Milton-under-Wychwood Parish Council

Minutes of a meeting of the Parish Council held at 7.30pm on Wednesday 17th June 2026

at Milton-under-Wychwood Village Hall

Present: Cllr Graham Smith, Chair
Cllr Alan Allday
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

4 members of the public

26/104 Apologies for Absence: Apologies had been received from Chris Trotman, RFO.

26/105 Declaration of Interests: None.

26/106 Minutes of the Parish Council meeting held on 20th May 2026: Cllr Pratt proposed to approve the minutes, Cllr Haine seconded the proposal. All were in favour.

26/107 Matters arising from the meeting of 20th May 2026: None.

26/108 Public session for all items related to this Agenda: None.

26/109 To receive the following reports:

1. **District Councillor Adam Clements report –** not present.
2. **County Councillor Liz Leffman's report**
    - Liz Leffman has stepped down from being the Leader of OCC and is now the Cabinet member for Highways and at WODC has responsibility for Planning.
    - OCC have agreed a policy for Quiet Lanes. The PC is invited by OCC to nominate suitable roads in MUW as Quiet Lanes.
    - OCC now have a framework agreement for tree work in the County. If the PC requires any tree work there could be a significant benefit from using the agreement. Cllr Leffman provided a contact at OCC for the PC to explore this further
    - OCC have grant funding for electric car charging points in the County
    - OCC has filled 27,000 pot holes in the County, with 4,000 pot holes remaining to be filled by the end of June. Cllr Haine reported on 'Fix My Street' a loose kerbstone and an incident which had occurred due to the problem. To date the kerbstone was still loose. Cllr Leffman agreed to follow this up.

26/110 Planning applications

1. Ref: 26/01359/FUL Hairdressers, Far End, 91 High Street, MUW - change of use from a small-scale, single-chair hairdressing studio (use Class E), reverting it back to ancillary living accommodation associated with the main dwelling.
   Recommendation: No objection; all in favour.
2. Ref: 26/00965/HHD 27 The Sands, MUW - Erection of a first-floor rear extension and a single storey front porch extension with associated works.
   Recommendation: No objection; all in favour

3. Ref: - 26/01377/HHD 89 High Street - Erection of a single and two storey rear extension, erection of a garage extension and partial conversion to living space, with a single storey side link extension, and associated works
   Recommendation: No objection; all in favour

26/111 Finance

1. **RFO report-** Cllr Rawlins proposed to approve the RFO report for May. Cllr Haine seconded the proposal. All in favour
2. **May summary –** Cllr Pratt proposed to approve the May summary. Cllr Haine seconded the proposal. All in favour.
3. The Council received and approved the notes of the FinCom meeting held on 9 June 2026 with one amendment to page 2, item 10 (b) third line to read, 'location to be considered for permanent placement.'
4. **Section 137 grant applications –** none received.
5. The PC unanimously approved the immediate payments required for the following all Direct Debits: HMRC payments, HSBC payments, CAA Accounting and Staff Salaries.
6. The PC received and unanimously approved the revised 2026 Asset Register.

26/112 End of Year Accounts & Annual Governance & Accountability Return for 2025/26:

1. To receive and note the Annual Internal Audit Report. In the absence of the RFO who was indisposed this will be dealt with at an Extraordinary PC meeting.
2. Section 1 – Annual Governance Statement 2024/25. – as per item 1 above.
3. Section 2 – Accounting Statements 2024/25. – as per item 1 above.
4. Notice of Public Rights: To approve dates for inspection of the accounts – as per item 1 above.

26/113 The Annual Parish Meeting (APM)– The Chairman reported on the meeting – Some 50 people attended the APM and heard Adam Clements summarise the key points of the latest draft of the 2043 Local Plan. They then heard Paul Franklin-Slattery describe the progress in setting up the community allotment and finally Alan Allday did a five-minute promotion for the upcoming village fete.

The Chairman thanked Adam for his presentation and thanked Alan and Pat Allday for putting on an excellent spread of food for the event. Cllr Smith to forward a copy of Adam's slides to the Clerk to send to MOP who have requested them.

26/114 Village green

1. Football pitch improvement update - Our Oxfordshire FA representative confirmed that the Pitch Power report has now been completed and submitted so the PC await feedback on next steps.
2. Car park re-surfacing – To receive an update on gate restoration – three firms have been to view the gates. They have all promised quotes prior to the PC meeting. As at 14/06 one quote had been received indicating that the cost may well be slightly below £1,000 ex VAT. Cllr Smith will circulate the quotes for information with a recommendation as to the preferred supplier.

   Cllr Haine asked about the photo Cllr Rawlins had provided of 'puddling' on the newly laid tarmac. Cllr Smith confirmed that he had emailed ODS asking them to investigate.
3. Play equipment – update on maintenance activity – PR and GS reviewed the play equipment recently and agreed to ask a window cleaner with a van with suitable equipment to quote to clean as much of the equipment as is feasible. A quote has been received for £295. The PC unanimously approved the quotation and agreed for the work to go ahead.
   Cllr Smith agreed to have a word with Glynn Allcock to see if he can help cut up the old tennis net metalwork and then arrangement to remove the net could take place.

Cllr Haine asked about the required repair work highlighted in the most recent safety check. PR advised that he will effect an immediate repair to the trim trail walkway but will also contact Playdale for an estimate of a full repair and to replace missing caps on some fixings.
The Council agreed to carry out weed spraying around the wet pour paths at the recreation area.

4. Urgent Tree work requested of Muddy Spades – At the last meeting we agreed that PR should ask Muddy Spades to remove the willow tree branch overhanging some of the play equipment. Cllr Rawlins confirmed that he had asked Muddy Spades to cut the overhanging branch and would follow this up with them.

26/115 Tree surgery quotes for priorities identified in the tree survey – Cllr Blackman confirmed that two tree quotations had been received to date. One more quotation is awaited.

26/116 Biodiversity plan

1. Proposal to construct a leaky dam – update on grant application – as mentioned at the last meeting PW and GS have been discussing with Philip Watson of Calais Cottage installing a leaky dam on Simmond's Brook to help alleviate flooding downstream on Shipton Road by the garage, and to create a wetland area between Calais Field and Sarah's Meadow. GS applied for a grant from OCC and has been advised that our project is on their list of projects they want to support. We are awaiting further contact to find out what sort of grant we might receive.
2. Placing of signs – update – two information signs have been installed in Sarah's Meadow by GS, PW and Glynn Allcock. Grateful thanks to Glynn for giving his time free of charge to help construct the sign and instal it. The signs have a schematic map of the area, photos of flora and fauna seen in Sarah's Meadow and a QR code which takes them to a copy of the Management Plan produced by Wild Oxfordshire.

26/117 TVP grant for a speed indicator and monitoring device – proposed approach to use of a speed indicator and data collection device. Cllr Allday has provided an action plan and also obtained quotes from three potential suppliers. The cost will be covered by a grant received come from the TVP proceeds of crime fund. The quotes from the three suppliers will be circulated with a recommendation as to the preferred supplier.

26/118 Footpath improvement in Frog Lane – update – OCC Highways have confirmed that they will fund the work needed to replace the existing grass verges to the western end of Frog Lane (from the corner with the Sands) with a proper footpath for about 50 metres until opposite the existing footpath on the other side of the road. That will provide a safer area for pedestrians who currently either have to walk in the road or on the grass verge (which is uneven and can be muddy and slippery particularly in Winter)

26/119 Advertisement for the Clerk role – An advertisement has been placed with OALC on their website with a deadline of 22 June. That date will be extended if necessary

26/120 Openreach broadband activity – Openreach has been installing wooden poles in Shipton and Milton to enable them to provide fibre broadband services. A Milton resident wrote to the PC requesting that we object. They were advised to object directly to Openreach themselves using a web form for that purpose on the Openreach site. Cllr Smith recommended the PC should not make a blanket objection against all such posts being installed because some residents may well want to receive the service offered by Openreach. The PC unanimously agreed with Cllr Smith's recommendation.

26/121 Public session for non-Agenda items – A resident expressed thanks to those volunteers who helped with the recent pond dipping analysis.

26/122 Items to Note

- Speed indicator devise – James Wright at OCC is to be asked permission for installation of the device on existing posts.
- Rats at allotment site – it had been reported that there were rats at the allotment site and bait had been put down.
- OALC Community Award – An email had been received that the PC had been put forward for a Community Award with OALC and a PC representative had been asked to attend the event.
- Village Green Charity – Cllr Smith updated the Council that he was working with the Chairman of Shipton-under-Wychwood PC to draft a further response to the Charity Commission with a request to close the Village Green Charity. There was unanimous support for that action.

26/123 Date of Next Meeting: 15 July 2026

The meeting closed at 8.20pm.