

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 7 JULY 2022 AT 7.30PM AT THE VILLAGE HALL, MILCOMBE

PRESENT: Councillor Myra Peters, Chairman: Councillors, Nigel Davis, Mandie McCullough and Tracey Scott.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Tim Northey from Abbey Mills Homes and seven members of the public.

19/22 Apologies – Parish Councillor Councillor Ruth Dale submitted her apologies because she had another appointment. County Councillor Kieron Mallon and District Councillor Hugo Brown also submitted their apologies.

Resolved that the apologies from Parish Councillor Ruth Dale be accepted and the absence approved.

20/22 Declarations of Interest

Minute Number 21/22, Land East of Heath Close - Councillor Tracey Scott declared an interest because she was a resident of Heath Close.

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.

21/22 Land East of Heath Close – The Chairman introduced Tim Northey from Abbey Mill Homes and he provided details on a proposed development on land east of Heath Close.

Mr Northey provided information on the proposed layout of the site, the elevations and materials which might be used. There was a lengthy discussion with regard to drainage and flooding which occurred in this area and Mr Northey took away a number of photographs to discuss this further with his architects and consultants.

Resolved that the information on the proposed development, be noted.

22/22 Minutes – Prior to the meeting, the minutes of the meeting held on 10 May 2022 had been circulated to the Parish Council.

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

23/22 Matters Arising from the Minutes of 10 May 2022 – There were no matters arising.

24/22 Chairman's Announcements

- Neighbourhood Development Plan (NDP) – A session was held on 15 June 2022 with Community First Oxfordshire with regard to developing an NDP for Milcombe. The Parish Council was still waiting for follow-up information from Stephen McKenna. Councillor Nigel Davis had compiled a proposed timeline for an NDP and this would be discussed at the next meeting. **Action TG**
- Gigaclear Community Hub – An application could be made to Gigaclear for a community hub once the connection in Milcombe was live. However, given the delay with the Gigaclear roll out, Councillor Nigel Davis would look into an internet provider for the Village Hall. **Action TG**

25/22 Open Forum – The residents who had attended the meeting, had already left the meeting by this point because they had been in attendance to listen to the presentation on the proposed planning application at land east of Heath Close.

(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)

26/22 Reports from County and District Councillors – Prior to the meeting, County Councillor Kieron Mallon and District Councillor Hugo Brown had circulated their reports to the Parish Council.

MILCOMBE PARISH COUNCIL

Resolved that the report be noted.

27/22 Village Matters

- i) Village Organisations – The Chairman advised that there was no report from the Village Hall Committee.

The Chairman reported that the weeds had been sprayed on the footpaths by Fourth Corner Ltd, however they would be revisiting the village to remove the grass from the Church yard.

Resolved that:

- 1) the report be noted;
- 2) Marlene Cowell be contacted to clarify who is the current Treasurer of the Milcombe Charities;
- 3) Milcombe Charities be asked to make their donation of £1316.00 to the Parish Council for the play equipment; and **Action TG**
- 4) Cherwell District Council be contacted with regard to the amenity area on Oak Farm Phase 1, not being maintained properly. **Action TG**

- ii) Play Area – The Chairman reported that Kompan had been requested to provide a quote for the monthly inspection of the play equipment and the annual inspection.

The Chairman also reported that Paul Lester had fitted a magnet to the gate, but he was trying to source a more powerful magnet to make it more secure.

Resolved that the report be noted.

- iii) HGV's in Milcombe – Councillor Nigel Davis was continuing to contact the County Council for information on HGV weight limits and would provide a report at the next meeting.

Resolved that this item be deferred to the next meeting of the Parish Council. **Action ND/TG**

- iv) Proposed 20mph Speed Restrictions for Milcombe – The Parish Council discussed the results of the proposed 20mph speed restrictions survey.

The results of the County Council's traffic speed and volume survey had not yet been received.

Resolved that:

- 1) the report be noted;
- 2) the results of the village survey be submitted to the County Council to support the Parish Council's application for 20mph zones in Milcombe; and **Action TG**
- 3) the County Council be contacted again for a date for the speed and traffic survey. **Action TG**

- v) Village Gateway – The Parish Council considered a quote from Glasdon for a new village gateway on Bloxham Road, by the play area.

Resolved that:

- 1) the quote be noted; and
- 2) Nigel Prickett be asked for a quote to repair and reinstate the gateway. **Action TG**

- vi) New Road Bus Shelter – The Parish Council considered a quote from Externiture for a bench in the New Road bus shelter, however Councillors felt that it was too expensive.

Resolved that the quote not be accepted and a seat not be fitted in the bus shelter.

MILCOMBE PARISH COUNCIL

- vii) Defibrillator – The Parish Council noted that the defibrillator had been installed at the Village Hall. Thanks were passed to John Ellison and Councillor Nigel Davis for completing the installation.

Resolved that the report be noted.

28/22 Planning

- i) Planning Applications - The Parish Council had no objections to the following applications:

22/00434/TPO OS Parcel 3400 South of Dismantled Railway, Bloxham Road, Milcombe
Tree works

22/00484/F Milcombe Hall, Horton Lane, Milcombe
Erection of a single dwelling and garage with associated landscaping

22/00536/F Rickfield Farm, Station Road, Milcombe
Variation of condition 4 (hedgerow management scheme) of 21/03635/F

22/01212/DISC Land north of The Green and adj to Oak Farm Drive, Milcombe
Discharge of Conditions 6 (Construction Traffic Management Plan), 7 (vehicular accesses, driveways and turning areas) and 16 (covered cycle parking facilities) of 20/03609/F

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:

Cherwell DC Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
22/00434/TPO	OS Parcel 3400 South of Dismantled Railway Bloxham Road, Milcombe	No objections	Permitted
22/00484/F	Milcombe Hall, Horton Lane, Milcombe Erection of a single dwelling and garage with associated landscaping	No objections with observations	Permitted
22/00536/F	Rickfield Farm, Station Road, Milcombe Variation of Condition 4 (hedgerow management scheme) of 21/03635/F	No objections with observations	Permitted

Resolved that the report be noted.

29/22 Parish Council Matters

- i) Vacancies – The Parish Council considered one application for co-option onto the Parish Council.

Resolved that:

- 1) Chris Hill be co-opted onto the Parish Council; and **Action TG**
- 2) the remaining vacancy continue to be advertised in the village. **Action TG**

MILCOMBE PARISH COUNCIL

- ii) Parish Council Documents & Policies 2022/2023 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

Resolved that the following documents and policies be approved for 2022/2023:

- 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

- iii) Code of Conduct – The Parish Council considered a new Code of Conduct, recommended by Cherwell District Council's Monitoring Officer.

Resolved that the Code of Conduct be adopted. **Action TG**

30/22 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 June, July & August 2022	
HMRC – Payments for June, July & August 2022	
Tax Assist Accountants – Payroll Services for 2022/2023	£293.32
Nigel Prickett – Grass Cutting for May 2022	£612.00
Wel Medical – Defibrillator	£1500.00
Unity Trust Bank – Service Charge	£18.00
Nigel Prickett – Grass Cutting for June 2022	£612.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 5 July 2022 for the Unity Trust bank accounts.

Resolved that the report be noted.

- iii) Section 106/Community Benefits List – Prior to the meeting, two examples of Community Benefits Lists had been circulated to the Parish Council.

Resolved that the following items be included in the Parish Council's Section 106 Community Benefit list:

- 1) upgrading footpaths on Main Road from Oak Farm to Horton Lane;
- 2) improvements to the public right of ways from Milcombe to Bloxham, including new kissing gates along the route;

MILCOMBE PARISH COUNCIL

- 3) instead of a LAP being included as part of the planning application, the Section 106 agreement should include the equivalent amount of capital funding (and subsequent maintenance funds) to be transferred to the Parish Council to install additional equipment in the village play area. This will complement the recently installed equipment in the play area. Provision should also be made to enable the Parish Council to use these funds for security systems to protect the new equipment and to upgrade the current fencing, as this would assist with the security of the facility:
- 4) a cycleway from the village play area, along Bloxham Road to A361, from this junction along the A361 to Bloxham Recreation Ground which would link Milcombe to Bloxham and allow children to move safely between the play areas in each village; and
- 5) funds for traffic calming measures which could be spent anywhere in the village, including a pedestrian crossing by the play area on Bloxham Road. The Parish Council should have the discretion to decide on the locations where the funds are spent.

iv) Budget Monitoring – The Parish Council considered the budget monitoring report from April to July 2022.

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

31/22 Correspondence – There were no further items of correspondence.

32/22 Meeting Dates - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 6 September 2022
- Tuesday 1 November 2022

33/22 Items for the Next Agenda

- Gigaclear Community Hub/ Provision of Broadband and Hybrid Meetings
- New play area warning sign
- Village Gateway on Bloxham Road
- Neighbourhood Development Plan (NDP)

(The meeting closed at 9.40pm)

Signed, Chairman – 6 September 2022