

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 1 NOVEMBER 2022 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

PRESENT: Chairman, Councillor Myra Peters: Councillors Ruth Dale, Nigel Davis, Chris Hill and Mandie McCullough.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) District Councillor Hugo Brown and one member of the public.

49/22 Apologies – Parish Councillor Tracey Scott submitted her apologies because she had another appointment.

Resolved that the apologies from Parish Councillor Tracey Scott be accepted and the absence be authorised and approved.

50/22 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.

51/22 Minutes – Prior to the meeting, the minutes of the meeting held on 6 September 2022 had been circulated to the Parish Council.

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

52/22 Matters Arising from the Minutes of 6 September 2022

- 4th Corner Ltd would be reminded about removing the grass cuttings from the Church yard.
- The Mulberry tree on Main Road still needed to be cut back. The Clerk would contact a contractor to provide a quote. **Action TG**
- The Village Hall Committee Treasurer had resigned and Councillors were unaware whether or not the Committee's documentation had been returned.
- Nigel Prickett would be contacted and his quote accepted for the repairs the gateway by the play area on Bloxham Road.

53/22 Chairman's Announcements

- Remembrance Day – Vice-Chairman of the Parish Council, Councillor Nigel Davis would be attending the Bloxham and Milcombe services to lay wreaths at the War Memorials on Sunday 13 November 2022.
- Anti-Social Behaviour - Following the receipt of an anonymous letter, the Police and Crime Commissioner, Matthew Barber has agreed to meet with the Parish Council on Wednesday 16 November 2022 at 7.30pm at the Village Hall. Residents were also welcome to attend the meeting.
- Code of Conduct Training – Wednesday 23 November 2022 at Cherwell District Council, Bodicote House, Bodicote, Banbury.
- Councillors Fundamentals Training – Councillors encouraged to attend the OALC training session, if they were able.
- Play Area – Six replacement bolts were required from Kompan for repairs to the bridge in the play area.
Action TG

54/22 Open Forum – A resident attended the meeting and reported that the defibrillator needed better lighting. The work had been scheduled with an electrician and this would be chased up by Councillor Nigel Davis. **Action ND**

(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)

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55/22 Reports from County and District Councillors – Prior to the meeting, District Councillor Hugo Brown had circulated his report to the Parish Council.

Councillor Brown highlighted the support which Cherwell District Council was giving to residents who were struggling with the cost of living crisis. This information would be circulated to the village. **Action TG**

The Chairman thanked Councillor Brown for his report.

Resolved that the report be noted.

56/22 Village Matters

- i) Village Hall Committee – The Chairman reported that the Village Hall Committee was having difficulties finding new members to join the Committee. The Treasurer needed to be replaced and a member of the community had indicated their interest in this role.

There was also a discussion about the Parish Council representative on the Village Hall and it was felt that Parish Councillor Nigel Davis should fulfil this role.

Resolved that Parish Councillor Nigel Davis be appointed as the Parish Council's representative on the Village Hall Committee. **Action ND**

- ii) Play Area – The Chairman reported that there had been some vandalism on the bridge at the play area, as well as the picnic tables and the litter bins. CCTV was discussed and further information was required before it could be progressed

Resolved that Parish Councillors Nigel Davis and Chris Hill to investigate CCTV further and report back to the next Parish Council meeting. **Action ND/CH**

- iii) HGV's in New Road, Milcombe – At the previous meeting, Councillor Kieron Mallon had agreed to assist with this application but no information had yet been received.

Resolved that Councillor Kieron Mallon be contacted for assistance with this application and it be deferred to the next meeting of the Parish Council. **Action TG**

57/22 Planning

- i) Planning Applications - The Parish Council had made observations to the following application:
22/02898/F 12 Heath Close, Milcombe
Front extensions to porch and garage, internal alterations and dropped kerb

The Parish Council was currently considering the following planning applications: None

Resolved that the reports 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) Neighbourhood Development Plan (NDP) – Councillor Nigel Davis gave an update on the progress with the Neighbourhood Plan.

Resolved that:

- 1) the report be noted;
- 2) the 'Designation of the Neighbourhood Plan Area for Milcombe' submitted to Cherwell District Council, be approved; and

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- 3) Councillors Nigel Davis and Chris Hill be authorised to investigate and submit grant applications to enable the Neighbourhood Plan to continue to progress.

58/22 Parish Council Matters

- i) Vacancies – There had not been any applications for co-option onto the Parish Council.

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

59/22 Finance

- i) Accounts for Payment/Income/Uncashed Payments – The Clerk submitted to the Parish Council, the income which had been received since the last meeting and the accounts to be paid.

Resolved that the accounts for payments be approved and the income and uncashed payments be noted and the following payments be approved:

Theresa Goss – Salary and expenses for November and December 2022	
HMRC – Payments for November and December 2022	
Moore – External Audit for 2021/2022	£480.00
Cherwell District Council – Emptying Dog Waste Bins	£700.13
Nigel Prickett – Grass cutting for September 2022	£477.60
Oxfordshire County Council – Traffic survey	£900.00
Unity Trust Bank – Service Charge	£18.00
Playground Supplies Ltd – Play area inspection for October 2022	£72.00
Starboard Systems Ltd – Scribe Accounts	£345.60
Nigel Prickett – Grass Cutting for September 2022	£420.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 1 November 2022 for the Unity Trust bank accounts.

Resolved that the report be noted.

- iii) Budget Monitoring – The Parish Council considered the budget monitoring report from April to November 2022.

Resolved that the budget monitoring report from April to November 2022 be noted.

- iv) Conclusion of External Audit – Prior to the meeting, the conclusion of the External Audit for 2021/2022 and the External Auditor's report were circulated to the Parish Council.

Resolved that the conclusion of the external audit for 2021/2022 be noted and approved.

- v) Budget 2023/2024 – The Parish Council considered a draft budget for 2023/2024 and discussed the precept figure for 2023/2024.

Resolved that:

- 1) the precept for 2023/2024 be approved at £14,000;
- 2) the budget for 2023/2024 be approved; and
- 3) contact be made with Cherwell District Council to establish whether there are any Section 106 maintenance funds in respect of the play equipment, due to be paid to the Parish Council. **Action TG**

60/22 Correspondence – There was no further correspondence.

61/22 Exclusion of the Public and Press

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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 62/22 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

62/22 Clerk's Expenses – The Parish Council discussed the expenses claimed by the Clerk and Responsible Financial Officer.

Resolved that the Clerk and Responsible Financial Officer be authorised to claim 45p mile when attending Parish Council meetings, from November 2022.

63/22 Meeting Dates - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 3 January 2023
- Tuesday 7 March 2023
- Tuesday 18 April 2023 (Annual Parish Meeting)
- Tuesday 2 May 2023
- Tuesday 4 July 2023
- Tuesday 5 September 2023
- Tuesday 7 November 2023

64/22 Items for the Future Agendas

- Gigaclear Community Hub/Provision of Broadband and Hybrid Meetings
- New play area warning sign
- Results of Traffic Survey

(The meeting closed at 9.30pm)

Signed, Chairman – 3 January 2023