

MILCOMBE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON ZOOM ON TUESDAY 2 MARCH 2021 AT 8.00PM

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

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

APOLOGIES: Councillor Michael Haynes submitted his apologies because he had another appointment. However, the apologies were not accepted and the absence was not authorised.

73/20 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.

74/20 Minutes – Prior to the meeting, the minutes of the meetings held on 5 January 2021 had been circulated to the Parish Council.

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

75/20 Matters Arising from the Minutes of 5 January 2021

Minute Number 60/20 - Oak Farm – Councillor Myra Peters raised the issue of the increase in affordable housing on the Oak Farm development and District Councillor Hugo Brown agreed to follow this up with the planning officers.
Action HB

Minute Number 63/20 (ii) - Village Matters, Play Area – Councillor Myra Peters reported that the trees at play area had been cut back on Dovecote side by Cherwell District Council. However, Mr Ben Coles had not responded to the Parish Council's request and had not undertaken any work to his trees which were overhanging his boundary line. The Clerk would write to Mr Coles again. **Action TG**

77/20 Chairman's Announcements

- Resignation of Councillor Peter Booth – Peter had resigned from the Parish Council and the Chairman thanked him for all of his hard work over many years.
- Beryl Whing – Beryl had passed away in January 2021 and the Chairman paid tribute to all her hard work in the village over many years, including as a Parish Councillor.
- Captain Sir Tom Moore – The Chairman paid tribute to Sir Tom who had passed away on 2 February 2021, following the millions of pounds he had raised for the NHS during the Covid-19 Pandemic. The village flag had been flown at half-mast on the day of his funeral, 26 February 2021
- Protocol for marking the Death of a Senior Figure – Guidance had been received by the Parish Council and circulated to all Councillors.
- Dog Waste Bags - The Chairman now had a supply for the village and these would be made available in the Church porch.
- Winter Support Grants – The grant had been advertised in the Milcombe Newsletter, on the Parish Council web site and on the Facebook page.
- Census 2021 – Information could be completed online and Census day was 21 March 2021.
- Local Elections – These were being held on 6 May 2021 and Parish Council elections were in 2022.

78/20 Open Forum – Nigel Davis addressed the Parish Council regarding registering the Horse and Groom PH as an Asset of Community Value. Mr Davis would also look into registering the village shop, the Dovecote, Paradise Lane field and the village hall. He would provide information to the Parish Council in due course and District Councillor Hugo Brown agreed to assist. It was noted that the Ridge and Furrow field had previously been registered however this might now have lapsed.

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79/20 Reports from County and District Councillors – County Councillor Kieron Mallon had nothing to report, except that trees had been removed by Crouch Hill in readiness for the installation of a new road layout for the A361, including a new roundabout. The work would be ongoing for a number of months and could cause serious disruptions on the A361.

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

The 'Containing Covid-19 Outbreak Management Fund' was discussed and ideas for organisations which could benefit were suggested. The Clerk would obtain details with regard to the Milcombe residents who used the St Mary's Thursday Club in Bloxham, with a view to possibly submitting an application to enable that group to re-open when the Covid-19 restrictions were relaxed. **Action TG**

Resolved that the reports be noted.

80/20 Village Matters

- i) Village Organisations – The Chairman reported that village hall was still closed, but was being used as a Polling Station for the elections on 6 May 2021. The new noticeboard had not yet gone up and the Committee was still looking for a new Treasurer. There was also an issue with the guttering which needed addressing.

The Milcombe Newsletter was still available to be collected from the village shop. It was hoped it could be delivered again when Covid-19 restrictions were relaxed.

Resolved that:

- 1) the report be noted; and
- 2) Mark Boardman be thanked for all his work on the Milcombe Newsletter.

- ii) Play Area – The Clerk reported that the Milcombe Community Play Area Working Group had received two quotes, but had been unable to obtain a third. Cherwell District Council had invoiced the developer for the Section 106 funds and the Community Infrastructure Funding was also still available.

Resolved that:

- 1) the report be noted;
- 2) Councillor Myra Peters be thanked for completing the play area inspections; and
- 3) a new information sign be erected outside the play area. **Action TG**

- iii) Milcombe Annual Parish Meeting (APM) – The Parish Council discussed the APM, which would be held on Tuesday 11 May 2021 at 8pm.

Resolved that the report be noted and a speaker would not be invited this year.

- iv) Maintenance of the St Lawrence Church Clock – The Chairman reported that the three year maintenance contract with Smith of Derby was due for renewal. The first inspection was being held on Wednesday 3 March 2021.

The Parish Council installed the Church Clock many years ago and agreed to fund its upkeep.

Resolved that the three contract with Smith of Derby be renewed. **Action TG**

81/20 Planning

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

The Clerk reported that the Parish Council had objections on the following planning application:

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- 20/03609/F Land North of The Green and Adj to Oak Farm Drive, Milcombe
Application for an additional four dwellings to be reviewed in conjunction with previous planning approval 19/00046/REM approved 22nd January 2020.
- 20/03610/F Land North of The Green and Adj to Oak Farm Drive, Milcombe
Variation of Condition 1 (plans) of 19/00046/REM - plot substitutions, along with alterations to approved planning layout.

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

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:

Cherwell DC Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
20/02389/OUT	Swerbrook Farm Hook Norton Road Wigginton Erection of an indoor horse training arena	No comments	Approved
20/03421/F	1 Heath Close Milcombe First floor rear extension and demolition of garage and erection of single storey extension	Observations	Refused

- iii) 21/00474/F - Horse And Groom Inn, Main Road, Milcombe – The Parish Council considered an application for a replacement kitchen extraction system on a rear single storey extension - re-submission of 20/02050/F.

Resolved that the Parish Council has no objections to application 21/00474/F. **Action TG**

- iv) 21/00357/DISC - Smithy Cottage, Horton Lane, Milcombe – Prior to the meeting, Councillor Kieron Mallon had circulated the County Council's objection the discharge of condition 3 relating to the (car parking provision plan) of 20/02777/F.

Resolved that the report be noted.

- v) Local Transport and Connectivity Plan Vision Consultation – The Chairman asked the Parish Council if it would like to make comments on the consultation.

Resolved that Councillors will review the consultation document and forward any comments to the Clerk.
Action TG

- iv) Cherwell Local Plan Review 2040 - Village Services Questionnaire February 2021 – The Chairman reported that along with Councillor Myra Peters, they would respond to the questionnaire.

Resolved that the report be noted.

82/20 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 vacancies.

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

- ii) Councillor to Monitor Financial Matters – The Clerk reported that following the interim report from the Internal Auditor, the Parish Council was required to appoint a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

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Resolved that this item be deferred to a future meeting. **Action TG**

- iii) Training Policy – Prior to the meeting a draft Parish Council training policy had been circulated to Councillors.

Resolved that the training policy be approved.

83/20 Finance

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

Resolved that the following payments be approved:

Theresa Goss – Salary and Expenses for March 2021	
HMRC – Payment for March 2021	
Smith of Derby – Three year contract for Church Clock Maintenance	£726.00
Auditing Solutions Ltd – Interim Internal Audit 2020/2021	£180.00
Oxfordshire Playing Fields Association – Annual Subscriptions	£42.00
Mr M Boardman – Grant for Milcombe Newsletter	£34.19
Oxfordshire Association of Local Councils – Annual Subscriptions	£146.16
Bloxham Parish Council – Use of Zoom Account	£7.20
Theresa Goss – Phone and Keyboard	£11.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 March 2021 for the Unity bank accounts.

Resolved that the report be noted.

- iii) Internal Auditor's Interim Report 2020/2021 – Prior to the meeting, the Clerk had circulated to the Parish Council, the interim report and recommendations from the Internal Auditor.

Resolved that the interim report and recommendations for 2020/2021 be noted.

- iv) Members' Allowances 2020/2021 – The Parish Council considered the Report of the Independent Remuneration Panel regarding Members' Allowances for 2021/2022.

Resolved that no basic allowances or expenses be paid for 2021/2022.

84/20 Correspondence – There was no further correspondence.

85/20 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 minutes numbered 86/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

86/20 Clerk & Responsible Financial Officer – The Parish Council completed a salary review for 2021/2022 for the Clerk and Responsible Financial Officer.

Resolved that the Clerk and Responsible Financial Officer's salary be increased to spinal point 23, from 1 April 2021. **Action TG**

87/20 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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- Tuesday 4 May 2021
- Tuesday 11 May 2021 (Annual Parish Meeting)

88/20 Items for the next Agenda

- Registrations of Assets of Community Value
- Councillor to Monitor Financial Matters

(The meeting closed at 9.50pm)

Signed, Chairman – 4 May 2021