

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 2 JULY 2024 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

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

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Andrew McHugh and David Rogers and two members of the public.

**16/24 Apologies** – There were no apologies for absence.

**1724 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.

**Resolved** that the interest be noted.

**18/24 Minutes** – Prior to the meeting, the minutes of the meeting held on 7 May 2024 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 7 May 2024 be approved and signed by the Chairman as a correct record.

**19/24 Matters Arising from the Minutes of 7 May 2024**

Minute Number 6/24, Matters Arising – The Chairman reported that the deep clean of Village Hall had been undertaken on 8 May 2024, but an invoice had not yet been received. **Action ND**

Minute Number 7/24, Chairman's Announcements – The Chairman reported that she would discuss the issues with the drains with Kathryn Gash from the Highways Engagement Team. District Councillor Andrew McHugh would also try and obtain plans of the drainage in the village. **Action AMc**

**20/24 Memorial Bench** - The Chairman reported that along with Councillor Nigel Davis, they had tidied the area around the pump, which was located the area where the memorial bench would be installed on Main Road.

A quote for the bench and plaque had been received from Glasdon UK Ltd and a quote for the installation had been received from Alan Bower. Both had now been approved by Wendy French-Carter and the Clerk would confirm the orders shortly.

**Resolved** that the report be noted.

**21/24 CCTV for the Play Area** – The Parish Council discussed the installation of CCTV at Milcombe Play Area, following a site meeting with Wayne Gubbins from Visual Controls, prior to the meeting. The pole for the camera would be located inside the play area and would be painted green rather than white, if this was an option from the supplier. Signage would also need to be erected, once the camera was in place.

The Clerk had been liaising with National Grid earlier that day with regard to the power supply and now a location for the pole had been agreed, a quote could be obtained from the cabling and excavation work.

**Resolved** that delegated authority be given to the Clerk, in consultation with the Chairman and Vice-Chairman to progress the project, including accepting a quote from National Grid for the cabling and excavation work. **Action TG**

**21/24 Chairman's Announcements**

- Formal Consultation on the Proposal by Oxfordshire County Council to Designate Certain Streets as Traffic-Sensitive – The Parish Council had no comments on the consultation. **Action TG**

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- Oxfordshire County Council Local Flood Risk Management Strategy Consultation – Information on the consultation would be passed onto District Councillor Andrew McHugh and Parish Councillors were asked to review the consultation and forward their comments to the Clerk. **Action ALL**
- Community First Oxfordshire – Eco-friendly houses had been built in Hook Norton and Councillor Nigel Davis would review these type of properties, as part of the Neighbourhood Plan.
- Rickfield Farm, Station Road, Milcombe – An appeal against the decision by Cherwell District Council to refuse planning permission for the change of use of existing poultry shed and dutch barn to a container storage (Use Class B8) including associated landscaping had been submitted to the Planning Inspector.
- Cherwell District Council's Parish Liaison Meeting – The Chairman encouraged Councillors to review the notes from the meeting, which had been emailed to all Councillors by the Clerk. It was highlighted that a five year land supply had not been demonstrated as part of Oxford's Unmet Housing Need, however a five year housing land supply had been demonstrated in Cherwell's Local Plan.
- 23/01144/OUT, Outline planning application for 90 houses together with associated access off Bloxham Road, Milcombe – The Chairman attended Cherwell District Council's Planning Committee meeting and had addressed the Committee in respect of the Parish Council's objection to the application. The application was refused, but it was likely the decision would be appealed.

**22/24 Open Forum** – The residents had already left the meeting at this point.

*(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)*

**23/24 Reports from County and District Councillors** – District Councillor Andrew McHugh reported that on behalf of the Parish Council, he hoped to obtain information on the drainage systems in the village.

Councillor McHugh advised that there was a minority administration at Cherwell District Council and he was now a back bencher and no longer a member of the Executive. Councillor McHugh also highlighted to the Parish Council, the Spare Seat Scheme.

District Councillor David Rogers introduced himself to the Parish Council and reported that he would be concentrating his efforts on obtaining developer contributions for Primary Care services, through Section 106 capital funding which would expand care services in the District.

There was no report from County Councillor Kieron Mallon.

The Chairman thanked the District Councillors for their reports.

**Resolved** that the report be noted

**24/24 Village Matters**

- i) Village Hall Committee – Councillor Nigel Davis reported that fundraising via events and grants, would be investigated.

**Resolved** that the report be noted.

- ii) Play Area – The Chairman reported that there were currently no issues at the play area and Councillor Nigel Davis had recently completed a small repair on a piece of the play equipment.

**Resolved** that the report be noted

- iii) Travellers Site – The Parish Council discussed the potential issues relating to travellers residing in the area and that a recent report had not been correct and travellers had not arrived in the surrounding areas.

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The Chairman highlighted the anti-social behaviour which was occurring around the Dovecote and the Clerk had put the affected residents in touch with Thames Valley Police. There were also anti-social behaviour issues in the Oak Farm estate.

**Resolved** that:

- 1) the report be noted; and
  - 2) Parish Council information be published on the Parish Council's Facebook page, but it will no longer be published on the village community Facebook page, due to the abuse from residents which has been aimed at the Parish Council.
- iv) The Pump – The Parish Council discussed regular tidying up of the area around The Pump and this would be completed as and when necessary by residents and/or Councillors.

**Resolved** that the report be noted.

## 25/24 Planning

- i) Planning Applications – Since the last meeting, the Parish Council had no objections to the following application: 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 reported that work on the Plan was progressing and he would shortly be submitting the grant funding monitoring report to Locality.

**Resolved** that the report be noted.

## 26/24 Parish Council Matters

- i) Vacancies – The Clerk reported that had been one application for co-option onto the Parish Council.

**Resolved** that Oscar Chang Anderson be co-opted onto the Parish Council and the one remaining vacancy continue to be advertised. **Action TG**

- ii) Wooden Posts on Main Road – The Parish Council discussed the quote for wooden posts on Main Road from the County Council and the Clerk suggested an alternative could be stones from the two local quarries.

**Resolved** that:

- 1) the County Council be contacted for advice and permission with regard to stones being located on the grass verges instead of wooden posts;
- 2) if stones are permitted, contact be made with Heritage Quarry Group; and
- 3) should stones not be permitted or available, the quote from the County Council for wooden posts be accepted.

**Action TG**

## 27/24 Finance

- (i) Financial Matters – Prior to the meeting, a number of financial documents had been circulated to the Parish Council.

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**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 2 July 2024 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, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 2 July 2024 and the Unity Trust bank statements for 30 June24.
- (ii) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council received budget monitoring report for 2023/2024.

**Resolved** that the report be noted.

**28/24 Correspondence** – There was no further correspondence.

The Parish Council discussed the use of Drop Box and the Clerk was requested to open a Parish Council Drop Box account and share the link with the Councillors. **Action TG**

**29/24 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 minute numbered 30/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**30/24 Staffing Matters** – The Parish Council discussed the home working allowance, which the Parish Council was entitled to pay to the Clerk, in lieu of providing an office.

**Resolved** that the Clerk & Responsible Financial Officer be paid the monthly home working allowance. **Action TG**

**31/24 Meeting Dates** - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 3 September 2024
- Tuesday 5 November 2024

**32/24 Items for the Future Agendas**

- New Noticeboard
- Civility and Respect Pledge

(The meeting closed at 9.35pm)

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Signed, Chairman – 3 September 2024