Milton-under-Wychwood Parish Council (PC)

Minutes of meeting on 20 September at 1930 in Milton-under-Wychwood Village Hall

Present

District Councillor Jeff Haine (JH)
Councillor John Pratt (JP)
Chair and minutes Graham Smith (GS)
Councillor and RFO Chris Trotman (CT)
Councillor Pat Ward (PW)

County Councillor Liz Leffman (LL)
Five MOP

1. **Apologies for absence**

- Councillor Peter Rawlins (PR)
- Vice-Chairman Glynn Allcock (GA)
- Councillor Rod Blackman

2. **Declaration of Interests**
   JH Village Hall and Planning

3. **Proposal to approve the minutes of the August meeting**
   Proposed by JP, seconded by PW, all in favour

4. **Public session for all items related to this Agenda**
   Nothing raised

5. **Matters arising from the August meeting**
   None

6. Reports

6.1 Chairman (GS) – nothing to report beyond items on the agenda
6.2 District Councillor's report (JH) – nothing to report
6.3 County Councillor's report (LL)
6.3.1 The deadline for expressions of interest for EV charging points has passed. GS noted that the PC had submitted a general expression of interest in the expectation that MUW may need charging points at some point in the future, but without linking it to any specific location.
6.3.2 There is a deadline of 29 September to submit applications for funding under the Community Transport initiative. PW confirmed that he had submitted a form which required input from others, and that the deadline had been extended to 13 October.
6.3.3 OCC has a scheme to find Ukrainian families permanent accommodation. For suitable candidate properties OCC will make available one month's rent in advance and an

additional £1,000.00 thank you payment. GS suggested the Wychwood magazine might be a good place to advertise a request for properties.

6.3.4 LL had attended a Highways open day where the use of recycled materials for more durable road surfaces and pot hole repairs were being discussed.

6.3.5 OCC is in discussion with Oxford FC about using OCC land near Kidlington to build a new stadium.

7. **Planning (PW/PR)**

7.1 Proposal that in exceptional circumstances where there is no scheduled PC meeting (most likely in August and December) if a planning application is received for which the Planning Sub-Committee recommends no objection then that application can be dealt with by email between councillors. The decision not to object will then be posted on the PC notice board. If a councillor does not agree with the no objection recommendation then a special meeting of the PC will be convened. GS proposed this course of action, CT seconded, all in favour.

7.2 Discussion of WODC Local Plan consultation – MUW PC has now been invited by WODC to a specific consultation meeting on 10 October at 1830 in the Village Hall. Subject to capacity constraints GS will request that PW, PR and JP all attend the meeting. Whoever attends can then report back to the PC and a formal response to WODC can be formulated as necessary.

7.3 Planning applications

7.3.1 23/02150/HHD - 25 Brookfield Close – The proposed extension and associated work would increase the size of this house very substantially, taking the planned extensions onto the boundaries of the neighbouring houses, both of them object to the application. The building materials on the upper storey include render, there is no render on the estate and is therefore out of keeping with the NP CH1. The design is also contrary to elements of the WODC Design Guide. PW recommended objecting to the application, GS seconded, all in favour (JH non-voting)

7.3.2 23/02144/HHD - 4 Peartree Close - this is a reduction from a previously approved two storey to a single storey. PW recommended no objection, GS seconded, all in favour (JH non-voting)

7.3.3 23/02002/HHD - 1 Forest Close This a retrospective application for a swimming pool, there is no reason to object other than comment that applications should be made in the proper way ie before building work takes place. PW recommended no objection, GS seconded, all in favour (JH non-voting)

7.3.4 23/02325/HHD – 1A Shipton Road - Removal of existing conservatory and erection of single storey rear extension. Conversion of loft with front and rear rooflights – PW recommended no objection, GS seconded, all in favour (JH non-voting)

7.4 In relation to the Neighbourhood Plan (NP) JP thanked CT for updating the website. The final meeting of the NP Steering Group (NPSG) took place on 18 August, following which meeting a note was circulated to the PC describing lessons learned and recommendations going forward. Revised Terms of Reference (TOR) for the Planning Sub-Committee were also circulated and a checklist designed as an aide memoire to ensure that NP policies are considered when reviewing planning applications. A made copy of the NP has been lodged with the Library, and the NPSG recommends continuing membership of the Parish Online mapping programme at an annual cost of £100.

8. RFO report (CT)

8.1 CT is still looking for an explanation as to who paid the PC a cheque for £115 in July last year. The PC made a S137 grant to Tremendously Wild last year, CT will contact them to see how the money was spent and with what result. The money market account is currently earning interest at £300 per quarter. Notification has been received that part two of the precept will be in the PC account shortly. Invoices for the Village web site have been received and paid.

8.2 CT proposed acceptance of the August income and expenditure, JP seconded and all in favour.

8.3 GS has been given access to the HSBC account, need to check if GA should also be added. A debit card has been received and is now working.

8.4 CT has not yet received the Section 3 Audit report on the AGAR, but it is expected by the end of September and will be posted to the website and PC notice board. In connection with the recent audit CT will develop a publication scheme and update the asset register. CT is also finalising an internal financial controls document for review at the October PC meeting.

8.5 The PC website has been updated to include the 2023 Finance Sub-Committee and NPSG TOR. JP advised that revised Planning Sub-Committee TOR were attached to an email of 28 August. CT will add those to the web site and will also draft S137 TOR for others to review.

9. Banking (CT)

CT proposed updating signatories associated with our banking arrangements to remove Carole Smith who is no longer on the PC. JP seconded, all in favour.

10. CAB request for funding (GS)

GS proposed that the PC should fund the CAB in line with previous contributions of £100. JH suggested that in line with the value provided to MUW by the CAB the PC should increase the amount granted for 2023. CT proposed £200, JH seconded and all in favour.

11. Road markings (GS)

GS outlined two requests received by the PC for additional road markings, double yellow lines at the entrance to the Square and a disabled parking bay in front of the Co-op. Both would require substantial input from OCC Highways, with an initial cost for each set of markings of just under £4,000, and then the additional costs of actually implementing agreed road markings. The PC agreed that although it sympathises with the rationale for both requests is it is not in a position to fund the costs of the OCC work.

12. S106 update (GA/GS)

12.1 GA has advised that he and PR are still progressing the project to put rubber matting under 3 items of equipment. They have been in touch with the contractors to clarify some of their costings and will hopefully have an accurate figure of the cost for discussion and possible approval at the October PC meeting.

12.2 GS summarised the recent discussions in relation to the S106 Art Contribution linked to the St Judes development. Following email exchanges with WODC the latest guidance is to find one or more artists to produce 'installations' which meet the provision of information criteria to go adjacent to the St Judes development, in the Eco area, on the Village Green and adjacent to footpaths running North of the village. GS advised that a short piece has been drafted for the Wychwood Magazine seeking artists to become involved, but any other ideas for content or artists would be welcomed.

A MOP asked that residents of St Judes be consulted about the site of the art installation to make sure that it is an area which won't be adversely affected by footfall. GS agreed that would be an important consideration for all areas.

13. Grass cutting in the orchard area (CT)

CT outlined a request which has been received from the Sustainable Wychwoods Action Group (SWAG) for some money to fund grass cutting and removal from the orchard area. CT suggested that SWAG be advised to make a S137 application for funds, but (on the advice of JH) to ensure that whoever carries out the work has public liability insurance. CT proposed that any decision on the funding be delegated to the Finance Sub-Committee so that the work would not have to wait until the October PC meeting. JP seconded and all in favour.

14. **Public session for non-Agenda items**

14.1 An update of the transfer of the Eco area from M&M to the PC was requested. PW confirmed that the transfer was with the PC's solicitors and that we are waiting for confirmation about how we would be able to gain access to the Eco area with machinery when work needs to be carried out. Once the solicitor has provided confirmation on that point then the transfer should be effected rapidly.

14.2 Thanks were passed on to GA and GS for helping to clear a significant fallen branch from the churchyard. CT advised that RB would be getting a survey of at risk trees so that the PC could take preventative action where there is a risk of substantial branches or whole trees failing. In passing it was noted that on the 14 October there would be a meeting with the diocese about the future of the church.

15. **AOB.**

15.1 CT provided an update on the proposed new scout hut. The Scout leaders are interested in a site on Welfare Trust land adjacent to the orchard and have a parent who is also a surveyor drawing up plans which we can review at a future meeting. CT has contacted residents in Church Road who have agreed in principle to the routing of water and electricity services via their land.

15.2 PW has recently helped the owner of Calais Cottage to remove some reeds from a pond and transplant them to the Eco area. PW suggested a letter of thanks from the PC to the owner.

15.3 GS referenced to an email (already circulated to councillors) from Community First Oxford (CFO) about a Connected Communities Fund. He asked that people respond directly to CFO with grant requests.

GS referred to previous discussions about the maintenance of benches and seats on the Village Green and around other areas of the Parish. He has obtained an indicative quote for cleaning and treating benches with protective oils of c. £220 per bench. That would involve removal of the bench (or of the wooden sections) jet washing and treatment with oil. GS will do a survey of seats and benches to be able to provide an estimate of how many would benefit from such maintenance activity and then provide an overall indicative costing for the October PC meeting.

The meeting closed at 2040.