Milton-under-Wychwood Parish Council

Minutes of a meeting of the Parish Council held at 7.30pm on Wednesday 19th March 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 Peter Rawlins
Cllr Pat Ward
Vanessa Oliveri, Parish Clerk
Chris Trotman, RFO
County Cllr Liz Leffman
District Cllr Adam Clements
5 members of the public

25/038 Apologies for Absence: None as all Councillors were present.

25/039 Declaration of Interests: None to report.

25/040 Minutes of the 19th February 2025: Cllr P Rawlins proposed to approve the minutes of the Parish Council meeting held on 19th February 2025. Cllr J Haine seconded the proposal. A unanimous vote was taken of all in favour of the proposal.

25/041 Matters arising from the January meeting: None.

25/042 Public session for all items related to this Agenda: None.

25/043 To receive the following reports:

1. **Chairman's report –** There was nothing to report as all items are covered on the agenda.
2. **District Councillor's report**
   - Cllr A Clements reported that an appeal had been submitted against the WODC's decision of refusing the planning application: Ref: APP/D3125/W/25/3360373 The Old Surgery, The Sands, MUW.
   - WODC had confirmed that they had secured funds of £300,000.00 as a building loan to help people refurbish their empty homes to offer affordable housing in the area.
3. **County Councillor's report**
   - Cllr L Leffman reported that the County Council had a meeting arranged for 20.3.2025 to discuss their submission response to a Unitary Authority.
   - It was reported that GWR were putting together a proposal to improve the North Cotswold line.

25/044 Planning (PW/PR/JH)

1. Ref: 25/00521/HHD Jasmine Place, Shipton Road, MUW - Erection of conservatory and new boundary wall, along with alterations to the existing flat roof to include the addition of a lantern roof light.
   Decision: No objection.
2. Sewage Works Upgrade Project – The PC noted the start of the sewage works upgrade project by Thames Water. Completion of the project was due May 2026.

25/045 RFO report (CT)

1. RFO report- Cllr J Haine proposed and Cllr G Allcock seconded the receipt and approval of the RFO report. The PC unanimously approved it. the RFO report.
2. February Summary – Cllr P Rawlins proposed, and Cllr J Pratt seconded the receipt and approval of the February Summary. A unanimous vote was taken of all in favour of the proposal.
3. The PC agreed to include an item on the Finance Committee agenda to discuss and approve the additional wording required in the Financial Regulations to formalise the procedure of

procurement. The Finance Committee would make a recommendation to approve the updated Financial Regulations at the April PC meeting.

25/046 Village green

1. Football pitch improvement update (GA) – A Section 106 bid had been submitted to WODC. WODC had confirmed that only one quotation was required as the PC had a preferred contractor. Cllr G Allcock has a meeting arranged with the FA to discuss further grant funding.
2. Car park re-surfacing discussion (GS) – Following WODC not agreeing to release S106 funds for car park re-surfacing it was agreed at the last PC meeting to explore other potential sources of funding. The PC noted that the contractor who was undertaking the Thames Water work in the village may have some spare tar at the end of their work and were to be asked if they would be willing to lay some tar on the car park where required. The Chairman agreed to look at the National Lottery Community Fund as they have grant funding up to £20,000.00 for community projects. The PC agreed to obtain quotations for the work required.
3. Play equipment safety checks – PR and GS had both conducted checks over the last four weeks. A rota was shared at the PC meeting showing the weeks where Parish Councillors would undertake the play equipment safety checks. It was noted that if anyone couldn't do their checks on the dates selected then please swap with another Councillor.
   Playdale had scheduled to carry out the zip wire inspection week commencing 7.4.2025. Playdale were to notify Cllr P Rawlins of the date so that he could be present whilst carrying out the inspection.

25/047 Biodiversity plan (GS/PW)

1. Update on potential TOE grant for Sarah's Meadow – It was noted that the draft submission had been amended in the light of initial feedback from a TOE representative. The final submission was to be made before the end of March.
2. Other planned activities including bird survey – under the guidance of Robin Parsons the PC are planning to conduct bird surveys in three or four areas using a standardised approach. A small group gathered on Saturday 15/3 to hear from Robin how to undertake the surveys, and then walked one area to get practical experience. Two breeding season surveys are planned for the period 15-30 April and 15-30 May.

   Also in May a walk over Sarah's Meadow is planned with a retired ecologist to understand how best to establish a baseline of existing flora and fauna.

   PW is planning to apply for further hedging whips to complete work at Springhill Farm, hedging at the Primary School and hedging alongside the footpath by Sarah's Meadow. It should also be noted that PW arranged for a community orchard to be planted up at St Judes, and some replacement trees planted in the orchard by the allotments.

25/048 Section 137 grants

1. Wychwood Day Centre grant funding. The PC agreed at the February PC meeting to award £650 of the £1,000 requested, and to provide a further £350 from the remaining S137 funds if no other bid was forthcoming. No further grant applications had been received for consideration at the meeting. Cllr J Haine proposed, and Cllr J Pratt seconded to award £350 to the Wychwood Day Centre. A unanimous vote was taken of all in favour of the proposal.

25/049 Wychwood Magazine editorial team – MUW representation (GS) – The PC agreed to contact Bob Forster to find out what was required by a MUW representation on the Wychwood Magazine editorial team.

25/050 Recruitment of an additional councillor (GS) – The PC noted that there was a Parish Councillor vacancy which could be filled by co-option. A draft co-option notice was to be sent to the Chairman.

25/051 Wychwoods Together meeting report (GS/PW/JP) – It was reported that discussion took place on devolution of the District and County Council, sewage issues and flooding, Wild about the Wychwood's priorities and looking after hedgehogs.

25/052 MUW Community Emergency Plan – A draft updated MUW Community Emergency Plan had been circulated prior to the PC meeting. The PC agreed for the draft document to be included as an agenda item for the next Finance committee meeting.

25/053 Dog Bins – The PC considered a request received from a member of public for additional dog waste bins in the village and agreed that there were enough bins already in situ. The litter bins are for dog waste as well. It was noted that there were no signs on two of the bins on the village green. The Chairman agreed to provide a map showing the location of the bins in the village.

25/054 Public session for non-Agenda items

A member of the public raised that there was a dis-used pole in Frog Lane.

25/055 AOB

- To note a parachute display on the village green on 28/3/25 10am – 2 pm.
- To note the appointment of the Examiner and Programme Officer for the examination of the West Oxfordshire Community Infrastructure Levy (CIL) Draft Charging Schedule examination.
- An invitation to attend a Community First Oxfordshire workshop on affordable housing was noted. Details had been circulated to Cllrs prior to the PC meeting.
- The APM date was to be arranged before the next PC meeting. The Chairman agreed to book the Village Hall and let the Councillors know the confirmed date.

25/056 Date of Next Meeting: 16 April 2025

The meeting closed at 8.30pm.

RFO Report for February 2025

The income for the month includes a repayment from WOCT which was sent in error due to both West Oxfordshire Community Transport and West Oxfordshire Council having the same abbreviation on our HSBC payment list, ('West Oxfordshire C') The error was immediately spotted and the refund agreed.

Total Income = £420.14

Payments included subscriptions to Parish On Line for mapping purposes, OALC as a parent organisation and a donation to support the Day Centre. There are two entries for bin collection, one is for the dog and rubbish and the other for the wheely bin all on the recreation ground.

Total Expenditure = £2626.29

Accounts for February

Current Account	£28488.30
Investment Account	£37403.35
BMM Account	£ 0.03
Total	£65891.68

Section Accounts

S19	£1000 - £258.95 = £741.05
S137	£16000 - £15348 = £652
S145	£200- £0 = £200

Final Comment

I have now received the details required for Internal Audit which include:-
Appropriate accounting records kept throughout the year
All financial regulations met
All significant risks adequately catered for
Budgets regularly monitored
Expected income fully received
Salaries paid to employees fully documented
Periodic and end of year account reconciliation carried out
Correct account statements presented
Relevant data uploaded to website
The council has complied with AGAR
The council has met its responsibilities as a trustee

CT
12/03/25