

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 8 JANUARY 2019 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), County Councillor Kieron Mallon and Amy Jackson, new Editor of the village web site.

APOLOGIES: Councillor Clare Jones submitted her apologies because she had an appointment, the apologies were accepted and the absence authorised.

Councillor Peter Booth submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Councillor Alex Honey submitted his apologies because he was at University, the apologies were accepted and the absence authorised.

District Councillor Hugo Brown also submitted his apologies.

61/18 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.

62/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 6 November 2018 had been circulated to the Parish Council.

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

63/18 MATTERS ARISING FROM THE MINUTES OF 6 NOVEMBER 2018

Minute Number 54/18 () – Village Matters, Memorial Plaque – The Chairman reported that the plaque for the memorial tree had been received.

64/18 CHAIRMAN'S ANNOUNCEMENTS

- Oxfordshire Resilience Group Events - 15 January 2019 for Community Plans and Contact Directory and 19 April 2019 for advice and the role of a Local Authority Safety Advisory Group (SAG) at Kidlington Fire Station – No Councillors were able to attend.
- Code of Conduct – The Chairman reminded Councillors of their obligations under the Code of Conduct and that they should be familiar with the Code. A copy had been circulated to Parish Councillors, prior to the meeting.
- Dovecote Wall – The Chairman reported that the works were tendered before Christmas and Cherwell District Council was looking to award the contract early in the New Year, with a view of carrying out the work January/February 2019.
- Street Lights in Portland Road – Councillor Mandie McCullagh reported that she had emailed the County Council again last week, but had not received a response, as yet. However, she understood that the County Council had appointed a contractor and would contact Alan Cockbill again about the matter. County Councillor Kieron Mallon also agreed to contact the County Council officers, if necessary.

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- Church Clock - The annual service of the St Laurence Church Clock would be carried out shortly.
- Bus Shelter – The installation of the new bus shelter in New Road had now started.

65/18 OPEN FORUM – There were no residents' issues.

66/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, District Councillor Hugo Brown had circulated his report. There was no report from County Councillor Kieron Mallon, however he gave a verbal update on the potential increases in Council Tax.

Resolved that the report be noted.

67/18 VILLAGE MATTERS

i) Village Organisations – The Chairman reported that the editions of the Milcombe Newsletter for December 2018 and January 2019 had been combined and the July and August 2019 editions would also be combined.

The next meeting of Milcombe Charities was being held on 28 January 2019 and the Chairman would be attending.

Resolved that the report be noted.

ii) Play Area – There was no report on the play equipment due to the absence of Councillor Peter Booth.

With regard to the new play equipment, there was no update and it was felt that as Councillor Alex Honey was away at University, Councillor Myra Peters should be appointed to the Play Area Working Group in his place.

With regard to the disposal of the current play equipment, following a discussion it was felt that Councillor Peter Booth should be asked to remove the equipment and that this should be reflected in the quote from Trevor Stuart.

Resolved that:

- 1) the report be noted;
- 2) a meeting be arranged with the Play Area Working Group before the next meeting of the Parish Council; **Action TG**
- 3) Councillor Myra Peters to replace Councillor Alex Honey as the Parish Councillor representative on the Play Equipment Working Group; and **Action TG**
- 4) Councillor Peter Booth be requested to remove the current play equipment at the appropriate time and this be reflected in the quote from Trevor Stuart. **Action TG/MP**

iii) VAS Data – Councillor Mandie McCullagh reported that she would obtain the data from the VAS by the Horse and Groom and present it to the Parish Council.

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

iv) Milcombe Annual Parish Meeting (APM) – The Chairman reported that the APM would be held on Tuesday 7 May 2019 and there was a discussion about the format/speaker for the meeting.

Resolved that:

- 1) Carol MacKay from the Emergency Planning unit at Oxfordshire County Council be asked to attend the APM and give a presentation; and
- 2) the Play Area Working Group be asked to give a presentation on the progress with the project.

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Action TG

v) Village Web site – The Chairman reported that the new Editor of the village web site was Amy Jackson and she had started in the New Year. Thanks was passed to Sarah Smith for all her work as the previous Editor.

There was a discussion with Amy and it was agreed that articles for the Milcombe Newsletter would also be sent to her for inclusion on the village web site.

Amy was thanked for volunteering to undertake this role.

Resolved that the report be noted.

68/18 PLANNING

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

18/02011/F Mr J Dunkley
Swerbrook Farm Hook Norton Road Wigginton
Erection of a horse walker

The Clerk reported that the Parish Council had made observations on the following planning applications:
None

The Clerk reported that the Parish Council was currently considering the following planning application:

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

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
18/01629/F	Mr & Mrs J Ellison Coombe House Horton Lane Milcombe Single storey front extension with associated alterations	Comments	Granted

Resolved that the reports be noted.

69/18 PARISH COUNCIL MATTERS

i) Councillors Training Courses – The Chairman reported on the following training course which was available to Councillors:

Date	Subject	Half/full day	Location
Thursday January 10th	1. Understanding Internal Audit 2. So you want to be an Internal Auditor?	Half /morning 10-12.30 Half /afternoon 2-4.30	Warwick Hall, Burford OX18 4RY
Tuesday January 22 nd	Planning	7pm to 830pm	Godswell House, Bloxham
Thursday	3. Preparing for End of Year	Full day	Warwick Hall, Burford OX18

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January 24th	Audit		4RY
Wednesday February 27th	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17th	7. Risk Management for parish councils 8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/morning Half/afternoon	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for councillors 15. VAT for clerks (and councillors!)	Half/ morning Half/ afternoon	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

Resolved that the report be noted.

70/18 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.

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Theresa Goss – Salary for January 2019	£223.43	1327
Theresa Goss – Salary for February 2019	£225.53	1327
Theresa Goss – Expenses for January 2019	£15.23	1327
HMRC payment for January 2019	£58.60	1328
HMRC payment for February 2019	£56.40	1329
Pixel Concepts – New Parish Council Web Site	£471.47	1330

ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 8 January 2018 for the Natwest bank accounts.

Resolved that the report be noted.

iii) Cherry Tree Centre, Bloxham – The Parish Council considered awarding a grant to the Cherry Tree Centre for 2019/2020.

Resolved that a grant of £500 be awarded to the Cherry Tree Centre for 2019/2020. **Action TG**

iv) Grass Cutting Contract 2018/2019 – The Parish Council discussed the grass cutting contract for 2018/2019 for the play area, Church yard and highway verges.

Resolved that the quote from Nigel Prickett for cutting the grass in the play area, Church yard and the highways verges for 2019/2020 be accepted. **Action TG**

v) Play Equipment Funds – The Parish Council had been due to discuss the allocation of funds to the play area project, which would be available to the Parish Council once the Deed of Variation from the Sanctuary Housing reserved matters planning application had been approved by Cherwell District Council, for Oak Farm phase 2.

However, although the application had been submitted on 21 December 2018, the Parish Council was yet to receive the consultation documents. In addition, it was felt that this could not be discussed until there had been a progress meeting with the Play Equipment Working Group.

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

vi) Section 106 List of Community Benefits – The Parish Council discussed compiling a list of community benefits which could be submitted with the Parish Council's comments, on any future outline planning applications.

However, following a discussion, it was felt that community benefits would be discussed as and when outline planning applications relating to Milcombe were submitted to Cherwell District Council.

Resolved that requests for community benefits from Section 106 funds be made as and when outline planning applications for the village are submitted to Cherwell District Council and a list will not be compiled at this time.

71/18 CORRESPONDENCE – The Chairman reported that she had received a letter of thanks from the Royal British Legion for the Parish Council's donation to Remembrance Day.

72/18 MEETING DATES - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

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

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- 5 November 2019

73/18 ITEMS FOR THE NEXT AGENDA

1. Trees on Main Road
2. VAS Data

(The meeting closed at 9.15pm)

Signed, Chairman – 5 March 2019