Milton-under-Wychwood Parish Council

Minutes of a Meeting of the Parish Council held at 7.30pm on Wednesday 15th May 2024

at Milton-under-Wychwood Village Hall

Present: Cllr Glynn Allcock, Vice Chairman
Cllr Jeff Haine
Cllr Peter Rawlins
Cllr John Pratt
Cllr Pat Ward
Vanessa Oliveri, Parish Clerk
Chris Trotman, RFO
6 members of the public

24/001 Apologies for Absence: had been received from Cllr Graham Smith and Cllr Rod Blackman.

24/002 Declarations of Interests: None to report.

24/003 Election of Chairman: Cllr Glynn Allcock proposed Cllr Graham Smith be the Chairman for 2024/25. Cllr Jeff Haine seconded the proposal. A unanimous vote was taken of all in favour of the proposal of Cllr Graham Smith being the Chairman for 2024/25.

Election of Vice Chairman: Cllr Jeff Haine proposed Cllr Glynn Allcock be the Vice-Chairman for 2024/24. Cllr Pat Ward seconded the proposal. A unanimous vote was taken of all in favour of the proposal of Cllr Glynn Allcock being the Vice-Chairman for 2024/25.

24/004 Parish Clerk Appointment: Councillors welcomed the newly appointed Parish Clerk, Vanessa Oliveri to the Parish Council.

24/005 Approval of the draft PC minutes dated 17th April 2024: Cllr Jeff Haine proposed to approve the PC minutes dated 17th April 2024. Cllr Pat Ward seconded the proposal. A unanimous vote was taken of all in favour of the proposal put forward.

24/006 Matters Arising: It was brought to the PC's attention that a planning application had been submitted for Dashwood House, MUW. It was noted that a planning application for this property had been refused by WODC on 8.9.2023.

24/007 Public Session: No member of the public spoke at this point.

24/008 Co-option of Cllr: Cllr Jeff Haine proposed to co-opt John Pratt as Parish Cllr. Cllr Pat Ward seconded the proposal. A unanimous vote was taken of all in favour of the proposal put forward.

24/009 Register of Interests: A reminder for Cllrs to submit their Register of Interests forms to the Monitoring Officer, CDC by Tuesday 4th June 2024.

24/010 PC sub-committees/groups: The Councillors reviewed and agreed unanimously the committee members for the committees listed as follows:

- Finance sub-committee – JP, GA, GS
- Planning sub-committee – PW, PR
- Sec 106 – GA, PR, GS
- Neighbourhood Plan – PW, JP (added to list)

Terms of References for the Sub-committees: Cllrs reviewed and unanimously approved the terms of references for the sub-committees listed above.

24/011 Confirmation of Cllrs roles: A table of areas in the village had been circulated prior to the PC meeting, providing Cllrs names being allocated to cover the areas marked on the table. Cllrs agreed to keep this information the same as noted and would review in the future.

Cllrs agreed the responsibilities of the items listed below:

- Transport – PW
- Village Green – JH, PR
- Play equipment/hard play area/seating – PR
- PC archives – GS
- Eco area (renamed Sarah's Meadow) – PW/GS
- Churchyard/cemetery – RB
- Emergency Plan – GA

- Village Tree Stock – RB
- PC website – Clerk/RFO
- Sports Club, Milton Sports Association - JH

24/012 Standing Orders and Financial Regulations

Standing Orders: Cllr Jeff Haine proposed to accept the Standing Orders tabled at the meeting. Cllr John Pratt seconded the proposal. A unanimous vote of all in favour was taken of approving the proposal put forward.

Financial Regulations: Cllr Peter Rawlins proposed to accept the Financial Regulations tabled at the meeting. Cllr Glynn Allcock seconded the proposal. A unanimous vote of all in favour was taken of approving the proposal put forward.

24/013 Risk Register: Cllr Jeff Haine proposed to approve the amendments to the Risk Register following the review of risk mitigations at Fin Com. Cllr Pat Ward seconded the proposal. A unanimous vote was taken of all in favour of the proposal put forward.

24/014 Inventory of PC land and other assets: Cllrs unanimously agreed for the inventory of the PC land and other assets to be adjusted in line with an internal audit recommendation and following acquisition of the Eco area and removal of some items which weren't to be included as assets. The list will be revised and circulated to Cllrs for approval at a subsequent meeting.

24/015 Review of Subscriptions: Cllrs reviewed and approved the PC's subscriptions listed:

Monthly bank charges - £8.00
Wordpress (village website) - £35.99
Fasthosts (village domain) - £19.19
Parish Online - £100.00
Town and Parish web hosts £300.00
Google storage - £15.99
OALC annual membership - £398.52

The Clerk was to enquire into the annual membership of SLCC and cost and report back to the next PC meeting.

Cllrs noted and approved that the subscription for McAfee anti-virus protection had been cancelled and the amount of £120.00 had been written off as a bad debt, following multiple chasing emails and phone calls to the US.

24/016 S137

a. Budget for 2024/25: Cllrs noted the budget for S137 expenditure for 2024/25 was £16,000.00.
b. West Oxford Community Transport grant application: Cllrs discussed the grant application received and unanimously agreed that more information was required before the Council could consider this application. i.e., is there any overlap with The Villager bus, other Council's putting in funds to contribute towards the cost, numbers of passengers etc.

24/017 Timetable of PC meetings for 2024/25: Cllrs unanimously approved the PC meetings to be held on the third Wednesday of each month except for August and December (unless additional meetings are required to deal with planning applications or year-end budget matters).

The Annual Parish Meeting was to be held on 12th June 2024.

24/018 S106 Expenditure and update

a. S4 1b (S) "Sports Play and Recreation Contribution" to be applied towards sports and recreation facilities within the vicinity of the Development - £29,690.20.
b. S4 1b. (P) "Sports Play and Recreation Contribution" to be applied toward the enhancement and maintenance of play and recreational areas within the vicinity of the Development - £3,767.86.

24/019 Planning

a. 24/01044/HHD – Holly Cottage, 74 High Street, Milton-under-Wychwood. Erection of single storey front extension.
   COMMENT: No objection.

24/020 Village Green

a. Repair to area by the toddler swings – Cllr Peter Rawlins proposed to lay grass matting down and to fill gaps with top soil in the area required by the toddler swings. A bag of top soil to be purchased from Hickmans. Cllr Glynn Allcock seconded the proposal. A unanimous vote was taken of all in favour of the proposal put forward.
b. Grass Cutting Contractor – The PC noted that the grass cutting contractor was doing a good job.

c. Play equipment – Playdale recreation provider had quoted £3,500.00 for a new piece of recreation equipment or £1,600.00 to repair old piece of equipment. The PC decided to carry out a review of some of the play areas.
d. Insurance claim – There had been no further updates on the insurance claim to date.

24/021 Eco area

Cllrs unanimously approved a proposal to spend £241.27 on wild flower plugs to be planted by members of the community on Sunday 9th June 2024 as part of the Great Big Green Week.

24/022 Internal Audit

The internal auditors report had been circulated to Cllrs prior to the meeting. Cllrs noted that recommendations made by the internal auditor had been addressed at a Finance meeting and had now been put in place. A proposal was put forward to allow immediate payment of invoices that are contractual or obligatory comprising of salaries, paye, pension contributions, grass cutting contract, burial ground maintenance, bin emptying (direct debit) auditors, CAA Payroll and insurance. A unanimous vote was taken of all in favour of the proposal put forward. Cllrs thanked Chris Trotman, RFO for dealing with the internal auditors and actioning points required.

24/023 Accounts

a. RFO report – received and noted. (Annex A)
b. April receipts, payments and bank reconciliation – Cllr Glynn Allcock proposed to approve the April receipts, payments and bank reconciliation. Cllr Peter Rawlins seconded the proposal. A unanimous vote was taken of all in favour of the proposal. (Annex A)
c. Bank reconciliation as at 30.4.2024 – Cllr Jeff Haine proposed to approve the bank reconciliation as at 30.4.2024. Cllr Pat Ward seconded the proposal. A unanimous vote was taken of all in favour of the proposal. (Annex A)

24/024 Public Session for non-agenda items

a. A question was raised to when would the grass be next cut in the village? Cllrs responded that the village green was to be cut weekly and the remainder of the grass cutting areas was set for fortnightly cuts.
b. A question was put forward if there was a priority over tennis being played on the multi-use games area. Cllrs responded that there was no priority over users of the multi-use games area. It was noted that it was good to see the area being well used.

25/025 Any Other Business

a. Next year's village fete – possible Civil War re-enactment.
b. Cotswold National Landscape – It was noted that CNL were submitting a bid to DEFRA to improve footpaths.
c. Treemendously Wild – It was noted of a success story of Treemendously Wild doing very well with offering support to children from disturbed back grounds and special needs which the PC had awarded a grant to in October 2023.
d. Traffic Calming Measures – A request to implement traffic calming measures in Frog Lane was put forward. A member of the public offered to contact OCC regarding this request.
e. Hedgerow encroaching footpath – It was noted that a hedgerow was encroaching onto a footpath between Green Lane and Oak Drive, on the bend. Details to be sent to the Clerk.
f. A reminder of the Annual Parish Meeting scheduled for Wednesday 12th June 2024.

The meeting closed at 20.30pm.