

MILCOMBE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 7 MAY 2024 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

PRESENT: Chairman, Councillor Myra Peters: Councillors Chris Hill and Tracey Scott.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and four members of the public.

1/24 Apologies – Parish Councillor Nigel Davis submitted his apologies because he was on holiday.

Parish Councillor Mandie McCullagh submitted her apologies because she was at work.

Apologies for absence were also received from County Councillor Kieron Mallon and District Councillor Andrew McHugh.

Resolved that the apologies from Councillors Nigel Davis and Mandie McCullagh be accepted and the absences authorised.

2/24 Appointment of Chairman 2024/2025 – The Chairman asked for nominations for the position of Chairman of the Parish Council for 2024/2025.

Resolved that Councillor Myra Peters be appointed as Chairman of the Parish Council for 2024/2025.

3/24 Appointment of Vice-Chairman 2024/2025 – The Chairman asked for nominations for the position of Vice-Chairman of the Parish Council for 2024/2025.

Resolved that Councillor Nigel Davis be appointed as Vice-Chairman of the Parish Council for 2024/2025.

4/24 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.

5/24 Minutes – Prior to the meeting, the minutes of the meeting held on 5 March 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 5 March 2024 be approved and signed by the Chairman as a correct record.

6/24 Matters Arising from the Minutes of 5 March 2024

Minute Number 89/23, Village Matters - The deep clean at the Village Hall would be undertaken on Wednesday 8 May 2024.

Minute Number 89/23, Village Matters – HS2 lorries were using the village to drive to the quarries at Rollright and Enstone and the volume of traffic had been increasing recently. The Chairman would be attending the Bloxham Parish Council meeting on 3 June 2024 because Hertiage Quarries had been invited to meet with the Council.

7/24 Chairman's Announcements

- The Parish Council had been approached regarding the provision of allotments in the village. There were allotments at the top of New Road which were administered by the Coal Allotment Charity in South Newington and the person to contact was Sue Roberts on 01295 722543. It was the Parish Council's understanding that there were currently non available, but applicants could be added to the waiting list.

Another option were the allotments in Wigginton, administered by Wigginton Parish Council, contact 01608 737820 or clerk@wigginton-oxon.org.

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- Bollards on Main Road – There had been a meeting with Dave Catling from the County Council before Christmas and his colleague, James Wright, would now be providing a quote for their installation because Dave had retired in March 2024.
- Speeding in the Village – Cars had been seen overtaking lorries on Main Road. The County Council would be contacted for a quote to carry out a traffic survey because the volume of traffic in Milcombe had also increased recently. **Action TG**
- Drain Clearance – The previous week, the drains in the village had been cleared by the County Council, however because some drains had collapsed, they could not be cleared.

8/24 Open Forum – A resident addressed the Parish Council with regard to dangerous parking at junctions. The Clerk advised the resident to report the issues to the County Council's Civil Parking Enforcement Team and she would email the web site link to him. **Action TG**

The resident also raised the issue of the 20mph speed restrictions in Bloxham, which did not cover the sections of the A361 outside the David Tyrrell Recreation Ground and outside of Warriner School. The Clerk advised that the 20mph speed restrictions in Bloxham would be reviewed by the County Council, following a request from Bloxham Parish Council.

(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)

9/24 Reports from County and District Councillors – Prior to the meeting, District Councillor Andrew McHugh had advised the Parish Council that he had nothing further to add in addition to his report at the Annual Parish Meeting.

There was no report from County Councillor Kieron Mallon.

Resolved that the report be noted

10/24 Village Matters

- i) Village Hall Committee – In the absence of Councillor Nigel Davis, there was no report on the Village Hall Committee.

Resolved that the report be noted.

- ii) Play Area – The Chairman reported that Councillor Nigel Davis had changed one of the bolts which had come loose on the double swing. There was still an issue with the litter bin being thrown onto the adjacent field. There were a number of trees which were overhanging the boundary into the play area, which belonged to Ben Coles.

Resolved that the report be noted and Nigel Prickett be requested to cut back the overhanging trees.
Action MP

- iii) Noticeboard – The Parish Council discussed purchasing a new noticeboard to be located outside the village shop.

Resolved that quotes be obtained for a new noticeboard, to be located on New Road; exact location to be determined. **Action TG**

- iv) Flood Risk Management – The Parish Council discussed the opportunity for funding from Oxfordshire County Council.

Resolved that the Chairman to contact Tony Brummell at Cherwell District Council regarding a potential project on Rye Hill. **Action MP**

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- v) Police & Crime Commissioner for Thames Valley, CCTV Project – The Parish Council discussed the CCTV grant funding which was being made available by Matthew Barber, Police & Crime Commissioner.

Resolved that the Police & Crime Commissioner be contacted for further information regarding applying for grant funding for CCTV at the play area. **Action TG**

11/24 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:

Cherwell DC Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
24/00197/F	Little Acre, Main Road, Milcombe Erection of 1no 3 bedroom dwelling and associated works including demolition of existing buildings	No objections	Permitted

Resolved that the report be noted.

- iii) Neighbourhood Development Plan (NDP) – Councillor Chris Hill reported that there was no update on the Neighbourhood Development Plan, in addition to the information provided at the Annual Parish Meeting.

Resolved that the report be noted.

- vi) Planning Application 23/01144/OUT, Bloxham Road, Milcombe – The Parish Council discussed the Section 106 contributions relating to this application.

Resolved that the resolution, as recorded in the minutes of the Parish Council meeting held on 5 March 2024 be approved, as follows:

At the current time, Milcombe Parish Council is not aware of any land which is for sale in the Parish, which would be suitable for outdoor sports and therefore, the Parish Council does not have any plans in place for the use of Section 106 funds. With regard to indoor sports, again at the current time, the Village Hall Committee and Parish Council do not have enough members on either body to enhance the capacity of the Village Hall for any activities, including indoor sports.

There are currently no costed projects for the use of Section 106 funds for outdoor or indoor sports in Bloxham.

As a result, the Parish Council would like Section 106 funds for indoor and outdoor sports from this application to be allocated to the Community and Sports Centre in Adderbury. Milcombe Parish Council and Bloxham Parish Council are both supportive of the project in Adderbury because there will be benefits to residents of both villages, given the Centre's very close proximity to Milcombe and Bloxham.

12/24 Parish Council Matters

- i) Memorial Bench Policy – The Parish Council discussed a Parish Council Memorial Bench Policy.

Resolved that the Parish Council's Memorial Bench Policy be approved and an application form be sent to Wendy French-Carter. **Action TG**

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- ii) Parish Council Documents & Policies 2024/2025 – 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 2024/2025:

- 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) Insurance – The Parish Council reviewed its insurance policy for 2024/2025.

Resolved that the quote from Hiscox be approved. **Action TG**

- iv) Vacancies – There were no applications for co-option onto the Parish Council.

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

13/24 Finance

- (i) Internal Auditor's Report 2023/2024 – The Parish Council reviewed both the 2023/2024 Internal Auditor's Report and the Annual Internal Auditor's Report 2023/2024 within the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024.

Resolved that:

- 1) the Internal Auditor's report and recommendations for 2023/2024 be noted and approved; and
- 2) the Internal Auditor's report within the Annual Governance and Accountability Return for the year ended 31 March 2024 be noted.

Action TG

- (ii) Accounts 2023/2024 – The Parish Council considered the Receipts & Payments Account as at 31 March 2024.

Resolved that the accounts be approved and signed by the Chairman. **Action TG**

- (iii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2023/2024.

Resolved that Section 1 of the AGAR, the Annual Governance Statement 2023/2024 be approved. **Action TG**

- (iv) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2023/2024.

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Resolved that Section 2 of the AGAR, the Accounting Statements 2023/2024 be approved. **Action TG**

- (v) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2023/2024 for 30 days starting from 10 June 2024 until 19 July 2024.

Resolved that the public has the right to inspect the Parish Council's accounting records from 10 June 2024 to 19 July 2024 and the External Auditor, Moore, be advised of these dates. **Action TG**

- (vi) Certificate of Exemption 2023/2024 – The Parish Council considered the requirements to exempt itself from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Resolved that the Parish Council's gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024 and the Parish Council certifies itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. **Action TG**

- (vii) Appointment of Internal Auditor for 2024/2025 – The Parish Council considered appointing Auditing Solutions as the Internal Auditor for 2024/2025.

Resolved that Auditing Solutions be appointed as the Parish Council's Internal Auditor for 2024/2025. **Action TG**

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

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 7 May 2024 for the bank accounts at Unity Trust Bank be noted;
- 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 7 May 2024 and the Unity Trust bank statements for March & April 2024; and
- 4) Councillor Chris Hill be added as a signatory to the Parish Council's bank accounts. **Action TG**

- (ix) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council received budget monitoring report for 2023/2024.

Resolved that the report be noted.

14/24 Correspondence – There was no further correspondence.

15/24 Meeting Dates - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 2 July 2024
- Tuesday 3 September 2024
- Tuesday 5 November 2024

16/23 Items for the Future Agendas

- Gigaclear Community Hub/Provision of Broadband and Hybrid Meetings
- New play area warning sign
- Communications/Social Media Policy
- Home Working Allowance
- New Noticeboard
- Civility and Respect Pledge

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(The meeting closed at 9.30pm)

Signed, Chairman – 2 July 2024