

# MILCOMBE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 7 NOVEMBER 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), District Councillor Andrew McHugh and four members of the public.

**47/23 Apologies** – County Councillor Kieron Mallon submitted his apologies.

**Resolved** that the apologies be noted.

**48/23 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.

There were no declarations of interest.

**49/23 Reports from County and District Councillors** – Prior to the meeting, County Councillor Kieron Mallon had circulated his report to the Parish Council.

District Councillor Andrew McHugh reported that Cherwell District Council staff would be vacating Bodicote House and relocating to the Castle Quay site. Redevelopment of the Bodicote House site, had gone out to tender to potentially build residential properties. The building was partially listed and the preferred contractor would have to agree to keep the listed element of the building. Prior to the move going ahead, customer parking was an issue which needed more consideration.

The County Council was also moving the Library into Castle Quay and The Mill would be moving there too. It was hoped that Castle Quay would become a civic hub and it would increase footfall and have a positive impact on the surrounding shops.

Councillor McHugh was thanked for his report.

**Resolved** that the report be noted.

**50/23 Minutes** – Prior to the meeting, the minutes of the meeting held on 5 September 2023 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 5 September 2023 be approved and signed by the Chairman as a correct record.

**51/23 Matters Arising from the Minutes of 5 September 2023** – There were no matters arising.

**52/23 Chairman's Announcements**

- Cherwell District Council's Parish Liaison Meeting – The meeting was being held on Wednesday 8 November 2023 on Zoom from 6pm to 8pm.
- Code of Conduct Training – Cherwell District Council was running an on-line training session for Councillors and Clerks on Tuesday 14 November 2023 at 4pm to 6pm and Councillors were encouraged to attend.

**53/23 Open Forum** – The tenant of the village shop, New Road Stores, advised the Parish Council on the financial impact the new weight limit on New Road, was having on his business and asked for the Parish Council's assistance with the matter. The tenant was currently losing sales in the region 20% from passing trade, as larger vehicles could no longer use New Road.

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The owner of the premises was also in attendance at the meeting and advised that he had not increased the rent on the shop premises for a number of year, to help support the tenant with his business.

The Chairman thanked the members of the public for their contributions.

*(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)*

**54/23 Weight Limit on New Road** – Following on from the representations made by the tenant and owner of New Road Stores, regarding the impact of the weight limit on the village shop, it was felt that the County Council should be requested to suspend the weight limit and long-term options be investigated. There was also a suggestion that the weight limit signs should be removed.

**Resolved** that the County Council be contacted for advice on a short-term suspension of the weight limit, removal of the weight limit signage and options for a long-term solution. **Action ND/TG**

## **55/23 Village Matters**

i) Village Hall Committee – Councillor Nigel Davis reported that the next Committee meeting was being held on 14 November 2023.

An electrical inspection had been undertaken and there were a few issues which needed to be addressed, including the emergency lighting. With regard to the heating in the Hall, a quote had been received for a new system and work would be undertaken in due course. Community First Oxfordshire was assisting with sourcing grant funding to cover both the costs of the heating and the electrical works.

Investigations would also be made into a Wi-Fi connection for the Village Hall.

Councillor Davis was thanked for his report.

**Resolved** that the report be noted.

ii) Play Area – The Chairman reported that a couple of items had been highlighted in the most recent monthly report and these would be addressed by Councillor Nigel Davis.

**Resolved** that the report be noted.

iii) Asset of Community Value, Horse and Groom PH – Councillor Nigel Davis reported that the application was still in progress however, there was a new tenant at the Horse and Groom, but they only had a tenancy for one year.

**Resolved** that the report be noted.

iv) Grass Cutting Agreement – Prior to the meeting, the grass cutting agreement with the County Council had been circulated to the Parish Council.

**Resolved** that the grass cutting agreement with the County Council be approved. **Action TG**

v) New Road Trees – The Parish Council discussed clearing/planting of trees on New Road. The Chairman would be obtaining two quotes for clearance of the vegetation and planting of new trees.

**Resolved** that the report be noted.

vi) Village Christmas Tree – The Parish Council discussed the request from the PCC for funding of a village Christmas Tree.

**Resolved** that the Parish Council to donate £50 towards the purchase of a village Christmas tree. **Action TG**

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## 56/23 Planning

- i) Planning Applications – Since the last meeting, the Parish Council had no objections to the following application:  
23/01868/F Mulberry, Horton Lane, Milcombe,  
Proposed front extension, rear extension, side extension and raising of existing roof to form habitable accommodation
- 23/02107/F Orchard Cottage, Station Road, Milcombe  
Single storey rear extension

**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: None

**Resolved** that the report be noted.

- iii) Neighbourhood Development Plan (NDP) – There was no update on the Neighbourhood Plan.

**Resolved** that the report be noted.

- iv) Local Plan 2040 – The Parish Council discussed a response to Cherwell District Council's Local Plan consultation.

**Resolved** that the Chairman and Councillor Nigel Davis to draft a response and this be agreed with Councillors by email, prior to submission to Cherwell District Council. **Action ALL**

- v) Ells Lane, Bloxham Planning Application Appeal – The Parish Council discussed the planning application in Ells Lane, Bloxham but it was noted that the deadline for comments to the Inspector had been 6 November 2023. However, the Parish Council expressed its support for Bloxham Parish Council's objections to the application.

**Resolved** that the report be noted.

## 57/23 Parish Council Matters

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

**Resolved** that the report be noted. **Action TG**

- ii) Oxfordshire County Council Lane Rental Scheme Proposal Consultation – The Parish Council discussed the consultation for the Lane Rental Scheme.

**Resolved** that no comments be made on the consultation.

## 58/23 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, the uncashed payments and the accounts to be paid.

**Resolved** that the accounts for payments be approved as detailed in appendix 1 to the minutes and the income and uncashed payments be noted.

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation as at 7 November 2023 for the Unity Trust bank accounts.

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**Resolved** that the report be noted.

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

**Resolved** that the report be noted.

- iv) Conclusion of External Audit 2022/2023 – The Clerk reported on the comments which had been received from the External Auditor following their review of the 2022/2023 AGAR.

**Resolved** that the conclusion of the External Audit for 2022/2023 and the External Auditor's report be noted.

- v) Internal Auditor 2024/2025 – The Parish Council discussed the appointment of the Internal Auditor for 2023/2024.

**Resolved** that Auditing Solutions Ltd be appointed as the Internal Auditor for 2023/2024. **Action TG**

- vi) Budget & Precept 2024/2025 – The Parish Council discussed the budget and precept for 2024/2025.

**Resolved** that the budget for 2024/2025 be approved and the precept be agreed as £15,000. **Action TG**

**59/23 Correspondence** – There was no further correspondence.

## **60/23 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 minute numbered 61/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**61/223 CCTV for the Play Area** – Councillor Nigel Davis reported that two quotes had been received for the installation of CCTV at the play area.

**Resolved** that delegated authority be given to the Clerk, in consultation with the Chairman and Councillors Nigel Davis and Chris Hill, to select a preferred contractor and progress further discussions on the specification and installation. **Action TG**

**62/23 Meeting Dates** - The Chairman reported that future meetings would be held in the Village Hall, Milcombe and would commence at 8.00pm.

- Tuesday 9 January 2024
- Tuesday 5 March 2024
- Tuesday 23 April 2024 (Annual Parish Meeting)
- Tuesday 7 May 2024
- Tuesday 2 July 2024

## **63/23 Items for the Future Agendas**

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

(The meeting closed at 9.55pm)

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Signed, Chairman – 9 January 2024

Milcombe PC Minutes 07.11.23