Milton-under-Wychwood Parish Council

Milton under Wychwood Parish Council meeting 19th October 2022

Milton under Wychwood Village Hall. 1930 hours.

Approved Minutes

Present:
Councillor Rod Blackman (RB)
District Councillor Jeff Haine (JH)
Councillor John Pratt (JP)
Councillor Peter Rawlins (PR)
Councillor Graham Smith (GS)
Chairman Chris Trotman (CT)
Councillor Pat Ward (PW)

Parish Clerk: Mrs L. Jacques (LJ)
4 members of the public

1. **Apologies for absence**
   Vice-Chairman Glynn Allcock (GA)
   County Councillor Liz Leffman (LL)

2. **Declaration of Interests**
   Jeff – VH and planning

3. **Proposal to approve the minutes of the September meeting**
   PW proposed
   JH seconded
   All in favour

4. **Matters arising from the September meeting**
   None

5. **Public session for all items related to this Agenda**
   MOP queried the location of the memorial benches – discussed in Agenda item 9

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

6.1 Chairman's Report (CT)

Winter Crisis Meetings:
CT attended a meeting with Milton organisations with regards to providing Warm Hubs for Milton residents.

John Witts hosted a meeting of interested parties on the 10th October. to share ideas of way of supporting "families at risk". Many ideas were put forward around the use of the Life Centre, Village Hall, Library and other places as Warm Hubs that families could come to. Details to follow.

CT attended a meeting with Wychwood PC Chairs to discuss the winter crisis. CT invited Wychwood PC chairs to a meeting on 17th Oct to share ideas as both Ascott and Shipton are looking at the problem but may have different approaches. Brian Leach and Sue Richards from Ascott attended. Ascott's approach, as they are a smaller PC, was looking at providing support via 'information'. They were looking at Chippy Larder's Road Show which included reps from Cottsway, CAB, Age UK etc. Now linked into Milton's loop. Details to follow.

Fin Com meeting on 17th October:

1 Payment for the Burial Ground has now been made. £8k has been transferred to MARC.
2 The Asset Register has been revised and updated. It will be further updated once the tennis court works have been completed.
3 There are some items of expenditure listed in budget headings that are better placed in different categories. This make no difference to the global totals but it is part of tidying up the use of heading categories.

6.2 District Councillor's Report (JH)

JH met with Jonathan Ayres of 1st Wychwood Scouts to discuss the need for a Scout HQ. Matthew's Flour Mill are interested in leasing some of their land opposite Bradley's garage in Shipton. JH stated this was very positive but it is still in the very early stages.

JH stated the planning application relating to Mullin automotive in the Tews is currently in discussions again.

WODC have a waterways event to discuss river pollution and flooding issues on 18th November 0930-1730.

6.3 County Councillor's Report (LL)

The OCC Cabinet has agreed a package of measures intended to support residents through the winter as the cost of living crisis escalates. A new web page provides people with guidance on how they can get support https://www.oxfordshire.gov.uk/council/help-rising-living-costs. As part of this, a £100,000 grant is being made available for local community venues to bid into for support with their energy costs, so that they can stay open and provide a warm space for local residents. Milton village hall, and other spaces such as the Baptist Church would be eligible to apply. We are also working with WODC to offer support to people who are finding it hard to pay their council tax, and a grant is being made to Citizens' Advice to provide help with debt advice.

A cost of living round table with the district and City councils, and members of the voluntary sector took place. The meeting looked at ways in which we can support people through the cost of living crisis in similar ways to those we used during the pandemic. The intention is to ensure that no-one falls through the net this winter.

OCC has become the first in the country to adopt a new approach to planning called "Decide and Provide". Decide and provide means that when OCC is consulted on planning matters, the OCC response will be based on the kind of sustainable and active transport OCC want to see, rather than 'predicting' the number of car journeys and trying to accommodate them in the road system. This is essential so that OCC can meet our ambitious climate change targets and build more sustainable communities from the outset.

Passenger numbers on the 210 bus are now getting back to the levels seen pre-pandemic. LL is working with WOCT to find ways of ensuring that the bus route remains viable, and exploring the availability to funding for this.

7. Treemendously Wild Funding Application (CT)

Helen Clarke (HC) attended from Treemendously Wild to answer questions from Councillors with regards to her Treemendously Wild funding application.

HC introduced her business stating it started from scratch in July 2021 and she has developed the plot of land behind the Wild Gardens in to an outdoor area for children and adults, SEN, children working through trauma and those with challenging behaviour and those on low incomes. HC also carries out sensory play for young children and those that are home schooled. HC wants to keep it as inclusive as possible and fees as low as possible hence the need for fundraising.

HC registered as a CIC in June 2022 and is continuously fundraising to pay for tools, equipment and maintenance whilst trying to keep session fees down. She hopes to be Ofsted registered in the future.

Current funding needs will help pay for tree maintenance, tarpaulins and craft resources.

The CT thanked HC for attending, stating it was pleasurable to hear from such an enthusiastic and passionate business.

8. S106 Update (GA)

8.1 – Update on Arts Project
No further updates
8.2 – Update on tennis court project
PR stated the tennis courts are technically complete however he and GA have walked the courts and there are a lot of areas that still need addressing before PR is happy to sign it off. PR has emailed Caloo and is waiting to hear from them.
PR is still investigating the purchase or a tennis net and moveable posts.
PR suggested a regular maintenance contract would be a good option.

9. Consideration and discussion for two memorial benches honouring King Charles III and the late HRH QEII (CT)

A discussion was had with regards to suitable locations for two benches. It was decided that the QE11 bench should be located on the Woodland Walk due to the HRH's love of trees and the KCIII bench be located on the new eco area.

Although the plastic benches which have been purchased and are located in the village green look good and are comfortable it was not deemed an appropriate bench for a memorial bench. GS has agreed to research prices and options including a suitable plaque for each bench.

It was agreed that a budget of £2500 for both benches would be sufficient.

GS will present his findings at the November PC meeting.

10. Village Green (PR)

10.1 – Proposal to proceed with the Playdale quote for repairs following the ROSPA report
JH proposed
CT seconded

All in favour
LJ will contact Playdale.

10.2 – Decision on how to proceed with cleaning of the toddler play area and repairs to footwear by toddler swings.
PR has replaced the swing. CT will enquire with Hickman's regarding rubber matting to place under the toddler swings and play ship. This should prevent deep rivets in future.
CT will speak with Jonathan Ayres of 1st Wychwood Scouts regarding the cleaning of the toddler play area and possible dates.
It was agreed that the PC would donate £50 to the 1st Wychwood Scouts for their support.

11. Update following the 20mph speed limit consultation (GA/GS)

GS updated the PC regarding the speed limit consultation. Leaflets have been printed and distributed to Councillors for distribution to their residential areas. The Wychwood Primary School will also be including this in their weekly newsletter.

12. Planning (PR/PW)

PR stated that Owl's View have submitted two planning appeals and the PC should support WODC's decision to continue to object to Owl's View planning appeal . Reaffirm our position and uphold.

13. Internal Audit

13.1 – Following the information received from the two internal auditors (of which four were approached). The Internal Audit Yorkshire provided a personal quote and were available to answer questions quickly and efficiently. After consultation between LJ & CT, CT proposed appointing IAY as the internal auditor for MUWPC.

JP seconded
All in favour

14. New updates on protocol regarding emails, Code of Conduct & Register or Interests

CT updated councillors with the new protocols as circulated by OALC. LJ distributed required paperwork which includes a powerpoint presentation on Code of Conduct and a new Register or Interests form.

CT updated the Councillors that new guidance stated Parish Councils are advised to use a .gov or .org email address as a point of contact. Google/Yahoo email accounts are no longer deemed appropriate. LJ will be requesting further information and proceeding with registration for an account which is likely to cost circa £200 for registration.

15. Discretionary Grants (S137) (CT)

Treemendously wild
JH stated he was very impressed with HC's presentation and she came across very well, and is clearly doing a good job whilst not taking a salary. HC does good work for young children, disadvantaged children and mental wellbeing and as a PC this is something the PC should promote.
JH proposed a grant of £1k
PR seconded stating he wishes HC every success.
All in favour. CT will contact HC.

16. Accounts (JP/CT/GA)

16.1 To approve the September, Payments and End of Month bank reconciliation

RB proposed

PW seconded

All in favour

September Receipts				
			TOTALS	***29,845.59***
Date	Description	Name	Method	Amount
1-Sep	Pound parking	Hissey & Bloy	BACS	£39.00
1-Sep	Pound parking	Stacey	BACS	£91.00
1-Sep	Pound parking	Light	BACS	£91.00
20-Sep	Memorial App	Peter Smith & Sons	BACS	£200.00
20-Sep	Precept	WODC	BACS	£27000.00
28-Sep	S106	WODC	BACS	£2424.59

September Payments			
	TOTALS		£7,062.93
Date	Description	Payee	Amount
29-Sep	Playground inspection	ROSPA	£306.60
29-Sep	Grasscutting	Kevin Grant	£425.00
29-Sep	NPSG Expenses	John Pratt	£297.23
29-Sep	NPSG Costs	CFO	£1,577.40
29-Sep	Lengthsperson salary	MR	£319.20
29-Sep	Clerk Salary	LJ	£536.45
28-Sep	New Toddler swing - repair	Playdale	£305.40
28-Sep	Bank charges	HSBC	£8.00
9-Sep	HRH QEII costs	LJ	£77.43
5-Sep	PC Insurance	Zurich	£1,650.22
5-Sep	Tree Maintenance	Treetech	£1,080.00
5-Sep	Payroll fees	Carole Arnold	£60.00
5-Sep	Village hall hire NPSG	MUWVH	£20.00
5-Sep	Grasscutting	Kevin Grant	£400.00

Bank reconciliation as at end of September		**TOTALS**
Opening Cash Book		**£65,127.69**
Add Receipts		£29845.59
Less Payments		£7062.93
Closing Cash Book		**£87,910.35**
Add: unpresented credit		£0.00
Less: uncleared cheques		£0.00
Current Account		£87,910.35
Difference		£0.00
Investment Account		£34,336.95
Money market		£0.03
Balance as per statement		**£122,247.33**
Add: unpresented credit		
Less: uncleared cheques		

Q2 statement of accounts						
C/A b/f	£31,354.82	Q2	% of budget	Total so far	Total %	Notes for Q2
I/A b/f	£0.00					
M/M b/f	£0.00					
	Budget		**for Q2**	**for Q1 & Q2**	**of Budget**	Add month notes added.
RECEIPTS						
Precept	£54,000.00	27,000.00	50%	54,000.00	100%	-
Cemetery	*£1,400.00*	200.00	14%	1,800.00	129%	-
Village Green	*£450.00*	226.00	50%	301.00	67%	-
Pound Parking	£910.00	221.00	24%	442.00	49%	-
DCLG grant for Neighbourhood Plan	£1,100.00	1,000.00	91%	1,000.00	91%	-
Donations	£0.00	-		-		-
Interest Received	£4.00	-	0%	-	0%	-
Other miscellaneous	£2000.00	-		-		-
VAT refund	£0.00	-		6,321.51		-
Sec 106 grant	£82,019.00	39,334.59	48%	39,334.59	48%	-
TOTAL INCOME	***£141,883.00***	***£67981.59***	48%	***£103199.10***	73%	-
EXPENDITURE						
Salaries	£11,000.00	2,568.98	23%	5,252.59	48%	-
NI Payments	£0.00	221.80	0%	221.80	0%	-
Administration costs including:	£0.00	77.43	0%	77.43	0%	-
Clerk office equipment	£1,600.00	-	0%	-	0%	-
Printing, photocopying & postage	£350.00	-	0%	56.16	16%	-
Subscriptions	£600.00	24.00	4%	83.99	14%	-
Newsletter	£100.00	-	0%	-	0%	-
Advertising tenders: services, etc	£200.00	-	0%	-	0%	-
Clerk/Councillor training	£300.00	-	0%	-	0%	-
Websites	£1,200.00	-	0%	300.00	25%	-
Insurance	£1,550.00	1,650.22	106%	1,650.22	106%	Marginal increase
Internal Audit ww mileage	£320.00	285.00	89%	285.00	89%	-
External Audit	£440.00	-	0%	-	0%	-
Village Hall rent	£650.00	45.00	7%	345.00	53%	-
Wychwoods Together meetings costs	£80.00	-	0%	-	0%	-
Maintenance costs including:						-
Lengthperson materials	£200.00	46.00	23%	56.88	28%	-
Wheelie bin emptying	£800.00	-	0%	447.37	56%	-
Miscellaneous works and repairs	£1,300.00	904.50	70%	1,073.50	83%	-
Tree surveys and maintenance	£1,900.00	900.00	47%	4,490.34	236%	Duty of care to passers by at churchyard
Littlestock Brook	£150.00	-	0%	-	0%	-
Woodland & Footpath development	£100.00	-	0%	-	0%	-
Defibrilators service and parts	£300.00	-	0%	-	0%	-
Village Green costs including:	£0.00	-		-		
RoSPA annual inspection	£600.00	255.50	43%	255.50	43%	-
Maintenance and repairs	£1,200.00	-	0%	958.77	80%	
Professional costs for issues arising	£1,500.00	-	0%	-	0%	-
Emergency Plan stock of materials	£100.00	-	0%	-	0%	-
Cemetery maintenance and repairs	£5,000.00	-	0%	-	0%	-
Weed control	*£380.00*	-	0%	730.00	192%	Sprayed the village as well as Green
Grass cutting	£9,300.00	1,785.00	19%	3,875.00	42%	-
Section 137 donations, etc	£12,600.00	200.00	2%	6,922.00	55%	-
Section 145 public entertainments, etc	£1,700.00	-	0%	-	0%	-
Section 19 (Misc Provisions Act 1976) Recreational	£1,000.00	-	0%	-	0%	-
Section 106	£82,019.00	-	0%	-	0%	-
Churchyard wall	£0.00	-		-		-
Other/Provisional	£4,000.00	-	0%	-	0%	-
Neighbourhood Plan development	£3,900.00	1,977.13	51%	2,037.13	52%	-
Cemetery Purchase	£8,500.00		0%		0%	
VAT Payments	£0.00	485.50		1,576.22		-
TOTAL Payments	***£154,939.00***	***£11426.06***	**7%**	***£30694.90***	**20%**	-
Bal b/f 30th June		**£31,354.82**				
Add total receipts		£67,981.59				
Less total payments		£11,426.06				
Balance c/f		**£87,910.35**				
BANK BALANCES at 30th Sept REPRESENTED BY:						
Current Account		£87,910.35				
Less unpresented cheques		£0.00				
Plus unpresented credit		£0.00				
Total		£87910.35				
C/A Bank reconciliation		**£87,910.35**				
Difference		£0.00				
	B/F	C/F	Difference			
Investment Account	£34336.95	£34336.95	£0.00			
Money Market	£0.03	£0.03	£0.00			

16.2 To approve the 2nd Quarter
GS proposed
PW seconded
All in favour

17. Correspondence (CT)
None

18. Public Session for Non-Agenda Items
None

19. AOB

JP stated the NHP Reg 16 consultation period ends on 1st November

JH requested Christmas plans are added to the November Agenda

RB will contact OCC regarding the damaged pedestrian barrier outside the library.

MM have been in contact with PW and commended the work carried out on the eco area.

Meeting concluded 20.59hrs