

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 10 MAY 2022 AT 7.30PM AT THE VILLAGE HALL, MILCOMBE

**PRESENT:** Councillors Ruth Dale, Nigel Davis and Myra Peters.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), Tom McCullough from Community First Oxfordshire, Marlene Cowell and seven members of the public.

**1/22 APOLOGIES** – Councillor Tracey Scott submitted her apologies because she was attending a training course.

District Councillor Hugo Brown also submitted his apologies.

Resolved that the apologies from Councillor Tracey Scott be accepted and the absence authorised.

**2/22 Appointment of Chairman for 2022/2023** – Marlene Cowell asked for nominations for the position of Chairman of the Parish Council for 2022/2023.

Resolved that Councillor Myra Peters be appointed as Chairman for 2022/2023.

**3/22 Appointment of Vice-Chairman for 2022/2023** – The Chairman asked for nominations for the position of Vice-Chairman of the Parish Council for 2022/2023.

Resolved that Councillor Nigel Davis be appointed as Vice-Chairman for 2022/2023.

**4/22 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.

**5/22 Signing of Acceptance of Office Forms** – All Councillors signed and passed to the Clerk, their Acceptance of Office forms, following the uncontested election on 5 May 2022.

**6/22 Neighbourhood Planning** – Tom McCullough from Community First Oxfordshire (CFO) gave a presentation on Neighbourhood Development Plans.

Tom McCullough reported that CFO was a charity which was in place to support communities and they had lots of experience of supporting communities with their Neighbourhood Development Plans (NDP).

Tom advised the Parish Council on the elements within NDP's and what Plans could and could not achieve and how it could support the community with planning matters. NDP's mainly focused on land use policies, setting out key challenges and offering a vision for meeting the village objectives. Officer support was available from Cherwell District Council (CDC) and CDC was currently reviewing their Local Plan.

Tom was asked a number of questions and he confirmed that an open meeting to gauge local interest and support would be useful and Cherwell District Council officers could also be invited to attend. It could take approximately two years to complete an NDP and concerns were raised about whether it was worthwhile adopting an NDP because when the District Council's five year housing supply dipped below 5 years, an NDP did not then apply.

Tom was thanked for attending and he left the meeting at this point.

Resolved that a meeting be arranged with Stephen McKenna at CFO to discuss an NDP for Milcombe. **Action TG**

**7/22 Minutes** – Prior to the meeting, the minutes of the meetings held on 1 March 2022 had been circulated to the Parish Council.

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

**8/22 Matters Arising from the Minutes of 1 March 2022** – There were no matters arising.

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## 9/22 Chairman's Announcements

- Marlene Cowell presented a report on her work at the Parish Council for over 31 years. It was agreed that the report would be published in the village. **Action TG**

The Chairman, Myra Peters, presented Marlene with a bouquet of flowers and a card and gave a short speech thanking Marlene for all her hard work serving Milcombe.

## 10/22 Open Forum – The planning issues which the residents had intended to discuss, had been covered during the presentation and discussion with Tom McCullough from Community First Oxfordshire.

There were no further issues to discuss.

*(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes, unless they were speaking in an official capacity)*

## 11/22 Reports from County and District Councillors – Prior to the meeting, District Councillor Hugo Brown had circulated his report.

**Resolved** that the report be noted.

## 12/22 Village Matters

- Village Organisations – The Chairman reported that there was not enough support in the community for a village fete this year, therefore it was not going ahead.

The Annual General Meeting of the Village Hall had not yet been held this year and there was a discussion about the decrease in bookings at the Village Hall.

Marlene Cowell agreed to continue to liaise with Mark Boardman on the Newsletter, on behalf of the Parish Council.

**Resolved** that:

- 1) the reports be noted; and
- 2) Marlene Cowell to continue as the Parish Council's representative on the Village Hall Committee and the liaison with Mark Boardman in respect of the Milcombe Newsletter. **Action TG/MC**

- ii) Play Area – The Chairman reported that the lock on the gate had been vandalised and it was now broken and needed to be repaired or replaced. Also, the wooden play area fencing was in need of repair and since it has been established that this was owned by Cherwell District Council, the Clerk would contact Brian Collins for assistance.

**Resolved** that:

- 1) the report be noted;
- 2) quotes be obtained for a replacement gateway at the entrance to the village, by the play area; **Action TG/MP**
- 3) a quote be obtained from Paul Lester for repainting of the other gateways in the village; and
- 4) Cherwell District Council be contacted to request repairs to the play area wooden fencing. **Action TG**

- iii) Oxfordshire County Council Highway Initiatives – The Clerk reported that a questionnaire had been circulated in the village via the newsletter and it was also available online with regard to the proposed 20mph speed restrictions in Milcombe. The deadline for responses was 31 May 2022.

**Resolved** that the report be noted.

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iv) Bollards on Main Road – The Parish Council discussed installing bollards on the grass verge on Main Road, opposite the Village Hall to address parking issues. However it was felt that it would make grass cutting more difficult and it should not be progressed at the current time.

**Resolved** that bollards on Main Road be deferred for discussion at a later date.

v) Weed Clearance – The Chairman reported that the weeds on the footpath in the village needed to be sprayed, but Barry Giles no longer offered this service. There was also a pile of grass cuttings in the Church Yard which need to be removed.

**Resolved** that 4<sup>th</sup> Corner be contacted for a quote to spray the weeds on the footpaths and remove the grass cuttings from the Church Yard. **Action TG/MP**

## 13/22 Planning

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

22/00434/TPO OS Parcel 3400 South of Dismantled Railway, Bloxham Road, Milcombe  
Tree works

22/00484/F Milcombe Hall, Horton Lane, Milcombe  
Erection of a single dwelling and garage with associated landscaping

22/00536/F Rickfield Farm, Station Road, Milcombe  
Variation of condition 4 (hedgerow management scheme) of 21/03635/F

The Parish Council was currently considering the following planning application:

22/01212/DISC Land North of The Green and adj to Oak Farm Drive, Milcombe  
Discharge of Conditions 6 (Construction Traffic Management Plan), 7 (vehicular accesses, driveways and turning areas) and 16 (covered cycle parking facilities) of 20/03609/F

**Resolved** that the reports 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
20/03609/F	Land North Of The Green And Adj To Oak Farm Drive Milcombe Erection of six dwellings on the site of two dwellings previously approved under application ref. 19/00046/REM.	Objection	Permitted
22/00366/F	11 Newcombe Close Milcombe Single storey rear extension, alterations and new entrance canopy	No objections	Permitted

**Resolved** that the report be noted.

## 14/22 Parish Council Matters

i) Vacancies – The Parish Council considered one application for co-option onto the Parish Council.

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**Resolved** that:

- 1) Mandie McCullough be co-opted onto the Parish Council; and **Action TG**
- 2) the two remaining vacancies continue to be advertised in the village. **Action TG**

ii) Defibrillator – Councillor Nigel Davis advised that the defibrillator would be delivered in mid-June and he would then arrange for it to be fitted at the Village Hall.

**Resolved** that the report be noted.

iii) Works to St Laurence Church Clock Face – The Parish Council received an update on the maintenance works to the Church clock face. It has been cleaned and serviced and the work should be completed by the end of the week.

**Resolved** that the report be noted.

## 15/22 Finance

i) Accounts for Payment/Income/Uncashed Payments – The Clerk submitted to the Parish Council, the income which had been received since the last meeting and the accounts to be paid.

**Resolved** that the accounts for payments be approved and the income and uncashed payments be noted and the following payments be approved:

Theresa Goss – Salary and expenses for April & May 2022	
HMRC – Payments for April & May 2022	
Tax Assist Accountants – Payroll Services for 2022/2023	£293.32
Cherwell District Council – Emptying of dog waste bins for winter period	£329.47
Adderbury Parish Council – SLCC Membership	£52.00
Oxfordshire Playing Fields Association – Annual subscriptions	£45.00
Auditing Solutions Ltd – Final Audit report for 2021/2022	£60.00
Nigel Prickett – Grass Cutting	£420.00
Information Commissioner – Annual data protection fee	£40.00
S Cochrane – Cleaning of play area fencing	£35.00
Cherry Tree Centre – Annual grant	£500.00
St Mary's Thursday Club – Annual grant	£100.00

ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 10 May 2022 for the Unity Trust bank accounts.

**Resolved** that the report be noted.

iii) Section 106/Community Benefits List – Prior to the meeting, two examples of Community Benefits Lists were circulated to the Parish Council.

**Resolved** that this item be deferred to a future meeting. **Action TG**

iv) Accounts 2021/2022 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2022 and the Receipts and Payments as at 31 March 2022.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2022 be approved; and
- ii) the Annual Governance Statement 2021/2022 (Section 1) and the Accounting Statement for 2021/2022 (Section 2) be approved. **Action TG**

v) Internal Auditor's Report 2021/2022 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2021/2022.

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**Resolved** that:

- 1) the report and recommendations be noted; and
- 2) the Asset Register be forwarded to the Chairman to enable photographs to be taken of all the Parish Council assets and they be included in the Asset Register. **Action TG/MP**

**16/22 Correspondence** – There were no further items of correspondence.

**17/22 Meeting Dates** - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 5 July 2022
- Tuesday 6 September 2022
- Tuesday 1 November 2022

**18/22 Items for the Next Agenda**

- Gigaclear Community Hub/ Provision of Broadband and Hybrid Meetings
- New play area warning sign

(The meeting closed at 9.40pm)

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Signed, Chairman – 5 July 2022