

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Tuesday 3 November 2020

## MILCOMBE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 1 SEPTEMBER 2020 AT 8.00PM

**PRESENT:** Chairman, Councillor Marlene Cowell; Councillors Mandie McCullagh and Myra Peters.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer) and.

**APOLOGIES:** Councillor Peter Booth submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Councillor Michael Haynes submitted his apologies because he was unable to connect to Zoom, the apologies were accepted and the absence authorised.

County Councillor Kieron Mallon and District Councillor Hugo Brown also submitted their apologies.

**29/20 Declarations of Interest** - There were no declarations of interest.

Members were reminded that 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.

**30/20 Minutes** – Prior to the meeting, the minutes of the meeting held on 7 July 2020 had been circulated to the Parish Council.

**Resolved** that the minutes be approved and signed by the Chairman as a correct record.

**31/20 Matters Arising from the Minutes of 7 July 2020**

Minute Number 22/20 (iii) Grit Bin - Councillor Myra Peters reported that the grit bin in Dovecote Close had not yet been installed. Councillor Peters would check whether any further grit was required and whether it could be stored at Councillor Peter Booth's property. **Action TG/MP**

**32/20 Chairman's Announcements**

- Tribute to Keith Mitchell – The Chairman reported that Keith Mitchell CBE had passed away on 26 August 2020. Keith had been Milcombe's District Councillor for many years and regularly attended MPC meetings. He was very supportive and approachable and could always be relied upon for help and advice when requested as the Chairman found out when she was Clerk. He held a monthly surgery on Saturday mornings at the Horse & Groom which she attended frequently on PC matters and occasionally personal ones. He was also the internal auditor which he did for a good many years on a voluntary basis. A letter of condolence would be sent to his wife and family. **Action TG**
- Parish Council Meetings - The current advice from the National Association of Local Councils was that meetings should continue to be held remotely. If Councils wished to hold physical meetings, then there was a checklist of issues to consider prior to the meeting taking place.
- Bus Service - The new 488 bus service timetable had been amended from 1 September 2020 and it now also included a Sunday service. There were full details in the September issue of the Milcombe Newsletter.
- Snow Wardens – The County Council was asking for volunteers from the community to become Snow Wardens to help clear the footpaths if there was adverse weather. If anyone wished to join the Scheme, they should contact the Clerk.
- Letter from the Lord Lieutenant of Oxfordshire's Office – The letter, which had been sent to the Parish Council, thanked those who provided support to the community during the Covid-19 Pandemic.
- Code of Conduct – Councillors were reminded about their responsibilities, as outlined in the Code of Conduct. A copy was available on the Parish Council web site.

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**33/20 Open Forum** – There were no residents' issues.

**34/20 Reports from County and District Councillors** – There was no report from County Councillor Kieron Mallon.

Prior to the meeting, District Councillor Hugo Brown had circulated his report to the Parish Council.

**Resolved** that the report be noted.

**35/20 Village Matters**

- i) Village Organisations – The Chairman reported that the Milcombe Charities Committee meeting had been held earlier that evening and the village hall would be staying closed for the foreseeable future.

The Chairman hoped that copies of the Milcombe Newsletter could be available for collection in the Horse and Groom.

**Resolved** that the reports be noted.

- ii) Play Area – The Chairman reported that the annual play area inspection report had been received by the Parish Council. Many of the issues were classed as low risk, however Councillors felt that as there was an on-going project for new equipment, no action would be taken immediately on any of the items.

The Clerk reported that the Play Equipment Working Group would have to start their project from scratch now that the Sanctuary Housing funding was no longer available. This would require obtaining three new quotes and also applying for grant funding.

**Resolved** that the reports be noted.

- iii) Signage – The Parish Council discussed making a request to the County Council to improve the signage by the Horse and Groom, to encourage drivers to slow down.

**Resolved** that the County Council be contacted to attend a site meeting to discuss road signage around the area of the Horse and Groom. **Action TG**

- iv) Grounds Maintenance – The Parish Council discussed the grounds maintenance in the Churchyard and highlighted a number of issues which needed addressing.

**Resolved** that Nigel Prickett be asked to undertake the maintenance work in the Church yard. **Action MP**

- v) Litter Pick 2020 – The Parish Council discussed the village litter pick for 2020, which Cherwell District Council was holding from 11 September 2020 to 28 September 2020.

**Resolved** that the litter pick be held on Sunday 13 September 2020 and Councillor Myra Peters to confirm if the equipment can be delivered on Friday 11 September 2020 to Councillor Peter Booth's premises. **Action MP/TG**

**36/20 Planning**

- i) Planning Applications - The Parish Council had no objections to the following planning applications: None

The Clerk reported that the Parish Council had made comments on the following planning application: None

The Clerk reported that the Parish Council was currently considering the following planning applications:

20/02050/F

Star Pubs & Bars

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Horse and Groom Inn, Main Road, Milcombe  
New kitchen extraction and air input

20/02135/F

Thomas Birch & Amy Tambini  
33 Newcombe Close, Milcombe  
4m rear extension forming kitchen/dining area to facilitate an additional bedroom and accessible shower room.

**Resolved** that the report be noted.

- ii) Results of Planning Applications – Prior to the meeting, the results of the planning applications, determined by Cherwell District Council, had been circulated to the Parish Council and were as follows: None

**Resolved** that the report be noted.

- iii) Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper – The Parish Council considered the consultation documents on the Cherwell Local Plan Review 2040.

**Resolved** that the Parish Council has no comments on the Local Plan Review 2040.

- iv) Changes to the Current Planning System, Planning for the Future, White Paper and Transparency and Competition: Data and Land control – The Parish Council considered the consultation documents on the current planning system, planning for the future, White Paper and Transparency and Competition: Data and Land control

**Resolved** that the Parish Council has no comments on the consultation documents.

### 37/20 Parish Council Matters

- i) Co-option – The Clerk reported that there had not been any applications for co-option onto the Parish Council, in respect of the two vacancies.

**Resolved** that the vacancies continue to be advertised. **Action TG**

### 38/20 Finance

- i) Accounts for Payment – The Clerk submitted to the Parish Council, the accounts to be paid.

**Resolved** that the following payments be approved:

Payment	Amount	Cheque no.
Theresa Goss – Salary for September 2020	£240.76	1461
Theresa Goss – Expenses for September 2020	£45.19	1461
Theresa Goss – Salary for October 2020	£240.76	1461
HMRC payment for September 2020	£60.20	1462
HMRC payment for October 2020	£60.20	1463
NR Prickett – Grass cutting for August 2020	£407.40	1464
Katharine House Hospice – Donation in memory of Keith Mitchell	£25.00	1465

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 September 2020 for the Natwest & Unity bank accounts.

**Resolved** that the report be noted.

### 39/20 Correspondence – There was no further correspondence.

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**40/20 Meeting Dates** - The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. They would all commence at 8.00pm.

However due to the current situation with Covid-19, she also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

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**41/20 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 42/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**42/20 Clerk and Responsible Financial Officer** – The Clerk reported on the amended salary scales, following the award of a 2.75% pay increase from 1 April 2020.

**Resolved** that the report be noted.

(The meeting closed at 9.10pm)

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Signed, Chairman – 3 November 2020