

MILCOMBE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, MILCOMBE ON TUESDAY 8 MAY 2018 AT 8.00PM

PRESENT: Councillors Peter Booth, Clare Jones, Alex Honey, Mandie McCullagh and Myra Peters.

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

APOLOGIES: Councillor Marlene Cowell submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

District Councillor Hugo Brown also submitted his apologies.

Councillor Michael Haynes was not present.

The Chairman welcomed new Councillor Clare Jones, to her first meeting of the Parish Council.

In the absence of the Chairman, Councillor Mandie McCullagh chaired the meeting.

1/18 SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE - All members completed their Declarations of Acceptance of Office forms and returned them to the Clerk and Responsible Financial Officer.

2/18 APPOINTMENT OF CHAIRMAN FOR 2018/2019 – The Chairman asked for nominations for Chairman for 2018/2019. Councillor Marlene Cowell was proposed and seconded.

Resolved that Councillor Marlene Cowell be appointed as Chairman for 2018/2019.

3/18 APPOINTMENT OF CHAIRMAN FOR 2018/2019 – The Chairman asked for nominations for Vice-Chairman for 2018/2019. Councillor Mandie McCullagh was proposed and seconded.

Resolved that Councillor Mandie McCullagh be appointed as Vice-Chairman for 2018/2019.

4/18 DECLARATIONS OF INTEREST

Minute Number 10/18 – Planning – 18/00524/F Fieldside, Paradise Lane, Milcombe – Councillor Clare Jones declared an interested because she was the owner of the property and did not take part in the discussion or voting.

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 interests be noted.

5/18 MINUTES - The minutes of the meeting held on 6 March 2018 were agreed and signed as a correct recorded by the Chairman.

Resolved that the minutes be approved.

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6/18 MATTERS ARISING FROM THE MINUTES OF 6 MARCH 2018

Minute Number 66/17 – Residents’ Issues – Speed Awareness Signs – The Clerk reported that she had received information about the signs from the County Council and this had been forwarded onto the Councillors. However, she would look into this matter again and resend the information. The Clerk also reported that the 30mph wheelie bins stickers had been ordered and David Hughes would be giving them out to residents in the Horse and Groom and he would be asked to pass some to the shop for their customers too. **Action TG**

Councillor Alex Honey reported that he would be downloading the data from the VAS and would report it to the next meeting of the Parish Council. If the analysis was available prior to the next meeting, he would circulate it by email to all Councillors. **Action AH**

7/18 CHAIRMAN’S ANNOUNCEMENTS

- Dovecote wall and lights – Councillor Mandie McCullagh reported that the work to the Dovecote Wall, next to the road, had been completed. However, the side by the lane (phase 2) was still not completed and the Clerk agreed to chase up this matter with Cherwell District Council. There was also the issue of the funds from the developer Tay, which had been allocated to the Dovecote around 1999/2000, but Cherwell District Council was currently unable to identify them. It was also noted that the lights were now working again, following the work by David Andrews. **Action TG**

Resolved that the report be noted.

8/18 RESIDENTS’ ISSUES – The issue of potholes was raised and they would continue to be reported to Fix My Street on the County Council’s web site.

9/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, District Councillor Hugo Brown had circulated his report to the Parish Council.

There was no report from County Councillor Kieron Mallon.

Resolved that the report be noted.

10/18 PLANNING

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

18/00374/F Mr & Mrs Hagger
Larch House 9 Oak Farm Close Milcombe
Single storey extension to side

18/00424/F The Revd Dale Gingrich
St Laurences Church Main Road Milcombe
The rebuilding, like for like, of the existing church north boundary wall

18/00377/F Mr J Dunkley
Swerbrook Farm Hook Norton Road Wigginton

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Change of Use of land and formation of a tennis court to be used ancillary to the adjacent Swerbrook Farmhouse

18/00524/F Mr & Mrs K Jones
Fieldside Paradise Lane Milcombe
Front porch, two storey side extension with dormer and associated alterations

- 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:

18/00374/F Mr & Mrs Hagger
Larch House, 9 Oak Farm Close Milcombe
Single storey extension to side
Approved

Resolved that the reports be noted.

11/18 FINANCE

- i) General Power of Competence – The Clerk reported that The General Power of Competence gives councils the power to do anything an individual can do, provided it is not prohibited by other legislation. The criteria is that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who had the Certificate in Local Council Administration. (CiLCA).

Resolved that Milcombe Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

- ii) 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 May 2018	£232.18	1285
Theresa Goss – Expenses for May 2018	£11.20	1285
HMRC payment for May 2018	£58.00	1286
David Andrews Electrical – Works to The Dove flood lighting	£200.00	1287
NR Prickett – Grass Cutting for April 2018 (invoice 776)	£450.00	1288
Came and Company – Parish Council Insurance 2018/2019	£496.22	1289
OALC – Good Councillors' Guides	£15.60	1290

- iii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 8 May 2018 for the Natwest bank accounts.

Resolved that the report be noted.

- iv) Members' Allowances 2018/2019 – Prior to the meeting, Cherwell District Council's Members' Allowances Scheme for Parish Councils, had been circulated to the Parish Council.

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Following a discussion, Councillors felt that no allowances should be paid and the Clerk reminded Councillors that allowances had not been budgeted for in 2018/2019.

Resolved that no allowances be paid to Parish Councillors for 2018/2019.

- v) Accounts 2017/2018 – The Parish Council considered the Annual Return for the year ended 31 March 2018 and the Receipts and Payments as at 31 March 2018.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2018 be approved;
- ii) the Annual Governance Statement 2017/2018 (Section 1) and the Accounting Statement for 2017/2018 (Section 2) be approved;
- iii) the Parish Council certifies itself as exempt from the requirement for a limited assurance review; and
- iv) the Certificate of Exemption be signed and submitted to the external auditor. **Action TG**

12/18 PARISH COUNCIL MATTERS

- i) General Data Protection Regulations (GDPR) Compliance – Prior to the meeting, the Clerk had circulated a number of documents relating to GDPR.

Resolved that:

- a) the Data Map be approved;
 - b) the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy be approved;
 - c) the Privacy Notice be approved;
 - d) it be noted that completed Security Compliance Checklists were received from Councillors Alex Honey, Clare Jones, Myra Peters and Mandie McCullagh;
 - e) to note that the Parish Council is already registered as a Data Controller with the Information Commissioners Office; and
 - f) a decision on the appointment of the Parish Council's Data Protection Officer be deferred.
- ii) Parish Liaison Meeting – The Chairman reported that Cherwell District Council's Parish Liaison Meeting was being held on Wednesday 20 June 2018 at Bodicote House.

Resolved that the report be noted and Councillors Peter Booth, Marlene Cowell, Alex Honey and Michael Haynes to attend the meeting. **Action TG**

13/18 VILLAGE MATTERS

- i) Village Organisations – The Clerk reported that Mark Boardman had indicated that he would be willing to continue producing the Milcombe Newsletter with some support and it was suggested that a note should go into the next edition, giving details of the requirements of an assistant.

It was reported that the Village Hall AGM was being held on Wednesday 9 May 2018

Resolved that:

- 1) the report be noted; and

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- 2) Mark Boardman be requested to put a note in the next edition of the newsletter providing details of the requirements of another volunteer to help with the publication. **Action TG**
- ii) Play Area – Prior to the meeting, Natalie Brady had circulated a progress report on the progress with the play equipment.

Councillor Peter Booth reported that he had inspected the play area and there were no issues.

During a discussion about the new play equipment, Councillors felt that the group should be formalised, with terms of reference and this should be confirmed at the next meeting.

Resolved that:

- 1) the report be noted;
 - 2) Natalie Brady be thanked for her report and her work on the project; **Action TG**
 - 3) the membership and terms of reference of the Play Equipment Working Group be approved at the next meeting; **Action TG**
 - 4) Councillors Peter Booth and Alex Honey be the Parish Council representatives on the Group; and
 - 5) Councillor Alex Honey be the point of contact between the Parish Council and the Play Equipment Working Group.
- iii) CCTV – Following on from the discussion at the Annual Parish Meeting, the Parish Council discussed the installation of CCTV in the village. PCSO Jayne Langford had advised at the Annual Parish Meeting that it would be difficult to progress CCTV due to privacy issues and how it was monitored, but ANPR might be more suitable.

Councillor Alex Honey reported that he would be downloading the data from the VAS and this would be reported to the next meeting of the Parish Council.

Resolved that:

- 1) CCTV in the village not be progressed;
 - 2) the data from the VAS be reported to the next meeting of the Parish Council; and **Action AH**
 - 3) Auto-Number Plate Recognition be investigated following the consideration of the VAS data at the next meeting. **Action AH/TG**
- iv) Annual Parish Meeting (APM) – Councillor Mandie McCullagh asked the Parish Council if there were any items from the APM which needed to be followed up.

The Clerk reported that she had asked residents to contact her if they had any suggestions for volunteering events which the Skanska/Oxfordshire County Council employees could undertake in the village.

Resolved that the report be noted.

- v) Bus Shelter – Councillor Peter Booth reported that he had acquired a bus shelter and it might be suitable for New Road. Councillors felt that this option should be investigated further before a decision was made to purchase a new shelter.

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Resolved that this item be deferred to the next meeting. **Action TG/PB**

14/18 CORRESPONDENCE – There were no further items of correspondence.

15/18 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 16/18 & 17/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

16/18 PARISH COUNCIL WEB SITE – Prior to the meeting, the Clerk had circulated quotes for a new Parish Council webs site.

Resolved that the contract be awarded to Pixel Concepts. **Action TG**

17/18 CLERK AND RESPONSIBLE FINANCIAL OFFICER – The Parish Council was advised that there had been a national pay review and the salary scales for the Clerk for 2018/2019 had been increased.

Resolved that the report be noted and the pay increase be approved.

18/18 MEETING DATES - The Parish Council noted the following meeting dates, commencing at 8.00pm at the Village Hall, Milcombe:

- 3 July 2018
- 4 September 2018
- 6 November 2018

61/17 ITEMS FOR THE NEXT AGENDA

1. Section 106 'wish-list'
2. Quotes for a bus shelter on New Road
3. VAS – Review of Data

(The meeting closed at 9.50pm)

Signed, Chairman – 6 March 2018