

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 5 MARCH 2019 AT 8.00PM

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

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

APOLOGIES: Councillor Myra Peters submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

District Councillor Hugo Brown also submitted his apologies.

74/18 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.

75/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 8 January 2019 had been circulated to the Parish Council.

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

76/18 MATTERS ARISING FROM THE MINUTES OF 8 JANUARY 2019

Minute Number 64/18 – Chairman's Announcements - The Chairman reported that the Church Clock had been serviced by Smiths of Derby on 21 February 2019.

77/18 CHAIRMAN'S ANNOUNCEMENTS

- Dovecote Wall – The work was due to start w/c 4 March 2019 but it had not started, as yet. The Clerk would check with Cherwell District Council that work was still going to start this week. Councillor Peter Booth reported that when work had been undertaken to the Dovecote building, the work was not completed so the Clerk was asked to also raise this with Cherwell District Council. **Action TG**
- Portland Road – Councillor Mandie McCullagh reported that the work to the street lighting had been booked, but there was currently no start date. Councillor McCullagh would continue to follow this up with Alan Cockbill at Oxfordshire County Council. **Action MMc**
- Bus Shelter – The bus shelter had been installed and the Parish Council had received all of the grant funding from Oxfordshire County Council and Cherwell District Council.
- Oxfordshire Growth Deal Partnership – There was an Oxfordshire Plan 2050 Road Show being held on the 13 March 2019 at 3pm at Banbury Town Hall.
- Consultation for an SEND School in Bloxham Grove Road, Bloxham – A consultation had been held at Warriner School on 28 February 2019 and 2 March 2019 and the Parish Council would like to comment when a planning application had been submitted to Cherwell District Council.

78/18 OPEN FORUM – There were no residents' issues.

79/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Kieron Mallon and District Councillor Hugo Brown had circulated their reports to the Parish Council.

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Resolved that the reports be noted.

80/18 VILLAGE MATTERS

- i) Village Organisations – The Chairman reported that Mark Boardman was doing a very good job publishing the Milcombe Newsletter. It was suggested that the details for the village PC and PCSO could also be included in the newsletter.

The Annual General Meeting for the Village Hall was being held on 23 May 2019.

Resolved that the report be noted.

- ii) Play Area – Councillor Peter Booth reported that one of the fence posts had broken off at ground level and it needed to be replaced or alternatively, all of the posts could be replaced with concrete posts. A repair was also required to the wooden structure.

With regard to the village play area project, Cherwell District Council had approved an application for funding from the Community Infrastructure Fund. The exact amount was yet to be confirmed. Also, the planning application to vary the conditions of the Sanctuary Housing planning application was still being considered by Cherwell District Council, but it was hoped a decision would be made by 10 April 2019.

Resolved that:

- 1) the report be noted;
 - 2) a temporary support be installed for the one broken fence post; **Action PB**
 - 3) the repair to the wooden structure be undertaken; **Action PB**
 - 4) all the fence posts be inspected and their condition be reported back to the next meeting; **Action PB**
 - 5) it be confirmed that the old play equipment be removed by Councillor Booth and the quote from Trevor Stuart be adjusted accordingly; and **Action TG**
 - 6) a display on the new play equipment be included at the Annual Parish Meeting. **Action TG**
- iii) VAS Data – Councillor Alex Honey reported that he had been unable to collect the data from the VAS, however he would circulate it to the Parish Council by the end of the week.

Resolved that the report be noted.

- iv) Milcombe Annual Parish Meeting (APM) – The Chairman reported that the APM would be held on Tuesday 7 May 2019 and Carol MacKay from the Emergency Planning Unit at Oxfordshire County Council had agreed to attend and give a presentation. There would also hopefully be a presentation on the play equipment project.

Resolved that the report be noted.

- v) Defibrillator – The Chairman reported on a request with regard to funding of a defibrillator in the village. Following a discussion, it was felt that the fundraising should be supported, but further consideration would be required with regard to the siting of the equipment.

Resolved that:

- 1) the fundraising for the village defibrillator be supported; and
- 2) proposed sites for the defibrillator be discussed at the next meeting. **Action TG**

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- vi) Litter Pick – The Chairman reported that the village litter pick was being held on 6 & 7 April 2019 starting at 10.30am outside Hall Farm Buildings (Horton Lane entrance). Councillors Mandie McCullagh and Peter Booth were thanked for organising the two events.

Resolved that the report be noted.

81/18 PLANNING

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

18/01724/F Mr Bertrand Facon
OS Parcel 4278 North West of Lessor Grange Milcombe
Erection of cattle shed, manure store and associated hardstanding

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

19/00045/F Sanctuary Housing Nigel Yeadon and Mary Pennington
Land North of The Green and adj To Oak Farm Drive Milcombe
Removal of Conditions 8 (pedestrian footpath details) 11 (open space / play spaces) of 15/02068/OUT - for Condition 8 it has been established that there is a third party land between the edge of the application site and the PROW to the north. For Condition 11 it is now proposed that a commuted sum and capital costs payment for providing a LAP off site is made.

19/00046/REM Sanctuary Housing Nigel Yeadon and Mary Pennington
Land North of The Green and adj To Oak Farm Drive Milcombe
Reserved matters to 15/02068/OUT - Details of appearance, landscaping, layout and scale

The Clerk reported that the Parish Council was currently considering the following planning application:
None

- 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:

Cherwell DC Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
18/02011/F	Mr J Dunkley Swerbrook Farm Hook Norton Road Wigginton Erection of a horse walker	No comments	Granted
18/01724/F	Mr Bertrand Facon OS Parcel 4278 North West of Lessor Grange Milcombe Erection of cattle shed, manure store and associated hardstanding	Comments	Granted

Resolved that the reports be noted.

82/18 PARISH COUNCIL MATTERS

- i) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated. It was highlighted that the majority of training courses were held in the south of the County and County Councillor Kieron Mallon suggested that training events could be held in the north of the County in Banbury Town Hall, if the Town Council was agreeable.

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Resolved that:

- 1) the report be noted; and
 - 2) Banbury Town Council be contacted with regard to hosting training events in Banbury Town Hall. If this is acceptable, contact be made with OALC. **Action TG**
- ii) Protocol for the Death of a Senior Royal – Prior to the meeting, a protocol for the death of a Senior Royal had been circulated to the Parish Council.

Resolved that the Chairman and Clerk and Responsible Financial Officer to draft a protocol for the Parish Council and submit it to the next meeting for approval. **Action TG/MC**

83/18 FINANCE

- i) Parish Council Web Site – Prior to the meeting, the Clerk had circulated a quote from Pixel Concepts for work to the Parish Council's web site to ensure it complied with the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.

Resolved that the quote for £100 from Pixel Concepts to ensure that the Parish Council's web site is compliant with the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018, be accepted. **Action TG**

- ii) 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 March 2019	£225.53	1334
Theresa Goss – Expenses for March 2019	£11.07	1334
HMRC payment for March 2019	£56.40	1335
Community First Oxfordshire – Annual Subs	£55.00	1336
OALC – Annual Subs	£138.97	1337
Oxfordshire Playing Fields Association – Annual Subs	£42.00	1338
Arrow Accounting – Internal Audit for 2018/2019	£209.00	1339
M Boardman – Printing costs for MNL	£64.97	1340

- ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 5 March 2018 for the Natwest bank accounts.

Resolved that the report be noted.

- iii) Internal Audit 2018/2019 – Prior to the meeting, the internal audit report for 2018/2019 had been circulated to the Parish Council.

Resolved that the Internal Auditor's report for 2018/2019 be noted and approved.

- iv) Parish Council Allowances 2019/2020 - The Chairman reported that Cherwell District Council had forwarded to the Parish Council, the report of the Independent Parish Remuneration Panel 2019/2020. Councillors agreed that it would continue not to pay a basic allowance or any expenses.

Resolved that the Parish Council will not pay a basic allowance or expenses to Parish Councillors for 2019/2020.

(This matter was considered as a matter of urgency to enable a decision to be taken by the Parish Council, before the start of the next financial year)

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84/18 CORRESPONDENCE – Councillor Alex Honey reported on a request for the Parish Council to contact Rye Hill Golf Club to repair a leak in the side of their lake, which was affecting residents living close-by. The Clerk was asked to write to Rye Hill Golf Club and make this request. **Action TG**

85/18 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 minute numbered 86/18 & 87/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

86/18 QUOTES FOR WORKS TO TREES – The Parish Council considered three quotes for works to trees on Main Road, Milcombe.

Resolved that the quote from Ben Acreman be accepted. **Action TG**

87/18 CLERK AND RESPONSIBLE FINANCIAL OFFICER – The Parish Council completed a review of the salary for the Clerk and Responsible Financial Officer for 2019/2020.

Resolved that the Clerk be moved on to new point 21, from 1 April 2019. **Action TG**

88/18 MEETING DATES - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

- 7 May 2019 (Annual Parish Meeting)
- 14 May 2019
- 2 July 2019
- 3 September 2019
- 5 November 2019

89/18 ITEMS FOR THE NEXT AGENDA

1. Protocol for the Death of a Senior Royal

(The meeting closed at 9.20pm)

Signed, Chairman – 14 May 2019