Milton-under-Wychwood Parish Council Meeting

Wednesday 21st June 2023 at 7.30pm

Milton-under-Wychwood Village Hall

Minutes

Present:
Councillor Rod Blackman (RB)
District Councillor Jeff Haine (JH)
Councillor John Pratt (JP)
Councillor Peter Rawlins (PR)
Chairman Graham Smith (GS)

Parish Clerk: Mrs L. Jacques (LJ)
2 MOPs

1. Apologies for absence

Vice-Chairman Glynn Allcock (GA)
Councillor Chris Trotman (CT)
Councillor Pat Ward (PW)
County Councillor Liz Leffman (LL)

2. Declaration of Interests

JH - planning, Village Hall
JP – Wild Garden

3. Proposal to approve the minutes of the May AGM

JH proposed
PW seconded
All in favour

4. Matters arising from the May meeting

4.1.– Tennis net update – LJ has contacted Networld Sports and is awaiting an update on a delivery date
4.2.– Caloo update re pathway weeds – Caloo will be attending to spray the path, PR has asked the contractor to blow grass cuttings off the path. Further action may be needed if the Caloo spraying is insufficient
4.3.– Terms of Reference for NPSG – this has been received
4.4. - Terms of Reference for Planning – to be updatedfor the July PC meeting by PW
4.5.- Bus Shelter improvements – GS to follow up with CT and Wychwood volunteers

4.6.– 20mph limit – OCC will be bringing the requested amendments to signage in Upper Milton to the relevant Committee for approval and an update will follow. Any changes are unlikely to be made before the Autumn.

5. Public session for Agenda items

John Witts will speak to the S137 item

6. To receive the following reports:

6.1.– Chairman's Report (GS)

JP, PW, PR and GS attended a meeting with Ascott and Shipton PC to discuss mutual projects and issues - most notably the sewage overspills. Further joint meetings are planned.

6.2.**– District Councillor Report (JH)**

There is still not a 5+ year land supply. It is very beneficial for Milton UW to have a NHP which will hopefully be adopted following the referendum on Thursday 22nd.

6.3.**– County Councillor Report (LL**) – not present

7. Neighbourhood Plan Referendum 22nd June 2023 (JP)

There is a copy of the NHP in the Milton library. The referendum has been advertised on social media, village banners, the websites and the Co-op shop.

The Referendum takes place on Thursday 22nd and JP will be attending in the evening to watch the counting of the votes. Villagers have been encouraged to exercise their right to vote.

8. S106 Update (GA)

8.1 – Update on Arts Project (GA/GS) - GA and GS met with WODC to gain clarification of the arts project funding and requirements. It has been confirmed that the art can be placed in the vicinity of the development (namely the village as a whole) and not just *in* the development.

The art should be a genuine and unique piece of art created by a commissioned, professional artist.

GA and GS will draft a brief to commission an artist, and that brief can be considered at the next PC meeting in July, prior to submission to WODC.

9. Village Green (PR /JH)

9.1- Update on play area/ toddler swing improvements – PR still awaiting a quote from Playdale.

GW and PR met a representative from 'Sovreign' play equipment and is awaiting a quote from them.

Sovreign did advise that it may not be the best option financially to put wet pour where the equipment is not new as the play equipment only has a lifespan of circa 15 years (currently

approx 10 years old) and when the equipment is replaced the wet pour will need removing as well. Other options are being explored.
The toddler swings and under the rocking horse warrant new matting as these items were built to last.
9.2 – Update on tennis net – awaiting contact from Networld Sports.
9.3 – Update on pigeon spikes for toddler swings – PR has installed these and the seats are now clean.

10. Update on Clerk/RFO Recruitment (GS)
No applications have been received. OALC have confirmed the recruitment of clerks is very difficult and currently there is a nationwide shortage.

11. Review of Pound Parking Agreement (GS)
11.1 Proposal to agree current terms and fees for Pound Parking until May 2025
Suggest no change to pricing but additional terms for cancellation / non payment may need reviewing.
GS proposed approving the current terms for Pound Parking for a further two years.
PW seconded.
All in favour.
LJ will update tenants.

12. Review of Vendor Trading Agreement (GS)
12.1 - Proposal to agree current terms and fees for Vendor Trading until May 2023.
GS proposed no change to current pricing and terms but possible amendments may be required to the terms depending on the outcome of the Village Green ownership.
PW seconded.
All in favour.

13. Renewal of PC Insurance (GS)
There is two years left of the current agreement but a review of the policy will be required once the Village Green ownership has been confirmed.
CT will make a list of assets to be removed from the PC and added to MARC.

14. Thames Water Sewage Treatments Works (JP)
Following the meeting between Milton, Shipton and Ascott, JP was asked to write a letter proposing that dialogue with Thames Water regarding water treatment services are circulated with all three villages, and that all three villages are copied in with any correspondence. This will help aid quick updates and smooth communication with Thames Water and all three villages.
JP proposed proceeding with sending this letter to Thames Water.
RB seconded
All in favour

15. Planning (PW/PR)

15.1 - 23/01221/HHD – Sunnyview, Milton under Wychwood
Neighbours have been spoken to and PR can see no reason to object having viewed the proposed plans. Recommend no objection
All in favour

JH will follow up on updates regarding Dashwood House.

LJ to seek extension for other applications so that they can be considered at thr July meeting.

16. Discretionary Donations (S137) (CT)

16.1 - Wychwood Baptist Church Life Centre – Request for funding for £5k to assist with the Life Larder. John Witts attended to speak regarding the work. PC to deliberate on funding amount.

17. Accounts (GS/JP/GA)

To approve the May Receipts, Payments and End of Month Bank Reconciliation
JP proposed
PW seconded
All in favour

18. Internal Audit & AGAR (GS)

18.1 –End of Year Bank Reconciliation
PR proposed approving the end of year bank reconciliation
RB seconded
All in favour

18.2- Annual Governance Statement 2022-23

GS asked for comment regarding the Annual Goveranance Statement 2022-23
All in agreement, GS proposed approving the Annual Governance Statement 2022-23
RB seconded
All in favour

Accounting Statements 2022-23

GS asked for comment regarding the Accounting Statements 2022-23
PR proposed approving the Accounting Statements 2022-23
RB seconded
All in favour
GS signed and dated documents.

18.3 - Notice of Public Rights

The dates for the Notice of Public Rights have been set as commencing on Monday 26th June 2023 and ending on Friday 4th August 2023.

18.4 - Internal audit Update

GS, JP, GA and CT held a FinCom meeting to go through the Internal audit and specific actions that are required. The recommendations have all been taken in to account and will be acted on.

19. Risk Register Update (GA/GS)

GA and GS met to discuss the Risk Register. The current risk register is very lengthy and needs reducing. The priority is to identify the top 10 highest priority risks and act upon these to ensure risks have been mitigated and mitigating actions taken place. GS and GA will circulate these for approval at the July PC meeting.

20. Installation of QEII and KC111 Memorial Benches (GS)

The benches have been received and will be installed asap.
The memorial bench for Sarah Olney will be installed in the next few weeks.

21. Village Green Memorial Bench Installation, Replacement and Policy (GS)

21.1 - The PC were in agreement that a memorial bench could be installed on the village green in memory of Bill Wyatt. PR will contact Lilian Memia to discuss the most appropriate position for this.
It was agreed that the memorial bench installed by T&K Kerslake could be relocated to a more suitable position – PR will make contact.

GS stated a policy is required for all benches on PC land. This includes the village green, eco area, woodland walk and Lyneham and Bruern road. GS stated the PC need to ensure all bench locations are recorded so a policy can then be written. GS to circulate a draft policy for consideration.

22. Village Green Ownership (GS)

GS confirmed the PC need to establish ownership and GS has been speaking with Simon Randall who deals with Charity Law to get a better understanding of what is legally required.

The PC will continue to treat the village green as a freehold asset as defined in the document of 1976 unless other evidence to the contrary is identified.

23.. Correspondence (CT)
23.1 - Lisa Wilkinson proposal for Parishes Together Meeting – the date for this has been circulated.
23.2 - Pound Parking – a tenant was unable to park their vehicle – to be monitored.
23.3 – Brookfield Close Grass area – resident is now in contact with housing company.

24. Public session for non-Agenda items
None

25. AOB.
JH queried whether the rent from Mr Coombes had been received. CT to update.
GS will speak with LL to confirm whether grass verges are now being cut. GS to discuss current grass cutting contract with CT.

PR stated the welfare trust are increasing rent from £11 to £12 a year and they are required to give 1 year's notice. PR will request that MARC add this to their Agenda for the next meeting in July.

RB has been contacted regarding a grave that has not sunk – RB is dealing.

The NPSG received a query regarding the NHP referendum from a MOP and they have been responded to by JP.

GS stated the Wychwood magazine require an article for the next magazine. PR will deal.

There has been a request by a local supplier to be able to sell ice cream on the Village Green. The meeting agreed that this could take place except when football matches are being played and the congestion/car parking would make it a hazardous area for children.

Meeting concluded 21:01hrs