

MILCOMBE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 4 JANUARY 2022 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

PRESENT: Councillors Ruth Dale, Nigel Davis, Mandie McCullagh, Myra Peters and Tracey Scott.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Kieron Mallon, District Councillor Hugo Brown and two members of the public.

APOLOGIES: Councillor Marlene Cowell submitted apologies because she was unwell, the apologies were accepted and the absence authorised.

In the absence of the Chairman, Councillor Mandie McCullagh chaired the meeting.

60/21 **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.

61/21 **Minutes** – Prior to the meeting, the minutes of the meetings held on 2 November 2021 had been circulated to the Parish Council.

Resolved that the minutes be approved and signed by the Councillor Mandie McCullagh as a correct record.

62/21 **Matters Arising from the Minutes of 2 November 2021** – There were no matters arising.

63/21 **Chairman's Announcements**

- Gigaclear – The roll out of fibre broadband would be starting in the village in January 2022.
- Food and Garden Waste Collections – From 1 March 2022, Cherwell District Council would be making changes to their food and garden waste collections.
- Queen's Platinum Jubilee Celebrations June 2022 – To mark this occasion, the Parish Council would be covering the costs of the refacing of the St Laurence Church Clock and a defibrillator would be provided for the village.

64/21 **Open Forum** – A resident reported that there were a number of vehicles parking on junctions, as well as hedges overgrowing the footpaths which were an obstruction for pedestrians, as well as obscuring the views for drivers at junctions.

The Clerk advised that the parking issues needed to be reported to the County Council's Civil Enforcement Officers. Any issues with regards to hedges obstructing highways and footpaths, should be reported to the County Council on the Fix My Street web site.

65/21 **Reports from County and District Councillors** – Prior to the meeting District Councillor Hugo Brown had circulated his report.

Councillor Myra Peters asked for clarification from Councillor Brown on the Section 106 funds which he had reported on. Councillor Brown would seek clarification and advise the Clerk accordingly. **Action HB**

County Councillor Kieron Mallon reported on the political changes at the County Council. He also advised on the County Council's initiatives to address climate emergency issues.

Resolved that the report be noted.

66/21 **Village Matters**

- Village Organisations – Councillor Nigel Davis reported that works had been undertaken to repair the boiler in the Village Hall.

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The Village Hall Committee had been approached regarding a fete in the summer. It was not a matter for the Committee or the Parish Council and it had been suggested that those villagers who are interested should form a separate Committee.

Resolved that the reports be noted.

ii) Play Area – Councillor Myra Peters reported that the play area was still closed because the land was very wet and the grass was also struggling to grow. It would be opened as soon as it was safe to do so. There were also a few snagging issues to discuss with Kompan.

Resolved that:

- 1) the report be noted;
- 2) the snagging issues be discussed with Kompan; **Action TG**
- 3) quotes for an additional litter bin and a replacement litter bin for the current litter bin sited in the play area be sought; and **Action TG**
- 4) options for CCTV in the play area be investigated. **Action ND**

iii) Oxfordshire County Council Highway Initiatives/HGV's in Milcombe – The Parish Council discussed the proposal for 20mph speed limits in Oxfordshire and the County Council's initiative to develop enforceable county wide routes for HGV's, to prohibit them from using unsuitable roads through small villages and towns.

County Councillor Kieron Mallon also provided some advice to the Parish Council on these initiatives and the consultation which was being undertaken.

Resolved that:

- 1) the report be noted;
- 2) an application be submitted to the County Council for 20mph zones, in the village, where appropriate; and **Action ND**
- 3) a weight limit be applied for on Bloxham Road, Main Street and New Road. **Action ND**

iv) Milcombe Annual Parish Meeting (APM) – The Parish Council discussed the APM which was due to be held in May 2022. However following a discussion, it was felt that the meeting should be held in March 2022 instead, to give residents the opportunity to attend the meeting in the lead up to the elections with the hope of encouraging them to stand for election.

Resolved that:

- 1) the report be noted; and
- 2) the Annual Parish Meeting be held on Tuesday 22 March 2022; and **Action TG**
- 3) Community First Oxfordshire be invited to make a presentation on Neighbourhood Development Plans. **Action TG**

67/21 Planning

i) Planning Applications - The Parish Council had no objections to the following planning application:
21/01398/LB Mulberry Keytes, Main Road, Milcombe
Installation of secondary window

The Parish Council had objections to the following planning application:

21/03635/F Rickfield Farm, Station Road, Milcombe
RETROSPECTIVE - Change of Use of agricultural building to B2 General Industrial and B8 Storage and Distribution - re-submission of 21/02648/F

21/03838/F Rickfield Farm, Station Road, Milcombe

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Retrospective - Development of the container storage facility

Resolved that the reports be noted.

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:

Resolved that the report be noted.

iii) Neighbourhood Development Plan – Councillor Nigel Davis reported on his initial work and findings regarding a Neighbourhood Development Plan for Milcombe.

Resolved that:

- 1) the report be noted; and
- 2) Councillors Nigel Davis and Myra Peters continue to work on the Neighbourhood Development Plan and report back to the next meeting. **Action ND/MP**

68/21 Parish Council Matters

i) Delegated Powers to the Clerk and Responsible Financial Officer – The Parish Council discussed delegating its authority to the Clerk and Responsible Financial Officer should physical Parish Council meetings not be permitted, due to the Covid-19 pandemic and further Government restrictions.

Resolved that:

- 1) in response to the Covid-19 situation, if the Government restrictions prevent physical meeting being held, the Parish Council agrees to grant the Clerk and Responsible Financial Officer, in consultation with the Chairman and Vice-Chairman, delegated authority to make decisions on behalf of the Parish Council, preferably following a Parish Council meeting held on-line;
- 2) the delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations;
- 3) any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest; and
- 4) Standing Orders be amended to include the above as a permanent delegation in circumstances where Parish Council meetings cannot be held for any reason. **Action TG**

i) Civility and Respect Project – The Parish Council discussed the work of the Civility and Respect Project.

Resolved that the project be supported and the anti-bullying and harassment statement be adopted and it be publicised on the Parish Council web site. **Action TG**

ii) Vacancy – The Clerk advised that there were no applications for co-option for the vacancy on the Parish Council.

Resolved that:

- 1) given the Parish Council elections are being held in May 2022, the vacancy for co-option no longer be advertised;
- 2) a notice be circulated in the village informing residents of the elections in May 2022; and
- 3) the date of the Annual Parish Meeting be moved to 22 March 2022, prior to the close of nominations for the Parish Council elections, subject to agreement by the Chairman of the Parish Council, Councillor Marlene Cowell.

Action TG

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iii) Defibrillator – Councillor Mandie McCullagh reported that Councillor Marlene Cowell had been in contact with the Diocese with regard to locating the defibrillator in the porch of St Laurence Church and a reply was still awaited.

Resolved that Councillor Nigel Davis to make contact with the Councillor Marlene Cowell/the Diocese regarding the permission for siting the defibrillator at St Laurence Church and also make contact with Milcombe Charities to discuss whether the defibrillator could be located at the Village Hall, if necessary.

Action ND

iv) Provision of Broadband and Hybrid Meetings – The Parish Council discussed the provision of broadband in the village hall and discuss how hybrid meetings could be implemented, when Legislation allows.

Resolved that:

- 1) this matter be discussed at a future meeting when further information is provided to Parish Councils from the Government with regard to on-line/hybrid meetings; and
- 2) confirmation be sought from Gigaclear with regard to the provision of the Community Hub in the Village Hall and if possible, an application be submitted. **Action TG**

69/21 Finance

i) Accounts for Payment/Income/Uncashed Payments – The Clerk submitted to the Parish Council, the income which had been received since the last meeting and the accounts to be paid.

Resolved that the accounts for payments be approved and the income and uncashed payments be noted and the following payments be approved:

Theresa Goss – Salary and expenses for Jan & Feb 2022	
HMRC – Payments for Jan & Feb 2022	
Auditing Solution Ltd – Interim Internal Audit Report	£204.00
Kompan Ltd – Play Equipment	£50, 905.16

ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 4 January 2022 for the Unity Trust bank accounts.

Resolved that the report be noted.

iii) Section 106/Community Benefits List – Prior to the meeting, an example of a Section 106/community benefits list had been circulated to the Parish Council.

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

iv) Standing Orders and Financial Regulations – The Parish Council discussed amendments to ensure they record a consistent value for formal tender action, ideally, given the average annual spend, at a lower value than currently recorded in the Financial Regulations.

Resolved that the contract amount where three tenders are required, be lowered to £5000 from £10,000. **Action TG**

v) Internal Audit 2021/2022, Interim Report – The Parish Council considered the interim report from the Internal Auditor.

Resolved that the report and recommendations be noted and actioned.

70/21 Correspondence – There were no further items of correspondence.

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71/21 **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 72/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

72/21 **Grass Cutting Contract 2022/2023** – The Parish Council discussed the grass cutting contract for 2022/2023.

Resolved that:

- 1) the Clerk and Responsible Financial Officer be given delegated authority, in conjunction with the Chairman, to award the grass cutting contracts for the village areas and the Church yard, to Nigel Prickett for 2022/2023 subject to the contract costs not increasing by more than 5% on the 2021/2022 contract costs; **Action TG**
- 2) Fourth Corner Ltd be asked to attend a site visit with Councillor Myra Peters to discuss cutting back the grass verges so that the footpaths can be returned to their original width; and **Action TG**
- 3) a letter be sent to Mr and Mrs Charles at Manor Cottage, Horton Lane regarding the trees and hedges on their property, asking that the trees be cut back ensure they are safe and advising that the hedge, which is overhanging their boundary and obstructing the highway on the corner of main Road and Horton Lane, will be cut back by the Parish Council's contractor, along with the ivy from their boundary wall, which is overgrowing onto the blue brick footpath on Main Road. **Action TG**

73/21 **Meeting Dates** - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 1 March 2022
- Tuesday 22 March 2022 (Annual Parish Meeting)
- Tuesday 10 May 2022
- Tuesday 5 July 2022
- Tuesday 6 September 2022
- Tuesday 1 November 2022

74/21 **Items for the Next Agenda**

- Gigaclear Community Hub/ Provision of Broadband and Hybrid Meetings
- Neighbourhood Development Plan
- Defibrillator and its location
- Milcombe Annual Parish Meeting
- Provision of Broadband in the Village Hall/Gigaclear Community Hub
- Section 106/Community Benefits List
- Maintenance/replacement of white gates at all entrances to the village
- Annual Village Litter Pick

(The meeting closed at 9.40pm)

Signed, Chairman – 1 March 2022