Milton-under-Wychwood Parish Council

Milton under Wychwood Parish Council meeting 29th September 2022

Milton under Wychwood Village Hall. 1930 hours.

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)
5 members of the public

1. Apologies for absence

County Councillor Liz Leffman (LL)
Councillor Peter Rawlins (PR)
Councilor Graham Smith (GS)

2. Declaration of Interests

JH – Planning / Village Hall
JP – Wild Gardens

3. Proposal to approve the minutes of the August EGM meeting

JP proposed
PW seconded
All in favour

4. Matters arising from the August meeting

None

5. Public session for all items related to this Agenda

John Witts spoke regarding the concern for those struggling with heating and other costs this winter. JW stated he had looked in to possibilities of hiring local halls for day use / providing a hot meal. This would be open to all. JW stated that volunteers are urgently needed as is funding in order to get the community project off the ground. He is also looking in to potential grants and funding from local businesses. Costings relating to this project could be as high as £23000.
(Discussed further under S137)

CT will attend the next meeting regarding this before the October PC meeting.

6. To receive the following reports:

6.1 Chairman's Report (CT)

QEII - CT stated the Book of Condolence relating to the death of Queen Elizabeth II has been collected. This along with the accompanying QEII book will be stored by the PC in their archives.

Audit – The External Audit Report has been received from Moore's. This was positive with one error regarding the Notice of Public Rights (one day too short). All variations in predictions and outomes of the PC figures were answered and the auditors have concluded that the "council has reported all matters properly".

Websites – The migration from the PC website to the Milton Village website is proceeding. PC finance and meetings will all now be up to date on the Milton Village website. There are still several months to go with Town and Parish Websites until the contract ends but CT will use this time to make sure the migration is complete.
With the PC's approval CT will continue to support the Milton Village website. **The Milton Village website is now the main point of contact.** miltonunderwychwood.org **> Milton Parish Council**

Lawyers Fees Eco Area – CT has instructed Katherine Robertson of Lee Chadwick of Witney to peruse the transfer documents from M&M with respect to the transfer of the Eco area to the PC. Before the PC accept them we need sight and a copy of the documents.

Community Bus Transport - Margaret Burden, who was instrumental in getting the West Oxfordshire Community Transport scheme up and running, especially the 210 route to the Wychwoods is standing down after six years working on the project. CT proposed writing to her on behalf of the PC and the villagers on Milton to thank her for her work. (All in favour).

6.2 District Councillor's Report (JH)
The NHP is now through to the advanced stages.

WODC no longer have a 5 year land bank so there is concern that many applications may be approved as a result.

6.3 County Councillor's Report (LL)
Not present due to PC meeting date change

7. NPSG – Update following the NP Reg 16 Submission (JP)

JP thanked CT for uploading all NP documents to the PC website. JP confirmed the NHP has now been submitted.
CFO have submitted their bill which has already been approved by the PC.
There is currently £1800 of the NHP which is uncommitted. This may be required if the examiner requires further work. The next communication from the DC will be after the examination. The Reg16 process continues until the 1st November.
JP confirmed an additional note regarding the green space at St Jude's was also submitted at the residents 'request.

8. S106 Update (GA)

8.1 – Update on Arts Project – GA circulated a briefing note with options for taking the project forward. GA stated the PC has correctly followed the process in discussing the artists' submissions and agreeing on a project at a PC meeting where local residents were openly invited to attend and view the submissions for themselves. However, it is now understood that the intent of the S106 agreement was for the installation to go on the housing development. GA has consulted with MM and they are content that the artwork could go on the village green and asked the council to consult with residents to see if they were happy with this. Councillors agreed that they wished to retain the sheep artwork and the GA would consult with residents of St Judes to see if they are content that the installation goes on the village green rather than on St Judes.

8.2 – Update on pump track - Isaac Pattis has formally withdrawn his bid and is not pursuing.

8.3 – Update on tennis court project. Work commenced on 30th September and is likely to take 10 days.

8.4 – Consideration for QE11 memorial bench – GA stated it would be fitting for two benches to be considered…one a memorial bench for QE11 and one a Coronation bench for King Charles III.
All in favour or researching options and this will be presented at the next PC meeting. CT will follow up.

JH confirmed the previous S106 relating to the Village Hall projector had now been approved by WODC. LJ must receive the invoice relating to the purchases in order for the S106 funds to be paid.
JH is still pursuing the S106 bid relating to the Baptist Church.

There is currently £31000 left of s106 funds available.

9. Village Green (PR)

9.1 - PR has viewed the ROSPA report and many of the recommendations appear excessively cautious however there is a need for a replacement bucket swing. Ordered prior to PC meeting due to the Health and Safety concerns. PR will update the PC with any further work required at the next PC meeting.

9.2 – Consideration for cleaning of toddler playground equipment – the toddler equipment is looking dirty and becoming coated in algae. LJ has researched cleaning companies but none are available. Playdale have recommended using hot, soapy water so a few hours and a few bodies will be required to clean the equipment ideally before the winter. CT suggested speaking with the 1st Wychwood Scouts to enquire in to the possibility of the Scouts/Cubs assisting with the cleaning in return for a donation to the 1st Wychwood Scouts.

CT will contact Jonathan Ayres.

9.3 – Decision on maintenance required for damage underfoot near toddler swings and toddler ship area – there is excessive wearing due to the dry summer which is making it hard to push the swings. The area by the ship is also now a trip hazard and requires infilling. CT will speak with 1st Wychwood Scouts regarding this. If this is not possible a decision will be made at the October PC meeting.

GA stated the area by the tennis courts which is in need of flattening and removal of old carpet will require a skip. Richard Hartley has offered his assistance too..

10. Review proposed approach to consultation on introducing a 20mph limit in the village (GA/GS)

GA referred to the research documents circulated to Councillors, collated by GS. JH stated that whilst he doesn't support the implementation of a 20mph he fully supports a public consultation.

GA and GS will look to leaflet MUW residents to ascertain interest and support for proceeding with an application in the future.

The school, PC website and social media could also be utilised with regards to seeking opinion.

11. Planning

11.1 – 22/02200/FUL, Lansdowne, Bruern Road.
No Objection.
The PC are in favour of a single middle entrance with a request the mature hedgerow is reinstated.

11.2 – 22/02294/FUL, Dashwood House, Shipton Road – The PC queried whether there is a potential change of use to the building and planners will be researching. From the information currently available the PC recommends No Objection.

11.3 – 22/02272/FUL, Chapel Barn, The Terrace
The PC recommends No objection

11.4 – 22/02397/HHD, The Homestead, Frog Lane
The PC recommends No Objection

12. Internal Audit & AGAR

12.1 – Update on Internal Auditor.
Following the termination of contract by the internal auditor LJ has been researching options. Nothing further at this time but it is hoped a decision can be made on a new internal auditor at the October PC meeting.

12.2 – AGAR
The AGAR has been received and has been published on the PC and Village Websites. CT proposed the PC formally accept the 2021-22 AGAR.
JP seconded.
All in favour.
This concludes the 2021-22 AGAR.

12.3 – Internal Audit
Improvements recommended by the internal auditor will be discussed at the October FinCom meeting. (all relevant documentation has been circulated to Councillors).

13. MARC
CT made a formal proposal that the PC approve the transfer of monies (£8000) from the Milton under Wychwood Parish Council to Milton Allotment and Recreation Charity for the purchase of the Burial Ground.
RB proposed
GA seconded All
in favour.

14. Discretionary Grants (S137) (CT)
14.1 – Support for those struggling with fuel costs - John Witts
Following the circulated proposal and presentation at PC by John Witts GA proposed an upfront grant of £500 to help with initial upfront costs.
CT proposed
PW seconded
All in favour

14.2 – Treemendously Wild application for funding
Although Treemendously Wild is now trading as a CIC the PC are still unclear as to whether this is a business making a profit or a charitable organisation.
CT will request Treemendously Wild attends a PC meeting to present and answer any questions. Deferred.

14.3 – Wild Gardens annual funding request £500
CT proposed
JH seconded
All in favour

15. Accounts (JP/CT/GA)
15.1 To approve the July & August Receipts, Payments and End of Month bank reconciliation
PW proposed
GA seconded
All in favour
(see appendix 1)

16. MUW Platinum Jubilee (JH)

16.1 – JH circulated the bank balances following the Jubilee. After repaying the £1000 loan from the PC the committee would report a loss of £866.23.
CT stated the MUW Jubilee celebrations were for the benefit of the village and was enjoyed by all and brought the village community together. CT thought that the repayment of the loan does not seem appropriate.

JP proposed the PC convert their loan of £1000, less the residue of the account, to a grant.
CT seconded.
All in favour.

The committee will transfer the balance of £133.77 to the PC leaving the Jubilee bank account with a nil balance.

17. Correspondence (CT)

17.1- Sugarboo request for a pitch (email sent previously)
There was concern as to the practicality of a vendor being able to trade on a Saturday when football events are on due to lack of space and parking. Access to the generator and water will be unavailable on a Saturday again due to the location of the electricity supply.
GA suggested a one off trial to see if the concerns presented are valid. LJ will contact Sugarboo and request a date.

17.2 – Pound parking application – An application for a parking space has been received. The pound is currently full but one tenant remains in arrears. CT will contact the tenant to ascertain whether the space is still required.

18. Public Session for Non-Agenda Items

MOP queried whether flyers on lampposts were allowed. CT confirmed they were not.

19. AOB

JH confirmed all buses parking at the Village Hall have permission to park.
PW stated Mike Watson has offered some pond plants for the new ponds.

Meeting concluded 21.17

Appendix 1

July Cashbook 2022

July Receipts				
			TOTALS	*1,176.00*
Date	Description	Name	Method	Amount
8	Groundwork UK NPSG	Groundwork UK	BACS	£1000.00
21	MSC Rental	MSC	BACS	£101.00
22	Vendor Trading	Pitstop	BACS	£75.00

July Payments			
	TOTALS		£1,293.75
Date	Description	Payee	Amount
15	Lady Reade Gra	Lady Reade Tru	£200.00
15	Village Hall Rer	MUWVH	£20.00
15	PAYE	HMRC	£127.40
15	PAYE	HMRC	£94.40
15	NPSG datesear	OCC	£99.00
22	Monthly bank (	HSBC	£8.00
29	Lengthsperson	MR	£233.40
29	Clerk Salary	LJ	£511.55

Bank reconciliation as at end of July		TOTALS
Opening Cash Book		**£31,354.82**
Add Receipts		£1176.00
Less Payments		£1293.75
Closing Cash Book		**£31,237.07**
Add: unpresented credit		£0.00
Less: uncleared cheques		£0.00
Current Account		£31,237.07
Difference		£0.00
Investment Account		£34,336.95
Money market		0.03
Balance as per statement		**£65,574.05**
Add: unpresented credit		

August Cashbook 2022

August Receipts				
			TOTALS	***36,960.00***
Date	Description	Name	Method	Amount
1	Vendor Rent	MUW fair	BACS	£50.00
3	S106 tennis court	WODC	BACS	£36910.00

August Payments

	TOTALS		£3,069.38
Date	Description	Payee	Amount
4	Grasscutting	Kevin Grant	£960.00
4	Payroll	Carole Arnold	£60.00
4	Bin Bags	Alfred Groves	£15.93
11	Hall Rent	Wychwood Bap	£25.00
11	Internal Audit	IAC	£342.00
11	Bench construction village green	Robin Perry	£540.00
11-Jan	Bench construction village green	Robin Perry	£240.00
22	Monthly bank charges	HSBC	£8.00
31	Lengthsperson equipment	MR	£30.07
31	lengthsperson salary	MR	£423.98
31	Clerk salary	LJ	£424.40

Bank reconciliation as at end of August		**TOTALS**
Opening Cash Book		**£31,237.07**
Add Receipts		£36960.00
Less Payments		£2175.00
Closing Cash Book		**£66,022.07**
Add: unpresented credit		£0.00
Less: uncleared cheques		£0.00
Current Account		£66,022.07
Difference		£0.00
Investment Account		£34,336.95
Money Market		£0.03
Balance as per statement		**£100,359.05**
Add: unpresented credit		