Milton-under-Wychwood Parish Council

Milton under Wychwood Parish Council meeting 19th January 2022

Milton under Wychwood Village Hall. 1930 hours.

MINUTES

Present:
Vice-Chairman Glynn Allcock (GA)
Councillor Rod Blackman (RB)
District Councillor Jeff Haine (JH)
County Councillor Liz Leffman (LL)
Councillor John Pratt (JP)
Councillor Peter Rawlins (PR)
Chairman Chris Trotman (CT)
Councillor Pat Ward (PW)
Parish Clerk: Mrs L. Jacques (LJ)
18 members of the public

1. Apologies for absence

2. Declaration of Interests

JH- Planning

3. Proposal to approve the minutes of the November meeting

Proposer - PR
Seconder - JP
All in favour

4. Matters arising from the November meeting

4.1 Queen's Jubilee – dealt with under item 8
4.2 Maintenance of trees on the Green - dealt with under item 13
4.2 ROSPA – dealt with under item 13

5. Proposal to accept Graham Smith as a Councillor

CT introduced Graham Smith and presented him to Council.
CT proposed the co-option of Graham Smith as Councillor
Proposer PR
Seconder RB
All in favour

CT welcomed GS.

6. Public session for all items related to this Agenda

DvdP questioned the robustness of the financial controls querying why there was a VAT reclaim repayment made and a duplicate payment made.
CT confirmed an admin error and said he would respond when refreshed with the facts.

7. To receive the following reports:

7.1 Chairman's Report (CT)

Cemetery Groundsperson Contract – Contractor confirmed as Kingham Garden Services. They have accepted and will be starting in the next week or so.

Precept – The application for £54000 has been registered.

Trees - Charlotte Hamilton has purchased hedging for Elm Grove boundary with Groves. PC agreed £380 on original costings.

Voucher - George Harris thanked the PC for the £25 donation for litter picking whilst MR was unable to.

Cloud Storage - Fin Com has been looking at cloud storage for documents so that they are accessible to all. Looking at Google Drive, used by NPSG. A protocol is needed for the use of this but it looks promising.

Carols - CT has thanked Bruern Farms for the Christmas tree which was donated. The carols raised over £200 for the Day Centre.

Thames Water – CT had a meeting with Liz Leffman and Hugh Thomas, Area Manager of Thames Water, to look at the sewage problems in the Wychwoods. Particular to MUW are the pipeline from Fifield, the line from Church Road pump to main village network and main sewage works on border with Shipton.

Burials - Mrs Gibney and Master Alfred Wallace. Alfred was only 3 days old and CT has applied to the Children's Funeral Fund for costs to cover ERoB and headstone (£400). This has been granted

Information Boards to Woodland Walk - Ann Berkeley has informed CT that Wild Oxfordshire have produced some information boards which Matt Childs, Bruern Fm Est. will erect. Position to be at the start of the walk.

7.2 District Councillor's Report (JH)

Carols Round the Tree - JH stated the Christmas Carols round the tree was a huge success. Despite the weather, there was a big turnout and it was a positive event. JH passed thanks to PR, GA, John Witts and the new owners of the Old Post Office, Carrie and Kevin Phelan.

Council Tax -JH confirmed that Band D Council tax will increase by £5 from April. Green Waste bin charges will increase by £5 also. JH did state that West Oxfordshire is still the cheapest authority in Oxfordshire and the second cheapest in the country which is positive.

Diddly Squat – Jeremy Clarkson's application for a restaurant has been refused. The Council are likely to receive another application soon.

7.3 County Councillor's Report (LL)

Thames water visit – LL met with the SMT responsible for this area. LL wanted to make them aware of the current problems. It was clear they didn't understand the granular details of the connections between the water pipes and the sewage pipes. Thames Water are quite keen to carry out a surgery within the village so they can map with the villagers the specific problem areas. Jake Morley is responsible for this. LL stated that West Oxfordshire has the biggest sewage problems in the county.

NPSG – LL commented regarding the NP, that NP Local Green Spaces 5, Green Lane, – this green space belongs to OCC and has always been earmarked for development so LL is seeking clarification on this.

Day Centre – LL has made a donation to the day centre for materials for glass painting.

Budget – The OCC budget will be going through on February 8th. There will be a 4.5 % Council tax rise. This is due to the requirement to fund adult social care. OCC have been told by Government to fund this through

Council Tax funding. The Government also stated Councils must increase Council tax by 2% - most of which will go to adult social care.

Consultations – There are a number of consultations going on at present. One is regarding the current SEND strategy and looking at how to improve this service. There is also a consultation regarding transport – The Local Transport Plan which runs from 5th January to 16th March which is looking at transport proposals for the next 20 years.

Also the Libraries and Heritage strategies are looking at the future of libraries.

Burford bridge HGV ban has ended following a decision to terminate the ban after an 18 month trial. The aim now is to look county wide and form a strategy specifically for HGV's with the emphasis on ensuring this is done right.

Recycling – Oxfordshire is currently the best performing county for recycling

8. Update following the Finance Committee meeting on 13th December 2021 (JP)

JP stated following the PC meeting in November regarding the Queen's Platinum Jubilee it was agreed the best way ahead would be to budget for £3000 with a view to recouping £2000 from ticket sales. These changes have been represented in the amended draft budget.

JP stated there was a discussion regarding the Wychwood minis playgroup and the donation for hall rent for the classes to take place. The majority of the fin com were in support of this.

9. S106 Update (GA)

9.1 Funding request re Pump Track – presentation by Isaac Pattis (IP)
9.2 Discussion re Art funding

9.1 – IP presented further information to the PC to gain agreement from the PC that they would support the project up to £15000 if British Cycling matched the funds. IP confirmed that the project would meet the British Cycling project threshold. This means that the project would have 50% of the cost paid by the BCP. IP stated the original costings provided by Jenny Miller can be reduced as the pump track does not need some of the materials for example, asphalt. Richard Hartley has stated he can provide a lot of the aggregate.
The pump track will be designed to be safe but challenge all abilities from beginner to skilled, for ages 3-4 upwards.
IP is investigating liability issues and who is responsible for this.

GA asked IP whether there was someone that could view the plans in a professional capacity and provide comment. IP also confirmed that only self seeded trees would be removed – all boundary trees would remain.
There were 46 respondents to the survey.
Maintenance also needs to be researched and who this would fall to.

PR stated IP provided a very good presentation and the pump track would be a great addition for young and old.
CT stated it was great to see some younger people attending the PC meeting regarding the pump track.

PR raised the query regarding pipes underneath the area intended for the pump track as a result of a spring fed pool from years ago.

GA stated that reason for the presentation from IP was because the PC needed to know whether there were sufficient S106 funds to support the project.
PW proposed that the GA, and IP continue to investigate the possibility of proceeding with a pump track.

JH seconded
All in favour.

9.2 Art funding- GA confirmed the extra S106 money was specifically to fund an art project. There was no rush to spend the money- the PC have 3 years but the £7k can only be spent on art projects. Requirements are it must be a professional artist. It could also be a temporary event or a permanent placed fixture or artwork. It can cover all forms of artwork.
GA continued that there are legal specifications and the final decision lies with WODC. Additional funding can be used if necessary.
GA stated that the PC need to start exploring options. An artist can be approached directly.

10. Contract update for Weed Control (CT)

CT contacted a companies to request quotes for the weed control. Two quotes were received. One totalling £1650 and one totalling £370+VAT. Both companies received the same brief.
CT proposed accepting the contractor quoting £370+VAT
PR seconded
All in favour

11. Planning

21/04067/HHD	The Homestead, Frog Lane	Side and Rear Extension	No objection
21/03952/HHD	Dougden, Frog Lane	Single storey rear extension	No objection
21/03859/FUL	Vicarage Field, Church Road	Erection of detached dwelling and associated works	No objection

Regarding 21/01229/FUL the PC were invited to make comment now it had gone to appeal. The PC submitted a comment stating the objection remains but there is nothing further to add.

12. Discretionary Donations (S137) (CT)

12.1 Application from 1st Wychwood Scouts
The total donation requested was £759. The application doesn't state whether AUWPC or SUWPC have provided a donation. LJ to enquire. PR was concerned at the amount requested stating it should be a contribution from all three PC's.
JP commented that MUWPC should give the lead on this but with a suggestion that other PC's assist.
JP proposed the sum of £400 be awarded with the hope that AUWPC and SUWPC provide the outstanding amount. Should this not happened that 1st Wychwood Scouts can make a further application for the remaining funds.
PR seconded
CT abstained
Motion carried
LJ to update 1st Wychwood Scouts

12.2 Application from 1st Wychwood Guides
Sum of £63.20.
First application to MUWPC
PR proposed approving the application for funding
JH seconded

All in favour

GA commented that the MUWPC approach should remain the same as the previous stance and that 1st Wychwood Guides should be encouraged to request funding from AUWPC and SUWPC for any future applications.
LJ to update 1st Wychwood Guides.

12.3 Application from MUW Community Orchard
Total funding of £250
JH proposed approving the application for funding
PW seconded
PR abstained
Motion passed

LJ to update the applicants

12.4 Application from Ascott-under-Wychwood Pre School
JP stated the applicants presented a really good presentation. GA stated the MUWPC would request to see receipts if funding authorized.
JP stated that given the scope of the project and its purpose the MUWPC should match the funds provided by SUWPC and AUWPC and the funds need to be made available before 31st March .

PR proposed funding the same amount as AUWPC and SUWPC. The amount requested is £500 but MUWPC will match the funding up to the amount of £500.
PR seconded
All in favour

13. Village Green (PR,JH)

13.1 To discuss the revised Playdale quote for repairs to the equipment following the ROSPA report
PR presented the amended quote from Playdale totalling £1120.52
PR propsed that the PC go ahead with the repairs to the playground.
JH seconded
All in favour

13.2 Update regarding Tree surveys
RB stated he had received one quote so far totalling £3590+VAT but is awaiting two further quotes. RB will chase the outstanding quotes and present them to council at the next PC meeting.

PR stated that there is considerable damage to the green due to the wet weather. Due to the weight of mobility assistance vehicles the grass is becoming very churned up and a hazard. CT requested whether the damaged areas could be taped off to prevent further damage. JH will investigate.

Benches
PR requested that a Plaswood bench valued at £460.80 inc vat be purchased to replace the damaged bench on the green. It will also require groundwork to secure it which Robin Perry can carry out.
PR proposed that this work and purchase go ahead.
JH seconded
All in favour

14. Budget 2022-23 and rolling plan (JP/CT/GA)

JP talked through the Draft Budget agreed for the setting of precept at the December Fin Com meeting explaining the adjustments of £3k for the Queens Jubilee celebrations and the adjustment for NP as agreed at the FinCom meeting in December.

JP Proposed the draft budget dated 13th December 2021 is approved.
PR seconded
All in favour

15 **Accounts**

November Receipts				
			TOTALS	***11,706.12***
Date	Description	Name	Method	Amount
4-Nov	Cemetery payment		cheque	£100.00
4-Nov	VAT Refund	HMRC	BACS	£3209.92
24-Nov	VAT Refund	HMRC	BACS	£8396.20

November Payments			
	TOTALS	£0.00	£71,050.80
Date	Description	Payee	Amount
5-Nov	Costs re DMMO footpath	Spitfire Homes	£14,655.60
9-Nov	Village Green playgroud works	Caloo	£50,377.20
18-Nov	Wychwood Minis Donation	Wychwood Baptist Church	£400.00
19-Nov	Grasscutting	Kevin Grant	£1,455.00
19-Nov	NPSG Meeting	MUW Village Hall	£20.00
19-Nov	Laptop Repair	JDS Electroniccs	£50.00
19-Nov	Church Wall Retainer	O G Stonemasonary	£2,207.58
19-Nov	Flowers for GP	C T	£36.00
19-Nov	Mileage for printing	L J	£6.30
19-Nov	Drill part for defib	G A	£13.00
26-Nov	Poppy Appeal donation	RBL	£50.00
26-Nov	Batteries for defib	WEL Medical	£434.34
26-Nov	Donation to Wild Garden	Wychwood Wild Gardens	£500.00
29-Nov	Clerk Salary	L J	£631.88
29-Nov	Lengthsperson Salary	M R	£213.90

Bank reconciliation as at end of November			**TOTALS**
Opening Cash Book			**£77,074.35**
Add Receipts			£11705.12
Less Payments			£71050.80
Closing Cash Book			**£17,728.67**
Less: uncleared cheques			£0.00
Add: unpresented credit			£0.00
Current Account			**£17,728.67**
Difference			£0.00
Investment Account			£34,254.98
Money Market			£0.03
Balance as per statement			**£51,983.68**
Less: uncleared cheques	Name		
Add: unpresented credit			

December Receipts				
			TOTALS	***2,721.00***
Date	Description	Name	Method	Amount
14-Dec	Burial Gibney	Peter Smith & Sons	BACS	£900.00
24-Dec	npg Grant	Groundwork UK	BACS	£1600.00
1-Dec	Pound Parking	Hissey	BACS	£39.00
1-Dec	Pound Parking	Stacey	BACS	£91.00
1-Dec	Pound Parking	Light	BACS	£91.00

December Payments			
	TOTALS	£0.00	£2,146.48
Date	Description	Payee	Amount
13-Dec	Extension for xmas tree lights	CT	£35.96
13-Dec	Large Stamps x 6	LJ	£7.74
22-Dec	Bank charges	HSBC	£11.00
30-Dec	NPSG admin costs	JP	£451.74
30-Dec	Grasscutting	Kevin Grant	£260.00
30-Dec	Shrubs for Elm Grove	Charlotte Hamilt	£303.30
30-Dec	Payroll	Carole Arnold	£60.00
30-Dec	NPSG Printing	Kopyrite	£135.00
30-Dec	VH Hire NPSG	MUW VH	£20.00
30-Dec	Lengthsperson salary	MR	£248.22
30-Dec	Clerk salary	LJ	£613.52

Bank reconciliation as at end of December			**TOTALS**
Opening Cash Book			**£17,728.67**
Add Receipts			£2721.00
Less Payments			£2146.48
Closing Cash Book			**£18,303.19**
Less: uncleared cheques			£0.00
Add: unpresented credit			£0.00
Current Account			£18,303.19
Difference			£0.00
Investment Account			£34,254.98
Money Market			£0.03
Balance as per statement			**£52,558.20**
Less: uncleared cheques			
Add: unpresented credit			

15.1 - To approve the November & December Receipts, Payments and End of Month bank reconciliation.
15.2 Quarterly report

15.1 CT proposed approving the November and December finances.
PR seconded
All in favour

15.2 CT proposed approving the quarterly report.
PW seconded
All in favour

16. NPSG

JP explained the statutory consultation ends on 20th January. The District Council have asked for another week to respond as they need clarification on the Groves area. The District council wants to be able to respond comprehensively to us so they are referring to their legal team to reconfirm the NPSG's interpretation of article 4 – the special measure for encouraging industrial premises to remain industrial.

JP stated the number of responses were relatively few and that the turnout was low for the consultation back in September. There are still some response forms to be collected from library.

The NPSG are meeting on the 25th January.

The Grant from locality came through before Christmas – this will be applied to the fees for CFO's services. The NPSG will be applying for a final grant after 31st march which will bring the total grants received to £10k.

17. Website and file storage of documentation

CT explained the ongoing issues with the PC and website hosts. CT is looking in to the possibility of removing the information from the PC website and transferring it to the MUW village website. A lot of documents on the PC website are out of date and in need of amending however as they are PDF they need converting. CT needs a programme in order to do this which will be approximately £12/month for 2 or 3 months. CT hopes to complete the transfer by May prior to the renewal with the website hosts.
CT proposed the purchase of a pdf converter subscription for 3 months.
PR seconded
All in favour

11/02/22 – This subscription is now not required.

CT raised the issue of storage of paperwork which is currently in a locked filing cabinet in the PC shed. More space is needed, and more appropriate, dry space is required. CT requested JH speak with the VH committee to enquire in to whether a filing cabinet could be stored in the back of the hall. JH will raise this at the next meeting.
CT proposed the purchase of a filing cabinet. LJ will research costs.

LJ left the PC meeting at 2101

18. Correspondence (CT)

18.1 – Email from Nicola Boulton
Nicola Boulton has updated the PC that the St Jude's action group will deal with issues including dog poo bins as they have a maintenance group.

18.2 An email from Brian Watson requesting that WODC assess the trees at St Judes as many of the dead trees have still not been replaced.

19. Public session for non-Agenda items

JvdP asked if there was still the possibility for an application for S106 funding available. GA responded that there was and would check to see if LJ had sent a PC S106 form to her.

20. AOB.

PR stated the History Society would like to put on a stall for the Fete or Jubilee. JH suggested this should be held at the Jubilee event in June.

JP stated he received a WODC circular on the 22nd December requesting whether MUWPC could assist with home care of people discharged from hospital between Christmas and New Year. JP updated them that the request was too late and therefore the PC were unable to offer their assistance in time.

PW stated the Wychwood Project were not prepared to take on the eco area as the area is too small. As a result a decision needs to be made as to what happens to the area. It either becomes a trust shared between the Wychwoods, entrusted to the PC, returned to a new trust or returned back to the Hartleys. CT suggested this is added to the Agenda for February.

JP mentioned he would be going to a Shipton flood plain meeting on 27 January with Brian Leach, Chair of AscottUW PC and Cllr Jackie Loring of ShiptonUW PC.

Meeting closed at 21.15.