

MILCOMBE PARISH COUNCIL

TUESDAY 2 SEPTEMBER 2025

Clerk & Responsible Financial Officer
Theresa Goss
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27 August 2025

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 2 September 2025 at 8.00pm** at the Village Hall, Main Road, Milcombe to transact the business set out in the Agenda below and you are summoned to attend.

District Councillors Zoe McLernon, Eddie Reeves and David Rogers and County Councillor David Hingley are also invited to attend.

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

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.
8:00pm – 8:05pm
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
8:00pm – 8:05pm
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.
8:00pm – 8:05pm
4. **Minutes** - To approve the minutes of the meeting held on 1 July 2025. **(Attached)**
8:05pm – 8:10pm
5. **Matters Arising** - To discuss any issues arising from the minutes 1 July 2025.
8:10pm – 8:15pm
6. **Chairman's Announcements**
8:15pm – 8:20pm
7. **Open Forum** – Members of the public are invited to raise any items which concern the Parish.
(Maximum of ten minutes in total for this item)
8:20pm – 8:30pm

8. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.
8:30pm – 8:40pm
9. **Village Matters**
- i) Village Hall – To receive an update from Parish Councillor Nigel Davis, the Parish Council's representative on the Village Hall Committee, which includes wifi access at the Hall.
 - ii) Play Area – To discuss any matters relating to the play area and receive an update on the project for the installation of CCTV.
8:40pm – 8:50pm
10. **Planning**
- i) Planning Applications - To note the planning applications which have been considered by the Parish Council since the last meeting. **(To follow)**
 - ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(To follow)**
 - iii) Neighbourhood Plan – To receive an update from Parish Councillors Nigel Davis and Chris Hill on a Neighbourhood Plan for Milcombe.
8:50pm – 9:00pm
11. **Parish Council Matters**
- i) Succession Planning and Vacancies – To consider any applications for co-option onto the Parish Council and discuss succession planning for the Parish Council.
9:00pm – 9:05pm
12. **Finance**
- i) Financial Monitoring – To appoint a Councillor to monitor Internal Financial Controls.
 - ii) Financial Matters
 - To approve the accounts for payment; and
 - To note the income received since the last meeting, the uncashed receipts & uncashed payments and the bank reconciliation. **(Reports to follow)**
 - iii) Budget Monitoring – To note the budget monitoring report for 2025/2026. **(Report to follow)**
 - iv) External Auditor's Report – To note the External Auditor's Report for 2024/2025. **(Report to follow)**
 - v) Volunteer Driver Service – To consider an application from the Volunteer Driver Service for a Parish Council grant. **(Application to follow)**
9:05pm – 9:15pm
13. **Correspondence** - Items of correspondence will be circulated to members.
9:15pm – 9:20pm
14. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 15 on the grounds that it could involve the likely disclosure of private and confidential information.
9:20pm

15. **Staffing Matters** – To note the NJC pay agreement and approve the increase of the salary for the Clerk & Responsible Financial Officer, which is back dated to 1 April 2025. **(To follow)**
9:20pm – 9:25pm
16. **Meeting Dates** - Future meeting dates for Milcombe Parish Council are stated below. They will commence at 8.00pm at the Village Hall, Milcombe:

Tuesday 6 January 2026

Tuesday 3 March 2026

9:25pm