

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 4 MARCH 2025 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

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

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

Councillor Oscar Chang-Anderson was not present.

76/24 Apologies – Councillor Mandie McCullagh submitted her apologies because she was on holiday.

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

77/24 Declarations of Interest – There were no declarations of interest.

78/24 Minutes – Prior to the meeting, the minutes of the meeting held on 7 January 2025 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 7 January 2025 be approved and signed by the Chairman as a correct record.

79/24 Matters Arising from the Minutes of 7 January 2025

Minute Number 63/24 Highways Engagement Team – Following the meeting with Kathryn Gash from the Highways Engagement Team, there had not been any progress with the issues which had been discussed. The Chairman had contacted Kathryn Gash from the Engagement Team and she had requested that all the potholes be reported to Fix My Street. The Chairman had advised that a site meeting was required as Fix My Street was ineffective. **Action MP**

80/24 Chairman's Announcements

- Patient Participation Group (PPG) Meeting held on 30 January 2025 – The Chairman attended the PPG meeting on 30 January 2025, along with District Councillor David Rogers. The surgeries at Bloxham and Hook Norton were concerned about the proposed housing developments in the area and the subsequent increase in residents in the villages and the pressure this would put on their services.
- Defib Training – It was agreed to organise defib training with Alex Harrison, a Community First Responder. The session could be attended by 20 people and they would be asked for a £5 each donation. The Parish Council would then make up the total donation to £200. **Action TG**
- Wall at The Dovecote – The wall at the Dovecote had been accidentally damaged by Ben Coles and the Clerk was asked to contact Mr Coles to establish when the repairs would be undertaken. **Action TG**

81/24 Open Forum – The member of the public did not wish to address the meeting.

(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)

82/24 Reports from County and District Councillors – Prior to the meeting, County Councillor Kieron Mallon submitted his report to the Parish Council.

Councillor Andrew McHugh advised that the budget at Cherwell District Council had been agreed the previous week and a Flooding Officer had also been appointed.

Resolved that the report be noted

83/24 Village Matters

MILCOMBE PARISH COUNCIL

- i) Village Hall Committee – Councillor Nigel Davis reported that the boiler at the Village Hall had been repaired again. A small Committee had been established and quotes were being obtained for a number of projects including a flat roof and an upgrade to the electrics. Grant funding would also be investigated, along with fundraising events.

Resolved that the report be noted.

- ii) Play Area – The Clerk reported that the Wayleave was still in progress and she had contacted Cherwell District Council for an update.

Councillor Nigel Davis reported that there were some loose fittings on the climbing frame he would undertake the repairs.

Resolved that the report be noted

- iii) Village Litter Pick – The Parish Council discussed the village litter pick for 2025.

Resolved that the litter pick be held on Saturday 5 April 2025 and Cherwell District Council be asked to supply the kits and collect the rubbish. **Action TG**

- iv) Noticeboard – The Parish Council discussed the proposed relocation of a village noticeboard. However, it had not been possible to find a contractor with the required insurance to complete the relocation, therefore, the project would have to be paused for the moment.

Resolved that this item be deferred to a future meeting.

- v) Village Gateways – The Parish Council discussed the maintenance of the village gateways, located at the entrances to the village.

Resolved that ask GS Window Cleaning be asked for a quote to clean the eight gateways and Paul Lester be asked to quote for the re-painting. **Action TG**

- vi) Annual Parish Meeting 2025 – The Parish Council discussed the arrangements for the Annual Parish Meeting being held on Tuesday 8 April 2025 at 8.00pm.

Resolved that the report be noted.

84/24 Planning

- i) Planning Applications – Since the last meeting, the Parish Council had no objections to the following application: None

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

24/03399/OUT Land West of The Old Piggeries, Bloxham Road, Milcombe
Outline planning application, together with associated access off Bloxham Road (all other matters reserved), for up to 50 homes (Use Class C3) together with associated infrastructure, open space and landscaping; and retained agricultural field

The Parish Council was currently considering the following applications: None

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
--------------------------------	----------------	-----------------------------	-------------------------

MILCOMBE PARISH COUNCIL

24/03298/R56	Oak View, Bloxham Road, Milcombe Prior approval application for the conversion of an agricultural building to Use Class E, specifically E(g), it is proposed that the building be converted into 5 separate commercial units	No objections	Permitted
--------------	---	---------------	-----------

Resolved that the report be noted.

- iii) Neighbourhood Development Plan (NDP) – Councillor Nigel Davis advised that there was no update on the NDP.

Resolved that the report be noted.

- iv) Planning Application 24/03399/OUT, Bloxham Road, Milcombe – The Parish Council reviewed its objection submitted to Cherwell District Council for outline planning application, together with associated access off Bloxham Road (all other matters reserved), for up to 50 homes (Use Class C3) together with associated infrastructure, open space and landscaping; and retained agricultural field at land west of the Old Piggeries, Bloxham Road, Milcombe.

Resolved that the objection be noted and approved.

85/24 Parish Council Matters

- i) Vacancies – The Clerk reported that had not been any applications for co-option onto the Parish Council.

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

- ii) Church Clock – The Parish Council discussed the service agreement with Smith of Derby, for maintenance of the church clock.

Resolved that the three year service agreement for £817.00 plus VAT, be approved. **Action TG**

- iii) Councillors Training – The Chairman reminded Councillors about the importance of attending training courses (in accordance with the Council's policy) and to review the training courses which are advertised in the OALC's monthly newsletter. <https://www.adderburypc.co.uk/documents.php?catid=21>

Resolved that the report be noted.

86/24 Finance

- (i) 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 4 March 2025 for the bank accounts at Unity Trust Bank be noted; and
- 3) it be noted that Councillor Tracey Scott, as Councillor for monitoring the Parish Council's internal controls, signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 28 February 2025 and the Unity Trust bank statements for February 2025.

- (ii) Budget Monitoring 2024/2025 – Prior to the meeting, the Parish Council received budget monitoring report for 2024/2025.

Resolved that the report be noted.

- (iii) Parish Council Reserves – The Parish Council reviewed its reserves for year ending 31 March 2025.

MILCOMBE PARISH COUNCIL

Resolved that the reserves be approved and the policy be published on the Parish Council's web site.
Action TG

- (iv) Section 106 Funds – The Parish Council discussed the Section 106 funds held at Oxfordshire County Council, which had been allocated to Milcombe.

Resolved that:

- 1) the report be noted; and
- 2) the Clerk be given delegated authority, in consultation with the Chairman, to review the Community Benefits List and submit to Oxfordshire County Council and Cherwell District Council to consider when planning applications are submitted. **Action TG/MP**

87/24 Correspondence – There was no further correspondence.

88/24 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 minutes numbered 89/24 & 90/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

89/24 Clerk and Responsible Financial Officer – The Parish Council reviewed the salary of the Clerk and Responsible Financial Officer for 2025/2026.

Resolved that the Clerk and Responsible Financial Officer's salary be increased to SCP 27 from 1 April 2025.
Action TG

90/24 Payroll Services for 2025/2026 – The Parish Council considered two quotes for payroll services for 2025/2026.

Resolved that the quote from Handleys Accountants be accepted for payroll services for 2025/2026. **Action TG**

(The public were invited back into the meeting at the conclusion of this item)

91/24 Meeting Dates - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 8 April 2025 (Milcombe Annual Parish Meeting)
- Tuesday 6 May 2025
- Tuesday 1 July 2025
- Tuesday 2 September 2025
- Tuesday 4 November 2025

92/24 Items for the Next Agenda

- Traffic Survey
- Village Gateways
- Broadband at the Village Hall

(The meeting closed at 9.40pm)

Signed, Chairman – 6 May 2025