Milton-under-Wychwood Parish Council Meeting

Followed by MARC Trustee's Meeting

Wednesday 15th September 2021 at 7.30pm

Approved Minutes

Present

Cllr Rod Blackman (RB)

DCllr Jeff Haine (JH)

Cllr John Pratt (JP)

Cllr Peter Rawlins (PR)

Chairman Cllr Chris Trotman

Cllr Pat Ward (PW)

CCllr Liz Leffman (LL)

Four members of the public.

1. **Apologies for absence**
   Cllr Glynn Allcock
   Clerk Lara Jacques

2. **Declaration of Interests**
   DCllr Jeff Haine – Planning
   Cllrs Chris Trotman & John Pratt – September payments

3. **Proposal to approve the minutes of the July PC meeting**
   Proposed by JP, seconded JH; all agreed, signed by CT.

4. **Matters arising from the July meeting**
   4.1 Salt bins

3 salt bags in storage at the moment and JH to give OCC instructions to cancel order for more until the current bags used. Bags are deteriorating and may need replacing.

4.2 Pound parking

Pound parking rents have been paid and has been tidied and looking neat thanks to Dave Knight.

4.3 Littlestock Brook Monitor

CT informed the PC that the monitor is now live and monitors the water levels. Once it has been correctly calibrated It will send out alerts when it reaches certain levels. It will run in tandem for the time being with the EA monitor.

4.4 Litter bins

Old bins from Wildbourne bins can be redistributed elsewhere.

4.5 Re-order of Defibrillator Cabinet for Prews Garage

New cabinet has been ordered and CT will fit if possible otherwise an electrician will be employed to fit.

5. **Public session for all items related to this Agenda**

Jubilee celebration query – CT confirmed that no plans have been made to date but PC are willing to support the coordination of any plans. Fundraising will require planning and time. Chair of Fete committee may be interested in chairing the Jubilee committee but others will be needed to join the committee. Whether to have 2 distinct events or one joint event is one of the questions. PR supported the celebration in theory and suggested that the PC would probably be willing to support the event financially in some way.

Cllr Pat Ward joined the meeting at 7.45pm.

6. **To receive the following reports:**

6.1 Chairman's Report (CT)

No response yet from Robert Montgomery about signing off the church wall work. CT to pursue.

Emergency Plan has been updated and hard copies will be sent out shortly to those requiring them.

It was felt that a Dropbox account was not viable for the PC so alternatives methods of storing large documents are being researched.

CT reported that he would shortly be carrying out a pothole sweep through the village to spray the offending holes.

AGAR elected Milton PC among several to receive greater scrutiny of the accounts following the external audit this year. All perceived discrepancies in expenditure or receipts from year to year were substantiated and explained.

OCC has installed a new drain for the Village Green entrance which drains towards Poplar Farm Close and then into Littlestock Brook. OCC is confident that this will be sufficient for the water levels accumulating here.

WI asked CT to come to one of their meetings to speak about the Neighbourhood Plan (NP) but declined due to the upcoming NP consultation which has now taken place.
Speed monitoring was carried out over a 3 day period this but this demonstrated that speeding is, as ever, an occasional problem and not sufficient to involve the Police or warrant speed control intervention.

6.2 District Councillor's Report (JH)

Deputy Lieutenants have been appointed by WODC to look into options for the Jubilee celebrations ;Her Majesty the Queen apparently favours promoting 'Green Canopy' in districts. JH suggested that the PC might consider supporting this idea by planting trees or hedges in commemoration.

JH said that in 2021, 99% of those who had died due to Covid in WODC were unvaccinated. JH queried whether it would be appropriate to advertise this statistic. CT suggested he speaks to the surgery first.

6.3 County Councillor's Report (LL)

LL said most Covid no is 14-17 year olds and would be wary of this statistic and advertising.

LL informed the PC that a new scheme is being trialled whereby Speedwatch teams can send letters to those found to be speeding. Repeat offenders will be most likely spotted in other areas monitored by Speedwatch teams who would work together as a district-wide Speedwatch team to inform the Police.

LL said Upper Milton residents are seeking signs to be erected through the area.

OCC is developing a County bus service improvement plan to identify rural areas which need better bus service provision as well as to improve rail-bus network coordination. JH asked if OCC envisage an issue with bus driver retention due to widely advertised HGV driver salaries. PW said the shortage is also due to lack of training providers for bus drivers.

7. Contract Renewals (CT)

7.1 – Grass Cutting Contract Renewal 2022-24

Grass cutting in Cemetery section has been removed from the contract, otherwise contract remains the same as previously.

7.2 – Weed Spraying Contract Renewal 2022-24

Addition to contract that weeds should be sprayed and removed otherwise contract remains the same as previously.

7.3 – New Contract for Cemetery Groundsperson 2022-24

Details of the previous cemetery section of the grass cutting contract has been updated to maintain a tidier overall appearance with the addition of the headstone maintenance and

care. This role will be paid at an hourly rate. PW queried whether the grass cuttings should be collected. CT agreed that walk behind that the contract should be amended to specify that mowers should be used with a grass box to ensure graves and headstones are kept clear of cuttings.

7.4 – Update of Lengthperson/Clerk Contract 2022-24

CT keeps a record of hours that PC employees do as does the payroll company. Contracts have been updated with correct address and updated salary for 2021.

Proposer to accept all 4 contracts PR, seconded JH. NB. If grass cutting costs prove to be over £25,000, PC will put out to tender.

8. NPSG (JP)

8.1 Overview of the Outcome of the Public Consultation on 11th September

Cost of the consultation was just under £650 including the hall hire, the printing, etc and thanks extended to PR for loan of data projector. Materials, including flip charts, stored from previous NP public meetings were reused at this event. Co-op sponsored the refreshments which were organised by PW; letter of thanks sent. The event was facilitated by Stephen McKenna, CFO; 29 visited the consultation which was a slightly disappointing number. Brian Watson is collating the written feedback received in hard copy at the event and at the Library and electronically at the NPSG email address up to 25/09/2021. In October/November, after the reply period has passed, the NPSG will report back to PC. Each policy leader prepared their own summary of discussion at their table. The event was well photographed by Alan Vickers. Three hard copies of the draft NP and one copy of each of the 14 Appendices remain on loan to the Library. The group has written to influential people to hear their opinion of the 5 designated spaces and await their responses.

8.2 A report on the WODC Strategic Environmental Assessment (SEA) & Habitats Regulations Assessment (HRA) Screening Report

JP reported that the interim draft of the Neighbourhood Plan (NP) and 14 Appendices was submitted to WODC on 24th August so it could then be passed to District Council consultants for preparation of a Screening Report to provide an opinion of whether the NP would need a Strategic Environmental Assessment (SEA) &/or Habitats Regulations Assessment (HRA). No further assessments were deemed to be required in the opinion of the consultants or WODC. The opinion report has now been sent by WODC to the Environment Agency (EA), Natural England and Historic England; there is a statutory 5 week period for response (deadline 12th October 2021). WODC is optimistic that the three bodies will concur and this would make the intended Autumn Statutory Consultation work on the NP more straight-forward. On the advice of WODC the NP documentation is now undergoing a minor re-sort by NPSG before Statutory Consultation. This re-sort will result in the three Appendices of community consultation being transferred from supporting the main NP to the Consultation Statement.

The NPSG grateful to CT for his work on the PC website to allow all the NP documents to be posted over the summer. NPSG Google Account: in August JP took out a £15.99/year subscription for up to 100 GB of cloud storage on behalf of the PC for the Drive due to the free limit of 15 GB already being reached.

9. DMMO Application (JP)

9.1 Proposal to Withdraw Parish Council Application of 11/12/2018 to Oxfordshire County Council (OCC) for a Definitive Map Modification Order (DMMO) in respect of alleged public path along a corridor between The Sands Nos 33 – 41 and Wildbourne Close Plots Nos 5 – 9; OCC DMMO Application Registration No. 03483 of 27/01/2019

CT has discussed the matter on the phone with Spitfire. Spitfire has made the offer that if the PC agrees to the proposal this evening, the costs will not increase as no further legal work will be required. JP queried whether the costs might be open to negotiation. CT suggested not, after discussion with Spitfire.CT will go back to Spitfire and revisit this and request an invoice to avoid any further interest accrual.
Proposer PW, seconded by JP. Approved by All.

10. Queens Jubilee 2022 (JH)

PW said that there are 62 trees remaining which could contribute to the Green Canopy idea raised by JH. To be discussed at a later date.

11. No Parking Bollards – Church Road (CT)

CT would like the PC to consider purchasing 6 bollards for the benefit of the church to use at times when the church is full and parking is problematic. JH suggested buying 12. PW suggested providing additional parking at the allotments. CT said this would provide difficulty for allotment tenants access. JP suggested we use Emergency Plan funds and make a permanent loan of the bollards to the church with the assertion that if ever the PC were to need them in the event of an emergency, PC would be granted access to them.
Proposer PR, seconded JH. Approved. CT to purchase.

12- Planning (PW/PR)

12.1 – 21/02633/HHD No objection.
12.2 – 21/02709/FUL No objection.
12.3 – 21/02659/FUL No objection.
12.4 – 21/02738/FUL No objection

13. Village Green (PR, JH)

JH said Parking area has been completed very well. JH pointed out that it is being heavily used by The Hare, residents nearby and rental properties on Church Road. This does cause problems on match days or when other sporting or Scouting events are happening on the

Green. CT suggested that on these occasions a gate steward could be stationed to prevent non-event users from parking.
PR met with a householder adjacent to Green who would like the PC to cut back the trees alongside his property. PR also pointed out that this was raised in the RoSPA report. CT has said that a tree survey is due so this will be carried out.
The spoil from the new pathways and the new play equipment flooring needs some attention. CT suggested the PC engage the young people in the village who are already developing bike jumps to help design the jumps and tracks they would like as an alternative to hiring a skip and paying someone to do the removal. Clerk could advertise on social media, website etc.
RoSPA report was received and some repeated items need to be dealt with. PR suggested that Playdale is engaged to provide repairs and provide advice on what is required to meet safety needs.

14- Correspondence (CT)

14.1 Email from Lyanda Alder

£5 per pitch per time. Times and days are required. In principle the PC is happy to approve the request for a local cake maker to set up a regular stall at the Village Green car park. Clerk to get further details from enquirer.

14.2 RBLI Remembrance Day 'Tommy'

Discussion regarding the options. To be discussed further.

15- Discretionary Donations (Sec 137) (CT)

15.1 Library Book Stocks

Finance Committee consider a donation to stock is preferable at the present time considering finds are available from staff contribution budgeted in 2020/21 which was cancelled due to Covid Library closures. Figure of £200 proposer JP, seconder CT; approved.

16- Accounts (JP/CT)

16.1 - To approve the August & September Receipts, Payments and End of Month bank reconciliation

Proposed by PW, seconded by JP; Approved.

16.2 – 1st Quarter report

Unable to approve due to amendments required. Clerk to amend and Finance committee to approve and circulate to PC. Proposer JP; Approved.

AUGUST RECEIPTS

Nutmeg & Thyme	Emily Weir	40.00
Funeral Costs	Peter Smith	450.00
		490.00

AUGUST PAYMENTS

Councillor Books OALC	OALC	15.60
Insurance - PC	Zurich	1,684.55
Kevin Grant Grasscutting	Kevin Grant	1,565.00
Computer repair		75.00
Flint - village green	Hickmans Ltd	85.50
Defib Pads	WEL Medical	93.54
Bin Bags	Alfred Groves	4.23
Vendor Refund N&T	Emily Weird	75.00
clerk Salary	Lara jacques	661.04
Lengthsperson salary	Margaret Ricketts	229.95
Lady Reade Foundation (agreed June21)	Lady Reade	200.00
		4,689.41

SEPTEMBER RECEIPTS

Nutmeg & Thyme	Emily Weir	40.00
Funeral Costs	Peter Smith	450.00
		490.00

SEPTEMBER PAYMENTS

NPSG Costs	John Pratt	514.39
Payroll July-Sep	Carole Arnold	60.00
Website Hosting	Town & Parish Websites	225.00
Littlestock Brook	DMMO Communications	1730.40
Grasscutting August	Kevin Grant	1445.00
Grasscutting July	Kevin Grant	1445.00
Bin Liners	Alfred Groves	4.23

Batteries	Alfred Groves	9.44
NPSG Costs	Brian Watson	118.58
Ink	Lara Jaccques	36.99
Playground Inspection	ROSPA	301.20
Gloves	Alfred Groves	41.22
Village Website	Chris Trotman	19.19
		20,606.24

Lengthperson & Clerk Salary tbc

Bank reconciliation as at 31 August

Opening Cash Book		30,941.09
Add Receipts		490.00
Less Payments		4,689.41
Closing Cash Book		**26,741.68**

Balance as per statement

Current Account		26741.68
Deposit Account		34,253.29
Money Manager		0.03
Less: uncleared cheques		
Add: Outstanding lodgements		
Current Account adjusted Bank Balance		**26,741.68**
Difference		0
Adjusted Bank Balance to include Deposit & Current Accounts	**60,995.00**	

17- Public session for non-Agenda items

No comments.

18- AOB.

Waste bins in Calais Cottage field have been offered to the PC for use on the Green. PW will find out when they can be collected.

PR to inform PC which bins need replacing on the Village Green.

The meeting closed at 8.55pm. The members of the public left the meeting room.