

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON ZOOM ON TUESDAY 4 MAY 2021 AT 8.00PM

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

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

**APOLOGIES:** District Councillor Hugo Brown

Michael Haynes had resigned from the Parish Council.

**1/21 Appointment of Chairman for 2021/2022** – The Chairman asked for nomination for the position of Chairman for 2021/2022.

**Resolved** Councillor Marlene Cowell be appointed as Chairman for 2021/2022.

**2/21 Appointment of Vice-Chairman for 2021/2022** – The Chairman asked for nomination for the position of Vice-Chairman for 2021/2022.

**Resolved** Councillor Mandie McCullagh be appointed as Chairman for 2021/2022.

**3/21 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.

**4/21 Minutes** – Prior to the meeting, the minutes of the meetings held on 2 March 2021 & 20 April 2021 had been circulated to the Parish Council.

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

**5/21 Matters Arising from the Minutes of 2 March 2021 and 20 April 2021.**

Minute Number 78/20, Open Forum - Assets of Community Value – The Chairman advised that there was no update on this matter with regard to the Horse and Groom PH.

**6/21 Chairman's Announcements**

- HRH, The Prince Philip, Duke of Edinburgh – As a mark of respect, the village flag was lowered to half-mast and although there was not a physical Book of Condolence due to Covid-19 restrictions, this had been available on-line.
- Milcombe Senior Citizen's Club – The Club has recently closed and the organisers Tony and Joan Stickings were thanked for all their work over many years, running the Club.
- Elections – Local elections are being held on 6 May 2021. Parish Council elections were scheduled for May 2022.
- Horse and Groom PH – The pub was scheduled to re-open on 17 May 2021 and residents are encouraged to support the pub where they can.

**7/21 Open Forum** – There were no residents in attendance.

**8/21 Reports from County and District Councillors** – Prior to the meeting, County Councillor Kieron Mallon and District Councillor Hugo Brown had circulated their reports.

**Resolved** that the reports be noted.

**9/21 Village Matters**

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- i) Village Organisations – The Chairman reported that the village hall had been closed for over a year but was being checked every week. Nigel Davis and John Ellison were thanked for removing old notice board and erecting the new one. The Hall was being hired by Cherwell District Council for the election on 6 May 2021 as a polling station. Cherwell DC would be undertaking all the necessary cleaning afterwards.

With regard to the Milcombe Newsletter, the May edition was not delivered, but copies were available in the Shop and Church. They would also be available in the Horse and Groom when it re-opened.

**Resolved** that the reports be noted.

- ii) Play Area – The Clerk reported that the Milcombe Community Play Area Working Group had received two quotes, but had been unable to obtain quotes from Playdale or Trevor Stewart. Cherwell District Council had invoiced the developer for the Section 106 funds and the Community Infrastructure Funding was also still available.

**Resolved** that the report be noted.

- iii) Milcombe Annual Parish Meeting (APM) – The Parish Council discussed the APM, which would be held on Tuesday 11 May 2021 at 8pm on Zoom.

**Resolved** that the report be noted.

- iv) Litter Pick – Councillor Mandie McCullagh reported that the litter pick would be held at the end of May 2021. An exact date would be agreed in due course.

**Resolved** that the report be noted.

## 10/21 Planning

- i) Planning Applications - The Parish Council had no objections to the following planning application:

21/01071/F      Lessor Grange, Milcombe  
Variation of condition 2 (plans) of 20/03194/F - proposed position of dwelling moved

21/00474/F      Star Pubs & Bars limited  
Horse and Groom Inn, Main Road, Milcombe  
Replacement kitchen extract system on rear single storey extension - re-submission of 20/02050/F

The Clerk reported that the Parish Council had observations/objections on the following planning application:  
None

- ii) 21/00890/F - 1 Heath Close, Milcombe – The Parish Council considered an application for a first floor extension over the existing ground floor and demolition of garage and rebuilding of ground floor extension (re-submission of 20/03421/F).

**Resolved** that the Parish Council makes the following observations on application 21/00890/F:

The scheme appears to be larger than the original and not in-keeping with the street scene. The east elevation which is visible from the road looks very odd, with the addition of the tile hanging. It makes the elevation appear out of sync with the larger window on the ground floor. As the tile hanging does not add anything to the overall appearance, if the two windows shown were changed from 600mm into 1200mm, it would give a more balanced look.

Also, the long single storey extension to the south will have an impact on the bungalow next door, no.2, with loss of light making their driveway darker and will be quite overpowering, making it an overdevelopment of the site. **Action TG**

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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: None
- iii) 21/01238/F - 15 Heath Close, Milcombe – The Parish Council considered an application to extend current driveway and drop kerb to fall in line with the full width of the house.

**Resolved** that the Parish Council has no objections to application 21/01238/F. **Action TG**

- iv) Oak Farm Phase 2, Milcombe – The Parish Council discussed the issue of the changes to the planning application by Living Social, to build more affordable homes on the site, than was approved in the original planning application.

**Resolved** that Nathaniel Stock at Cherwell District Council be asked to clarify the situation with the Parish Council. **Action TG**

## 11/21 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 four vacancies.

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

- ii) Councillor to Monitor Financial Matters – The Clerk reported that following the report from the Internal Auditor, the Parish Council was required to appoint a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

**Resolved** that this item be deferred to a future meeting. **Action TG**

- iii) Parish Council Documents – The Parish Council reviewed a number of documents and policies.

**Resolved** that the following documents be approved for 2021/2022 with some minor amendment:

- Asset Register – Include grit bins in Dovecote Close and Heath Close
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- 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
- Safeguarding Policy
- Training Policy

## 12/21 Finance

- i) Accounts for Payment/Income – The Clerk submitted to the Parish Council, the income which had been received since 1 April 2021 and the accounts to be paid.

**Resolved** that the income be noted and the following payments be approved:

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Theresa Goss – Salary and Expenses for May 2021	
HMRC – Payment for May 2021	
Auditing Solutions Ltd – Internal Audit for 2020/2021	£60.00
Barry Giles – Works to Footpaths	£50.00
Milcombe Charities – Room Hire	£24.00
TaxAssist Accountants Ltd – Payroll Services for 2021/2022	£276.71
Cherwell District Council – Emptying Dog Waste Bins for Winter	£300.71
Nigel Prickett – Grass Cutting for April 2021	£463.20
Community First Oxfordshire – Annual Subs	£55.00
Bloxham Parish Council – Use of Zoom Account	£7.20
St Mary's Thursday Club – Covid-19 Grant from Cherwell DC	£1842.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 4 May 2021 for the Unity bank accounts.

**Resolved** that the report be noted.

- iii) Governing 'Levelling up' Funds – The Parish Council discussed how it could access the Community Renewal Fund, the Levelling Up Fund and the Community Ownership Fund for the benefit of the village or make the village aware this funding is available.

**Resolved** that this matter could not be progressed due to an insufficient numbers of Parish Councillors.

**13/21 Correspondence** – CPRE Oxfordshire briefing regarding Oxfordshire Plan 2050.

**14/21 Meeting Dates** - The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. They would all commence at 8.00pm.

However due to the current situation with Covid-19, she also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- Tuesday 11 May 2021 (Annual Parish Meeting)
- Tuesday 6 July 2021
- Tuesday 7 September 2021
- Tuesday 2 November 2021

**15/21 Items for the Next Agenda**

- Registrations of Assets of Community Value
- Councillor to Monitor Financial Matters
- Church Clock

(The meeting closed at 9.20pm)

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Signed, Chairman – 6 July 2021