

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 6 MAY 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 David Hingley and District Councillor David Rogers.

Councillor Oscar Chang-Anderson was not present.

**1/25 Appointment of Chairman 2025/2026** – The Chairman asked for nominations for the position of Chairman of the Parish Council for 2025/2026.

**Resolved** that Councillor Myra Peters be appointed as Chairman of the Parish Council for 2025/2026.

The Chairman then signed the Acceptance of Office form.

**2/25 Appointment of Vice-Chairman 2025/2026** – The Chairman asked for nominations for the position of Vice-Chairman of the Parish Council for 2025/2026.

**Resolved** that Councillor Nigel Davis be appointed as Vice-Chairman of the Parish Council for 2025/2026.

**3/25 Apologies** – Councillor Mandie McCullagh submitted her apologies because she was at work.

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

**4/25 Declarations of Interest** – There were no declarations of interest.

**5/25 Minutes** – Prior to the meeting, the minutes of the meeting held on 4 March 2025 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 4 March 2025 be approved and signed by the Chairman as a correct record.

**6/25 Matters Arising from the Minutes of 4 March 2025**

Minute Number 79/24, Matters Arising, Highways Engagement Team - There had not been any response from the Highways Engagement Team to the items which had been discussed at the site meeting. County Councillor David Hingley agreed to follow this up with the Team on the Parish Council's behalf. **Action DH**

Minute Number 80/24, Chairman's Announcements – Four people had attended the defibrillator training on 26 April 2025. It had been suggested at the session that two additional defibrillators should be made available in the village. The two possible locations were near to the pub and near to the shop. It was agreed that a donation of £180 be made to the South Central Ambulance Charity for running the training session. **Action TG**

Minute Number 80/24, Chairman's Announcements – The Dovecote wall had now been repaired.

Minute Number 83/24 (iv), Village Matters, Village Litter Pick – The Chairman and Councillor Mandie McCullagh had attended the litter pick, with two residents from the village. The low turnout from the village was disappointing.

Minute Number 83/24 (v), Village Matters, Village Gateways – The eight gateways, two at each entrance, had been cleaned and now needed painting. The Clerk was asked to contact Paul Lester to arrange a site meeting with the Chairman. **Action TG**

**7/25 Chairman's Announcements** – The Chairman reported that work was being undertaken on Main Road to the address drainage issues.

**8/25 Open Forum** – There were no members of the public in attendance.

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*(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)*

- 9/25 Reports from County and District Councillors** – County Councillor David Hingley introduced himself as the new County Councillor for the division of Adderbury, Bloxham and Bodicote, which included Milcombe. The Liberal Democrats now had an overall majority at the County Council and would form an administration.

Prior to the meeting, Councillor David Rogers submitted his report to the Parish Council. He highlighted that there was a meeting with the Integrated Care Board the following day regarding health care services, which both Councillors Hingley and Rogers would be attending.

The Councillors were thanked for their reports.

**Resolved** that the report be noted.

## **10/25 Village Matters**

- i) Environmental Services – The Chairman reported that the litter bins in the village had not being emptied recently. Also, the 'Kill Your Speed' sign on New Road was very faded and needed removing.

**Resolved** that Cherwell District Council be contacted to request that the litter bins be emptied and the 'Kill Your Speed' sign be removed. **Action TG**

- ii) Internet Access at the Village Hall – Councillor Nigel Davis reported that he had donated a Router to the Village Hall to provide internet access to Hall users and a sim card would cost circa £12 per month.

**Resolved** that Councillor Nigel Davis be authorised to install the router in the Village Hall, subject to agreement by the Village Hall Committee, and a contract for £12 per month be taken out. **Action ND**

- iii) Village Hall Committee – Councillor Nigel Davis reported that the Committee was still waiting for quotes for the proposed works at the Hall.

**Resolved** that the report be noted.

- iv) Play Area – The Clerk reported that with regard to the installation of the CCTV camera, the Wayleave was still in progress, however Cherwell District Council and National Grid had confirmed earlier that day, it was being worked on. It was noted that the Wayleave request had been with Cherwell District Council since October 2024.

The Annual Play Area Inspection had been received and many of the items highlighted in the report were due to vandalism, which could be addressed when the CCTV was installed.

**Resolved** that the report be noted

- v) Bus Shelter – The Parish Council considered a request to remove the bus shelter on Bloxham Road, Milcombe.

**Resolved** that:

- 1) the report be noted;
  - 2) Stagecoach be contacted to establish whether they are still intending to re-route the bus service along Bloxham Road, as it currently routed along Main Road and New Road; and **Action TG**
  - 3) a decision on the removal of the shelter be deferred until a response has been received from Stagecoach.
- vi) Replacement of Vehicle Activated Signs (VAS) – Prior to the meeting, the Clerk had circulated to the Parish Council, a number of options with regard to new 20mph VAS' which would replace the current 30mph VAS'.

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**Resolved** that the two 'VAS' in the village be replaced with the solar powered, smiley/angry signs. **Action TG**

## 11/25 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 no objections to the following application:  
25/00809/F          Holly Cottage, Main Road, Milcombe  
Re-roofing of outbuilding and conversion to habitable accommodation

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: None

**Resolved** that the report be noted.

- iii) Neighbourhood Development Plan (NDP) – Councillor Nigel Davis advised that there was no update on the NDP, however he would be discussing the Plan with Community First Oxfordshire shortly.

**Resolved** that the report be noted.

## 12/25 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) Parish Council Documents – The Parish Council documents reviewed a number of documents which were available to view on the Parish Council web site.

**Resolved** that the following documents be approved for 2025/2026:

<https://www.milcombepc.co.uk/documents.php?catid=4>

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy
- Sexual and General Harassment Policy

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- iii) Insurance – The Parish Council completed a review of its Insurance Policy for 2025/2026.

**Resolved** that the policy for 2025/2026 be renewed. **Action TG**

- iv) Parish Council Email Addresses – The Parish Council discussed changing the Parish Council email accounts to '.gov.uk' addresses.

**Resolved** that further investigations be made into the 'gov.uk' email addresses and also the packages Parish-Online offer for web sites. **Action CH**

## 13/25 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 6 May 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 30 April 2025 and the Unity Trust bank statements for April 2025.

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

**Resolved** that the report be noted.

- iii) General, Ring-Fenced and Ear-Marked Reserves – Prior to the meeting, the general and ear-marked reserves had been circulated to the Parish Council.

**Resolved** that the report be noted and the reserves be approved.

- iv) Bank Signatories – The Parish Council discussed the signatories on the Parish Council bank accounts.

**Resolved** that the Clerk and Responsible Financial Officer Theresa Goss and Councillors Nigel Davis, Chris Hill, Mandie McCullagh and Myra Peters be confirmed as the signatories on the Parish Council bank accounts.

- v) Internal Audit Report 2024/2025 – The Parish Council considered the Internal Auditor's report for 2024/2025 and the Annual Governance and Accountability Return, Annual Internal Audit Report for 2024/2025.

**Resolved** that the Internal Audit Report for 2024/2025 and Annual Governance and Accountability Return, Annual Internal Audit Report for 2024/2025 be noted and the progress with the Internal Auditor's recommendations be noted and approved.

- vi) Statement of Accounts 2024/2025 – The Parish Council considered the Receipts & Payments Statement of Accounts as at 31 March 2025.

**Resolved** that the Statement of Accounts 2024/2025 be approved and signed by the Chairman and Responsible Financial Officer.

- vii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, Section 1 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2024/2025.

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**Resolved** that Section 1 of the AGAR, the Annual Governance Statement 2024/2025 be approved, signed by the Chairman and Clerk and submitted to the External Auditor, Moore. **Action TG**

- viii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, Section 2 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2024/2025.

**Resolved** that Section 2 of the AGAR, the Accounting Statements 2024/2025 be approved, signed by the Chairman and Responsible Financial Officer and submitted to the External Auditor, Moore. **Action TG**

- ix) Explanation of Variances 2024/2025 – The Parish Council considered the explanation of the variances over 15% compared to 2023/2024.

**Resolved** that explanation of variances over 15% compared to 2023/2024 be noted and approved and submitted to the External Auditor, Moore. **Action TG**

- x) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2024/2025 for 30 days starting from 10 June 2025 until 21 July 2025.

**Resolved** that the public has the right to inspect the Parish Council's accounting records from 10 June 2025 to 21 July 2025 and the External Auditor, Moore, be advised of these dates. **Action TG**

- xi) Appointment of Internal Auditor for 2025/2026 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2025/2026.

**Resolved** that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2025/2026. **Action TG**

**14/25 Correspondence** – There was no further correspondence.

**15/25 Meeting Dates** - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 1 July 2025
- Tuesday 2 September 2025
- Tuesday 4 November 2025

**16/25 Items for the Next Agenda**

- Traffic Survey
- Village Gateways
- Purchase of two new defibrillators
- Effectiveness of the Internal Audit 2024/2025

(The meeting closed at 9.45pm)

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Signed, Chairman – 1 July 2025