Milton-under-Wychwood Parish Council Annual General Meeting

Wednesday 18th May 2022 at 7.30pm
Milton Village Hall

Minutes

Present:
Vice-Chairman Glynn Allcock (GA)
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)

County Councillor Liz Leffman (LL)
2 members of the public

1. **Apologies for absence**
   none

2. **Declaration of Interests**
   Village Hall – JH
   Planning - JH

3. **Election of Chairman and election of Vice-Chairman**
   i. LJ requested nominations for the position of Chairman
   GA nominated CT
   PW seconded CT
   All in favour
   Motion passed. CT re-elected as Chairman of MUWPC.

   ii. CT requested nominations for the role of Vice-Chairman of Milton-under-Wychwood Parish Council.
   JP proposed GA
   JH seconded.
   Motion passed. GA elected as Vice-Chairman of MUWPC

4. **Proposal to approve the minutes of the April meeting**
   JP proposed
   PW seconded
   All in favour

5. **Matters arising from the April meeting**
   i. WOCT (to be dealt with under item 6)
   ii.S106 art project (to be dealt with under item 7)
   iii. Dog Fouling Signs – to be dealt with under village green

It was agreed that Agenda item 6 and 7 would be visited after the AGM items were dealt with.

8. **Public session for all items related to this Agenda**
   None

9. **Election of representatives to local councils' associations and other bodies**

- *Milton Sports Association - JH*
- *Village Hall Committee – JH*
- *Lady Reade Charity - PR*
- *Welfare Trust - PR*
- *Milton Volunteers – CT*
- *Wild Gardens – JP*
- *Wychwood Library – PW*
- *MARC - CT*

1. **PC sub-committees/groups**
i. Review of members for sub committees/groups

- Finance sub-committee – JP, GA, CT
- Planning sub-committee – PW and PR
- NPSG – JP and PW (plus MuW residents)
- Sec 106 – GA, PR, CT

ii. Review of terms of reference for the sub-committees

- Finance sub-committee
- Planning sub-committe
- NPSG
- S106

All agreed – no change

11. **Proposal to confirm Councillors' roles** -

i. Geographical areas of responsibility –

Area 1	**PR**		
Ansell Way (incl Greenlands)	56	Fettiplace	18
Reade Close	11	Sunnyview	3
The Square	8	TOTAL	**96**
Area 2	**RB**		
Frog Lane	37	Forrest close	5
Elm Grove	50	TOTAL	**92**
Area 3	**JP**		
Bruern Road	12	Lyneham road	18
Church Road (not incl The Heath)	30	Church Meadow	36
Brookfield Close	25	TOTAL	**121**
Area 4	**CT**		
Shipton Road	59	Pear Tree Close	14
The Paddocks	44	TOTAL	**117**
Area 5	**PW**		
Wychwood Drive	30	Wychwood Close	41
Upper Milton	32	High Lodge	1
Quarry Hill	1	Crows Castle	1
Wildbourne	9	TOTAL	**115**
Area 6	**GA**		
The Sands	69	Woodlands Close	14
The Heath	10	Green Lane	**22**

		TOTAL	**115**
Area 7	**JH**		
Lower High Street (below Jubilee Lane)	94	Poplar Farm Close	23
The Terrace	5	TOTAL	**122**
Area 8	**GS**		
Jubilee Lane	43	St Jude's Meadow	62
Upper High Street (above Jubilee Lane)	18	TOTAL	123

ii. Portfolio of Councillors

Portfolios are designated for the purposes of having a point of contact for the public as well as to distribute Council responsibilities between Councillors according to particular areas of interest or expertise. The roles assigned were confirmed in May 2022 as follows.

- *Transport - PW*
- *Village Green - JH*
- *Play equipment/hard play area/seating – PR*
- *PC archives - CT/Clerk*
- *General maintenance – All*
- *Parish Council Newsletter – redundant*
- *Village Website – CT*
- *Charity allotments – CT/PR*
- *Churchyard/Cemetery – CT*
- *Grass Cutting - PR*
- *Emergency Plan – GA*
- *Village Tree Stock - RB*
- *PC website – Clerk*
- *Wychwood Magazine – All*

All agreed

12. Proposal to accept the Parish Council Standing orders and Financial Regulations

The updated standing orders will be published on the website.
JP proposed approving the updated standing orders.

PR seconded
All in favour

The updated financial regulations will be published on the website.
PW proposed approving the updated financial regulations.
GA seconded
All in favour

13. Review of inventory of PC land and other assets

JH confirmed there had been no major changes to the asset register so no amendments were required at this time.

The PC Land will be reviewed once the cemetery transfer takes place.

14. Review of subscriptions

- *OALC £390.69*
- *OPFA £53 tbc*
- *CFO £85 tbc*
- *SLCC £112*
- *Parish Online £120*
- *Town and Parish Websites - £300*
- *Milton parish website - £84 + £15*
- *miltonunderwychwood.org £15*

15. Review of sec 137 expenditure 2022-23 and budget for 2022-23

Last year the expenditure was £4643.12. The PC have not received the expenditure per head amount as yet.

GA asked if it was worth someone keeping an eye on the S137 expenditure throughout the year to make sure the PC are spending funds as they should. The FinCom need to ensure they review this at their meetings.

Library Support – Graham White has made contact with the PC. The funding required for MUWPC is £4602. JP stated it would be useful to know if and what Ascott and Shipton PC are donating.

16. Timetable of meetings for 2022-23

June – 15th
July – 20th

September – 21st
October – 19th
November – 16th
January – 18th
February – 15th
March – 15th

6. **WOCT (PW)**

PW updated the PC regarding WOCT and their request for funding. LL confirmed she had offered £5k from the Councillor priority fund. OCC have also cancelled the Saturday service and invested this money in to the weekday service. PW asked the PC if they were willing to support WOCT with funding to match other Councils in the region of £700-£800.
PW proposed a donation of £800 to WOCT.
JP agreed a donation of £800 would be appropriate.
RB seconded
All in favour.
Motion passed. PW will provide LJ details to make the donation.

7. **S106 Expenditure (GA)**

GA stated Isaac Pattis has revisted the original bid to British Cycling and it appears that the project will qualify. IP is planning to get more hands on with the design of the pump track and will update the PC as and when he can.

i. Proposal to agree on the arts project submission
GA had a call with the WODC coordinator to ascertain more details about the funding requirements. Following a review of the three bids GA proposed the Art bid be awarded to Sophie Thompson for the 'sheep'. GA stated he would need to talk with Sophie about citing of the art and requirements of the bid but following a discussion with the PC regarding the three projects for more details. Agreed that sheep design would go ahead.
GA proposed the art bid be awarded to Sophie Thompson.
JH seconded
All in favour.
GA will update Sophie.

ii. Ongoing tennis court improvement update
JH has been chasing WODC regarding this and it is unlikely that there will be an update before June.

JH stated that the application for S106 funds for the Village Hall projected was refused as it didn't meet the requirements under the S106 terms. John Witts has sent through

details on what is required regarding the Baptist Church so this application will follow soon.

17. Cemetery (CT)

CT has been in touch with the Solicitors and they are preparing a draft for transfer. This will be signed by the Charity Commissioners and the PC. The PC will then be invoiced for the £8k. Once this is paid to the Solicitors the transfer to MUWPC will take place.

18. Planning applications (PW/PR)

i. 22/01019/HHD The Homestead *-Proposed garage with study and store above*

PW stated he and PR had reviewed this and can see no reason to object.
All in favour

ii. Updates on Groves Roof (JH)

JH stated building control had been informed. It is not hopeful that anything can be done regarding the colour but they will be reviewing the rest of the building to ensure it is as it should be.

19. MARC Accounts (CT)

CT has completed the accounts for 2021-22 and will circulate to PC.

20. Craft Café Jubilee Mosaic (CT)

CT stated the Craft Café hope to provide a village mosaic for the Jubilee. Discussion is needed regarding the most suitable location for the mosaic. JH stated it was a good idea to support this project which the PC were in agreement for. The craft café will maintain the mosaic. PR stated the best location would be near to the play area but close to the road so ensure it can be viewed easily.

21. NPSG Update (JP)

JP has submitted the NPSG report of expenditure for the grant. He has received an acknowledgement but has no update as yet. CFO have been carrying out some work for NPSG. They have been engaging with landowners for LGS3 and LGS5 to keep the dialogue open. The NPSG have not been involved in this. Editing continues. The NPSG would like to submit the draft NP for consultation before the summer break.

22. PC Websites (CT)

The transfer of information has taken place although the PC website will remain live until next year. The Milton village website is now the main 'go-to' for all PC related information. (miltonunderwychwood.org > Milton Parish Council)

23. Village Green (PR)

i. Graffiti – the PC were in agreement this needs to be removed. PR will review and investigate options for professional cleaning if required.

ii. Bench – this has been received and will be in situ soon.

PR stated there was some extra work that is required on the green – lots of stinging nettles by the entrances and around some of the play equipment. As the green is going to be used a lot over the jubilee weekend, PR will speak to Kevin Grant to request some further work be done.

CWC will be spraying on the 23rd May.
Treetech will also be attending on this date.

iii. Dog Fouling - GS has received the quotes for the dog fouling signs which he has circulated to PC. GS proposed purchasing 6 signs to include one for the allotment. CT suggested having a spare sign would be useful. The PC will gift the dog fouling sign to the allotment charity.
The total cost will be circa £200.
All in favour.

24. Correspondence (CT)

i. Email from 1st Wychwood Scouts regarding a scout hut.
GA and CT met with Jonathan Ayres and talks are ongoing. The overall view was that this is a positive move but will required long term work.
ii. Email from OALC - circulated
iii. Rospa Inspection – PC updated this is taking place imminently

25. Accounts

i. To approve the April Receipts, Payments & Bank Reconciliation
PW proposed
GS seconded
All in favour

April Receipts

			TOTALS	27,100.00
Date	Description	Name	Method	Amount
6-apr	Burial payment	Reeves/Montgomery	BACS	£100.00
21-apr	Precept 2nd payment	WODC	BACS	£27000.00

April Payments

	TOTALS		£1,275.28
Date	Description	Payee	Amount
22-apr	Bank charges	HSBC	£8.00
27 Apr	Village Hall rent	MUWVH	£20.00
27 Apr	Bin Bags	Alfred Groves	£7.74
27 Apr	Wychwood Minis donation	MUW Baptist Church	£320.00
28-Apr	Clerk Salary	LJ	£611.15
28-Apr	Lengthsperson salary	MR	£303.08
28-Apr	bin bags	Alfred Groves	£5.31

Bank reconciliation as at end of April		**TOTALS**
Opening Cash Book		**£15,406.15**
Add Receipts		£27100.00
Less Payments		£1275.28
Closing Cash Book		£41,230.87
Add: unpresented credit		£0.00
Less: uncleared cheques		£0.00
Current Account		£41,230.87
Difference		£0.00
Investment Account		£34,286.52
Money market		£0.03
Balance as per statement		**£75,517.42**
Add: unpresented credit		

26. Public session for non-Agenda items

LL stated the first tranche of 20mph applications have been made public and Upper Milton has been included on this.

27. AOB.

GA - stated parts of the Church wall are still flaking off. CT stated a detailed look at the wall is required and a follow up with the architects and builders if necessary

PR - Kevin Grant has mentioned it is becoming increasingly difficult to mow the village green when there are children around.

PR - stated the Welfare trust had a meeting in April and the trustees are concerned about the increase in water rates.

JP - updated the PC regarding the changes in District Council leadership-
The Conservative party lost 7 seats which has reduced overall numbers from 27 to 20. They have lost the overall majority. The Liberal Democrats, Labour Party and Green Party have joined together to form a leading authority.

PW and GS - met with Richard Hartley – he is deciding what to do with his piece of land in question. He will send the PC a letter regarding maintenance of the eco area. PW is waiting to hear from CO.

CT - stated he had received a FOI request from Lucy Spensley regarding the eco area. CT has sent the required information to her.

Meeting concluded 20:35