

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 4 SEPTEMBER 2018 AT 8.00PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and two members of the public.

APOLOGIES: Parish Councillor Myra Peters submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

County Councillor Kieron Mallon and District Councillor Hugo Brown also submitted their apologies.

35/18 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.

Resolved that the interests be noted.

36/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 3 July 2018 had been circulated to the Parish Council.

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

37/18 MATTERS ARISING FROM THE MINUTES OF 3 JULY 2018 – There were no matters arising.

38/18 CHAIRMAN'S ANNOUNCEMENTS

- Dovecote Wall – There had not been any progress with this matter and there was no indication when the works would start or where the funding was coming from. The Clerk advised that she had contacted Cherwell District Council (CDC) officers numerous times and also again that day and it was agreed that if there was not a satisfactory response, then District Councillor Hugo Brown would be asked to follow this up on behalf of the Parish Council. **Action TG/HB**

The Chairman reminded the Parish Council that in early December 1999, Cherwell District Council had received two commuted sums of £24,492 and £41,447 from Tay Homes for the future maintenance of the woodland tree belts and the open space, including the Dovecote, respectively.

- Community Infrastructure Fund Meeting – Wednesday 5 September 2018 at 7pm at Jubilee Hall, Bloxham to receive more information on the Fund. There would be a representative from the Play Area Project attending the meeting, along with the Chairman of the Parish Council.
- Oxfordshire County Council's 'Commitment to Thriving Communities' event - Thursday 4 October 2018 at Banbury Town Hall, 1 Bridge Street, Banbury from 6 to 9pm was open for all Councillors. Councillors Michael Haynes and Myra Peters had indicated that they would be attending.

39/18 OPEN FORUM – There were no residents' issues.

40/18 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.

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41/18 VILLAGE MATTERS

- i) Village Organisations – The Chairman reported that with regard to the Milcombe Newsletter (MNL), a number of volunteers had delivered the newsletter around the whole of the village, except for Oak Farm. Councillor Mandie McCullagh advised that she had spoken to David Hughes and he had offered to deliver around Oak Farm and she would follow this up. Mark Boardman was also now in receipt of the printer which had been used for The Dove and he would be using it to print the MNL. In addition, there was still £93.00 in The Dove bank account. The funds in this account had been donated by the Parish Council, therefore it was felt this account should now be closed.

The Chairman also reported that there had not been a meeting of the new Village Hall Committee, however it might be held on 24 September 2018. This would be confirmed in due course.

Resolved that:

- 1) the report be noted;
 - 2) The Dove bank account be closed and the funds in that account be given back to the Parish Council; and **Action MC/TG**
 - 3) Mark Boardman be reimbursed by the Parish Council directly, for any expenses relating to the Milcombe Newsletter. **Action MC/TG**
- ii) Play Area – Councillor Peter Booth reported that he had recently cleaned some of the play equipment.

Councillor Booth also reported that the fence had been repaired and the notice giving contact details had been screwed onto the fence. A piece of wood was missing from one of the items of equipment and he would replace this too.

Natalie Brady, Gemma Chilvers and Kim Drysdale had met with Councillor Peter Booth and Alex Honey on 22 August 2018. Minutes of the meeting had been circulated to the Parish Council prior to the meeting. Three quotes had been obtained and plans from two of the three contractors had also been circulated.

Natalie and Kim were in attendance at the meeting and they also presented the plans from the third contractor. Following a lengthy discussion it was agreed that the Trevor Stewart was the preferred contractor and that a public consultation exercise should be carried out. Once the public consultation had been completed, further negotiations would be carried out with Trevor Stewart on the final designs.

Natalie, Kim and Gemma were thanked for their work on the play area project.

Resolved that:

- 1) the report be noted;
 - 2) Trevor Stewart be the preferred contractor for the new play equipment; and **Action NB/KD**
 - 3) further negotiations be carried out with Trevor Stewart on the specifics of the quote and final designs, once a public consultation exercise has been held in October 2018 at the Village Hall. **Action NB/KD**
- iii) VAS Data – Councillor Alex Honey had obtained the data from the VAS outside of the Horse and Groom and would circulate it to the Parish Council by email. Early analysis of the data showed that cars were speeding through the village.

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

- iv) Bus Shelter – The Clerk reported that she had contacted two companies for the costs of various types of bus shelters and was awaiting their replies. However, she advised the Parish Council that in the 2018/2019 budget, there was £630 and if a shelter was to be purchased, a decision would have to be

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made to use the Parish Council reserves. Permission would also have to be obtained from the County Council for locating the shelter on their highway verge land and also for constructing of a base.

Resolved that:

- 1) the report be noted;
- 2) ideally the new shelter be at least 3m long, made of clear glass, with two clear ends and possibly a small section across the front;
- 3) the quotes be forwarded to the Councillors by email, once they have been received by the Clerk;
- 4) the Clerk to assess the impact on the Parish Council funds once a preferred shelter has been selected by Councillors;
- 5) the County Council be contacted with regard to permission for locating the shelter on highway land and the creation of a base; and
- 6) this be considered again at the next meeting of the Parish Council.

Action TG

- v) Trees of Remembrance Project – The Parish Council considered whether it should accept offer for a free sapling and commemorative plaque to mark the Centenary of the Armistice of WW1 and, if agreed, to consider a suitable site and confirm future maintenance arrangements.

The Chairman reported that the Woodland Trust was unable to clarify the species of the tree until it was collected, therefore following a discussion it was agreed to ask the Woodland Trust whether the Parish Council could have the plaque only and it would purchase its own tree, of a suitable species.

Resolved that the offer of the tree not be accepted and the Woodland Trust be asked if the Parish Council could receive the plaque only. **Action TG**

42/18 PLANNING

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

18/00953/LB	Dr Jane Charles-Nash Manor Farm Horton Lane Milcombe To replace all of the windows which are falling into disrepair and are energy inefficient. Excluding the six windows already approved and fitted under application 15/01845/LB as per specifications and drawings supplied by the sash window workshop.
18/01123/F	Mr & Mrs Hagger Larch House 9 Oak Farm Close Milcombe Single storey extension to side - Re-submission of 18/00374/F
18/01126/LB	Mr M Osborne Milcombe House Horton Lane Milcombe Minor internal alterations to ground floor

The Clerk reported that the Parish Council had made observations on the following planning application:

18/00372/F	Mr J Dunkley Swerbrook Farm Hook Norton Road Wigginton Change of use of land and operational development to form 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:

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Cherwell DC Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
18/00524/F	Mr & Mrs K Jones Fieldside Paradise Lane Milcombe Front porch, two storey side extension with dormer and associated alterations	No comments	Granted
18/00953/LB	Dr Jane Charles-Nash Manor Farm Horton Lane Milcombe To replace all of the windows which are falling into disrepair and are energy inefficient. Excluding the six windows already approved and fitted under application 15/01845/LB as per specifications and drawings supplied by the sash window workshop.	No comments	Granted
18/01123/F	Mr & Mrs Hagger Larch House 9 Oak Farm Close Milcombe Single storey extension to side - Re-submission of 18/00374/F	No comments	Granted

Resolved that the reports be noted.

- iii) Partial Review of the Cherwell Local Plan 2011-2031 (Part 1) - Oxford's Unmet Housing Need - Habitats Regulations Assessment (August 2018) – Prior to the meeting, information on the partial review had been circulated to the Parish Council.

Resolved that the report and information on the review be noted and no comments be made.

- iv) Oak Farm Phase 2 – The Chairman reminded the Parish Council about the invitation to Councillors and residents to view proposals by the developers, Beech Grove Homes, a subsidiary of Sanctuary Housing, on Thursday 6 September 2018 from 3.00pm-7.00pm in the Village Hall, Milcombe.

Resolved that:

- 1) the report be noted; and
- 2) contact be made with Cherwell District Council with regard to the play areas on the Oak Farm site to establish whether funds could instead go to the village play area project. **Action TG**

43/18 PARISH COUNCIL MATTERS

- i) Parish Liaison Meeting – The Chairman reported that Cherwell District Council's Parish Liaison Meeting is being held on Wednesday 7 November 2018 at Bodicote House.

Resolved that the report be noted and the Chairman to attend. **Action TG**

- ii) Councillors Training Courses – The Chairman reported on the following training courses which were available to Councillors:

- Code of Conduct – Wednesday 12 September 2018 at 5pm at Cherwell District Council, Bodicote House, Bodicote, Banbury for all Councillors, especially new Councillors

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- Roles & Responsibilities – Wednesday 19 September 2018 at Civic Hall, Britwell Road, Didcot for new and less experienced councillors (full day)
- GDPR, Progress on Implementation – Wednesday 17 October 2018 at Civic Hall, Britwell Road, Didcot for all Councillors (half day)
- Planning, How Town and Parish Councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day)

Resolved that the report be noted.

44/18 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 September 2018		
Theresa Goss – Salary for October 2018		
Theresa Goss – Expenses for September 2018		
HMRC payment for September 2018		
HMRC payment for October 2018		
Playsafety Ltd – Play Area Inspection	£79.80	1312
NR Prickett – Grass Cutting for August 2018	£396.00	1313
M Boardman – Expenses for the Milcombe Newsletter	£69.48	1314

- ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 4 September 2018 for the Natwest bank accounts.

Resolved that the report be noted.

- iii) Internal Audit 2018/2019 – The Parish Council considered the Letter of Engagement from Arrow Accounting to complete the Internal Audit for 2018/2019.

Resolved that Arrow Accounting be appointed to complete the internal audit for 2018/2019. **Action TG**

- iv) Section 106 Funds – Prior to the meeting, the Parish Council had received an example of a Section 106/Community Benefits List. It was agreed that Councillors would review the list in readiness for a discussion at the next meeting of the Parish Council.

Resolved that deferred to the next meeting. **Action TG**

45/18 CORRESPONDENCE – The Chairman reported that Mr B Facon had advised the Parish Council that he would be submitting a planning application to Cherwell District Council. The Chairman had thanked Mr Facon for the information and advised that she could not make any comments until the application had been submitted to Cherwell District Council and the Parish Council was consulted as a statutory consultee.

46/18 MEETING DATES - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

- 6 November 2018

47/18 ITEMS FOR THE NEXT AGENDA

- Remembrance Day – Laying of the wreath and donation to Royal British Legion

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- VAS Data
- Bus Shelter
- Play Equipment Project

(The meeting closed at 9.40pm)

Signed, Chairman – 6 November 2018