

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 3 SEPTEMBER 2019 AT 8.00PM

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

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer and County Councillor Kieron Mallon.

**APOLOGIES:** Councillor Alex Honey submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

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

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

### 25/19 Declarations of Interest

Minute Number 32/19 (i), Planning Application 19/1195/F – Councillor Clare Jones declared an interest in this item because she was the applicant.

Minute Number 32/19 (iii), Gladman Developments Limited, Proposed Planning Application on South Newington Road, Bloxham – Councillor Peter Booth declared an interest in this item because the land owner was one of his customers.

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.

**26/19 Minutes** – Prior to the meeting, the minutes of the meeting held on 2 July 2019 had been circulated to the Parish Council.

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

### 27/19 Matters Arising from the Minutes of 2 July 2019

Minute Number 18/19 (vi) Protocol for Marking the Death of a National Figure – The Chairman reported that the Book of Condolence had now been purchased by the Clerk.

**28/19 Chairman's Announcements** – There were no Chairman's announcements.

**29/19 Open Forum** – There were no issues raised in the open forum.

**30/19 Reports from County and District Councillors** – County Councillor Kieron Mallon reported that work had started on the A361 and it was being completed during off-peak hours, to minimise disruption.

Prior to the meeting, District Councillor Hugo Brown had circulated his report to the Parish Council.

**Resolved** that the reports be noted.

### 31/19 Village Matters

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- i) Village Organisations – The Chairman reported that there had not been a meeting of the Village Hall Committee since the last meeting of the Parish Council. The next meeting was scheduled for 19 September 2019.

The Chairman reported that the Milcombe Newsletter had advertised the availability of the emergency bags and these would be delivered in due course. The Newsletter had also advised residents of the proposed development in Bloxham for 95 houses by Gladman Developments Limited.

**Resolved** that the reports be noted.

- ii) Play Area – The Chairman advised the Parish Council that Councillor Peter Booth had been thanked on Facebook by a resident, for the work he had undertaken to the swings, to stop the birds perching on the bar across the top and messing on the seats.

The Clerk reported that she had been in contact with Cherwell District Council and Sanctuary Housing, but there were currently no timescales for when the funds for the play area would be released.

**Resolved** that the reports be noted.

- iii) VAS Data – This item was deferred because Councillor Mandie McCullagh was not in attendance.

It was highlighted that the VAS by the Horse and Groom PH might not be working properly and the Clerk was asked to contact the County Council to arrange a site visit.

**Resolved** that:

- 1) this item be deferred to the next meeting of the Parish Council; and **Action MM/TG**
- 2) the County Council be asked to arrange a site visit to assess whether or not the VAS by the Horse and Groom PH was working correctly. **Action TG**

- iv) Defibrillator – The Chairman reported that the PCC agreed that the defibrillator could be installed at the Church, but this was subject to Faculty agreement from the Diocese. The Clerk suggested that Councillors could visit the defibrillator in Adderbury to establish the size of the complete unit, including the case.

**Resolved** that the report be noted.

- v) Community Emergency Planning – The Chairman reported that a template and toolkit had been received from the County Council and the Clerk agreed to circulate this to all Councillors.

During the discussion, a number of highways issues were reported to the Clerk.

**Resolved** that:

- 1) the reports be noted;
- 2) the emergency plan template and toolkit be circulated to the Parish Council; **Action TG**
- 3) the cleaning of the village gateways be progressed; **Action MP**
- 4) Cherwell District Council be advised that the 'dead end' sign on the Paradise Lane road name plate needs replacing; **Action TG**
- 5) Oxfordshire County Council be requested to erect a new 'Welcome to Milcombe' sign on the gateway at the entrance to the village, from the direction of Hook Norton; **Action TG**
- 6) Savills Estate Agents be advised that the beech hedge surrounding 17 Oak Farm Close, Milcombe needs to be cut back as it is overhanging the boundary; and **Action TG**
- 7) a note be included in the Milcombe Newsletter asking residents to ensure that hedges/trees/vegetation do not overgrow their boundaries. **Action TG**

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## 32/19 Planning

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

19/01158/F                      Mr J Dunkley  
Swerbrook Farm Hook Norton Road Wigginton  
Formalisation of temporary construction access and permanent retention to serve the dwelling and stables. Close off existing access. Provide new gates and piers to Hook Norton Road.

19/01159/OUT                  Mr J Dunkley  
Swerbrook Farm Hook Norton Road Wigginton  
Erection of an indoor horse training arena

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

19/1195/F                        Mrs C Jones  
Fieldside, Paradise Lane, Milcombe  
Single storey extension

- 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> |
|------------------------------------|--|---------------------------------|-----------------------------|
| 19/00846/F                         | Mr J Dunkley<br>Swerbrook Farmhouse Hook Norton Road Wigginton<br>Variation of condition 2 (plans) of 17/00489/F | No comments                     | Granted                     |
| 19/00851/F                         | Mr and Mrs Henry Lawrence<br>Holly Cottage Main Road Milcombe<br>Two storey and single storey front extension    | Comments                        | Refused                     |

**Resolved** that the report be noted.

- iii) Gladman Developments Limited, Proposed Planning Application on South Newington Road, Bloxham - The Chairman reported that Gladman Developments Limited were proposing to build 95 dwellings on South Newington Road, Bloxham, in a field next to Bloxham Recreation Ground. A planning application was yet to be submitted to Cherwell District Council.

**Resolved** that authority be delegated to the Chairman, Vice-Chairman and Clerk to formulate a response should this planning application be submitted to Cherwell District Council before the next meeting of the Parish Council. **Action MC/MM/TG**

- iv) 19/00617/F - New SEND School, Bloxham Grove Road, Bloxham – The Chairman reported that amended plans had been submitted to Cherwell District Council, regarding improvements to the highway.

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**Resolved** that the Parish Council objects to planning application 19/00617/F on highways grounds.  
**Action TG**

- v) 19/01496/F - Horse and Groom Inn, Main Road, Milcombe – The Parish Council considered a retrospective application for kitchen ducting: in-put and out-put.

**Resolved** that the Parish Council supports planning application 19/01496/F. **Action TG**

## 33/19 Parish Council Matters

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

**Resolved** that the report be noted.

## 34/19 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 September 2019     | £236.02 | 1371       |
| Theresa Goss – Salary for October 2019       | £236.02 | 1371       |
| Theresa Goss – Expenses for September 2019   | £16.80  | 1371       |
| HMRC payment for September 2019              | £59.00  | 1372       |
| HMRC payment for October 2019                | £59.00  | 1373       |
| NR Prickett – Grass Cutting for July 2019    | £463.20 | 1374       |
| Playsafety Ltd – Play Area Annual Inspection | £82.20  | 1376       |
| Barry Giles – Spray weeds around footpaths   | £50.00  | 1377       |
| OALC – Training for M Haynes                 | £54.00  | 1378       |
| Theresa Goss – Book of Condolence            | £48.66  | 1379       |
| N R Prickett – Grass Cutting for August 2019 | £463.20 | 1380       |

- ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 3 September 2019 for the Natwest bank accounts.

**Resolved** that the report be noted.

- iii) Internal Audit 2019/2020 – Prior to the meeting, the letter of engagement from Arrow Accounting had been circulated to the Parish Council.

**Resolved** that Arrow Accounting be appointed as the Internal Auditor for 2019/2020. **Action TG**

## 35/19 Correspondence – There was no further correspondence.

## 36/19 Meeting Dates - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

- 4 November 2019

## 37/19 Items for Future Agendas

1. VAS data

## **MILCOMBE PARISH COUNCIL**

2. Budget 2020/2021
3. Remembrance Day

(The meeting closed at 9.00pm)

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Signed, Chairman – 5 November 2019