peter Booth declared an interest in application 17/02502/OUT OS Parcel 0078 North West of Quarry Close, Bloxham because he knew the applicant.

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.

Resolved that the interests be noted.

21/18 MINUTES - The minutes of the meeting held on 8 May 2018 were agreed and signed as a correct record by the Chairman.

Resolved that the minutes be approved.

22/18 MATTERS ARISING FROM THE MINUTES OF 8 MAY 2018

Minute Number 6/18 – Speed Awareness Stickers – The Chairman asked whether the speed awareness stickers had been delivered. The Clerk believed that they had been delivered but would check with David Hughes at the Horse and Groom. **Action TG**

23/18 AFFORDABLE HOUSING – Gillian Spencer and Yvonne Markie from Cherwell District Council's Housing Strategy and Partnerships Team attended the meeting to discuss affordable housing.

Gillian gave an overview of affordable housing, including how the number of units on a new site were agreed, how the properties were allocated and how many units there were in Milcombe. Gillian's team were currently working on a draft of the Housing Strategy, which was all evidence based and information was sourced from a number of places including the housing register and stakeholders.

There was also a Homeless Strategy which was an 18 month plan, due to be approved this week. The Plan could not be any longer than 18 months because of the uncertainty of whether or not the Council would be sharing services with Oxfordshire County Council.

With regard to affordable housing, CDC worked with Parish Councils and other partners to form an evidence base, which also included information from the County Council's Housing Market Needs Assessment. The last time a Housing Needs Survey was carried out in Milcombe, was in 2010.

Affordable housing was split between social rented accommodation, which was 60% of market rent and affordable housing which was 80% of market rent. There were also shared ownership properties, which were part rent and part purchased.

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The number of affordable homes in Milcombe was quite low and properties were allocated using the Choice Based Lettings system where tenants on the housing register, made a bid for properties. There were a total of 65 affordable units in Milcombe. Only four of these had a connection to Milcombe and only one affordable property had become available in the last year.

Within the Oak Farm Phase 2 development, which had not started being built yet, there were 40 houses and 14 would be affordable; 10 rented and 4 shared ownership.

Gillian confirmed that a Housing Association could build social housing wherever they wished to, but that didn't happen very often. They were usually part of a new build development.

Gillian explained that a Rural Exception Scheme was a development of affordable houses which were built on land that wouldn't normally obtain planning permission and those people who were allocated a property, would have to have a local connection. A local connection was defined as being in a village for three to five years, employed in the village or family lived in the village.

It was highlighted that some Housing Associations occasionally purchased single units on the private market and then rented them out as social housing. However, this was difficult for Housing Associations to manage so did not occur very often.

In new developments in villages, 35% of the units would be affordable homes and this split was based on evidence in the Strategic Market Assessment.

Gillian and Yvonne were thanked for attending and left the meeting at this point.

Resolved that the report be noted.

24/18 MILCOMBE NEWSLETTER/VILLAGE WEB SITE – Mark Boardman attended the meeting to discuss the future of the Milcombe Newsletter. Mark gave an overview of the production of the newsletter and he felt that the current publication was poor in comparison to newsletters in other villages.

There was a discussion about how to move forward with the newsletter and it was clear that volunteers were needed to chase up the stories and then Mark would format them into a newsletter. It was also suggested that it could again be delivered to each house in the village. A new email address would also need to be set up and Councillor Mandie McCullagh agreed to do this.

Resolved that:

- 1) the report be noted;
- 2) an advertisement for volunteers to assist with the newsletter, but circulated in the village; and **Action TG**
- 3) a new Milcombe Newsletter email address be set up. **Action MMc**

25/18 CHAIRMAN'S ANNOUNCEMENTS

- Dovecote Wall – The Chairman reported that photos had been taken of the wall and had been forwarded to the District Council.

Resolved that the report be noted.

26/18 RESIDENTS' ISSUES – There were no residents' issues.

27/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Kieron Mallon and District Councillor Hugo Brown had circulated their reports to the Parish Council.

Resolved that the report be noted.

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28/18 VILLAGE MATTERS

- i) Village Organisations – The Chairman reported that there were no reports from village organisations.

Resolved that the report be noted.

- ii) Play Area – Prior to the meeting, the Terms of Reference of the Play Area Working Group had been circulated to the Parish Council.

Councillor Peter Booth reported that everything was fine with the play equipment and that the annual play inspection would be carried out in July 2018.

Resolved that:

- 1) the report be noted;
- 2) Natalie Brady be thanked for her report and her work on the project; **Action TG**
- 3) the membership and terms of reference of the Play Equipment Working Group be approved; and
- 4) it be noted that the annual play area inspection will be carried out in July 2018;

- iii) Village Hall – The Chairman reported that volunteers for the Village Hall Committee would be advertised in the village.

Resolved that the report be noted.

- iv) VAS Data – Councillor Alex Honey was not present at the meeting, therefore this item was deferred to the next meeting of the Parish Council.

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

- v) Bus Shelter – Councillor Peter Booth reported that the two old bus shelters which he had sourced were not suitable to be used as a shelter on New Road.

Resolved that three quotes for a new bus shelter for New Road be obtained. **Action TG**

- vi) Silent Soldier – The Parish Council discussed purchasing a Silent Soldier to commemorate 100 years since the end of World War I. However, the Parish Council did not feel that this was a suitable item for the village and it already made a donation to the Royal British Legion.

Resolved that a Silent Soldier not be purchased.

29/18 PLANNING

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

18/00524/F	Mr & Mrs K Jones Fieldside Paradise Lane Milcombe Front porch, two storey side extension with dormer and associated alterations
18/00743/F	Mr and Mrs Henry Lawrence Holly Cottage Main Road Milcombe Proposed two storey extension to side and single storey rear extension
18/00372/F	Mr J Dunkley Swerbrook Farm Hook Norton Road Wigginton Material change of use of land - Formation of a horse training arena

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- 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
18/00377/F	Mr J Dunkley Swerbrook Farm Hook Norton Road Wigginton Change of Use of land and formation of a tennis court to be used ancillary to the adjacent Swerbrook Farmhouse	No comments	Granted
18/00424/F	The Revd Dale Gingrich St Laurences Church Main Road Milcombe The rebuilding, like for like, of the existing church north boundary wall	No comments	Granted
18/00743/F	Mr and Mrs Henry Lawrence Holly Cottage Main Road Milcombe Proposed two storey extension to side and single storey rear extension	No comments	Granted

Resolved that the reports be noted.

- iii) 17/02502/OUT OS Parcel 0078 North West of Quarry Close, Bloxham – The Chairman reported that the Parish Council's objection to outline planning permission for up to 136 dwellings (including 35% affordable housing), landscaping, public open space and green infrastructure including children's equipped and local play areas, surface water flood attenuation, vehicular access from Tadmarton Road, land for recreational purposes and associated ancillary works. (outline with all matters reserved with the exception of the principal vehicular access from Tadmarton Road) had been submitted to Cherwell District Council.

Resolved that the objection be noted and approved.

30/18 PARISH COUNCIL MATTERS

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

Resolved that the following documents be approved:

- Asset Register 2018/2019
- Risk Management Log and Risk Schedule 2018/2019
- Financial Regulations 2018/2019
- Standing Orders 2018/2019
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy

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- Code of Conduct
- ii) Parish Liaison Meeting – Prior to the meeting, the Chairman circulated a report on the Parish Liaison Meeting held on Wednesday 20 June 2018 at Bodicote House. The report highlighted a number of points including CDC's Community Infrastructure Fund.

Resolved that the report be noted.

- iii) Community-Led Housing, Meeting Needs and Creating Thriving Communities – There was no report on this event because Councillor Michael Haynes had been unable to attend on Wednesday 13 June 2018.

Resolved that the report be noted.

31/18 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 2018		
Theresa Goss – Expenses for July 2018		
HMRC payment for July 2018		
Cherwell District Council – Election Charges May 2018	£39.00	1301
Oxfordshire County Council – Cherry Tree Centre Grant	£500.00	1304
St Mary's Thursday Club – Annual Grant	£100.00	1305
Mr B Giles – Spray weeds around footpaths	£50.00	1302
Adderbury Parish Council – Use of Equipment	£30.00	1303
Adderbury Parish Council – Quarter of cost for Clerks SLCC membership	£46.25	1303
Theresa Goss – Salary for August 2018		
HMRC payment for August 2018		
NR Prickett – Grass Cutting for June 2018	£522.00	1306

- iii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 3 July 2018 for the Natwest bank accounts.

Resolved that the report be noted.

- iv) Internal Audit 2017/2018 – Prior to the meeting, a number of documents had been circulated to the Parish Council.

Resolved that the following documents be approved:

- Internal Audit Report 2017/2018;
 - Effectiveness of the Internal Audit 2017/2018; and
 - Statement of Internal Audit Control 2017/2018.
- v) Section 106 Funds – The Parish Council discussed formulating a Section 106 Community Benefits list which could be submitted with comments on outline planning applications.

Resolved that ideas for the list be submitted to the next meeting of the Parish Council. **Action ALL**

32/18 CORRESPONDENCE – There had been correspondence with regard to a Freedom of Information request and this was being dealt with by the Clerk.

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Oxfordshire County Council was holding a meeting at Banbury Town Hall on 18 July 2018 to meet Parish Councillors to hear their priorities, plans and questions and to find out how to better engage with Parish Councils and local communities. Councillor Myra Peters agreed to attend.

33/18 MEETING DATES - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

- 4 September 2018
- 6 November 2018

34/18 ITEMS FOR THE NEXT AGENDA

1. Section 106 Funds Community benefits list

(The meeting closed at 10.00pm)

Signed, Chairman – 4 September 2018