

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 14 MAY 2019 AT 8.00PM

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

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

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

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

District Councillor Hugo Brown also submitted his apologies.

**1/19 APPOINTMENT OF CHAIRMAN FOR 2019/2020** – The Chairman asked for nominations for the position of Chairman for 2019/2020.

**Resolved** that Councillor Marlene Cowell be appointed as Chairman for 2019/2020.

**2/19 APPOINTMENT OF VICE-CHAIRMAN FOR 2019/2020** – The Chairman asked for nominations for the position of Vice-Chairman for 2019/2020.

**Resolved** that Councillor Mandie McCullagh be appointed as Vice-Chairman for 2019/2020.

### **3/19 DECLARATIONS OF INTEREST**

Minute Number 10/19 (v) 19/00045/OUT – Councillor Myra Peters declared an interest because she was a resident and owner of the footpath which would connect the development to Main Road.

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.

**4/19 MINUTES** – Prior to the meeting, the minutes of the meeting held on 5 March 2019 had been circulated to the Parish Council.

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

### **5/19 MATTERS ARISING FROM THE MINUTES OF 5 MARCH 2019**

Minute Number 80/18 (vi) – Litter Pick – The Chairman thanked those who attended the litter pick on 6 & 7 April 2019.

### **6/19 CHAIRMAN'S ANNOUNCEMENTS**

- Dovecote Wall – The contractor had not yet removed the rubble from the Dovecote site. Stuart Parkhurst at Cherwell District Council would be reminded about the request for it to be removed. **Action TG**
- Portland Road – Councillor Mandie McCullagh reported that the fault had been fixed and the street light was now working.

**7/19 OPEN FORUM** – There were no issues raised in the open forum.

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**8/19 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There were no reports from County Councillor Kieron Mallon and District Councillor Hugo Brown because they had recently submitted reports to the Annual Parish Meeting held on 7 May 2019.

**Resolved** that the reports be noted.

### **9/19 VILLAGE MATTERS**

- i) Village Organisations – The Chairman reported that the Milcombe Charities AGM would be held on 13 June 2019.

**Resolved** that the report be noted.

- ii) Play Area – Councillor Peter Booth reported that he had stopped cleaning the seats on the swings because the pigeons were constantly perching on the bar across the top of the frame and causing a mess. The only way to prevent this would be to put in some kind of cover across the top bar.

The Chairman reported that the annual play area inspection would be undertaken in July 2019.

**Resolved** that the report be noted.

- iii) VAS Data – Councillor Mandie McCullagh agreed to download the data from the VAS by the Horse and Groom PH and submit the information to a future meeting.

The Clerk also advised on the Community Speed Watch Scheme which was being investigated by Adderbury Parish Council. To take part in the Scheme, a camera had to be purchased, at a cost of around £5000 and volunteers were required to process the data which was collected from the static cameras. The Clerk would obtain more details and report back to a future meeting.

**Resolved** that:

- i) the report be noted; and  
ii) the Parish Council to express its interest in obtaining more information on the Community Speed Watch Scheme and with a view to possibly sharing the cost of a camera with other Parish Councils.  
**Action TG**
- iv) Defibrillator – The Chairman reported it had been suggested that the defibrillator could be sited in the porch of St Laurence Church. The Chairman advised that she would approach the Vicar about this suggestion and report back to a future meeting.

**Resolved** that the report be noted.

- v) Community Emergency Planning – Following the Annual Parish Meeting, the Parish Council discussed Community Emergency Planning for Milcombe.

There was a template which the County Council could provide, as well as emergency bags which could be distributed to the residents.

The Clerk advised that she had already contacted Carol MacKay about the emergency bags and would follow this up with her.

**Resolved** that:

- i) the County Council be requested to provide a draft template for an Emergency Plan; **Action TG**  
ii) Carol MacKay be contacted again about the emergency bags, which will be distributed with a covering letter; and **Action TG**

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- iii) the volunteers who deliver the Milcombe Newsletter, be asked whether they are willing to distribute the emergency bags. **Action MC/MP**
- vi) Annual Parish Meeting – Following the Annual Parish Meeting held on 7 May 2019, there were no issues to discuss, which had not already been covered.
- vii) Village Web Site – The Chairman reported that she had been in contact with Amy Jackson, who had originally volunteered to edit the village web site, but she was no longer able to do it. It also appeared that the web site was not well visited.

**Resolved** that the village web site [www.milcombe.com](http://www.milcombe.com), be taken down. **Action TG**

### 10/19 PLANNING

- i) Planning Applications - The Clerk reported that the Parish Council had no objections to the following planning applications:  
 19/00458/LB Mr & Mrs A Shorter  
 Bay Tree House Main Road Milcombe  
 Stonework repairs and repointing to west elevation including chimney
- ii) 19/00670/F Mrs Julie Kershaw  
 4 Newcombe Close Milcombe  
 Proposed single storey extension to side of property  
 No objections
- iii) 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
18/01724/F	Mr Bertrand Facon OS Parcel 4278 North West Of Lessor Grange Milcombe Erection of cattle shed, manure store and associated hardstanding	Comments	Granted
18/01707/F	Mr Bertrand Facon OS Parcel 4278 North West Of Lessor Grange Milcombe Erection of straw and machinery storage barn and associated hardstanding	No comments	Granted
18/01708/OUT	Mr Bertrand Facon OS Parcel 4278 North West Of Lessor Grange Milcombe OUTLINE - Erection of agricultural workers dwelling	No comments	Granted
19/00458/LB	Mr & Mrs A Shorter Bay Tree House Main Road Milcombe Stonework repairs and repointing to west elevation including chimney	No comments	Granted

**Resolved** that the report be noted

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- iv) 19/00617/F – The Parish Council considered an application for a part 2-storey, part 1-storey Special Education Needs (SEN) school with new access from Bloxham Grove Road, associated outdoor play areas, multi-use games area, staff parking, pupil drop-off and landscaping at land to the east of the Warriner School, Bloxham Grove Road, Bloxham.

Prior to the meeting, the Chairman had circulated some draft comments on the application.

**Resolved** that the comments be approved for submission to Cherwell District Council. **Action TG**

*(The full version of the comments is available on Cherwell District Council's web site)*

- v) 19/00045/OUT – The Chairman reported on the progress with regard to the most recent planning application which now did not request the removal of condition 8 (pedestrian footpath details) but condition 11 only, (open space / play spaces) of 15/02068/OUT be removed. With regard to condition 8, it had been established that there was third party land between the edge of the application site and the PROW to the north. For condition 11 it was now proposed that a commuted sum and capital costs payment for providing a LAP off site was, made.

**Resolved** that the Parish Council submits the following comments to Cherwell District Council, on application 19/00045/OUT:

'The connecting footpath is not wide enough to accommodate buggies/cycles/mobility scooters. The £1000 allocated for improvements is inadequate to remove the step, improve the footpath and place some kind of barrier between the footpath and the main road to avoid young children running down the footpath and into the road.'

**Action TG**

### 11/19 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) 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 protocol be approved, with the amendments suggested by the Chairman. **Action TG**

- iii) Oxfordshire County Council's Peer Review meeting held on 21 March 2019 – Councillor Michael Haynes reported on the Peer Review meeting which he had attended.

**Resolved** that the report be noted.

### 12/19 FINANCE

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

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

Payment	Amount	Cheque no.
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Theresa Goss – Salary for May 2019		
Theresa Goss – Expenses for May 2019		
HMRC payment for May 2019		
N R Prickett – Grass Cutting	£519.00	1351
Adderbury PC – Use of laptop and printer	£30.00	1352
Information Commissioner – Data protection Registration Annual Fee	£40.00	1353
Theresa Goss – Salary for June 2019	£236.02	1355
HMRC payment for June 2019	£59.00	1356
Oxfordshire County Council - Cherry Tree Centre Grant	£500.00	1357
St Mary's Thursday Club - Grant	£100.00	1358

- ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 14 May 2019 for the Natwest bank accounts.

**Resolved** that the report be noted.

- iii) Accounts 2018/2019 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2019 and the Receipts and Payments as at 31 March 2019.

**Resolved** that:

- a) the Receipts & Payments Account as at 31 March 2019 be approved; and
- b) the Annual Governance Statement 2018/2019 (Section 1) and the Accounting Statement for 2018/2019 (Section 2) be approved. **Action TG**

**9/19 CORRESPONDENCE** – There was no further correspondence.

**10/19 MEETING DATES** - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

- 2 July 2019
- 3 September 2019
- 5 November 2019

**11/19 ITEMS FOR THE NEXT AGENDA**

1. VAS Data
2. Defibrillator

(The meeting closed at 9.20pm)

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Signed, Chairman – 2 July 2019