

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON ZOOM ON TUESDAY 6 JULY 2021 AT 8.00PM

**PRESENT:** Chairman, Councillor Marlene Cowell; Councillors Ruth Dale, Nigel Davis, Mandie McCullagh, Bob Ottway, Myra Peters and Tracey Scott.

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

**APOLOGIES:** None.

The Chairman welcomed the new Councillors to the meeting and everyone introduced themselves.

**20/21 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.

**21/21 Minutes** – Prior to the meeting, the minutes of the meetings held on 4 May 2021 & 15 June 2021 had been circulated to the Parish Council.

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

**22/21 Matters Arising from the Minutes of 4 May 2021 & 15 June 2021** – There were no matters arising.

**23/21 Chairman's Announcements**

- All Parish Council documents and policies were available on the web site and Councillors should refer to them.
- Peter Booth had recently had a fall and was in hospital. A Get Well Card would be sent to him from the Parish Council.

**24/21 Open Forum** – There were no residents in attendance.

**25/21 Reports from County and District Councillors** – Prior to the meeting District Councillor Hugo Brown had circulated his reports. There was a discussion about car parking charges in the Cherwell area and also the new charges for collection of garden waste.

County Councillor Kieron Mallon had not submitted a report.

Recommended that the reports be noted.

**25/21 Village Matters**

i) Village Organisations – The Chairman reported that the Village Hall would remain closed until a Treasurer came forward. One person was interested in the position and was considering taking on the role.

The July/August edition of the Milcombe Newsletter would be a combined edition. Mark Boardman had been unwell however he hoped to print it shortly.

Recommended that the reports be noted.

ii) Play Area – The Chairman reported that the RoSPA play area inspection would be undertaken this month to ensure the current play equipment was in good working order before the new equipment was installed later in the year, should a quote be approved later in the meeting.

Recommended that the report be noted.

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iii) Litter Pick – Councillors Mandie McCullagh and Myra Peters and all the volunteers were thanked by the Parish Council for supporting the litter village pick which was held at the end of May 2021. A ‘thank you’ to the volunteers had already been published in the Milcombe Newsletter.

Recommended that the report be noted.

iv) Register of Community Assets – Councillor Nigel Davis reported that he was investigating the possibility of registering a number of community assets to ensure their protection in the future. These included the Horse and Groom PH, the village shop, the village pump and Dovecote. Councillor Davis would update the Parish Council in due course.

Recommended that the report be noted.

## 26/21 Planning

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

21/01398/LB Mulberry Keytes, Main Road, Milcombe  
Replacement of timber window

21/01690/F Jasmine Cottage, Main Road, Milcombe  
Two storey front and rear extension and porch (renewal of 17/02082/F)

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

21/00890/F 1 Heath Close, Milcombe  
First floor extension over the existing ground floor and demolition of garage and rebuilding of ground floor extension (re-submission of 20/03421/F)

21/01520/REM Swerbrook Farm, Hook Norton Road, Wigginton  
Reserved matters application to 20/02389/OUT – landscaping

21/01506/OUT Swerbrook Farm, Hook Norton Road, Wigginton  
Variation of conditions 4 (plans), 5 (access and manoeuvring areas), 7 (biodiversity method statement) & 9 (external lighting) of 20/02389/OUT - minor amendment to the approved plans and provide details to discharge the requirement of other conditions relating to ecology and external lighting

Recommended that the report 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:

Cherwell DC Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
21/00890/F	1 Heath Close, Milcombe First floor extension over the existing ground floor and demolition of garage and rebuilding of ground floor extension (re-submission of 20/03421/F)	Comments	Granted

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21/00474/F	Horse And Groom Inn Main Road Milcombe Replacement kitchen extract system on rear single storey extension - re-submission of 20/02050/F	Comments	Granted
21/01071/F	Lessor Grange Milcombe Variation of condition 2 (plans) of 20/03194/F - proposed position of dwelling moved	No comments	Granted
21/01238/F	15 Heath Close Milcombe Extend current driveway and drop kerb to fall in line with the full width of the house	No objections	Withdrawn
21/01690/F	Jasmine Cottage, Main Road, Milcombe Two storey front and rear extension and porch (renewal of 17/02082/F)	No objections	Granted

**Recommended** that the report be noted.

## 27/21 Parish Council Matters

- i) 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.

**Recommended** that Councillor Tracey Scott be appointed to monitor the Parish Council's Financial Matters. **Action TG/TS**

- ii) St. Laurence's Church Clock Tower, Milcombe – The Chairman reported that a quote from Smith of Derby had been received to complete work to the Church Clock to bring it up to date, clean the clock face and re-gilding.

The Parish Council had not budgeted for any additional works to the Church Clock, however it was suggested that the works for the upkeep of the clock could be the Parish Council's contribution to the celebrations of Her Majesty The Queen's Platinum Jubilee in 2022.

**Recommended** that the quote from Smith of Derby for £4983 plus VAT be approved and the works be the Parish Council's contribution to the celebrations of Her Majesty The Queen's Platinum Jubilee in 2022.

**Action MC**

## 28/21 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:

Theresa Goss – Salary and Expenses for July & August 2021	
HMRC – Payment for July & August 2021	
Unity Bank Service Charge – Quarterly Fee	£18.00
Oxfordshire Association of Local Councils – Training for Tracey Scott	£60.00
Bloxham Parish Council – Use of Zoom Account	£7.20
Nigel Prickett – Grass Cutting for June 2021	£463.20
Adderbury Parish Council – Use of Laptop and Printer	£30.00

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ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 6 July 2021 for the Unity bank accounts.

**Recommended** that the report be noted.

iii) Budget Monitoring – The Parish Council considered the budget monitoring report for April to July 2021.

**Recommended** that the report be noted.

**29/21 Correspondence** – There was no further correspondence.

**30/21 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 31/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**31/21 Play Area Quotes** – Prior to the meeting, four quotes had been circulated to the Parish Council for new play equipment.

Gemma Chilvers and Natalie Brady stayed in the meeting for this item as they were members of the Play Area Working Group.

**Recommended** that:

- 1) the four quotes be noted and the contractors be thanked for providing them to the Parish Council; **Action TG**
- 2) the quote from Kompan be accepted, subject to further discussions with regard to laying a rubber mulch surfacing instead of grass matting; and **Action TG**
- 3) the Chairman and Clerk be authorised to confirm the amended quote with Kompan, with the rubber mulch surfacing, subject to the quote being within the budget for the project. **Action TG**

**32/21 Meeting Dates** - The Chairman reported that, subject to Covid-19 restrictions, future meetings would be held in the Village Hall, Milcombe. They would all commence at 8.00pm.

- Tuesday 7 September 2021
- Tuesday 2 November 2021

**33/21 Items for the Next Agenda**

- Register of Community Assets

(The meeting closed at 9.30pm)

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Signed, Chairman – 7 September 2021