

# MILCOMBE PARISH COUNCIL

TUESDAY 3 JULY 2018

Clerk & Responsible Financial Officer  
Theresa Goss  
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25 June 2018

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 3 July 2018 at 8.00 pm** at the Village Hall, Milcombe to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors have been invited to attend and Councillor Kieron Mallon has been invited as County Councillor.

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome** – To welcome the Councillors and the public to the meeting.
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  
  
**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. **Minutes** - To approve the minutes of the meeting held on 8 May 2018. **(Attached)**
5. **Matters Arising** - To discuss any issues arising from the minutes of 8 May 2018.
6. **Affordable Housing** – To discuss affordable housing with Gillian Spencer and Yvonne Markie from Cherwell District Council's Housing Strategy and Partnerships Team.
7. **Chairman's Announcements**
  - Works to the Dovecote Wall
8. **Residents Issues** - Residents of the village are invited to raise any items which concern the Parish. **(Maximum of ten minutes in total for this item)**
9. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.
10. **Village Matters**
  - i) Milcombe Newsletter/Village Web Site – To discuss with Mark Boardman, the future of the Milcombe Newsletter and also the future of the village web site.

- ii) Village Organisations – To receive reports from the Chairmen of village organisations.
- iii) Play Area – To:
  - a) receive a report from Councillor Peter Booth on the play area;
  - b) note that the annual play area inspection will be carried out in July 2018;
  - c) establish a Play Area Working Group and agree its terms of reference; and
  - d) receive a report on the progress of the proposals for new play equipment.
- iv) Village Hall – To discuss the issues with the membership of the Village Hall Committee.
- v) VAS Data – To consider the data from the VAS on Bloxham Road.
- vi) Bus Shelter – To discuss the options for a new bus shelter on New Road.
- vii) Silent Soldier – To discuss purchasing a Silent Soldier to commemorate 100 years since the end of World War I.

## 11. Planning

- i) Planning Applications - To note the planning applications which have been considered by the Parish Council since the last meeting.
- ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(To follow)**
- iii) 17/02502/OUT OS Parcel 0078 North West of Quarry Close, Bloxham – To note the Parish Council's objection to outline planning permission for up to 136 dwellings (including 35% affordable housing), landscaping, public open space and green infrastructure including children's equipped and local play areas, surface water flood attenuation, vehicular access from Tadmarton Road, land for recreational purposes and associated ancillary works. Outline with all Matters Reserved with the exception of the principal vehicular access from Tadmarton Road.

## 12. Parish Council Matters

- i) Parish Council Documents – To review and approve the following documents. The current documents are available to view on the Parish Council web site.  
<http://www.milcombe.com/parish-council-documents/>
  - Asset Register 2018/2019
  - Risk Management Log and Risk Schedule 2018/2019
  - Financial Regulations 2018/2019
  - Standing Orders 2018/2019 **(New NALC Model Policy to be circulated separately)**
  - Complaints Policy
  - Vexatious Complaints Procedure
  - Data Protection Policy
  - Freedom of Information Policy
  - Dispute Resolution Process
  - Dignity at Work Policy
  - Grievance Procedure
  - Data Breach Policy
  - Data Protection Policy
  - Records Retention Policy **(Amended policy to be circulated separately)**
  - Subject Access Request Procedure
  - Press and Media Policy

- ii) Parish Liaison Meeting – To receive a report from the Parish Liaison Meeting held on Wednesday 20 June 2018 at Bodicote House.
- iii) Community-Led Housing – Meeting Needs and Creating Thriving Communities - To receive a report from the event attended by Councillor Michael Haynes held on Wednesday 13 June 2018.

13. **Finance**

- i) Accounts for Payment – To approve the accounts for payment. **(To follow)**
- ii) Bank Reconciliation - To note the bank reconciliation. **(To follow)**
- iii) Internal Audit 2017/2018 – To approve the following documents:
  - Internal Audit Report 2017/2018
  - Effectiveness of the Internal Audit 2017/2018
  - Statement of Internal Audit Control 2017/2018
- iv) Section 106 Funds – To discuss formulating a Section 106 Community Benefits list which can be submitted with comments on outline planning applications.

14. **Correspondence** - Items of correspondence will be circulated to members.

15. **Meeting Dates** - Future meeting dates for Milcombe Parish Council are stated below. They will commence at 8.00pm at the Village Hall, Milcombe unless stated otherwise:

- 4 September 2018
- 6 November 2018

16. **Items for the Next Agenda**