Milton-under-Wychwood Parish Council

Minutes of a Meeting of the Parish Council held at 7.30pm on Wednesday 15th January 2025

at Milton-under-Wychwood Village Hall

Present: Cllr Graham Smith, Chairman
Cllr Glynn Allcock
Cllr Rod Blackman
Cllr Jeff Haine
Cllr John Pratt
Cllr Pat Ward
Vanessa Oliveri, Parish Clerk
Chris Trotman, RFO
District Cllr Adam Clements
2 members of the public

25/001 Apologies for Absence: had been received from Cllr P Rawlins and County Cllr L Leffman.

25/002 Declaration of Interests: None to report.

25/003 Minutes of the 20th November 2024: Cllr J Pratt proposed to approve the minutes of the Parish Council meeting held on 20th November 2024. Cllr G Allcock seconded the proposal. A unanimous vote was taken of all in favour of the proposal.

25/004 Matters arising from the October meeting: Cllr J Pratt reported that the planning group of Councillors had a meeting with Cllr Clements and Hugo Ashton and had gone through the draft local plan for 2041 development process in further detail.

25/005 Public session for all items related to this Agenda: None.

25/006 To receive the following reports:

1. **Chairman's report**
   - An update was provided on waste bins and collections – The Chairman had re-confirmed with WODC that the trade waste bin is to be emptied on a weekly basis.
2. **District Councillor's report**
   - Cllr A Clements reported that the Government were consulting on combining District Council's and County Council's into Unitary Council's. If this did go ahead it would take approximately two years before everything was put into place. This would not affect Town and Parish Council's.
   - Planning Application Ref No: 24/00031/APPEAL – Vicarage Field, MUW – Variation of condition 2 of planning permission 21/00776/FUL to allow design and layout changes to both dwellings including the addition of two dormers and two rooflights (plot 1) and provision of office with dormer window above. **Decision: Appeal allowed.**
   - Planning Enforcement on Dashwood House, MUW – There had been no update on Dashwood House prior to the PC meeting. Cllr A Clements reported that this would take a few more months before receiving an update.
   - Green Bins – Cllr J Haine asked Cllr A Clements if people would get a rebate on the garden waste collections because the green garden waste bins in the village hadn't been emptied since before Christmas. Cllr A Clements agreed to look into this and provide Cllr J Haine with an update.
3. **County Councillor's report**
   - Cllr L Leffman had sent apologies prior to the PC meeting and had emailed a report, which had been circulated to the Parish Councillors prior to the PC meeting. Cllr G Smith read out the report at the meeting.

25/007 Planning (PW/PR/JH)

1. Ref: 24/03072/HHD 1, Sunny View, MUW – Erection of single storey extension.
   Decision: No objection.
2. Ref: 24/02936/FUL The Elms, Shipton Road, MUW – Change of use from residential accommodation to commercial/retail space.
   Decision: No objection.

3. Ref: 24/03179/HHD Pendale, Church Road, MUW – Conversion of existing garage to create additional living space.
   Decision: No objection.
4. Ref: 24/03186/S73 High Fields, Church Road, MUW – Variation of conditions 01 (approved plans) and 11 (hard and soft landscaping) of planning permission 23/01543/S73 to allow revised information also discharge of conditions 06 (access details) and 07 (parking area and driveway).
   Decision: The PC request more time to distinguish what the applicant was trying to do.
5. Ref: 24/03070/S73 Sunnybank, 90, High Street, MUW – Variation of condition 2 of Planning Permission23/02965/HHD to replace existing velux rooflight on rear elevation with dormer to match existing and to provide additional means of escape from the bedroom in the event of a fire.
   Decision: No objection.
6. Street Name Proposal Re: SNN2024135 – Development @ High Fields Church Road Milton Under Wychwood – WODC have received an application to address 5 properties at former property High Fields. Planning Application 20/00070/FUL. The plan is to allocate property names for the two new properties that access Church Street in keeping with existing properties along the street. WODC will then allocate a new street name to the development and give each of the properties a number and house name. The developer has proposed street name 'High Fields' to acknowledge property that is being demolished for the development.
   Decision: The PC unanimously approved the street name suggestion of, 'High Fields'.

25/008 RFO report (CT)

1. RFO report- The PC unanimously received and approved the RFO report. The PC unanimously approved the RFO to move the PC's money from the current account to the investment account to receive a higher interest on the Council's funds.
2. November and December Summaries – Cllr R Blackman proposed to approve the November and December 2024 summaries. Cllr J Haine seconded the proposal. A unanimous vote was taken, all in favour of the proposal.
3. Propose acceptance of Q3 – The PC noted that the RFO had added a column to the righthand side of the sheet to add additional information. Cllr J Pratt proposed to approve the acceptance of Q3. Cllr R Blackman seconded the proposal. A unanimous vote was taken, all in favour of the proposal.
4. Budget for 2025-26 and rolling plan to 2029 – The PC re-confirmed the budget for 2025-26 and rolling plan to 2029. Cllr J Haine proposed to approve the budget for 2025-26 and rolling plan to 2029. Cllr G Allcock seconded the proposal. A unanimous vote was taken, all in favour of the proposal.
5. Appointment of internal auditor for 2024/25 audit season at a cost of £400.00. – The PC unanimously agreed to appoint the internal auditor for 2024/25 who had carried out the internal audit over the past year.

25/009 Village green

1. Football pitch improvement update (GA) – The PC noted that Cllr G Allcock had met with members of the men's and juniors football groups to discuss the maintenance requirements of the football pitch. Grant funding was being sought to help contribute towards the costs of improving the quality of the pitches. Cllr G Allcock would keep the PC informed of any further updates.
2. Car park re-surfacing and S106 application update (GS) – Just before Christmas a S106 form was submitted to WODC covering the car park re-surfacing and the football pitch improvement costs (see previous item re the latter). A response from the WODC Infrastructure Team was received on 3 January advising that the Leisure Team would not support the car park re-surfacing because the S106 money should be used for "provision or maintenance of sports pitches". The PC have already pointed out to WODC Leisure Team that the 2016 Unilateral Undertaking, which sets out the S106 monies to be provided, refers to sport and recreation, not just sport, thus invalidating their argument. The response also suggested that the PC re-submit the football pitch improvement request separately, presumably because WODC would be minded to agree to that one. The PC agreed to submit the form separately.

For the car park re-surfacing the PC noted that the person who sent the 3 January email was the fifth WODC officer to have been involved. GS had therefore taken the view that there was no point in making a detailed response at this time. Instead, the email had been acknowledged and Adam Clements had been contacted to request a meeting to see how best the PC could make progress. This may assist in getting the request escalated to committee level rather than having further exchanges with officers.

3. Play equipment safety checks – to review experience from the 2024 checks (all). The PC noted that four separate play equipment safety inspections had been undertaken with no significant new items being notified. JH was scheduled to do the next inspection on 19/01, and RB a fortnight after that. It was proposed that the inspections should continue, but that a separate meeting should be arranged for the Councillors who wished to be involved to agree remedial actions that could be undertaken by the Councillors and to decide when best to undertake them (probably in early Spring).

   It was agreed for Cllr P Rawlins to contact Playdale to ask for a quote to come and inspect the zip wire mechanisms (e.g., removing the chain covers to inspect the links on the cableway) which require specialised tools/knowledge.
4. Refurbishment of benches – The PC received and approved an invoice to carry out repair/refurbishment on two benches at a cost of £866.69. It was noted that there was one seat left to be re-oiled under the current arrangements. If it is decided that other benches need treatment Cllr G Smith agreed to obtain a quotation for work on any further benches to be discussed at a PC meeting before costs are incurred.

25/010 MSA new lease (GS)

1. The PC confirmed the new MSA lease had been signed on15 January 2025 by Cllr G Smith on behalf of the PC and the Parish Clerk as witness. Cllr J Haine had arranged for the MSA documents to be signed.

25/011 Grass cutting contract for the cemetery (GA)

1. Cllr G Allcock informed that the grass cutting contract for the cemetery had been advertised and the closing date had been set for 21st January 2025. The PC agreed unanimously to three Councillors going through the quotations received and make a recommendation to the February PC meeting.

25/012 Tree survey (RB)

1. Cllr R Blackman updated the Councillors that three quotations were being obtained to undertake a tree survey in the parish. The quotations would be ready for the February 2025 PC meeting. Councillors present agreed that the trees in Elm Grove are to be included.

25/013 Biodiversity plan (GS/PW)

1. Hedgerow Heroes update on 2024 activities and plans for 2025 – Planting had taken place around the attenuation pond in Calais Field, alongside a field just off the Lyneham Road, and at High Lodge Farm. Further planting days had been arranged for 25th January and 1st February 2025 at Springhill Farm and in the Churchyard.

   PW had himself put in an heroic amount of work planning the planting of hedgerows, arranging the scheduling of deliveries of whips, guards and canes, sorting the whips into usable bundles, getting the relevant areas prepared beforehand, getting volunteers to turn up to do the planting, managing each planting day, and then tidying up afterwards to fit guards and check that all the planting was OK. The PC expressed grateful thanks for all PW's hard work.
2. Update on potential TOE grant for Sarah's Meadow – A grant application form had been prepared requesting funds to put fencing around the two largest ponds in Sarah's Meadow. Four quotes had been received, including one from GA. A fifth quote was expected imminently. Once the fifth quote had been received the grant application form would be submitted. It was likely to take several months before the PC receive a decision, meaning that the work would take place in late Spring.

   It was hoped that other work to be undertaken in Sarah's Meadow (e.g., preparing ground for wildflower planting, building beetle banks) could be done by volunteers using locally volunteered equipment.

25/014 210 Bus Service Figures (PW)

1. WOCT had provided patronage figures for the 210 bus service that passes through MUW and surrounding parishes. The Parish Clerk had circulated the figures to Parish Councillors prior to the meeting. WOCT would continue to provide these figures to the PC each month unless otherwise requested.

25/015 Local Running Group

1. A local running group was being set up and planned to use Milton Sports Club as a social point and had asked permission to put markers up for each session to direct the way for partakers. The PC agreed to this request and stated that the markers must be taken down each time.

25/016 Public session for non-Agenda items – None.

25/017 AOB

1. Pot holes – The condition of the roads and the number of potholes in the village was discussed. People were prompted to use Fix My Street to log the potholes with OCC. The PC noted that a volunteer/member of public could be trained by OCC to assess potholes and report back to OCC. The PC agreed that this should be advertised on the local Facebook page to see if anyone would be interested in taking this on. The PC noted that County Cllr L Leffman had offered to follow up the condition of the roads in the village at a previous PC meeting.
2. RAF Falcons – The PC all agreed to the RAF Falcons using the village green as a parachute practise area. Dates were to be made public so that residents could watch.
3. Emergency Plan – The PC noted that the Parish Clerk was in the process of updating the Emergency Plan. This was to be an agenda item at the February 2025 PC meeting.
4. Village Fete – The date of the village fete has been arranged for Saturday 12th July 2025.
5. Wychwoods Together Meeting – Ascott-under-Wychwood would be hosting the next Wychwoods Together Meeting arranged for 26th February 2025. Topics would include flooding, planning and devolution.
6. Parish Meeting – The date is to be arranged in line with guidance as to when such meetings are to be held. VO to advise on the date range available. GS suggested that the draft 2041 Local Plan could be a suitable core topic for the meeting
7. Recruitment of an eighth councillor – The PC agreed that an effort should be made to recruit and additional councillor. VO to put a note on Facebook, and CT to advertise it on the Village website

25/018 Date of Next Meeting: 19 February 2025

The meeting closed at 8.42pm.

APPENDIX A

RFO Report for November and December 2024

November

Income only from Jason Morley the Pizza van man totalling £27.
Payments were many totalling £3732.44. The largest being to Muddy Spades of £1872 and the S137 donation to the Wild Gardens of £500.

Total income	£27.00
Total payments	£3732.44

Accounts at the end of the month

Current Account	£35713.44
Investment Account	£37067.93
Bmm Account	£ 0.03
Total	£72781.40

December

December receipts were a little better at £978.00
This included two burial sets of fees of £684 and 4th Q of parking fees of £240
Payments almost matched receipts at £921.41 and all were expected.

Total Income	£978.00
Total payments	£921.41

Accounts at the end of the month

Current Account	£35770.03
Investment Account	£37067.93
Bmm Account	£ 0.03
Total	£72837.99

Section Accounts

S19 £237.75 out of £1000 leaving £762.25
S137 £14698.00 out of £16000 leaving £1305
S145 £0 out of £200 leaving £200