

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 2 MAY 2023 AT 8.00PM AT THE VILLAGE HALL, MILCOMBE

**PRESENT:** Chairman, Councillor Myra Peters: Councillors Ruth Dale, Nigel Davis, Chris Hill, Mandie McCullough and Tracey Scott.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer).

**1/23 Apologies** – District Councillor Hugo Brown submitted his apologies.

**Resolved** that the apologies from District Councillor Hugo Brown be noted.

**2/23 Appointment of Chairman for 2023/2024** – The Chairman asked for nominations for the position of Chairman of the Parish Council for 2023/2024.

**Resolved** that Councillor Myra Peters be appointed as Chairman for 2023/2024.

**3/23 Appointment of Vice-Chairman for 2023/2024** – The Chairman asked for nominations for the position of Vice-Chairman of the Parish Council for 2023/2024.

**Resolved** that Councillor Nigel Davis be appointed as Vice-Chairman for 2023/2024.

**4/23 Declarations of Interest**

Minute Number 7/23, Chairman's Announcements, 12 Heath Close, Milcombe – Councillors Chris Hill and Tracey Scott declared an interest because they were neighbours to the site.

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.

**5/23 Minutes** – Prior to the meeting, the minutes of the meeting held on 7 March 2023 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 7 March 2023 be approved and signed by the Chairman as a correct record, with the above amendment.

**6/23 Matters Arising from the Minutes of 7 March 2023 -**

Minute Number 88/22 (vii), Village Matters, Village Litter Pick – The Chairman reported that the litter pick had been successful and the village was looking much tidier.

Minute Number 88/22 (x), Village Matters – The two trees planted outside Mulberry Keytes were thriving.

**7/23 Chairman's Announcements**

- Bollards on Main Road – A meeting between the Parish Council, County Council and residents was being held on Thursday 11 May 2023.
- Zip Wire – The Clerk had emailed Kompan and was awaiting a reply, regarding clarification on their response about the issues with the zip wire highlighted by Playground Supplies Ltd, during their monthly inspections.
- 22/02104/F, Land To The Rear Of No.12 And South Of Dismantled Railway Heath Close Milcombe – The Parish Council had been reconsulted on this application, but it did not wish to amend its comments.
- Development on Bloxham Road – The developers of a potential site on Bloxham Road, Milcombe had approached the Parish Council for a meeting. Councillors felt that a meeting at this time, was not necessary.
- Maintenance of St Laurence Church Clock Maintenance – It was agreed that the annual maintenance should be completed at the end of June 2023.

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**8/23 Open Forum** – There were no residents present.

*(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)*

**9/23 Reports from County and District Councillors** – There were no reports from County or District Councillors.

## **10/23 Village Matters**

- i) Village Hall Committee – Councillor Nigel Davis reported that the outside of the building needed some maintenance work, such as removing the guttering and removal of the ivy. The noticeboard and an ‘A’ board had not yet been purchased but this would be completed shortly.

The Chairman reported that she had spoken to Brian Collins at Cherwell District Council regarding the condition of the wall at the Dovecote and the necessary repairs. The wall would continue to be monitored by the Parish Council.

Councillor Davis was thanked for his report.

**Resolved** that the report be noted.

- ii) Play Area – The Chairman reported that, as discussed earlier in the meeting, the Parish Council was awaiting a response from Kompan regarding the issues with the zip wire raised by Playground Supplies Ltd.

Councillors Chris Hill and Nigel Davis would continue to investigate CCTV at the play area.

**Resolved** that the report be noted.

- iii) HGV's in New Road, Milcombe – The Chairman reminded the Parish Council that the County Council had completed its consultation for a weight limit on New Road and the results would be circulated as soon as they had been received by the Clerk.

**Resolved** that the report be noted and the Parish Council confirms its support for the weight limit in New Road.

- iv) Asset of Community Value – The Parish Council discussed submitting an application to Cherwell District Council to register the Horse and Groom PH as an Asset of Community Value.

**Resolved** that an application be submitted to Cherwell District Council to register the Horse and Groom PH as an Asset of Community Value. **Action ND**

## **11/23 Planning**

- i) Planning Applications – Since the last meeting, the Parish Council had no objections to the following application:

23/00047/F Hillcroft, Paradise Lane, Milcombe  
Single storey extension and internal alterations

Since the last meeting, the Parish Council had objections to the following application:

23/00583/F Kingstones, Main Road, Milcombe,  
Re-development of builders yard to erect single storey two bedroom dwelling

**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:

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Cherwell DC Application No.	Identification	Milcombe PC Observations	Cherwell DC Decision
21/04298/OUT	Little Acre, Main Road, Milcombe Outline application for erection of 2 dwelling houses including consideration of access, scale, layout and appearance (landscaping reserved)	No objection	Withdrawn
23/00047/F	Hillcroft, Paradise Lane Milcombe Single storey extension and internal alterations	No objection	Permitted

**Resolved** that the report be noted.

- iii) Neighbourhood Development Plan (NDP) – Councillor Nigel Davis reported that grant funding was still be investigated and the project could not progress until that had been identified and secured.

**Resolved** that the report be noted.

## 12/23 Parish Council Matters

- i) Vacancies – There had not been any applications for co-option onto the Parish Council.

**Resolved** that the vacancy continue to be advertised in the village. **Action TG**

- ii) Parish Council Documents & Policies 2023/2024 – 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 2023/2024:

- 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

## 13/23 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 April, May & June 2023	
HMRC – Payments for April, May & June 2023	

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Cherwell District Council – Emptying Dog Waste Bins for Winter Period	£350.06
Auditing Solutions Ltd – Internal Audit for 2022/2023	£84.00
Playground Supplies Ltd – Monthly Playa Area Inspection	£72.00
Information Commissioner – Annual Data Registration Fee	£40.00
Nigel Prickett – Grass Cutting for April 2023	£501.60
Adderbury Parish Council – Use of Laptop and printer for 2022/2023 and 2023/2024	£60.00
Suzanne Scarsbrook – Bunting for Coronation celebration events	£12.99

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 2 May 2023 for the Unity Trust bank accounts.

**Resolved** that the report be noted.

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

**Resolved** that the report be noted.

- iv) Accounts 2022/2023 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2023 and the Receipts and Payments as at 31 March 2023.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2023 be approved; and  
ii) the Annual Governance Statement 2022/2023 (Section 1) and the Accounting Statement for 2022/2023 (Section 2) be approved. **Action TG**
- v) Internal Auditor's Report 2022/2023 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2022/2023.

**Resolved** that the report and recommendations be noted.

**14/23 Correspondence** – There was no further correspondence.

**15/23 Meeting Dates** - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 4 July 2023
- Tuesday 5 September 2023
- Tuesday 7 November 2023

**16/23 Items for the Future Agendas**

- Gigaclear Community Hub/Provision of Broadband and Hybrid Meetings
- New play area warning sign

(The meeting closed at 9.20pm)

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Signed, Chairman – 4 July 2023