Milton-under-Wychwood Parish Council Annual General Meeting

Minutes of the Zoom meeting held on Wednesday 20th May 2020 at 7.30pm

Present:
Cllrs Allcock (GA), Boulton (NB), DCllr Haine (JH), Vice-Chair Pratt (JP), Cllrs Rawlins (PR), Chairman Trotman (CT), Cllr Ward (PW). County Councillor L.Leffman (LL).

Parish Clerk: Mrs J. Miller. .

1. Apologies for absence
None.

2. Declaration of Interests
JH-Planning; JP- Wild Garden.

3. Election of Chairman and election of Vice-Chairman
CT was nominated to act as Chairman; Vote taken; all in favour, motion carried.
JP was nominated as Vice-Chairman; Vote taken; all in favour, motion carried.

4. Proposal to approve the minutes of the April meeting
It was proposed to approve the minutes of the April meeting. Vote taken; all in favour, motion carried.

5. Matters arising from the April meeting
None.

6. Public session for all items related to this Agenda
None.

7. Election of representatives to local councils' associations and other bodies
It was proposed to retain the existing list of representatives for the following organisations. MARC rep was added. Vote taken; all in favour, motion carried.
Milton Sports Association - JH
Village Hall Committee – JH
Lady Reade Charity - PR
Welfare Trust - PR
Milton Volunteers – CT
Wild Gardens – JP
Wychwood Library – PW
MARC - CT

8. PC sub-committees/groups

8.1 Review of members for sub-committees/groups
It was proposed to retain the existing list of representatives to the following committees. Vote taken; all in favour. Motion carried.
Finance sub-committee – JP, CT, GA
Planning Advisory Group – PW and PR
NPSG – PW and JP (plus MuW residents)
Sec 106 – GA, PR, CT

8.2 Review of terms of reference for the sub-committees
It was proposed to approve the existing terms of reference the PC sub-committees (Finance sub-committee,
Planning Advisory Group, NPSG, Sec 106). Vote taken; all in favour. Motion carried.

9. Proposal to confirm Councillors' roles

9.1 Geographical areas of responsibility

It was proposed to assign the following areas to Councillors for the purpose of having a point of contact for the public, monitoring general maintenance and delivery of the quarterly PC newsletter:
Ansell Way, Fettiplace, Reade Close, Sunnyview, The Square – PR
Elm Grove, St Jude's Meadow, Wildbourne, Wychwood Drive, Wychwood Close – NB (tbc)
Bruern Road, Lyneham Road, Church Road, The Heath, Church Meadow, Brookfield Close – JP
Shipton Road, Pear Tree Close, Green Lane – CT
Jubilee Lane, Upper Milton, High Lodge Farm, Quarry Hill, Crows Castle, The Paddocks – PW
Frog Lane, Forrest Close, The Sands, Woodlands Close – GA
High Street, Poplar Farm Close, The Terrace – JH

9.2 Tasks/individual roles of Councillors

It was proposed to assign Councillors the following portfolios 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.
Transport - PW
Village Green - JH
Play equipment/hard play area/seating – PR
Village archives - CT
General maintenance – All
Parish Council Newsletter – CT/NB
Village Website – CT
Allotments – CT/PR
Churchyard/Cemetery – CT
Grass Cutting - PR
Emergency Plan – JP/GA
Village Tree Stock - CT
PC website – Clerk
Wychwood Magazine – GA

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

It was proposed to approve the amended Standing Orders. Vote taken; all in favour. Motion carried. It was proposed to approve the Financial Regs. Vote taken; all in favour. Motion carried .

11. Review of inventory of PC land and other assets

It was proposed to approve the amended inventory and the revised asset register. Discussion surrounding proxy value versus insurance value. Vote taken; all in favour. Motion carried .

12. Review of subscriptions

It was proposed to approve payment of the following subscriptions. Vote taken; all in favour, motion carried.
OALC £357.86, OPFA £53, CFO £70, SLCC £90, Parish Online £120

13. Review of sec 137 expenditure 2019-20 and budget for 2020-21

Of £11,311 available in 2019-20, £9,248 was spent. For the year 2020-21, budget is £8.42 per elector which allows for £11,600 total. JP encouraged the PC to ensure all the sec 137 is spent in 2020-21. It was proposed to add to the draft list of donations a sum of £150 to the Community Orchard. Vote taken; majority in favour. Motion carried. A draft list of donations will be further considered in coming months.

14. Timetable of meetings for 2020-2021

Dates for Parish Council meetings were agreed as follows:
2020: 17th June, 15th July, Recess in August, 16th Sept, 21st Oct, 18th Nov, Recess in December.

2021: 20th Jan, 17th Feb, 17th March, 21st April, APM 5th May, AGM 19th May.
At this stage the PC is unable to list a date for the APM.

15. Neighbourhood Plan update (JP/PW)

JP attributed great work to Rachel Riach who has recently left CFO. Tom McCulloch will resume full responsibility for guiding the MUW NP project.
PW described ongoing dialogue with landowners and Wychwood Project for the potential to enable the PC to pursue Designation of Green Space over contiguous meadows/wetlands between The Sands, Frog Lane and 'Dog Kennel Lane'. A letter has been drafted to the owner of the land addressing this matter. It was proposed to approve the letter. Clerk to draw up final draft and circulate to all Councillors prior to sending. PW has been in contact with MacTaggart & Mickel regarding the green spaces in St Jude's Meadow.

16. Emergency Plan: PC response to Covid and experience to date

JP outlined the PC response which began with delivery of a professionally printed folded A3 Flyer offering support to self-isolating households; the same flyers were also given to and used by the smaller parishes of Fifield and Bruern; contact details made available to households includes a pastoral team (first point of contact) of two priests and one voluntary professionally trained councillor posted on the flyer; direct support is offered by volunteers to requesting households in Milton (shopping and collection of medication) who have been equipped with disposable virus-proof plastic gloves and Hi-Viz Emergency vests. JP reported that good neighbourliness seems to have prevailed to fulfil individual needs. Requests for direct support from the volunteers have been light and mostly for collection of prescriptions from the Surgery. There are five briefed direct support volunteers in reserve. The PC Response service is registered with the OCC 'Oxfordshire All-in' initiative.
JP emphasised importance of reporting up the chain in response to WODC concern for a member of the parish who had contacted the Community hub directly. Clerk to ensure this happens.

17. Discussion of how to proceed following Charity legal advice (CT)

Legal advice received is that the PC needs to ensure that the Charity Commission should formally assign the Cemetery to the PC as the registered owner. The solicitor suggested that in order for this to happen the PC would need to cover the cost of the land to ensure the Charity is not losing any of its assets.
CT suggested that the PC should find out what the financial implications are if the PC should purchase the land (whether this is at cost value at the time the land was loosely transferred to the PC or with the addition of inflation due to the passing of time)?; whether it would make any difference in practical terms if the PC do nothing?; whether there was any exchange of money (otherwise unidentified in the PC records) at the time of the transfer? CT proposed to approach the solicitor and the Charity Commission to resolve these queries accepting the cost involved. Proposal to proceed with these enquiries. Vote taken; majority in favour, motion carried.

18. Salary adjustments

18.1 Proposal to increase Lengthperson's salary in line with National Living wage

It was proposed to increase the Lengthperson salary in line with the National Living wage to £8.82/hr from 01/04/20. Vote taken; all in favour, motion carried.

18.2 Proposal to increase Clerk home working allowance in line with NALC guidance

It was proposed to increase the Clerk's work from home allowance to £6 per week (£26/month) in line with government guidance. Vote taken; all in favour, motion carried.

19. Planning applications (PW)

19.1 20/01071/FUL Erection of single storey dwelling with associated works, Milton service Station

No objection

20. Correspondence

PR informed the PC that 4 letters have been received requesting that the matter of the grass cuttings in the Cemetery be addressed. PR has spoken to the grass cutter about disposing of the cuttings as per his contract and so this will be reviewed following the next cut. CT suggested that the patch of grass at 1 High Street be added to the grass cutting schedule. All were in favour.
JP noted the passing of Gordon Gillett who was a valued member of the Wild Gardens Committee.

21 . Village Green

Hedge between Shipton Road and play area: PR suggested planting hedging in front of the new fence at 1 Pear Tree Close to continue hedging line. It was suggested that this should be done in early Autumn.
LL left the meeting.

21.1 Consideration of tennis court use

It was agreed to keep the facility closed for a further 2 weeks and this will be reviewed thereafter.

22. Accounts

22.1 To approve the May payments, April receipts and bank reconciliation at 30/04/20 and to sign cheques

It was proposed to approve the May payments, April receipts and bank reconciliation.
Total bank balance at 30/04/2020: **£132,610.35**

April Receipts	
Precept ½	24,479.00
WODC grant ½	521.00
Money Market interest	81.18
Pizza van rent Nov-March (reduced fee)	100.00
TOTAL	**£25,181.18**
May Payments	
Clerk Basic Salary (30.5 hrs+bank hol 1.5hrs)	455.87
+26 hrs home allowance (tbc)	
Church Wall	58,882.42
RM Architects	1,567.08
CWS Village Green weed spray	384.00
Lengthperson salary	160.56
Laptop repair/investigation work	50.00
Grasscutting	1,400.00
Employer Pension contribution	24.27
Employee Pension contribution	40.45
Internal audit	342.00
TOTAL	**£ 63,306.65**

22.2 Proposal to approve the Annual statement 2019-20

It was proposed to approve the Annual Statement 2019-20. JP highlighted that the presentation of the VAT Receipts and Payments may be slightly misleading since the VAT received is attributable to the VAT refund of 2018-19 payments. Vote taken; all in favour, motion carried.
Internal Audit: The Clerk is having trouble contacting the contracted internal auditor and so has been instructed to contact him by post and email with a deadline by which we will withdraw from the contract and appoint a new auditor who has offered a competitive quote in order to submit the AGAR on schedule.

23. Public session for non-Agenda items

None.

24. AOB.

Chair/Vice-Chair successors: JP thanked the PC for electing him as Vice-Chair and asked the PC bear in mind that if anyone would like to take on the role of Vice-Chair at the next election with a view to succeeding CT in 2025 as Chair, then he would be happy to step down. CT thanked the PC for voting him as Chair and looks forward to another year in the role.

CT closed the meeting at 9.31pm.