

MILCOMBE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 26 MAY 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).

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.

Apologies for absence were also received from District Councillor Hugo Brown.

1/20 Appointment of Chairman 2020/2021 – The Chairman asked for nominations for the position of Chairman for 2020/2021. Councillor Marlene Cowell was nominated and seconded.

Resolved that Councillor Marlene Cowell be appointed as Chairman for 2020/2021.

2/20 Appointment of Vice-Chairman 2020/2021 – The Chairman asked for nominations for the position of Vice-Chairman for 2020/2021. Councillor Mandie McCullagh was nominated and seconded.

Resolved that Councillor Mandie McCullagh be appointed as Vice-Chairman for 2020/2021.

3/20 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.

4/20 Minutes – Prior to the meeting, the minutes of the meeting held on 3 March 2020 had been circulated to the Parish Council.

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

5/20 Matters Arising from the Minutes of 3 March 2020 – There were no matters arising.

6/20 Chairman's Announcements

- Councillor Mandie McCullagh updated the Parish Council on Councillor Peter Booth's ongoing recovery. It was agreed that the Parish Council would send its best wishes to Councillor Booth. **Action MMC**
- In light of the Covid-19 Pandemic and the hard work in the community, the Parish Council thanked Sam Hughes and the Covid-19 Support Group, New Road Stores and The Horse and Groom for the support they had provided to those who had been adversely affected.
A £500 grant from Cherwell District Council, supported by Councillor Hugo Brown, had been awarded to the Support Group and £250 had so far been passed to them.
- Councillor Mandie McCullagh reminded the meeting about the advice which had been issued by Cherwell District Council, asking that bonfires and fire pits were not lit during the Covid-19 Pandemic because of the effect on those with respiratory issues.
- The village litter pick would hopefully be rearranged for later in the year, possibly September 2020.

7/20 Open Forum – There were no residents' issues.

8/20 Reports from County and District Councillors – There were no reports from County Councillor Kieron Mallon.

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Prior to the meeting, District Councillor Hugo Brown had circulated his report to the Parish Council.

Resolved that the report be noted.

9/20 Village Matters

- i) Village Organisations – The Chairman reported that the Village Hall AGM would be held on Zoom, w/c 8 June 2020 and would be advertised on the Milcombe Community Facebook page.

The Parish Council thanked Mark Boardman for his work on the Milcombe Newsletter and he would be delivering 100 copies of the June edition to the village shop. The July and August editions would be a combined.

Resolved that the reports be noted.

- ii) Play Area – The Chairman thanked Councillor Myra Peters for completing the play area checks and for also raising the flag in the village on the appropriate days.

Councillor Peters advised that the grass had been cut in the play area, however it was still closed due to the guidance from the Government relating to the Covid-19 Pandemic.

The Parish Council also discussed the proposals for new play equipment in the village play area.

Resolved that:

- 1) the reports be noted; and
 - 2) no further action be taken on the purchase of new play equipment and the project be put into abeyance at the current time.
- iii) VAS Data – Councillor Mandie McCullagh reported that the data had not yet been downloaded.
- Councillor Myra Peters reported that Thames Valley Police had been monitoring the speed of traffic in the village recently.
- Resolved** that the downloading of the VAS data be put into abeyance, until the two vacancies on the Parish Council have been filled.
- iv) Milcombe Annual Parish Meeting (APM) – The Chairman reported that the Milcombe APM which was due to be held on Tuesday 5 May 2020 had been cancelled due to the Covid-19 Pandemic. All of the usual reports would be available on the PC web site by the end of May 2020.

Resolved that the report be noted.

- v) Grass Cutting – The Chairman reported that Nigel Prickett was cutting the grass again on the verges, in the play area and in the Church yard.

Resolved that the report be noted.

- vi) Defibrillator – The Chairman reported that Church House at Kidlington was currently closed and all staff were working from home. However, the Diocesan Advisory Committee would consider the request for a faculty for the location of a defibrillator in the Church porch after the lockdown had been relaxed.

Resolved that the report be noted.

10/20 Planning

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- 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

The Clerk reported that the Parish Council had made comments on the following planning application: None

The Parish Council was currently considering:

20/01061/F Mr Martin Nicholls
Hunters Lodge, Station Road, Milcombe
Erection of entrance gates, stone piers, and stone walls

- 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
19/02991/OUT	Bertrand Facon OS Parcel 4278 North West Of Lessor Grange, Milcombe Variation of Condition 9 of 18/01708/OUT - amend condition 9 by deleting reference to 18/01707/F	No comments	Granted
19/02992/F	Bertrand Facon OS Parcel 4278 North West Of Lessor Grange, Milcombe Erection of cattle shed, manure store and associated hardstanding. Amendment to approved cattle shed 18/01724/F.	No comments	Granted
20/00168/F	Star Pubs & Bars Ltd Horse and Groom Inn, Main Road, Milcombe New kitchen extraction and air input - replacement of previous unauthorised extract and ventilation equipment - re-submission of 19/01496/F	No comments	Withdrawn

Resolved that the report be noted.

11/20 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**

- ii) Parish Council Documents – The Parish Council reviewed a number of Council documents, which were available to view on the Parish Council web site.

Resolved that the following documents be approved for 2020/2021:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations

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- Standing Orders
- Code of Conduct
- 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

12/20 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 May 2020	£240.76	1410
Theresa Goss – Expenses for May 2020	£9.08	1410
Theresa Goss – Salary for June 2020	£240.76	1410
Theresa Goss – Expenses for June 2020	£3.59	1410
HMRC payment for May 2020	£60.20	1411
HMRC payment for June 2020	£60.20	1412
N Prickett – Grass Cutting March and April 2020	£463.20	1413
Information Commissioner – Annual Data Protection Fee	£40.00	1414
Adderbury PC - Use of laptop and printer	£30.00	1415
Oxfordshire County Council – Cherry Tree Centre	£500.00	1416
Came and Company – Insurance renewal 2020/2021	£559.88	1417
Theresa Goss – SLCC Annual Membership	£50.50	1418
St Mary's Thursday Club – Annual Donation	£100.00	1419

- ii) Bank Reconciliation and Bank Accounts - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 12 May 2020 for the Natwest bank accounts.

Resolved that the report be noted.

- iii) Accounts 2019/2020 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2020 and the Receipts and Payments as at 31 March 2020.

Resolved that:

- the Receipts & Payments Account as at 31 March 2020 be approved;
- the Annual Governance Statement 2019/2020 (Section 1) and the Accounting Statement for 2019/2020 (Section 2) be approved; and
- the Certificate of Exemption for 2019/2020 be approved.

13/20 Correspondence – There was no further correspondence.

14/20 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.

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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 7 July 2020
- Tuesday 1 September 2020
- Tuesday 3 November 2020

15/20 Items for Future Agendas

- Statement of Internal Control 2019/2020
- Review the Effectiveness of the Internal Audit 2019/2020

(The meeting closed at 8.50pm)

Signed, Chairman – 7 July 2020