

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON ZOOM ON TUESDAY 5 JANUARY 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), County Councillor Kieron Mallon, District Councillor Hugo Brown and two members of the public.

**APOLOGIES:** Councillor Peter Booth submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Councillor Michael Haynes submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

**57/20 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.

**58/20 Minutes** – Prior to the meeting, the minutes of the meetings held on 3 & 5 November 2020 had been circulated to the Parish Council.

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

**59/20 Matters Arising from the Minutes of 3 & 5 November 2020** – There were no matters arising.

**60/20 Chairman's Announcements**

- Lockdown – The latest lockdown had commenced and everyone must follow the Government guidance to stay at home.
- Grit Bin - The grit bin at the entrance of Dovecote Close had been installed.
- Works on Oak Farm Phase 2 – The Parish Council was reminded that work should not have commenced on the site until the Section 106 funds had been paid, however works had begun on 25 November 2020. Cherwell District Council (CDC) had invoiced the developer on 4 January 2021, however the Clerk was asked to advise CDC about the activity on the site. **Action TG**
- Road Markings – Road markings by the Horse and Groom had been painted by the County Council.

**61/20 Open Forum** – A resident reported that he had had written to Planning Department at Cherwell District Council in support of the Horse and Groom PH because their most recent planning application had been refused due to a neighbour objection. The Parish Council agreed that the pub was an important amenity in the village and Cherwell District Council would be contacted to establish if any complaints had been received. **Action TG**

**62/20 Reports from County and District Councillors** – County Councillor Kieron Mallon had nothing to report.

Prior to the meeting District Councillor Hugo Brown had circulated a report to the Parish Council. Councillor Brown reminded the meeting that money was still available from his Covid-19 fund, if they were required by volunteers in the village.

**Resolved** that the report be noted.

**63/20 Village Matters**

- i) Village Organisations – The Chairman reported that the village hall remained closed and was being checked every week. Village Hall Committee had suggested that children in the village could be presented with a gift at Easter because the Committee had originally planned to do this at Christmas, but had been unable to do so. The Committee had requested financial assistance from the Parish Council to support this initiative.

The next edition of the Milcombe Newsletter would be available to be collected in the village shop because copies could not be delivered due to the lockdown.

**Resolved** that:

- 1) the reports be noted; and
  - 2) the Village Hall Committee be requested to submit their receipts to the Parish Council for the Easter gifts and they will be reimbursed up to a maximum of £100.00. **Action MC/TG**
- ii) Play Area – The Clerk reported that Cherwell District Council had invoiced the developer of Oak Farm Phase 2 for the Section 106 funds and it was hoped the funds would be available fairly soon to purchase the new play equipment.

There were trees overhanging the boundary of the play area on two sides and Councillors asked that the relevant landowners be contacted to cut them back.

**Resolved** that:

- 1) the report be noted;
  - 2) Cherwell District Council be requested again to cut back the trees from the Dovecote which are overhanging the boundary into the play area; **Action TG**
  - 3) the landowner whose trees are over hanging the boundary with the play area (on the opposite side from the Dovecote), be contacted to cut back the trees; and **Action TG**
  - 4) the residents of Manor Farm in Horton Lane be requested again to cut back the trees which are very close to the overhead power cables. Western Power will also be contacted about this matter. **Action TG**
- iii) Milcombe Annual Parish Meeting (APM) – The Parish Council discussed the APM, which would be held on Tuesday 4 May 2021.

**Resolved** that this item be discussed at the next meeting on 2 March 2021. **Action TG**

## 64/20 Planning

- i) Planning Applications - The Parish Council had no objections to the following planning applications:
- |              |  |
|--------------|--|
| 20/02389/OUT | Mr J Dunkley<br>Swerbrook Farm, Hook Norton Road, Wigginton<br>Erection of an indoor horse training arena    |
| 20/03194/F   | Mr Bertrand Facon<br>Land North West of Lessor Grange, Milcombe<br>Erection of agricultural workers dwelling |

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

20/03421/F	Mr Dan Boddy 1 Heath Close, Milcombe First floor rear extension and demolition of garage and erection of single storey extension
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The Clerk reported that the Parish Council was currently considering the following planning applications:  
None

**Resolved** that:

- 1) the report be noted; and
- 2) Beth Rutterford, the County Council's Footpaths Officer, be asked for clarification on the details on the Notice of Landowner Statement, relating to a parcel of land that is Woodlands Farm, Wigginton, Banbury. **Action TG**

- 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>
20/02439/LB	Farnell Fields Paradise Lane Milcombe Minor internal works and external works to rooflights and rainwater goods	No comments	Granted

## 65/20 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 two vacancies.

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

## 66/20 Finance

- i) Accounts for Payment – The Clerk submitted to the Parish Council, the accounts to be paid.

**Resolved** that the following payments be approved:

<b>Payment</b>	<b>Amount</b>
Theresa Goss – Salary for January 2021	£240.76
Theresa Goss – Expenses for January 2021	£13.68
Theresa Goss – Salary for February 2021	£240.76
HMRC payment for January 2021	£60.20
HMRC payment for February 2021	£60.20
Bloxham Parish Council – Use of Zoom Account	£7.20
<b>Payments made since the last meeting:</b>	
Starboard Systems Ltd - Scribe Accounts Package	£534.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 3 November 2020 for the Unity bank accounts.

**Resolved** that the report be noted.

## 67/20 Correspondence – There was no further correspondence.

## 68/20 Exclusion of the Public and Press

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 69/20 & 70/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## 69/20 Scribe Accounts – The Parish Council considered a quote from Scribe Accounts to provide the Parish Council with an accounting package.

**Resolved** that the quote from Scribe Accounts be accepted. **Action TG**

## 70/20 Grass Cutting Contract 2021/2022 – The Parish Council discussed the quote for the grass cutting contract for 2021/2022.

**Resolved** that the quote from Nigel Prickett be accepted. **Action TG**

## 71/20 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 2 March 2021
- Tuesday 4 May 2021 (Annual Parish Meeting)
- Tuesday 11 May 2021

**72/20 Items for the next Agenda**

- Registrations of Community Assets
- Milcombe Annual Parish Meeting

(The meeting closed at 9.05pm)

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Signed, Chairman – 2 March 2021