

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 2 SEPTEMBER 2025 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

PRESENT: Chairman, Councillor Myra Peters: Councillors Nigel Davis and Chris Hill.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) County Councillor David Hungley, District Councillor David Rogers and one member of the public.

30/25 Apologies – Councillor Mandie McCullagh submitted her apologies because she was at work.

Resolved that the apologies from Councillor Mandie McCullagh be approved and the absence be authorised.

31/25 Declarations of Interest – There were no declarations of interest.

32/25 Minutes – Prior to the meeting, the minutes of the meeting held on 1 July 2025 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 1 July 2025 be approved and signed by the Chairman as a correct record.

33/25 Matters Arising from the Minutes of 1 July 2025

Minute Number 24/25 (i), Village Matters, Village Hall Committee – The wi-Fi had been installed in the Village Hall and was up and running for Hall hirers to use. Councillor Nigel Davis was thanked for his work on the installation.

34/25 Chairman's Announcements

- Bollards on Main Road - The bollards on Main Road which had been an outstanding project since January 2025 had now been installed.
- Bus Stops - Two new bus stops had been installed by The Green and had bus stop signs. However, there were no timetables on the posts. They were paid for from Section 106 funds from Phase 1 of the Oak Farm development.
- Parish Council Paperwork – Marlene Cowell's daughter in law had contacted the Parish Council because there were still a number of Parish Council documents at Marlene's house. The Chairman and Councillor Nigel Davis would visit Marlene to review the papers. **Action MP/ND**
- Litter Bins – Some of the litter bins in the village were overflowing and the Chairman agreed to contact Cherwell District Council to request that they be emptied. **Action MP**

35/25 Open Forum – The resident did not wish to address the Parish Council, he was in attendance to listen to the debate on a number of items.

(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)

36/25 Reports from County and District Councillors – Prior to the meeting, District Councillor David Rogers had circulated his report to the Parish Council.

There was no report from County Councillor David Hingley.

Resolved that the report be noted.

37/25 Village Matters

- i) Village Hall Committee – Councillor Nigel Davis reported that he was having difficulty getting contractors to submit quotes for works at the Hall. Councillor Davis also advised that he was the only active member of the Village Hall Committee and if more volunteers from the community did not come forward, he would be resigning from his role. This could result in the closure of the Village Hall.

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Resolved that the report be noted.

- ii) Play Area – The Clerk reported that the Wayleave agreement, which was required to run a cable under Cherwell District Council land, to power the CCTV camera, was currently with Cherwell District Council to be progressed. The Councillors expressed their frustrations that the Wayleave had been submitted to Cherwell District Council in October 2024 and the matter was still not completed.

Councillor Hingley agreed to contact the Chief Executive at Cherwell District Council about the matter.

Resolved that Councillor David Hingley to make contact with the Chief Executive at Cherwell District Council, Gordon Stewart, to request he investigates the outstanding issues with the application for the Wayleave. **Action DH**

38/25 Planning

- i) Planning Applications – Since the last meeting, the Parish Council had no objections to the following application:
25/01818/F Hunters Lodge, Station Road, Milcombe
Single storey rear extension

Since the last meeting, the Parish Council had objections to the following application:

23/03290/F Poultry House, Rickfield Farm, Station Road, Milcombe
Change of use of existing poultry shed to container storage (Use Class B8) including associated landscaping

The Parish Council was currently considering the following applications:

25/01931/F Little Acre, Main Road, Milcombe
Erection of detached dwelling with garage (self-build)

25/02164/AGN Fernhill Farm, Bloxham Road, Milcombe
Prior approval application for Agricultural workshop and general store

Resolved that the reports be noted.

- ii) Results of Planning Applications – Prior to the meeting, the results of the planning application, 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
23/01146/F	Land North West of Lessor Grange, Milcombe Insertion of five dormers to facilitate conversion of loft space to habitable accommodation	No objections	Permitted
25/01684/CCS10 6E	4 Oak Farm Close, Milcombe Confirmation that the obligations contained in the S106 Agreements, which affect 4 Oak Farm Close have been complied with and confirmation that there are no outstanding obligation or payments due in respect of the whole agreement - 10/00967/OUT	No objections	Permitted

Resolved that the report be noted.

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- iii) Neighbourhood Development Plan (NDP) – Councillor Nigel Davis advised that there had not been any progress with the Plan. There were too few Councillors on the Parish Council to progress such a major project and unless support came forward from the community, it would not be progressed any further.

Resolved that the report be noted.

39/25 Parish Council Matters

- i) Succession Planning and Vacancies – The Chairman highlighted that following two recent resignations, there were currently only four Councillors on the Parish Council, out of a possible seven seats.

The legal quorum for the Parish Council to be able to function was three and should any other Councillors resign and the number fell below three, many of the tasks which the Parish Council undertook, would not be able to happen anymore.

These included verge and churchyard grass cutting, general village maintenance such as maintaining the gateways, objecting to large scale planning applications and speaking at Planning Committee meetings, maintaining benches/bus shelters/noticeboards, lobbying County and District Councillors to get the best for Milcombe and many other matters. The Parish Council very much needed new members and asked residents to get in touch with the Clerk for more information.

Resolved that the vacancies continue to advertised in the village. **Action TG**

40/25 Finance

- (i) Financial Monitoring – The Clerk advised that as Councillor Tracey Scott had resigned a Parish Councillor was required to be appointed to monitor Internal Financial Controls.

Resolved that Councillor Myra Peters be appointed as the Councillor to monitor the Internal Financial Controls.

- (ii) Financial Matters – Prior to the meeting, a number of financial documents had been circulated to the Parish Council.

Resolved that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 2 September 2025 for the bank accounts at Unity Trust Bank be noted; and
- 3) it be noted that Councillor Myra Peters, as Councillor for monitoring the Parish Council's internal controls, would sign, in due course, the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 August 2025 and the Unity Trust bank statements for August 2025.

- (iii) Budget Monitoring 2025/2026 – Prior to the meeting, the Parish Council received budget monitoring report for 2025/2026.

Resolved that the report be noted.

- (iv) External Auditors Report – Prior to the meeting, the External Auditor's Report for 2024/2025 and the Notice for the Conclusion of Audit for 2024/2025 had been circulated to the Parish Council.

Resolved that External Auditor's Report and the Conclusion of the Audit for 2024/2025 be noted.

- (v) Volunteer Driver Service – The Parish Council considered an application from the Volunteer Driver Service for a Parish Council grant.

Resolved that a grant of £100 for the Volunteer Driver Service be approved for 2025/2026. **Action TG**

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41/25 Correspondence – There was no further correspondence.

42/25 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 43/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

43/25 Staffing Matters – The Clerk reported that the NJC pay agreement and approve the increase of the salary for the Clerk & Responsible Financial Officer, which was back dated to 1 April 2025.

Resolved that the report be noted and salary for the Clerk & Responsible Financial Officer be amended to reflect the agreed increase and it be back dated to April 2025. **Action TG**

44/25 Meeting Dates - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 4 November 2025
- Tuesday 6 January 2026
- Tuesday 3 March 2026

(The meeting closed at 9.30pm)

Signed, Chairman – 4 November 2025