Milton-under-Wychwood Parish Council

Minutes of a meeting of the Parish Council held at 7.30pm on Wednesday 18th June 2025

at Milton-under-Wychwood Village Hall

Present: Cllr Graham Smith, Chairman
Cllr Rod Blackman
Cllr Jeff Haine
Cllr John Pratt
Cllr Peter Rawlins
Vanessa Oliveri, Parish Clerk
Chris Trotman, RFO
County Cllr Liz Leffman
5 members of the public

25/095 Apologies for Absence: were received from Cllr Glynn Allcock and Cllr Pat Ward.

25/096 Declaration of Interests: None to report.

25/097 Minutes of the 21st May 2025: Cllr J Pratt proposed to approve the minutes of the Parish Council meeting held on 21st May 2025. Cllr P Rawlins seconded the proposal. A unanimous vote was taken of all in favour of the proposal.

25/098 Matters arising from the May meeting: Cllr J Pratt informed the PC that Thames Water had confirmed that they will be keeping the PC informed on phosphate levels from sometime next year, and what else is going on in the water catchment area.

25/099 Public session for all items related to this Agenda: None.

25/100 To receive the following reports:

1. **Chairman's report –** Cllr G Smith reported that he had nothing to report other than what is included on the agenda.
2. **District Councillor's report –** Not present and no report.
3. **County Councillor's report -**
    - A consultation had been scheduled in July on speed limits in the village.
    - Gulley clearance had been scheduled to be undertaken once a year.
    - OCC have been selected as the best in the country for re-cycling waste.
    - OCC's annual report is about to be published.

    Cllr Smith asked Cllr Leffman if there had been any progress in providing a footpath at the corner of Frog Lane and The Sands as he had met with James Wright, OCC last year to assess the area as it was dangerous for pedestrians to walk on the road. Cllr Leffman agreed to follow this up with James Wright.

25/101 Planning (PW/PR/JH)

1. 25/01222/FUL Quartern The Heath - Erection of horse walker and outdoor riding arena (60m x 25m).
   COMMENT: No objection.
2. 25/01350/HHD 28, High Street, MUW – Demolition of existing conservatory and single storey extension. Construction of single and two storey rear extension. And front entrance porch.
   COMMENT: No objection.

25/102 RFO report (CT)

1. RFO report- The RFO had requested regular invoices from Muddy Spades. The new defibrillators had been installed. The Yorkshire auditor had audited the PC's accounts for the last three years. The PC agreed to ask another auditor for a quotation to carry out next year's audit.

Cllr Haines proposed to approve the RFO report and Cllr Rawlins seconded the proposal. The PC unanimously approved it.

2. May Summary – Cllr J Pratt proposed to approve the May summary and Cllr Rawlins seconded the proposal. The PC unanimously approved it.
   The PC unanimously approved to move £15,000.00 to the savers accounts.

25/103 Village green

1. **Football pitch improvement update** – Cllr Allcock continues to negotiate the vagaries of the grant application process, and when he has done so we will be in a position to submit a S106 application for the PC's contribution to pitch improvement.
2. **Car park re-surfacing update** – the Thames Water sub-contractors have confirmed that they are not in a position to help with the re-surfacing (they would need to bring in sub-contractors to do the work). They have suggested a couple of minor projects to help the school. Cllr Smith has asked if they could also help with cleaning and repairing the play equipment.
   Cllr Haine had contacted another company to provide a quotation to re-surface the car park and was hoping to receive the quote before the July PC meeting.
3. **Play equipment safety checks and remediation** – Playdale had provided a quote to carry out maintenance on the spring stop and adjuster on the aerial runway at a cost of £730.95 + VAT. Cllr Smith proposed to approve the quote to undertake the work on the aerial runway at a cost of £730.95 + VAT. Cllr Haine seconded the proposal and a unanimous vote was taken in favour of the proposal. Other items had been identified and costed by Playdale which the PC agreed was to be included in a S106 grant application. Cllr Smith agreed to complete a S106 request to cover the repair costs required on the recreation equipment.
4. **Broken Bottles on the village green** – The lengths person had reported broken glass behind the tennis courts and she had cleared the areas as much as she could. Cllr Rawlins agreed to speak to the owner of a neighbouring property to ask if they would move their recycling bin further onto their premises. Cllr Smith would contact the police and ask if they could carry out more patrols in the area. Cllr Rawlins agreed to speak to local dog walkers to report any broken glass on the village green to him so that arrangements could be made to clear the glass up. Cllr Smith agreed to put a notice up on the village green providing contact details so that people could report any issues.
   The PC noted that the gate was off at the bottom of the village green and agreed that it required a new post. The Cotswold Wardens were to be contacted.

25/104 Biodiversity plan (GS/PW)

1. Update on award of a TOE grant for Sarah's Meadow – The PC noted that they had been awarded the grant by TOE to fence the ponds. In addition they have offered to fund development of a management plan for Sarah's Meadow using the (experienced) services of Wild Oxfordshire. They will also fund signs warning dog owners about the danger to aquatic species of tick treatments applied to dogs.
2. The PC's solicitor who oversaw the transfer of Sarah's Meadow (the Eco Area) from M&M to the PC notified the PC of a minor issue raised by the land registry as she sought to register the land for the PC. The issue requires Richard Hartley not to object to removal of a restrictive covenant to do with stock fencing. GS and PW met with RH who is quite happy to have the restrictive covenant removed.

25/105 Policies

To review the PC policies – The PC noted that they had reviewed and approved the Financial Regulations and Standing Orders earlier in the year.
The PC received and approved the latest version of the revised Biodiversity Policy and Plan.

25/106 Insurance quotations

The RFO had obtained a quotation from Zurich for a one and a three-year period. Two further quotations were in the process of being obtained. This will be added to the July PC meeting for approval.

25/107 Emergency Plan update

1. To receive an Emergency Plan update, co-ordination and distribution – Cllr Pratt provided an update on responsibilities for coordination and agreed to set up a Whats App group. The Clerk was to obtain a quotation from Kopyrite to provide hard copies of the Emergency Plan which was to be provided to all contacts in the document for reference. Copies were also to be provided to OCC and WODC.

25/108 Sub-committees and councillor responsibilities

1. The PC confirmed and approved the membership of the Finance sub-committee, the Planning sub-committee and the Sec 106 committee as follows: -
    i. Finance sub-committee – JP, GA, GS
    ii. Planning sub-committee – JH, PW and PR
    iii. Sec 106 – GA, PR, GS and VO

2. The PC confirmed and approved the sub-committee terms of reference for the following committees as follows: -
    i. Finance sub-committee
    ii. Planning sub-committee
    iii. S106
    iv. S137

3. The PC confirmed Councillor responsibilities as follows: -
    i. Transport - PW
    ii. Village Green – JH, PR
    iii. Play equipment/hard play area/seating – PR
    iv. PC archives – GS
    v. Eco area (renamed Sarah's Meadow) – PW/GS
    vi. Churchyard/Cemetery – RB
    vii. Emergency Plan – JH/PR/JP
    viii. Village Tree Stock – RB
    ix. PC website – Clerk

25/109 Recruitment of additional councillors – The PC unanimously approved the proposal to deploy a multi-week campaign to advertise for councillors.

25/110 Item for the Wychwood Magazine – Cllr Smith agreed to write an item for the Wychwood Magazine and would draft and circulate it to Parish Councillors prior to submission. The deadline was noted as 23rd June.

25/111 OCC proposed Part-Night Lighting Implementation Framework

An email had been received from OCC proposing a Part-Night Lighting Implementation Framework consultation. The email was to be circulated to Parish Councillors to consider a response. The consultation is running until midnight on Sunday 6th July 2025

25/112 210 bus usage – The PC received and noted the figures for the 210 bus usage for information.

25/113 Public session for non-Agenda items – One member of the public stated that the grass cutting had improved at Elm Grove.

25/114 AOB – A Finance meeting had been arranged for Thursday 3rd July 2025 at 4.00pm.

The PC noted that the Chairman of Shipton-under-Wychwood Parish Council had received a government paper on the draft document Local Plan 2041, and he would keep the PC updated on this.

Cllr Blackman was to contact the tree surgeon and ask when the tree survey was planned to take place.

25/115 Date of Next Meeting: 16 July 2025.

The meeting closed at 8.32pm.

RFO Report for May 2025

A quiet month! Total income = £163.85

Payments for the month included three Muddy Spades invoices, our 6monthly contribution to the library, the replacement of four of our five defibrillators that were out of guarantee and sundry other payment Total Payments =£12030.84

Accounts for May

Current Account	£40979.84
Investment Account	£37,716.00
BMM Account	£ .03
Total	£78695.87

Section Accounts

S19	£1,000.00
S137	£16,000.00
S145	£200.00

Final comments

We are still awaiting three quotes for Council insurance which expires at the end of July.

I am still waiting a response from the suppliers and South Central Ambulance Service about the possible use for the out of guarantee defibrillators.

As we have used Yorkshire Internal Auditors for three years now, working with our Clerk we hope to employ a new Internal Auditor for this financial year.

All being well I hope to publish this year's Internal Audit no later than the 23rd of June which still complies with the stipulation that it must be available for the first 10 working days of July for External Audit. Exact date to be published.