Milton-under-Wychwood Parish Council Annual General Meeting
Wednesday 16th June 2021 at 7.30pm
Milton Village Hall

Minutes

Present:
Vice-Chairman Glynn Allcock (GA)
Councillor Rod Blackman (RB)
District Councillor Jeff Haine (JH)
Councillor John Pratt (JP)
Chairman Chris Trotman (CT)
Councillor Pat Ward (PW)
Parish Clerk: Mrs L. Jacques (LJ)

C/Councillor Liz Leffman
2 members of the public

1 Apologies for absence
Councillor Peter Rawlins (PR)

2 Declaration of interests
Jeff Haine - planning

3 Proposal to approve the minutes of the May AGM meeting
GA proposed
PW seconded
Minutes signed by CT

4 Matters arising from the May meeting
i. Risk register – ongoing
ii. Pound Parking – RB will make contact with residents regarding the incremental increase to take effect from 31st August 2021
iii. CT confirmed the total S137 donation to be made to SWAG Eco-Fayre is £300. Barbara Saun ders will be invoicing the PC.

5 Public session for all items relating to this Agenda
None

6 To receive the following reports
6.1 Chairman's Report (CT)
6.2 District Councillor's Report (JH)
6.3 County Councillor's Report (LL)

6.1 – Three communications to M&M remain unanswered. The footbridge at Simmonds Brook has now been completed. CT will be making contact with M&M to request a donation for the work that has been carried out.

The Church wall repairs are still to be carried out and CT is awaiting contact from the contractor, Kevin Rusher and Robert Montgomery, PM.
Two communications to the solicitors regarding the cemetery remain unanswered however this likely to be due to a clash of holidays between both parties. CT is awaiting the Agreement on public notice and the Agreement for the reasons for selling.
Work is due to start on the cemetery with regards to tidying areas in need although there is a bigger decision to be made as to whether the cemetery should become a separate contract due to the increase in maintenance that is required on it.
Gigaclear work continues. It still remains a mystery as to who approved the positioning of the Gigaclear box by the village green.
Plans by Wild Oxfordshire to work with Roger Coombes on installing a reed bed filtration system to remove phosphates and nitrates from Littlestock Brook prior to entry in to the Evenlode have begun.
Matt Dibbs from Meteor communications has offered a solution with regards to the water monitoring system. – he couldn't promote this company, but this is the company they use. Costs are roughly £1200 – installation of £250 , annual running costs of £135. The information can be viewed via a tablet/pc with readings taken every 30 minutes.
The community bus service is restarting their Saturday service fortnightly.

6.2 – Covid in West Oxfordshire has worsened considerably- rates have more than doubled although hospital admission rates remain largely unchanged.

6.3 – LL will be able to provide an update at the next meeting with regards to the process for 20mph applications and access to donations. The speed check in Idbury has been carried out but the results are yet to be analysed although it is clear that the volume of traffic is high. LED lights are being rolled out across the county – these lights can be dimmed and switched off.
The Councillor priority fund is £15000 over two years and local areas are encouraged to apply for donations.

CT congratulated LL on her new post as County Council Leader .

JH queried whether there was an update on the potholes in the Wychwood Drive / Poplar Farm Close area. CT is aware and will look in to it.

7 Internal Audit Report

CT acknowledged receipt of the recent internal audit, stating that it was thorough and explicit – all points raised were fully explained with reasons for the issue raised. CT stated that a separate meeting with the FinCom was required to analyse and work through points raised.
CT asked LJ to query the Financial Regulations that were used as the PC is using the most recent regulations as per the NALC.
JP raised an error regarding the Model Standing Orders, which currently state in the report 'May 2020'. LJ to raise with auditors.

CT confirmed that the FinCom will report their analysis at the July PC meeting. Bank signatories will also be reviewed and amended in time for the July PC meeting.

It was agreed that **The notice of Public Rights** notice for year ended 31st March 2021 will be displayed form the **19th June – 29th July.**

AGAR submission 2020-2021 signed and dated by CT.

8 S106 Expenditure (GA)

GA is chasing the S106 payment stating he is having difficulty getting in touch with WODC. Caloo are beginning work w/c 21st June with Hickmans starting on the 28th June. JH confirmed that Vendors have been informed they can use Milton Village Hall during this time.

9 Planning (PR / PW)

9.1 - 21/01685/HHD
Removal of existing lean to and proposed rear extension
5 Shipton Road

No reason to object

9.2 – 21/01830/HHD
Glazed Pergola
Owls View, Shipton Road

The PC can see no reason to object although concern was raised as to the height of the pergola from the road and the incursion between Milton and Shipton.

9.3 – 21/01663/HHD
Proposed bathroom in home office with velux windows
Malt House, Shipton Road

No reason to object

10 NPSG (JP)

JP updated the PC that Brian Watson & Elaine Brittan have been working hard on the paperwork and editing it based on the guidance provided by CFO. JP passed on his thanks to his colleagues for keeping the pace going through his convalescence.

11 Councillor updates on areas of responsibility

JP stated the Emergency plan was due for an update.
Due to one Councillor seat remaining vacant JH will include the whole of the High Street in his area. PW will include Jubilee Lane to his area, GA will include St Jude's and RB was allocated area 2.

12 Footbridge over Simmonds Brook

PW reported that this has been completed with the help of Steve Whiting and Graham along with the Cotswold wardens. JP requested the PC write to the wardens to thank them for their work and that the letter be copied to M&M.

13 Village Green (PR/GA)

Weeds are increasing near the play area and other spots on the green. CT will make contact with David Knight to request a spray.

14 Correspondence

The PC welcomes Capt Hames to talk to the PC however queried the benefit of this. LJ to update Capt Hames and offer to include information on the PC website or put up a flyer in the PC cabinet.

15 Discretionary Donations S137 (CT)

No new requests

16 Accounts

16.1 - To approve the June Receipts, Payments and End of Month Bank Reconciliation

JUNE PAYMENTS

Lengthperson salary	Margaret Ricketts	295.00 estimate
Clerk Salary	Lara Jacques	402.32
Clerk Overtime -	Lara Jacques	235.20
Website Accessibility report	Town & Parish websites	350.00
Weed control spray	Complete Weed Control	396.00
Valuation of cemetery	Carter Jonas	1813.91
Bin bags	Alfred Groves	3.60
AK Timms	Pat Ward	26.54
AK Timms	Pat Ward	32.45
Grass cutting	Kev Grant	1550.00
Grass cutting	Kev Grant	1225.00
		6330.02

JUNE RECEIPTS

Nutmeg & Thyme	Emily Weir	40.00
Cemetery – Peggy Taylor	Cotswold Assistance	50.00
Pound parking		78.00
Pound parking	M&L Stacey	78.00
Pound parking	Hissey & Bloy	39.00
		285.00

MAY RECEIPTS

HMRC	Vat Refund – error	2146.53
HMRC	Vat Refund	16052.59

Bank reconciliation

Bank reconciliation as at 31 May

Opening Cash Book	32855.94
Add Receipts	18289.12
Less Payments	12849.16
Closing Cash Book	**38,295.90**

Balance as per statement	
Current Account	**38,295.90**
Deposit Account	34,253.29
Money market	0.03

16.2
Regarding the two VAT payments (one in error) , LJ to make contact with Kevin Rose – auditor – to seek advise on the best way to handle the overpayment by HMRC bearing in mind HMRC have not responded to the contact made by LJ when raising this.

17 Public session for non-Agenda items

BW questioned the planting due to take place at M&M. CT stated that Abby Fettes has confirmed to him she will be monitoring the replanting personally to ensure it is completed correctly.

18 AOB

JP queried whether the capital costs for the water monitoring system could be shared between residents of the Heath.
JP stated the Lime Trees near St Jude's were getting low and in need of a trim. CT will contact Kevin, the contractor.
PW raised the issue of dog bins – new ones which had been placed in the field by the Spitfire homes. These will not be emptied by WODC due to their inaccessible location. It is hoped that these bins can be relocated to the village green. 3 new benches will be placed in the field imminently.
PW raised the work carried out by the Cotswold wardens asking whether a donation could be made to them as they don't receive income for any work carried out. CT stated this could be discussed but as it is a financial request it needs to be discussed as an Agenda item. To be raised at the PC meeting in July.
GA stated that it is for charities to approach the PC not the other way round.
CT raised emails he had received regarding the state of the Cemetery. CT will check the contract with the maintenance company as it may be beneficial to create a new and separate contract for the Cemetery as the work load is increasing.
CT stated Groves are no longer able to store the salt bags at their location. JH offered the Milton village hall as an immediate remedy but a long term solution is needed.

Meeting closed at 20.40hours.