

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Tuesday 1 September 2020

MILCOMBE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 7 JULY 2020 AT 8.00PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and District Councillor Hugo Brown.

APOLOGIES: Councillor Peter Booth submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Councillor Michael Haynes submitted his apologies because he was unable to connect to Zoom, the apologies were accepted and the absence authorised.

County Councillor Kieron Mallon also submitted his apologies.

16/20 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.

17/20 Minutes – Prior to the meeting, the minutes of the meeting held on 26 May 2020 had been circulated to the Parish Council.

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

18/20 Matters Arising from the Minutes of 26 May 2020

Minute Number 6/20 - Litter Pick – The Chairman advised that there had not been an update on the litter pick since March 2020. The Clerk was asked to contact Cherwell District Council to establish whether or not the event had been rescheduled for September 2020. **Action TG**

Minute Number 9/20 (vi) Defibrillator – The Chairman reported that there had not been any progress on the defibrillator.

19/20 Chairman's Announcements

- Community Support Group – The Chairman thanked Sam Hughes and the Community Support Group for all of their work in the community during the Covid-19 Pandemic. The Clerk advised that some of the grant funding from Cherwell District Council was unspent and it was agreed to ask Sam to refund it to the Parish Council and it would be ring fenced in case it was required at a later date. **Action TG**

20/20 Open Forum – There were no residents' issues.

21/20 Reports from County and District Councillors – There was no report from County Councillor Kieron Mallon.

Prior to the meeting, District Councillor Hugo Brown had circulated his report to the Parish Council. Councillor Brown also reported that County and District elections were due to be held in May 2021. However, County Councillor Ian Hudspeth, Leader of Oxfordshire County Council had suggested that all elections should be postponed again until 2022 and to enable unitary elections to be held instead. This would mean the abolition of Cherwell District Council and Oxfordshire County Council, in favour of a Unitary Authority in the County.

The Chairman thanked Councillor Brown for his report.

Resolved that the report be noted.

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22/20 Village Matters

- i) Village Organisations – The Chairman reported that Milcombe Charities had held their AGM on 10 June 2020 and eight people had been in attendance. Richard Hazel and Caroline Willoughby had both resigned from the Committee, which left the posts of Chairman and Treasurer vacant. However Richard Hazel had agreed to stay in post until another Treasurer had been appointed. The next meeting was scheduled to be held on Zoom on 1 September 2020.

The Chairman also reported that the July/August edition of the newsletter had been a combined edition and had been published by Mark Boardman. The Parish Council encouraged residents to collect the newsletter from the village shop and to also deliver them to their neighbours if they were unable to collect their own. It was suggested that the surplus copies of the newsletter currently in the village shop, could be placed in the Horse and Groom PH.

Resolved that the reports be noted.

- ii) Play Area – It was reported that the chain which had been placed on the play area gate to secure it during the Covid-19 Pandemic, had been removed. There was a discussion about re-opening the play area and it was agreed it should stay closed until the necessary risk assessment had been completed.

The Clerk also reported that following the meeting about the new play area equipment with the Working Group representatives, Gemma Chilvers and Natalie Brady, Cherwell District Council had confirmed that grant funding was still available. There had been no update on other sources of grant funding since the meeting.

Resolved that:

- 1) the reports be noted;
 - 2) the play area to stay closed until the risk assessment had been completed; and **Action MP/MMc**
 - 3) an update on grant funding for the play equipment be sought from the Working Group. **Action TG**
- iii) Grit Bin at Dovecote Close – The Parish Council discussed locating a new grit bin at the entrance to Dovecote Close.

Resolved that a new grit bin be located at the entrance to Dovecote Close, by Oxfordshire County Council. **Action TG**

23/20 Planning

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

20/01306/AGN Mr Bertrand Facon

Lessor Grange, Milcombe

Basic agricultural track to provide direct access between the new manure clamp, adjacent to the recently approved agricultural buildings, and long term manure field storage or disposal in the centre of the farm

20/01217/F & Mr Christopher Aherne

20/01218/LB The Riggings 1, Horton Lane, Milcombe

Installation of a slimline oil tank located on the drive at the rear of the property

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

20/01061/F Mr Martin Nicholls

Hunters Lodge, Station Road, Milcombe

Erection of entrance gates, stone piers, and stone walls

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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: None

Resolved that the report be noted.

24/20 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 two vacancies.

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

25/20 Finance

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

Resolved that the following payments be approved:

Payment	Amount	Cheque no.
Theresa Goss – Salary for July 2020	£240.76	1421
Theresa Goss – Expenses for July 2020	£30.01	1421
Theresa Goss – Salary for August 2020	£240.76	1421
HMRC payment for July 2020	£60.20	1422
HMRC payment for August 2020	£60.20	1423
NR Prickett – Grass cutting for June 2020	£463.20	1424

- ii) Parish Council Bank Accounts – The Parish Council discussed changing the Parish Council bank accounts to Unity Bank to allow for on-line banking.

Resolved that:

- 1) the two bank accounts at Natwest be closed;
- 2) two new bank accounts be opened at Unity Bank; and
- 3) the following signatories on the Parish Council bank account be approved: Councillors Marlene Cowell, Amanda McCullagh and Myra Peters and Theresa Goss (Clerk and Responsible Financial Officer). **Action TG**

- iii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 7 July 2020 for the Natwest bank accounts.

Resolved that the report be noted.

- iv) Review of the Effectiveness of the Internal Audit 2019/2020 – Prior to the meeting, the Review of the Effectiveness of the Internal Audit 2019/2020 had been circulated to the Parish Council.

Resolved that Review of the Effectiveness of the Internal Audit 2019/2020 be approved.

- iv) Statement of Internal Control 2019/2020 – Prior to the meeting, the Statement of Internal Control 2019/2020 had been circulated to the Parish Council.

Resolved that the Statement of Internal Control 2019/2020 be approved.

- 26/20 Correspondence** – There was no further correspondence. Councillor Myra Peters advised that she had asked Barry Giles to cut the ivy off a tree in the Church yard and also cut ivy from trees on Main Road.

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27/20 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.

- Tuesday 1 September 2020
- Tuesday 3 November 2020

28/20 Items for Future Agendas

(The meeting closed at 9.00pm)

Signed, Chairman – 1 September 2020