Milton-under-Wychwood Parish Council Annual General Meeting
Wednesday 19th May 2021 at 7.30pm
Milton Village Hall

Minutes

Present:
Vice-Chairman Glynn Allcock (GA)
Councillor Rod Blackman (RB)
District Councillor Jeff Haine (JH)
Councillor Peter Rawlins (PR)
Chairman Chris Trotman (CT)
Councillor Pat Ward (PW)
Parish Clerk: Mrs L. Jacques (LJ)
4 members of the public

1 Apologies for absence
Councillor John-Pratt (JP)
C/Councillor Liz Leffman

2 Welcome to new Councillor
CT formally welcomed Councillor Rod Blackman to the Parish Council

3 Declaration of Interests
Jeff Haine - planning

4 Election of Chairman and election of Vice-Chairman
LJ requested nominations for the role of Chairman of Milton-under-Wychwood Parish Council. PR proposed Chris Trotman. GA seconded.
Motion passed. CT re-elected as Chairman of MUWPC

LJ requested nominations for the role of Vice-Chairman of Milton-under-Wychwood Parish Council. JH nominated GA. PR seconded.
Motion passed. GA elected as Vice-Chairman of MUWPC

5 Proposal to approve the minutes of the April meeting
All in favour. Minutes signed by CT.

6 Matters arising from the April meeting
i. 20mph Speed Limit Upper Milton
CT has liaised with BW resulting in a decision that BW will liaise directly with the OCC

ii. Transfer of Land to Cemetery Ground -dealt with in item 19

iii. S106 Expenditure – Hickman's have been instructed to proceed

iv. Risk Register – GA and LJ will be meeting imminently to discuss the register – most of the work is in place but the allocating of individuals responsible needs finalising.

v. Formal Policy for Village Green vendors – JH submitted a policy for review. This was approved by all present.

vi. Pound Parking – it was agreed that Pound Parking would be increased by £0.50 a week – the first increase since 2017 and all users would be given a months' notice.

vii. VAT submission – This has been submitted along with a request to withdraw the initial submission due to an error in calculation.

7 Public session for all items relating to this Agenda

John Fox, (JF) applicant for planning application reference *21/01229/FUL* responded to comments made on a previous planning application. JF made the following points:
JF tated that he had talked through the objections raised on the initial application with his architect and taken note of the requirements. Changes have been made to the application as a result and has now been resubmitted.
Regarding the claim that a hedge separating the properties would need to be removed, JF stated that this was not the case and the architect also confirmed it did not need to be removed.
JF also stated that the driveway access had been amended to create one single access point.
JF addressed claims that the bungalow was in good condition stating that it is a 1970's bungalow and the concrete path was sinking requiring extensive work to the bungalow to rectify this. The house is not eco-friendly and not insulated.
JF stated that regarding the character buildings being demolished, the bungalow in question was a 1970's bungalow and the artist's impression of the new houses would be much more in keeping. Whereas there is demand for the older and less mobile population the current bungalow is on a large plot and the garden is too big to maintain, and the property too far from the village centre. One of the properties has been designed to allow wheelchair access.

CT questioned why two houses were being proposed rather than one. JF replied stating that the size of the plot lent itself to allowing two properties to be built. JF also stated that he was initially thinking of moving in to one of the properties.

Joanna Van de Pol, raised her objections regarding the Lansdowne development stating they continue to object the application. "It is still overdevelopment of the site with property 2 within a metre of the boundary and very close to our conservatory. WODC still state that MUW does not need more 4 bedroomed properties (Local Plan). The proposal continues to be totally out of keeping with the general area and the AONB and not similar to properties/gardens along Lyneham and Bruern Roads. There is no need to demolish a sound bungalow - required for the older/less mobile population as well as not being congruent with the sustainability agenda. This could set a precedent for similar developments in all the large gardens on Church/Lyneham and Bruern Roads".

Liz Rendall (LR) provided further comment on the application. LR stated that the plans for the site were closely related to properties in proximity of Lansdowne – many of which had been converted from bungalows to large houses. All houses except one property were situated on smaller plots. It appeared that the majority of nearby houses were family homes, and this application would offer two good sized family homes. LR also cited a quote by the planning inspectorate (not corroborated) that a "2 storey home would be more characterful than the present bungalow).
LR could not find any claim on the WODC website regarding the claim that there was no more demand for further properties to be built in the area.
LR so confirmed that the removal of hedging between neighbouring properties was not correct.
LR stated the current bungalow was not fit for purpose for the aged or disabled habitant. The plot was too large to manage and not suitable. The distance from the centre of the village is also not

suitable and also stated that a precedent for the area had already been set – only two bungalows remain in the vicinity.

8 Proposal to Co-opt PW as a Councillor

GA proposed. PR seconded.
Motion passed.

9 Election of representatives to local council associations and other bodies

This is the current list of reps for the following organisations. Please consider if any organisations should be added.

- *Milton Sports Association - JH*
- *Village Hall Committee – JH*
- *Lady Reade Charity - PR*
- *Welfare Trust - PR*
- *Milton Volunteers – CT*
- *Wild Gardens – JP*
- *Wychwood Library – PW*

All agreed

10 PC sub-committees/groups

10.1 Review of members for sub-committees/groups

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

All agreed

10.2 Review of terms of reference for the sub-committees

- Finance sub-committee
- Planning sub-committe
- NPSG
- S106

All agreed

11 Proposal to confirm Councillors' roles

11.1 Geographical areas of Responsibility

At the moment we do not have a hard copy newsletter and it may not reoccur again but there may be a need for a door to door delivery service.
With the addition of Wildbourne and St Jude's Meadow CT has tried to balance out GARs.

Area 1	**PR**		
Ansell Way (incl Greenlands)	56	Fettiplace	18
Reade Close	11	Sunnyview	3
The Square	8	TOTAL	**96**
Area 2			
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			
Jubilee Lane	43	St Jude's Meadow	62

Upper High Street (above Jubilee Lane)	18	TOTAL	123

All agreed

11.2 Portfolios 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 2020 as follows.

- *Transport - PW*
- *Village Green - JH*
- *Play equipment/hard play area/seating – PR*
- *Village archives - CT/Clerk*
- *General maintenance – All*
- *Parish Council Newsletter – All*
- *Village Website – CT*
- *Allotments – CT/PR*
- *Churchyard/Cemetery – CT*
- *Grass Cutting - PR*
- *Emergency Plan – GA*
- *Village Tree Stock - RB*
- *PC website – Clerk*
- *Wychwood Magazine – All*

All agreed

12. Proposal to accept the Parish Council Standing orders and Financial Regulations

Proposal to accept the PC Standing Orders.
JH proposed. RB seconded. All in favour.
Motion passed.

Proposal to accept the PC Financial Regulations.
PW proposed. PR seconded. All in favour.
Motion passed.

13 Review of PC Inventory and Assets

Inventory approved with the addition of 4 new shovels purchased in December 2021 to be added.

Asset Register approved with the note that this would need to be revisited once the works on the play equipment had been carried out.

14 Review of subscriptions

- *OALC £374*
- *OPFA £53 tbc*
- *CFO £85*
- *SLCC £173*

- *Parish Online £120*

All agreed with the addition of the Parish Website subscription at £130 per year and village website at £100 per year

15 Review of sec 137 expenditure 2020-2021 and budget for 2021-22

Of the £11,600 available for 2020-21 £4415.96 was spent. (£250 paid in year 2021-22) For the year 2021/22, budget is £ 8.41 per elector x 1472 which allows for £12,379.52 total. Suggest list of donations.

Wychwood 1st Scouts	£111.96
Wild Gardens	£500.00
Poppy Appeal	£50.00
Volunteer Link Up	£100.00
Wychwood Day Centre	£250.00
Wychwood 1st Scouts	£204.00
MARC	£3,200.00
	£4,415.96
not including unpaid donation re Wychwood Day Centre	**£4,165.96**

All agreed. PR stated that a donation is made to the Lady Reade charity yearly but has not been made available this year.

PR proposed a donation of £200 to Lady Reade charity.
All in favour.

PW stated the Cotswold Wardens are in need of cement, sand and bolts to complete the work across the boggy path between the two fields near the MM site. CT stated he would contact MM to request a donation from them for a total of £250 to complete the bridge crossing. CT will update with the outcome.

There was agreement that knowledge of S137 available may not be common around the village and whilst there was money available to donate to local causes, it was for the individual / group to come forward to request a donation rather than the PC make initial contact. A review of the process and application process should take place with the appropriate information being made available on the PC website, along with the possible addition of information in the Wychwood magazine.

16 Timetable of meetings for 2021-2022

Dates for Parish Council meetings as follows:
16/06; 21/07; 15/09; 20/10; 17/11; 19/01/22; 16/02; 16/03; 20/04; 04/05 (APM); 18/05(AGM)

The APM for 2021 will not take place this year due to Covid restrictions.

17 Salary Adjustments

Proposal to increase lengthperson salary in line with NLW(retrospective from 1st April 2021)

All in favour

18 S106 Expenditure (GA)

GA stated that he believed the threshold for the next tranche of funds from MM had not been met and he is awaiting confirmation on this. The improvements to the tennis courts have been put on hold until the second tranche of funds is available.

All vendor's must be informed of the upcoming works to the car park area once dates have been confirmed. Vendor's include The Hare, Nutmeg & Thyme and Pitstop. JH to inquire if VH car park can be made available

19 Cemetery (CT)

Transfer of Burial Ground from MARC to PC.

As mentioned, we couldn't proceed with the transfer without knowing a figure for the valuation of the burial ground. Rather than try to distinguish between the 1972 parcel and the 2004 parcel CT worked on the site as a whole.
CT's calculations were 1.2acres for the whole site, corroborated by current OS mapping. Charity Commissioners had agreed a transfer of 1.58 acres in total but as explained today only 1.2a have been used and there is 50-100 years capacity built into it.
Carter Jonas surveyed the site on Monday and this morning (14/05/21) came back with a figure of £15k for the whole plot. They did ask why we hadn't used the Northern end of the burial ground and CT explained that it was too close to the stream and the water table was too high and therefore unusable. Because of this I managed to reduce the figure to £10k.
In discussion with our solicitor, CT enquired with Carter Jonas if there was any difference in valuation if the land was allotment/farm land rather than burial ground with vacant procession. The answer was it would be more as only the unused portion was really the only part of any value.
In discussion with the Commissioners and their solicitor they accepted the £10k figure as fair and could proceed on that. Much other discussion took place as well leading to:-
The next stage:
1 - to create an argument, financial, administrative and social, for the Charity to sell the land and for the PC to buy it. This is to satisfy the Commissioners that they should go ahead with the transfer.
2 - It would also be desirable to carry out a consultation with the villagers. (It's a tick box best ticked!) The gist being to regularise the ownership of the burial ground as belonging to the PC's.
3 - Not to register the land with the Land Registry for the moment, wait till the transfer has taken place. If done now it would have to be changed from MARC land to PC land so might as well wait and register it as PC land when done. This would secure the land as the PC's.

20 Planning (PR/PW)

20.1 APPLICATION NO: 21/01229/FUL

PROPOSAL: Demolition of existing bungalow and erection of two detached dwellings together with associated works.
LOCATION: Lansdowne Bruern Road Milton Under Wychwood
APPLICANT: Mr And Mrs J Fox
REGISTERED: 30th March 2021

Deadline – 4th June 2021

PR stated his views remain the same and advised the MOP's that planning continues to be the most controversial part of the council. PR stated the proposed development was in an AOB, he believed it was overdevelopment of the site and that if this application was approved it would set a precedent.

CT stated the artist impressions looked very attractive but questioned why two properties were being proposed and not one, and had it been one property on the application then CT would support the application wholeheartedly. CT understood the need of the current bungalow to be demolished. CT reminded all present that the decision remained with WODC who are paid to assess and examine applications against regulations and comment.
PW who had been unable to review the drawings prior to the meeting stated his view had been swayed partially by the arguments of the applicant this evening but he would want to examine the drawings. PW confirmed he did not disagree that the current property was in need of possible demolishment.
PR reminded the councillors that the need for demolishment would need to be clarified.

Vote taken.
2 in favour
1 abstained
2 against. With the casting vote, decision to Oppose.

21 Village Green (PR/GA)

25.1 – Update on SWAG request

Dear Councillors

Sustainable Wychwoods Action Group (SWAG) is in the process of planning and organising a Midsummer Festival in Milton (in lieu of the village fete) to take place on the village green on Saturday, the 26th of June from 3pm to 8pm.
As our remit as a group is to encourage and facilitate resilience, sustainability and localism, we are planning the festival around a 'keep it local' theme and have invited various local businesses and services to be represented. As we also want it to be inclusive of all elements of society, we are keeping the cost to attendees at an absolute minimum and, therefore, are providing tea-time refreshments and all entertainments
free of charge, asking only for donations in return.
Any donations we receive will be split between SWAG and the charity Medical Detection Dogs.
We are asking the community (the Co-op and local residents) to provide baked goods and non-alcoholic beverages for the refreshments tent and I'm hoping to get a local builder to erect a stage/dance platform for the band and dance displays. There may be a cost associated with this so I have estimated what I think it might be.
The only other significant cost is for the evening entertainment which we think will be a great boost to village morale after so many dark months of solitude for so many people.
We would be very grateful if the Parish Council could help us to cover the cost of the following:

- *Folk band and local singer/songwriter: £700*
- *Sound engineer: £100*
- *Erecting stage/dance platform £200*

GA seeked clarification on what events were to take place during the day. PR stated that these events should be supported but more information was needed. JH stated that any donation should be made on a 'NO PLAY, NO FEE' basis bearing in mind that covid restrictions could change prior to the event. LJ will make contact with the organiser to get more information on the event. A 'matched funding' was proposed by PW but on the proviso that more information was provided.

Proposal – to provide funding of £500, possibly more, to the event on the proviso that more information is provided. It would be on a 'no play no pay' basis.

Vote – All in favour

Motion carried with the FinCom making the final decision on total funding once information had been received by email.

PR is in contact with Frances Bennett regarding the Artisan Market in July and will update the PC as necessary.

22 Correspondence

None

23 Accounts

27.1 - To approve the May Receipts & Payments

MAY PAYMENTS

Lengthperson salary	Margaret Ricketts	296.09 estimate
Clerk Salary	Lara Jacques	402.32
Clerk Overtime -	Lara Jacques	25hrs – 294
Subscription	Community First Oxfordshire	85.00
Bin Bags	Alfred Groves	3.51
Bin Bags	Alfred Groves	3.51
Printer Ink	Lara Jacques	29.01
Mccaffee Antivirus	Clerk Computer	107.99
The Clerks Manual – SLCC	Lara Jacques	£52.30
Good Councillors Guide x3	Lara Jacques	£15.60

MAY RECEIPTS

Nutmeg & Thyme	Emily Weir	40.00
		40.00

23.2

Bank reconciliation

Bank reconciliation as at 30 April

Opening Cash Book		8,449.10	
Add Receipts		25,090.00	
Less Payments		683.16	
Closing Cash Book		**32,855.94**	
Balance as per statement			
Current Account		**32,855.94**	
Deposit Account		34,253.29	
Money market			0.03
	Chq Nos		
Less: uncleared cheques	n/a		
Adjusted bank balance		**32,855.94**	
Difference		-	

24 Public session for non-agenda items

JVDP queried whether stallholders were required to have PLI. CT stated that all event organisers must hold PLI but it was down to the stall holders to provide their own insurance and carry out roles at their own risk.

JDVP stated that she was still unable to access Minutes and Agendas on the website. LJ confirmed that the information was on the website and as it has been updated recently , she was advised to clear her browsing history to ensure she is looking at the most up to date page.

LR queried how villagers can apply for allotments. CT and PR confirmed both sides were full and there was currently a waiting list but any applicants should make contact with CT or PR to apply.

25 AOB

GA stated that owing to restrictions easing in June, the covid response team could stand down. JP asked to draft a letter from PC, to send to all volunteers, to thank them for their support.

PW stated that regarding the Neighbourhood Plan, this was currently with Stephen of CGO and the team are awaiting contact – with the hope of having an update for the June meeting.

CT informed the Council that to allow the transfer of payroll administration to Carole Arnold, Margaret Ricketts would need to be removed as administrator. All in favour

The WI have requested a spot to plant a tree following the successful bake sale recently. PW suggested the Woodland Walk. All in favour - CT will update the WI.

Meeting closed 2115 hours.