Minutes of the Milton-under-Wychwood Parish Council Meeting

Wednesday 28th April 2021, 19:30hrs – Meeting held remotely via Zoom

Present:
Councillor Glynn Allcock (GA)
District Councillor Jeff Haine (JH) *joined at 2000 hours*
Vice-Chair John Pratt (JP)
Chairman Chris Trotman (CT)
Councillor Peter Rawlins (PR)
County Councillor Liz Leffman (LL)
Parish Clerk: Mrs L. Jacques (LJ)
4 members of the public

The Agenda was dealt in a different numerical order to ensure no decisions were made without being quorate. The minutes will reflect this.

1. **Apologies for absence**
   Councillor Pat Ward PW

2. **Declaration of Interests**
   JH Planning
   JP Wild Gardens

3. **(Agenda Item 4) Matters arising from the March meeting**
   PINS Inquiry – JP updated the PC regarding the Inquiry stating the proceedings lasted six hours with a decision pending. JP stated there is a possibility that the Inspector may quash the application and if this is the case, the PC may be subject to costs arising from Spitfire's claim for participating in the inquiry.

   1st Wychwood Scouts – CT passed on thanks from 1st Wychwood Scouts for the donation of the event shelter

   Pedestrian barriers at St Jude's – dealt with in Chairman's report

4. **(Agenda Item 5) Public session for all items related to this Agenda**
   BW raised the 20mph application for Upper Milton, requesting confirmation that an application had been made. CT confirmed this had taken place but there was no further update at this time.

5. **(Agenda Item 6.1) Chairman's Report**
   Hare Coursing - Suspected hare coursing to the NW of the village. Carcasses had been found on the allotments – these have been disposed of and the PCSO informed.

   Cemetery grass cutting – The first cut of the year has been completed. This took two visits- one to cut and the next to strim and clear. In the interval between, some graves

were covered with clippings but these were cleared the next day. CT spoke with Kevin and confirmed an extra ½ hour could be accommodated if necessary.

Headstones – CT has contacted PCC regarding levelling some of the smaller headstones that are sinking (and making grass cutting difficult). CT will list the families of those concerned and try to contact them before any work is undertaken.

Funerals – Two funerals– Dora Miles on 23rd April and Peggy Taylor on 24th May

St Jude's Footpath – Controversy over the exit footpath from the East corner to the stream. CT had a site meeting with M&M and residents to discuss the footpath. The first revision was to move the exit to the end of Wellington Way and go through the copse but this has been fully planted. The current revision is to leave from Wellington Way and go straight to the field boundary then along the outside of the copse to the original route. There is one significant tree in the middle of what would be the footpath - this could be moved when dormant or made a feature – the residents will decide this. All agreed to the current revision. The original route of the footpath will be left as rough ground.

St Jude's pedestrian entrance – CT discussed this with site managers - rather than moving the existing barriers, a third barrier is to be installed to create the chicane effect. The outer railing is to be infilled to stop children swinging on it.

Transfer of Land for Burial Ground – There is due to be a Teams meeting with CT / CC's and solicitors to discuss the value of land. The land will be valued for burial use and not commercial use but CT is looking for a company who is able to do this prior to 14th May 21.

River Monitor – This is due to be removed due to its temporary status nd CT is awaiting costs and possible funding for installing a new monitoring station on Littlestock Brook.

Meetings - There will be no Annual Parish Meeting this year due to the pandemic. The AGM will be face to face in May.

(Agenda Item 6.3) County Councillor's Report

Advised there was nothing to update the PC due to the current elections

6. **(Agenda Item 7) NPSG Progress Report**

JP updated the PC that Stephen McKenna (SM) from CFO came on a walkabout with the NPSG with the purpose of the steering group showing SM what they were doing and to see if anything had been missed.

JP is hoping that SM's editing of the report will result in a revised and updated NPSG report. JP stated the NPSG may not be ready to request a slot at the next meeting but is optimistic that they will be working towards a public consultation event on 26th June. This pubic consultation will require notification to the community by way of fliers and

other means in order to allow the pubic to review the NPSG plans and policies. JP stated it was important for the public to have their say on this document.

The NPSG are aiming for pre submission in Autumn then allowing the NPSG to respond to feedback, they then aim to submit their documentation formally for examination. JP hopes to have the draft document ready for consideration at the May AGM. CT advised that it may not be possible to include the NPSG document as an Agenda item for the May meeting but if there was time then the PC would support this. Otherwise, this will be discussed in the June PC meeting.

DC Jeff Haine attended the meeting thus allowing the meeting to continue in quorate.

7. **(Agenda Item 3) To approve the minutes of the March meeting.**
   All in favour.

8. **(Agenda Item 6.2) District Councillor's Report**
   JH will research any possible individuals that would be able to assist with the valuation of the cemetery land. JH requested CT send the measurements of the land in order for an accurate estimate.

   Ubico – JH stated the DC have approved in cab-technology for Ubico's refuse trucks. This is technology that will allow any driver to know where to go for bin collections thus preventing missed collections and missed routes.

   Remote meetings - JH stated that the legislation regarding remote meetings ends on 6th May and following a High Court hearing, there has been no further legislation to allow the extension of remote meetings to the 17th May. Therefore meetings will be face to face from 6th May but without public attendance – public will continue to attend remotely.

9. **(Agenda Item 7) NPSG Progress Report**
   Motion: To approve the submission of an application for the final Locality grant of £1700
   Vote: All in favour

10. **(Agenda Item 8) S106 Expenditure**
    Motion: To approve the contractor for works to the Village Green car park
    Vote: All in favour of Hickmans. GA to instruct Hickman's to go ahead.

    Motion: To decide whether to proceed with improvements to the tennis court
    JP questioned whether the amended quote from Caloo to include improvements to the tennis courts was reliant on the 2nd tranche of S106 money. GA stated the work to the tennis courts was contingent on the 2nd tranche. JP raised concern about making any contractual commitments prior to receipt of the 2nd tranche so that the PC were not liable to make up any shortfall. JH will find out when the 2nd tranche will be due.
    A vote was taken on the condition that the second payment will be released.
    Vote: GA,CT,PR,JH in favour. JP abstained. Motion carried with JP's proviso.

11. **(Agenda Item 9) Cemetery**

Proposal: To approve a one off project of planting a willow hedge around the wild area towards the stream. To approve additional repeat projects as below:

Repeat Projects

Driveway - Trim grass edges back.
Frequency - bi-annually in spring.
Gravel Paths - Trim grass edges back; Clear weeds/grass from paths.
Frequency - annually in spring.
Hedges - Clear brambles and weeds from front hedge only.
Frequency - annually in spring.
Headstones - Large - edge back grass; Small - lift and level. (Sand provided by VH)*
Frequency - When necessary.
*Cemetery Seats - Clean and re-coat**(Treatment provided by PC)*
Frequency - bi-annually in spring.
Road edge wooden posts - Re-set/replace if removed/damaged.
Frequency - when necessary.

Grass cutting to be done by existing contractor.
Herbicidal spray when necessary by existing contractor.

Vote: All in favour

PR stated a review and tightening up of Cemetery rules would be appropriate to ensure no further breaches of rules and regulations. CT explained that there have been no breaches of the current rules, introduced in Jan 2020 because of omissions in the previous rules.

12. (Agenda Item 10) Financial Process 2021-22

10.1 – To appoint an owner to review and amend the current Risk Register in order for it to be approved in the may PC meeting.
GA taking ownership

10.2 – To appoint and owner to review the Asset Register following the internal audit.
JH taking ownership

10.3 – To approve recommendations and make formal policy for Village Green Vendors.
JH will review document in briefing notes and update the PC in the May meeting.

10.4 – To discuss the Pound Parking process and terms .
Deferred to the May PC meeting.

13. (Agenda Item 11) Elections

CT updated the PC on the Elections, and introduced Rod Blackman – currently attending as a member of public but attending as a Councillor in the May PC meeting.

14. (Agenda Item 12) Planning

12.1 – St Jude's Development Update

12.2 - APPLICATION NO: 21/01158/HHD
PROPOSAL: Conversion of existing garage to create granny annex.
LOCATION: Dougden Frog Lane Milton Under Wychwood
APPLICANT: Rev Karen Rozzello
DEADLINE: 10th May 2021

APPROVE – All in favour

12.3 - APPLICATION NO: 21/00776/FUL
PROPOSAL: Erection of two replacement detached dwellings and associated works
LOCATION: Vicarage Field Church Road Milton Under Wychwood
APPLICANT: Mr and Mrs D Holmes
DEADLINE: 6th May 2021

NO DECISION – this is an amendment to the additional planning application which has been approved. For the planning department to review and decide accordingly.

12.4 - APPLICATION NO: 21/01154/HHD
PROPOSAL: Construction of detached outbuilding
LOCATION: 84A High Street Milton under Wychwood
APPLICANT: Mr HOOD
DEADLINE: 4th May 2021

APPROVE – All in favour

15. (Agenda Item 13) Village Green

CT asked for comments regarding Amy Booth's request to host a pizza van at the Village Green and when this would be possible. JH stated that Monday, Tuesday or Wednesday was the only options available. CT will contact Amy and update her, request relevant PL certificates and outlining costs.

PR stated the gate opposite the Coop still needs attention. The holes at the entrance to the children's play equipment have been filled in which appears to have resolved the issue.

There are two events coming up – 26th June – SWAG event and 24th July – Milton Artisans Market

There is a broken bench at the far side of the Village Green

GA stated Caloo will be commencing their work on the Village Green on Tuesday 4th May LJ will contact Playdale for confirmation of their recent safety inspection. An invoice has been received but no paperwork to confirm this has been carried out.

16. (Agenda Item 14) Correspondence

None

17. (Agenda Item 15) None

18. (Agenda Item 16) Accounts

16.1 – **Motion:** To approve the April Receipts, Payments and End of Year bank reconciliation
Vote: All in favour

16.2 – Update on Internal Audit – work continues

16.3 – **Motion - To agree the proposed payroll process**
Vote: All in favour of Carole Arnold. LJ to make contact and instruct to proceed.

16.4 – To approve 4th Quarter, VAT submission and End of Year Accounts
Vote: All in favour. LJ will circulate documents with the minutes and update the PC when the VAT submission has been completed

16.5 – To approve 2021-22 Budget see attached
Vote: All in favour

19. (Agenda Item 17) Public session for non-Agenda items

Brian Watson queries how the path will connect with current footpaths. CT will speak with PW regarding the provision of a bridge crossing the stream at the bottom of the Hartley field. BW requested that the future plan be clarified and BW updated.

20. (Agenda Item 18) AOB

PR mentioned that the MWT had been approached about a community garden – designed to assist those that need a quiet place for some reflection. The plan is in its early stages but PR will update the PC as and when he can.

JP is undergoing a hip replacement prior to the next meeting and AGM so he may not be able to attend.

The meeting ended at 20.57hours