

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Tuesday 3 March 2020

## MILCOMBE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 7 JANUARY 2020 AT 8.00PM

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

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

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

Councillor Clare Jones submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from County Councillor Kieron Mallon and District Councillor Hugo Brown.

**51/19 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.

**52/19 Minutes** – Prior to the meeting, the minutes of the meeting held on 5 November 2019 had been circulated to the Parish Council.

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

**53/19 Matters Arising from the Minutes of 5 November 2019** – There were no matters arising.

**54/19 Chairman's Announcements**

- Peter Booth – The Chairman reported that since the last meeting, Councillor Booth had been taken ill and would not be attending Parish Council meetings for the foreseeable future.
- Christmas Lunch – The Christmas Day lunch had been a great success and Bee Myson, Pud Hawkins and all of their helpers were thanked for their hard work.
- Alex Honey – The Chairman reported that Alex Honey had resigned from the Parish Council and the vacancy notice had been issued. The deadline for an election to be called was 13 January 2020. After this date the Parish Council could co-opt to the vacancy.

**55/19 Open Forum** – Councillor Mandie McCullagh reported that there had been a discussion on Facebook with regard to the lack of a footpath from Milcombe to Bloxham. However no one who had entered into the discussion was present at the meeting.

The Chairman reported that she had received a complaint about wheelie bins in the village, being left on the footpaths and blocking them. However it was difficult to place them anywhere else especially because the grass verges were not level and when placed on there, the bins would fall over.

It was suggested that the County Council could be asked to remove the grass verges on Main Street, Oak Farm Drive and Oak Farm Close and replace them with a tarmacked area because the grass was creeping over the footpaths, therefore restricting the use of the footpaths and reducing the size, which exasperated the issue with the wheelie bins. If the grass verges were removed, this would address the issue of the wheelie bins blocking the footpaths.

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The Clerk was asked to contact the County Council to establish the cost of the new footway/cycleway along the A361 from Bloxham to Banbury. **Action TG**

Councillor Myra Peters reported that she had reported to Cherwell District Council, the damage which had been caused to grass verges by Cherwell District Council operatives when the wheelie bins had been emptied. She had received a phone call that day and CDC would be rectifying the damaged grass verges within the next three or four weeks.

A grass verge had also been damaged outside the village hall because a dutch lorry had been parked on Main Street overnight. Due to the size of the lorry, vehicles coming along Main Street had to drive on the opposite grass verge to be able to pass. Cherwell District Council would be investigating this matter too.

The blue brick footpaths on Horton Lane by the wall (opposite Manor Farm), Church Lane and Cuckoo Walk were very slippery and the County Council would be asked if they could be replaced with an alternative non-slip surface. Also, the blue bricks were lifting and uneven along Main Road between Church Lane and the cross roads and becoming a trip hazard and either need replacing or re-bedding. **Action TG**

It was also reported that a lot of dog mess was not being picked up along Main Street and a note would be included in the Milcombe Newsletter asking for residents to clear up after their pets. **Action TG**

**56/19 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.

Prior to the meeting, District Councillor Hugo Brown had circulated his report to the Parish Council.

**Resolved** that the report be noted.

#### **57/19 Village Matters**

- i) Village Organisations – The Chairman reported that the Village Hall Trustees had met, but she had been unable to attend the meeting. The Minutes had not yet been issued. A fete was being organised for 2020 and it was understood that the funds from the monthly coffee mornings would be used to help fund the fete.

The Chairman also reported that the next Milcombe Newsletter would be published in February 2020 and Mark Boardman was thanked for his continued support.

**Resolved** that:

- 1) the reports be noted; and
- 2) the Chairman of the Village Hall Committee be asked for a copy of the minutes of the Village Hall Committee meetings and they be submitted to each meeting of the Parish Council, for information.

**Action TG**

- ii) Play Area – The Chairman asked for a volunteer to monitor the play area in the absence of Councillor Peter Booth. Councillor Myra Peters agreed to carry out these checks.

The Clerk reported that she had been in contact with Cherwell District Council and Sanctuary Housing, but there were currently no timescales with regard to when the Section 106 funds for the play area would be released. There had been a delay with regard to the issuing of the decision notice for the amended planning application conditions and the Clerk would continue to follow up on this issue.

**Resolved** that:

- 1) the reports be noted;
- 2) Councillor Myra Peters to check the condition of the play area and also the hedges/bushes around the play area; and **Action MP**

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- 3) contact be made with Sanctuary Housing and Cherwell District Council with regard to the progress with the Oak Farm Phase 2 planning application and release of Section 106 funds. **Action TG**
- iii) Emergency Plan – The Councillors confirmed that a number of emergency bags had been delivered to residents in the village. There was a discussion about the village emergency plan and the template would be circulated to the Parish Council again.

**Resolved** that:

- 1) the report be noted;
  - 2) volunteers from the village be sought to help with the Emergency Plan via the Milcombe Newsletter; and
  - 3) the Emergency Plan template supplied by the County Council, be circulated to the Parish Council. **Action TG**
- iv) Jacob Kaye Memorial Bench – The Chairman reported that in the absence of Councillor Peter Booth another contractor was required to complete the maintenance work.

**Resolved** that:

- 1) the report be noted; and
  - 2) Barry Giles be asked to undertake the necessary maintenance work to the bench. **Action MP**
- v) VAS Data – Councillor Mandie McCullagh reported that the data had still not been downloaded because support was required from the supplier.

**Resolved** that:

- 1) the report be noted; and
  - 2) Westcotec be contacted directly with regard to downloading the data from the VAS. **Action MMc**
- vi) Village Defibrillator – The Chairman reported that she had received information about the defibrillator in Adderbury and she would take this information to the next PCC meeting in order to apply for a faculty.

**Resolved** that the report be noted.

- vii) Volunteer Link-Up Scheme – Councillor Mandie McCullagh reported that this type of scheme was in place on an informal basis in the village, but the Volunteer Link-Up Scheme would be co-ordinated more formally. There would be a standard number to ring if anyone in the village needed help with matters such as shopping, gardening, etc.

**Resolved** that:

- 1) the report be noted;
  - 2) volunteers from the village be sought to help with the Volunteer Link-Up Scheme, via the Milcombe Newsletter;
  - 3) volunteers from the village be sought to help with the Snow Warden Scheme, via the Milcombe Newsletter;
  - 4) contact be made with Oxfordshire County Council to establish whether the roads and footpaths on Oak Farm Close and Oak Farm Drive have been adopted; and
  - 5) if the roads and footpaths have been adopted, contact be made with the County Council to establish whether a grit bin could be located in this area. **Action TG**
- viii) VE Day Celebrations – 8 May 2020 – The Chairman reported that if there was an event to celebrate the 75<sup>th</sup> anniversary of VE Day, Cherwell District Council would cover the cost of the road closure. The

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Chairman also reported that there would probably be a Service in the Church, which might include the Royal British Legion and possibly a community tea.

**Resolved** that the report be noted.

- ix) Milcombe Annual Parish Meeting (APM) – The Chairman reported that the Milcombe APM would be held on Tuesday 5 May 2020 and there was a discussion about the format/speaker for the meeting.

**Resolved** that the report be noted.

## 58/19 Planning

- i) Planning Applications - The Clerk reported that the Parish Council had no objections to the following planning application:  
19/02564/F Mr & Mrs W Kershaw  
41 Newcombe Close, Milcombe  
Demolition of garage and erection of extension to side - Resubmission of 19/01142/F
- 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>
19/02063/F	Mr & Mrs Henry Lawrence Holly Cottage, Main Road, Milcombe Single storey front extension to include double garage and enlargement of lounge - re-submission of 19/00851/F	Comments	Granted
19/01496/F	Star Pubs and Bars Horse and Groom Inn, Main Road, Milcombe Kitchen ducting: in-put and out-put (retrospective).	Support	Withdrawn

**Resolved** that the report be noted.

## 59/19 Parish Council Matters

- i) Councillors Training Courses – Prior to the meeting, training courses which were available to Councillors had been circulated.

**Resolved** that the report be noted.

- ii) Cherwell District Council's Parish Liaison Meeting – The Chairman reported that the Parish Liaison Meeting had been held on 13 November 2019 and Councillor Mandie McCullagh had attended. Following the meeting, CDC had circulated notes to the Parish Council.

**Resolved** that the report be noted.

## 60/19 Finance

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

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

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Payment	Amount	Cheque no.
Theresa Goss – Salary for January 2020	£236.02	1394
Theresa Goss – Salary for February 2020	£236.02	1394
Theresa Goss – Expenses for January 2020	£22.76	1394
HMRC payment for January 2020	£59.00	1395
HMRC payment for February 2020	£59.00	1396
Nigel Davis – Christmas Lights	£55.00	1397
NR Prickett – Grass cutting and tidying the leaves in the play area	£55.80	1398

- ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 7 January 2020 for the Natwest bank accounts.

**Resolved** that the report be noted.

**61/19 Correspondence** – There was no further correspondence.

**62/19 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 63/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**63/19 Grass Cutting Contract 2020/2020** – Prior to the meeting, a quote from the current contractor Nigel Prickett had been circulated to the Parish Council. Other quotes had not been sought because Mr Prickett had carried out a very good service for a number of years and had not increased his prices from 2019/2020.

**Resolved** that the grass cutting contract for 2020/2021 be awarded to Nigel Prickett. **Action TG**

**64/19 Meeting Dates** - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

- Tuesday 3 March 2020
- Tuesday 5 May 2020 (Annual Parish Meeting)
- Tuesday 12 May 2020
- Tuesday 7 July 2020
- Tuesday 1 September 2020
- Tuesday 3 November 2020

**65/19 Items for Future Agendas**

- Emergency Plan
- Co-option
- Village Litter Pick 2020
- Clerk's salary review for 2020/2021
- APM Speakers

(The meeting closed at 9.40pm)

Signed, Chairman – 3 March 2020