# Milton under Wychwood Parish Council Meeting

## Wednesday 21st July 2021

## Approved Minutes

**Present**
Cllr Rod Blackman (RB)
DCllr Jeff Haine (JH)
Cllr John Pratt (JP)
Cllr Peter Rawlins (PR)
Chairman Cllr Chris Trotman (CT)
Cllr Pat Ward (PW)

CCllr Liz Leffman (LL)

Two members of the public

**1 - Apologies for Absence**
Cllr Glynn Allcock
Clerk Lara Jacques

**2 - Declaration of Interests**
DCllr Jeff Haine - Planning

**3 - Proposal to accept the Minute of the June PC Meeting**
Proposed JP, Seconded JH, Signed CT

**4 - Matters Arising**
4.1 Salt Storage - PC a little dismayed at VH response considering support given to VH by PC in the past. Robin Perry has offered storage. PC consider two bags sufficient. JH to ask CC to remove one and not to deliver any more this coming winter. LL suggested contact Paul Williams, Highways, to arrange collection.
4.2 Pound Parking - All have been contacted but recipients felt that Pound needs tidying and new 'No Parking' sign placed. CT to see Dave Knight to renovate Pound (carefully)
4.3 Supplementary to May Minutes - to clear any confusion a "Total Bank Balance" line to be included. Proposed JP, Seconded JH All agreed, signed by CT.

**5 - Public Session - none**

**6 - Reports**
6.1 Chairman's Report -
- Evenlode Flood Management Scheme, re Littlestock Brook, on 1st Place in the 'Flood and Coast Climate Resilient Places' Award.
- Church wall has been repointed, waiting for it to be signed off by Robert Montgomery.
- Sale of Charity land. No communication with solicitors re sale of Cemetery but Charity Commissioners are happy to work with CT on moving project forward.
- Gigaclear box opposite gates to Green will be moved but waiting for contractors to move it.
- Improvements to Green, dealt with by PR and JH later.

6.2 District Cllr's Report
- This afternoon Cabinet approved the Oxfordshire Plan 2050 (Regulation 18 part 2 stage) to go out for public consultation for 10 weeks from 30 July 2021 until 08 October 2021. The Oxfordshire Plan 2050 is being produced by the five local planning authorities in Oxfordshire working in close partnership with Oxfordshire County Council and OxLEP throughout. The 2018 Oxfordshire Housing and Growth deal included a commitment by the Oxfordshire

Councils to prepare the Plan alongside Government investment of £215m for affordable housing and infrastructure improvements. The five themes of the Plan are addressing climate change, improving environmental quality, creating strong and healthy communities, planning for sustainable travel and connectivity and creating jobs and providing homes. The Oxfordshire Plan will help ensure that Oxfordshire has a strong voice in the development of the Ox-Cam Arc Spatial Framework and that our interests will be taken into account. The quantum of development and its broad locations are not part of Regulation 18 but will be dealt with at the next stage under Regulation 19.

6.3 County Cllr's Report

- We have set up a working party to look at verge management across the county.
- The proposals for the 20mph zones will be coming to the OCC Cabinet in October.
- The administration is publishing a short document outlining our priorities which will inform the new Corporate Plan and next years 'budget.
- The consultation for the Oxfordshire Infrastructure Strategy went live on Monday 19th July
- The Women's Cycle Tour will be coming to Oxfordshire again and was launched this week
- Oxfordshire is setting up a Local Nature partnership
- The Oxfordshire Growth Board has changed its name to the Oxfordshire Future Partnership

**7 - Internal Audit**

7.1 Fin Com met to discuss points raised by Internal Auditor Kevin Rose. NALC Model Fin Regs (2019) reviewed and updated as 'MuW Fin Regs (2019 updated 07/2021).

JP reported that Finance Committee had reviewed the itemised advice of Internal Auditor IAC of 04/06/2021 and recommended that the Minutes of the Finance Committee meeting be circulated with the draft PC Minutes. All comments addressed where possible and updated Fin Regs brought in line with the Model Fin Regs. Proposed JP, Seconded PR, Approved.

The main oversight had been the failure of the PC to review the External Audit Report for the year ended 31/03/2020 and this would be addressed after Parish Clerk had retrieved the Report; it was noted that in June 2020 Parish Clerk was having to remind the (then) Internal Auditor of the urgency of completing the Internal Audit. There were some past Regulatory administrative errors, including Exercise of Public Rights, that could not be rectified but would be prevented in future. The PC Assets Inventory would be reviewed in consultation with JH. A detailed breakdown of responses to the itemised advice of Internal Auditor IAC of 04/06/2021 is set out in the Minutes of the Finance Committee meeting of 13/07/2021.

Bank Signatories confirmed as Cllrs JH JP PR CT and Clerk LJ.
Proposed JP, Seconded by PW, Approved.

**8 - NPSG Draft Neighbourhood Plan**

JP expressed thanks to Parish Clerk for reorganising the presentation of NP folders and files on the PC website.

JP reported that Work of the Steering Group (SG) in collaboration with Community First Oxfordshire (CFO; contracted service provider to assist Plan development) up to 12 July 2021 had resulted in adoption by NPSG of a revised draft NP, containing full detail of the Policies previously presented in outline to PC in November 2020, supported by the following Appendices (see draft NPSG Minutes of 12/07/2021), including two third party documents (Nos 11 & 12):
Appendix 1 – 2018 Neighbourhood Plan Community Survey Report
Appendix 2 – 2018 Young People's Survey Report
Appendix 3 – Village Character Assessment
Appendix 4 - Designated and Non-Designated Assets
Appendix 5 – SWOT
Appendix 6 – Baseline Evidencing
Appendix 7 – List of Green Spaces

Appendix 8 – Local Green Spaces Assessment
Appendix 9 – Community Projects
Appendix 10 – Key Views
Appendix 11– TVERC Biodiversity Report - Milton Under Wychwood Parish
Appendix 12 – Environment Agency - Littlestock Brook review
Appendix 13 – Public Rights of Way and Permissive Paths
Appendix 14 – List of Business and Services

JP explained that the text of all these documents was substantially complete, except for some gaps to be filled in Appendix 8, but the supporting photographs will be edited and/or supplemented to improve presentation. Final document formatting will be undertaken by CFO.

JP provided update and position on program timetable. Steering Group has now added descriptions to all heading but nothing substantially different to Plan presented earlier to PC.

CT explained that the draft NP and Appendices were to have been have been copied to Councillors by 16/07/2021 but were too big to be emailed. Memory sticks provided a short term solution but the 3 days for reviewing the content had passed. Memory sticks were provided to Councillors at the meeting and CT requested Councillors to scrutinise these documents and provide any responses by Friday 13/08/2021 to JP with copy to Parish Clerk.

Based on the decisions of the NPSG meeting of 12/07/2021, JP requested PC approval in principle and authority to spend up to £600 from the NPSG budget on printing, materials and refreshments required for a Public presentation/consultation event on Saturday 11/09/2021.(Already approved as within NPSG Allowances) This would be a Public Meeting in the Village Hall with CFO facilitating (S. McKenna confirmed; Hall booking confirmed), to bring the community up to date and to outline next steps and timescales. The public will be invited to comment, preferably via a feedback form, either before, at the meeting, or afterwards but before a Saturday 25/09/2021. NPSG will bank feedback from the public meeting and address it during the Pre-Submission Consultation stage for inclusion in the consultation statement.

From 14/08/2021 hard copies of the draft NP will be made available at public places and electronic copies will be accessible via a link, as yet to be established, to be set up by Parish Clerk and which would include all the draft Appendices. JP explained that the PC Wordpress website could not accept some of the large NP documents exceeding 30 MB memory. CT agreed to investigate with Parish Clerk the feasibility of setting up a Dropbox account for this and other purpose with a 2TB storage capacity and a 2GB transfer capacity.

JP reported that related NP work would include:

~28/07/2021 – Enquire to WODC (Astrid Harvey) about expected timing of WODC decision on whether a Strategic Environmental Assessment (SEA) would be required under the NP; Send draft NP and Appendices to WODC on memory stick for checks to ensure Basic Conditions have been met and to check no conflicts with Local Plan**.

Late July/Early August: Preparing and printing of leaflets and accompanying Feedback Forms advertising public consultation.

Latest 14/08/2021 (4 weeks ’Notice): Distribution of leaflets + feedback form to every household.

15/09/2021: Approval by PC for Pre-submission of the Plan to Statutory Consultation (6 weeks period) under Regulation 14. N.B. Statutory Consultation provides the public with a further opportunity to comment on the draft Plan and other draft documents

25/09/2021: Subject to WODC guidance, commence Pre-submission Statutory Consultation (6 Weeks) as under Regulation 14 - inviting comments and/or questions from WODC, Statutory bodies, community, landowners and other stakeholders about the Draft NP and Appendices.

06/11/2021- Closing date of Pre-Submission Consultation (Reg. 14).

From 06/11/2021: NPSG Evaluates all feedback received during the consultation period and makes any resultant changes to Draft NP. NPSG documents this in a "Consultation Statement".

1st Quarter 2022 - PC submits "Draft NP", "Consultation Statement" and "Basic Conditions Statement" to WODC

*These dates assume WODC being satisfied that Basic Conditions have been met.* CFO produces the "Basic Conditions statement"

**9 - Emergency Plan Update**

JP outlined minor variations to MuW Emergency Plan, mainly geographic responsibility area and contacts for machinery.
Proposed JP, Seconded PW, All Approved.

**10 - Planning**

10.1 - 21/02286/HHD Approved
21/02287/HHD Approved.

**11 - Approval for a Water Level Monitor for Little stock Brook**

CT outlined his attempts to explore methods of monitoring water levels in the brook but suitable similar devices were not found apart from a system offered by Meteor Communications. Other systems were either too simplistic or over complicated.
Meteor Communications can provide water level sensor with data logging device both powered by a 20W solar panel.
Hardware costs would be £1082.00 exc VAT
Installation would be £225 exc VAT
Ongoing costs £135/annum.
Major deciding factor, not overtly offered by others, is that the EA can use the data as part of their ongoing trials and for their PhD students.
Proposed by CT, Seconded by JH, All Approved.
CT to contact Meteor and issue contract.

**12 - Cotswold Wardens**

CT received an email from the Cotswold Wardens about proposed work to Lancut Lane. Two major problems - overgrown along whole length and Green Lane end very boggy. Bruern Farm has offered some rubble but 1 tonne of hoggin at £50 also required. PC asked to contribute. PW suggested that if PC bought the hoggin it could recoup VAT.
Proposed by CT that PC fund hoggin. Seconded by PW, All Approved.

**13 - Village Green**

JH comment on success of renovated drive to MSA. Quality and workmanship both good.
Fencing to be removed when grass has become established.
PR commented on groundwork to play area is progressing well and is expected to be completed within a week.

**14 - Correspondence**

14.1 Email from WODC re litter bins. Cllrs could not access map included in email JH to follow up with map to review bin placements

**15 - Discretionary Donations S137**

15.1 - Donation request from Louisa Michel. PC felt that although it was a very worthwhile cause there were some concerns, (DBS of organisers; parents in attendance; short length of time at playgroup) . It felt that the best contribution it could offer was to pay the VH rent but on a ¼ year basis and directly to the VH. Some help for funding toys etc could come from the Community Fund held by CT.
CT to communicate back to Louisa Michel.

**16 - Accounts**

16.1 - To approve July receipts, payments and reconciliation.

- USB sticks confirmed as £29.79

Proposed by PW, seconded by JP, Approved.

- JH to see Nutmeg and Thyme and explain that monthly rent is £25 not £20 which came about with starting in a four week month.

16.2 - VAT Submission. LJ finally contacted VAT Refund department who acknowledged attempts to contact them but were unable to suggest a way of repaying overpayment.

16.3 - Q1 Report - To follow.

16.4 - JH has a PC Account paying in book and banks money from Pitstop directly.

**17 - Public Session for non agenda items**

Brian Watson thanked the PC for reviewing the NH Plan and stressed that all Astrid Harvey's diligent comments had been very carefully acted upon. He also commended JP for his diligence in his submissions to PC.

**18 - AOB**

18.1 - JP reported that Nicola Boulton had provided information about St Jude's Meadow: The management company have been removing dead trees from the Development and assessing trees that are not thriving. All dead trees are due to be replaced by this Autumn. The remaining green spaces should be landscaped in the coming weeks as the final 7 houses are almost complete with the last remaining residents moving in August/September 2021. All houses have now been sold.

18.2 - PR informed PC that the Lady Reade Charity had provided £1000 in grants to 10 beneficiaries to aid their future education; and that the Milton Welfare Trust had given out £650 in grants.

18.3 - PR to ask Kevin Grant to cut grass by pedestrian entrance to St Jude's as it is on the outside of their perimeter hedge so won't probably be cut by M&M.

18.4 - JP has written to landowners asking that parts of their land can be dedicated as Green Spaces. PW has received comments from Philip Watson about concerns they have over this.

18.5 - Re Emergency Plan:- In JP and GA absence 1-5/08/21 RB and PW asked to stand in . Accepted.

There being no other business CT closed the meeting at 21.20h