Milton-under-Wychwood Parish Council
Wednesday 22nd June 2022 at 7.30pm
Milton-under-Wychwood Baptist Church

Minutes

Present:
District Councillor Jeff Haine (JH)
Councillor Peter Rawlins (PR)
Chairman Chris Trotman (CT)
County Councillor Liz Leffman (LL)
Parish Clerk: Mrs L. Jacques (LJ)

1 Apologies for absence

Vice Chairman Glynn Alcock (GA)
Councillor Rod Blackman (RB)
Councillor John-Pratt (JP)
Councillor Graham Smith (GS)
Councillor Pat Ward (PW)

2 Declaration of Interests

Jeff Haine – Planning & Village Hall

3 Proposal to approve the minutes of the May AGM meeting

PR proposed
JH seconded
All in favour

4 Matters arising from the May meeting

4.1 **Church Wall** – this is still in progress and CT will update the PC asap

4.2 **Graffiti** – PR is still in the process of attempting to remove the graffiti

4.3 **S106 tennis court improvements** – CT has been in contact with GA. This is still going through the legal teams but GA will hopefully have an update for the July PC meeting

5. Public session for all items relating to this Agenda

None

6. To receive the following reports:

6.1 **Chairman's Report (CT)**

Due to CT being on holiday and ill there is no update for this meeting

6.2 **District Councillor's Report (JH)**

Nothing to report for this meeting

6.3 **County Councillor's Report (LL)**

There is a bus summit taking place on Friday 24th June between employers in Oxfordshire and the NHS and universities to discuss what can be done to encourage people back on the buses. There is a campaign starting on the 27th June to do this.

LL has spoken with Jamie Smith who looks after the road services regarding the state of Shipton Road. This is in progress but it will be a slow process.

Oxfordshire has been named by USWITCH as one of the greenest counties in the country and is still the top county for recycling.

LL has provided a grant to Wychwood Bods from her Councillor Priority Fund.

Home for Ukraine – the area is starting to get some families who have been taken in under this scheme now becoming homeless due to a relationship breakdown and this is likely to increase.

7. NPSG Update

Deferred as JP not present

8 S106 Update

Deferred as GA not present

9 Village Green (PR/JH)

None

10 20mph application MUW (GS/GA)

Deferred as this needs careful consideration and discussion with GS and GA present

11 Planning

22/01478/HHD – Single storey side extension Calais Cottage
No reason to object. All in favour

22/01133/FUL – Change of use from paddock land to extend domestic garden- The Homestead, Frog Lane
No reason to object. All in favour

JH stated there is a site visit to the Old Doctor's Surgery on the 23rd June.

12 Discretionary Donations (CT)

A request for a donation to the Lady Reade charity for £200 – this is a donation that is made yearly by the PC. PR asked if the PC were happy to continue and make a donation of £200.
CT seconded
All in favour

13 Accounts (JP/CT/GA)

13.1 To approve the May Receipts, Payments & End of Month Bank Reconciliation

CT proposed
PR seconded
All in favour

May Payments			
	TOTALS		£5,206.66
Date	Description	Payee	Amount
06	MUW Jubilee Fete Grant	MUW Fete	£1,000.00
22	HSBC Monthly Charges	HSBC	£8.00
23	WOCT Grant	WOCT	£800.00
23	Grasscutting	Kevin Grant	£1,260.00
31	Playground Repairs	Playdale	£1,120.52
31	Clerk Salary	LJ	£511.55
31	Lengthsperson Salary	MR	£206.59
31	PC Website renewal	Town & Parish websites	£300.00

May Receipts				
			TOTALS	***£6896.51***
Date	Description	Name	Method	Amount
6	Vendor Tra	Pitstop	BACS	£75.00
6	Cemetery	Hicks	BACS	£50.00
6	VAT refund	HMRC	BACS	£6321.51
6	Cemetery	Julia Busk	BACS	£450.00

Bank reconciliation as at end of May		TOTALS
Opening Cash Book		**£41,230.87**
Add Receipts		£6896.51
Less Payments		£5206.66
Closing Cash Book		**£42,920.72**
Add: unpresented credit		£0.00
Less: uncleared cheques		£0.00
Current Account		£42,920.72
Difference		£0.00
Investment Account		£34,286.52
Money market		£0.03
Balance as per statement		**£77,207.27**
Add: unpresented credit		
Less: uncleared cheques		

13.2 MUW Platinum Jubilee Committee Provisional Results

JH stated the committee have nearly completed the financial information and have provided JH with supplementary accounts up until the 15th June. There are a few invoices still to settle but it is near its conclusion but it is likely there will have been a small financial loss.

PR stated he believed the PC should be more favourable to the committee and there should be some consideration for the losses made. The event was very successful with a large turnout – this should be considered for a discussion in the July PC meeting as the committee shouldn't be out of pocket when they organised such a well attended village event. This will be an Agenda item for July with an accompanying proposal.

14 Internal Audit & AGAR

CT asked for comment on the end of year Bank Reconciliation

PR proposed approving the bank rec.

JH seconded

CT signed the bank reconciliation

14.1 **Annual Governance Statement 2021-22** CT discussed the Annual Governance statement that was circulated prior to the PC meeting and asked for comment. All in agreement with the submission. CT asked the PC if they were in favour of approving the AGS.
PR seconded
All in favour

14.2 **Accounting Statements 2021-22** CT asked for comment on the Accounting Statements 2021/2022 that was circulated to the PC prior to the meeting. PR stated he was in agreement with the figures. JH proposed agreeing and signing the AS.
PR seconded
CT signed and dated the Accounting Statements for submission.

14.3 **Notice of Public Rights**
As the PC meeting to be deferred from the 15th June to the 22nd it has affected the initial dates proposed for the NPR which are announced on 22nd June 2022. The dates for the NPR have been set as commencing on Monday 27th June and ending on 5th August 2022.

14.4 **Response to internal audit**. CT stated the audit results had been received from the internal auditor. LJ has acknowledged the results and submitted the covering letter to MOORE. There are a few areas to address and this will be discussed at length when the PC are all in attendance in the July PC meeting. The areas to review are admin related rather than financial which is positive. The schedule of fees and charges are now on the PC website. www.miltonunderwychwood.org. The results along with the notice of public rights will be posted on both PC and MV websites in time for the 27th June.

15. Correspondence (CT)
None

16. Public session for non-Agenda items
None

17 AOB
CT is meeting with Julian from KGS regarding raising and levelling of some of the Cemetery headstones

CT will send a letter to DB regarding pound parking overdue fees.

Meeting terminated 2014hrs