Milton-under-Wychwood Parish Council Annual General Meeting
Wednesday 17th May 2023 at 7.30pm
Milton under Wychwood 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 Chris Trotman (CT)
Councillor Pat Ward (PW)

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

1. **Apologies for absence**
   Chairman Graham Smith (GS)
   County Councillor Liz Leffman (LL)

2. **Declaration of Interests**
   JH - planning, Village Hall
   JP – Wild Garden

3. **Election of Chairman and election of Vice-Chairman**
   CT proposed GS for the position of Chairman
   PR seconded
   All in favour
   GS elected as Chairman of Milton under Wychwood Parish Council

   CT proposed GA for the position of Vice-Chairman
   PR seconded
   All in favour
   GA re-elected as Vice-Chairman of Milton under Wychwood Parish Council

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

5. **Matters arising from the April meeting** – all dealt with in Agenda

6. **Public session for all items related to this Agenda**

MOP Brian Watson queried the 20mph signs which have been installed in Upper Milton with the 20mph zone not extending the full length of Upper Milton. BW stated residents had not been consulted by OCC at all.
MUWPC confirmed no consultation had been received.
PW will pursue this with OCC.
Residents were also encouraged to put pressure on OCC.

10. **Proposal to accept the Parish Council Standing orders and Financial Regulations (CT)**

Having reviewed the Standing orders, CT stated he could find no requirement to change the current documents.
CT proposed approving the Parish Council Standing Orders
JH seconded
All in favour

The current Financial Regulations have been amended and the permission for Councillors to make payments has been changed to:-, unless under exceptional circumstances and accompanied by an official till receipt. (following advice from the internal auditor).

GA proposed approving the Financial Regulations with the new amendment.
PR seconded
All in favour

7. **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*

8. **PC sub-committees/groups**

8.1 Review of members for sub committees/groups

- Finance sub-committee – JP, GA, GS (CT stepping down)

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

8.1.Review of Terms of Reference for sub committees/groups

- Finance sub-committee – no change
- Planning sub-committee –TOR need further review and will be brought back to the June PC meeting for approval. PW and PR to make changes.
- NPSG – will be amended by JP to reflect the fact the NP has been submitted.
- S106 & S137 – GA will review and amend bringing back to the June PC meeting.

The documents will be sent to the Clerk in Word format by the owners for future use. The clerk will maintain Word and PDF versions.

9. Proposal to confirm Councillors' roles

9.1. 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

9.2. 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 2023 as follows.

- *Transport - PW*
- *Village Green – JH, PR*
- *Play equipment/hard play area/seating – PR*
- *PC archives - CT/GS*
- *General maintenance – All*
- *Parish Council Newsletter – redundant*
- *Village Website – CT*
- *Charity allotments – CT/PR*
- *Churchyard/Cemetery – RB*

- *Grass Cutting - PR*
- *Emergency Plan – GA*
- *Village Tree Stock - RB*

- *PC website – Clerk*
- *Wychwood Magazine – All*

11. Review of inventory of PC land and other assets

The current asset register needs reviewing however there is a legal issue over ownership of the Recreation Ground as the PC are in possession of two conflicting documents. As such the asset register will remain as it stands whilst the ownership is legally confirmed.

Once the transfer of Cemetery Land has completed and closed, the asset register will also be amended to reflect this.

12. Review of subscriptions

- *Monthly Bank Charges - £8.00*
- *Mcafee antivirus £8.00*
- *Wordpress (village website) - £35.99*
- *Fasthosts (village domain) - £19.19*
- *SLCC - £112*
- *Parish Online - £100*
- *Google storage- £15.99*
- *OALC - £398.52*
- *PC Gov.uk Website - £300*

13. Review of sec 137 expenditure 2022-23 and budget for 2023-24

S 137		Total	£11373.00	
Date	Description	Payee	Amount	
27 Apr	Wychwood Minis donation	MUW Baptist Church	£320.00	
23-May	WOCT Grant	WOCT	£800.00	
20-May	Library Grant	OCC	£2,301.00	
20-May	Library Grant	OCC	£2,301.00	£5,722.00
15-Jul	Lady Reade Grant	Lady Reade Trust	£200.00	
18-Oct	Treemendously Wild S137	Treemendously Wild	£1,000.00	
21-Oct	Wild Gardens S137	Wild Gardens	£500.00	
21-Oct	Fuel Grant S137-Baptist Church	Wychwood Baptist Cl	£500.00	£200.00
18-Nov	Poppy Appeal S137	British Legion	£50.00	
22-Nov	Wychwoods History Society S137	History Society	£500.00	
30-Dec	1st Wychwood Scouts	1st Wychwood Scout:	£50.00	
22-Nov	Wychwoods Day Centre S137	Wychwoods Day Cen	£500.00	£3,100.00
26-Jan	S137 1st Wychwood Scouts villag	1st Wychwood Scout:	£50.00	
23-Feb	S137 Library Contribution Apr-Oc	OCC	£2,301.00	
27-Mar	1st Wychwoood Scouts S137	1st Wychwood Scout:	£431.30	
				£2,782.30

14. Timetable of meetings for 2023-24

June	21st
July	19th
September	20th
October	18th
November	15th
January	17th
February	21st
March	20th
April	17th

15. S106 Expenditure and update (GA)

As of 17th May, WODC confirmed the purchase of QE11 and KC111 benches could go ahead including their bases. GS will decide on correct wording for the commemorative benches.

The arts project criteria has changed and GS has produced a briefing note which will be circulated prior to the next meeting where the topic will be an agenda item. There is still circa £50K funds to be used. Bids are still open.

PR will source the wheels quotes required for the tennis net so this can be installed. The tennis net has not yet been received.

16. Planning applications (PW/PR)

23/01006/HHD – 53 High Street, MUW

Following the report presented by PW, the PC can see no reason to object. All in favour.

17. Village Green (PR/JH)

PR has spoken with Kevin Grant regarding tidying the walkway on the green. Grass is now growing through the rubber matting which is concerning.

GA will check the guarantee the PC has with Caloo following the recent improvements to the play area.

GA and PR will be meeting with Playdale again regarding further maintenance to the toddler areas and swings.

JH requested the weeds by the sports club and gates to Church Road be tidied.

18. Internal Audit (GA)

The internal audit has been completed. LJ has circulated the results and there are some minor amendments required. The decision to move the PC website to the village website will no longer proceed following advice from the auditor. The gov.uk website will revert to being the main PC website and outstanding documents will be transferred to this website asap.

Changes to the budget, financial regulations, current asset register and invoicing are in progress.

19. Accounts (JP/CT/GA)

19.1 To approve the April Receipts, Payments & Bank Reconciliation
19.2 – To approve the Bank Reconciliation as at 30/04/23
CT proposed
PR seconded
All in favour

20. RFO/Parish Clerk Vacancy (CT/GA)

The PC must appoint an RFO in the interim until a replacement for LJ is found.
GA proposed CT act as the interim RFO. CT agreed to accept the role until a new RFO is appointed.
PR seconded
All in favour

All in favour of the RFO/ Clerk advert. GS will proceed with this on return from his leave.

21. Proposal to proceed with purchase of new laptop for the Clerk (CT)

CT circulated an analysis of laptops from his research. CT recommended the 16" Dell Inspiron was the most appropriate due to price and spec.
CT proposed proceeding with purchasing this recommendation.
PW seconded
All in favour

22. **Proposal to proceed with purchase of new defibrillator cabinet after price change (GA)**

The replacement defib cabinet is required due to the current one leaking. This has already been approved at a previous PC meeting however the price has increased to £635 inc. Vat.
The PC approved the purchase of the defib at the increased price.

23. **Church wall update (CT)**

Robert Montgomerie attended to assess the Church Wall. His findings were that there was some bursting to the mortar but nothing substantial. The wall is in good

condition. It is safe and there is no concern regarding the structure. The MOP who had raised concerns about the wall had been informed.

24. Scout Hut Update (GA)

Jonathan Ayres would like to share an update with the PC as the PC has made donations to the 1st Wychwood Scouts group. There will be a meeting of the trustees at 1930 on 30th June in the Baptist Church meeting room.

25. Churchyard Trees Update (RB)

RB is in receipt of a signed letter from Amelia Harling confirming a 50% contribution to current maintenance of the trees curtailing her property. RB will send LJ a copy of the signed letter. The PC will organise for the work to be completed and pay for it. 50% of the net cost will be reclaimed from Amelia Harling by the RFO.

26. Neighbourhood Plan (JP)

The DC has posted the NHP on their website and the referendum has now been published. The revised versions of the NP will also be posted on the PC website. Appendices 5 and 6 will be replaced with the compliant versions.

The PC thanked all members of the NPSG for their hard work in bringing this to referendum.

27. Correspondence (GA)

27.1 – Many emails have been received regarding the installation of 20mph signs. PW is dealing with OCC correspondence for the Upper Milton works.
27.2 – Pound Parking – this vacancy has now been filled.

28. Public session for non-Agenda items

none

29. AOB.

PR stated the welfare trust has now paid £870 in grants.

PR stated he is disappointed with the current outcome regarding the development of Dashwood House without planning permissions.

PW stated Sue Morton, solicitor, is now in receipt of all required documents she had requested so hopes for a conclusion soon.

CAA Accountancy has reminded the PC of their obligation to provide timesheets by 25th of the month.

JP will be attending the sewage plant on 6th June with members of Shipton and Ascott UW group.

CT queried with JH whether the local plan regarding the 5-year land supply of houses was now advisory and not mandatory.

GA met with highways regarding the need for white lines on the village highways. It was concluded that lines opposite Jubilee Lane, at the top end of Church Road, and near to Groves would be a positive addition. Work will start after Summer 2023.

Meeting concluded 21.01hrs