Milton-under-Wychwood Parish Council Meeting
Wednesday 17th July 2019 at 7.30pm in the Village Hall

Present:
Cllr Allcock (GA), DCllr Haine (JH), Cllrs Pratt (JP), Rawlins (PR), Chairman Trotman (CT), Young (PY), Ward (PW). Parish Clerk: Mrs J. Miller. 6 members of the public.

1. Apologies for absence:
LL.

2. Declaration of Interests
JH declared an interest in Planning items. JP declared an interest in the Wild Gardens.

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

4. Matters arising from the June meeting
Fettiplace pavement: Cottsway have been informed.
All-weather pitch opening: PY and JP attended the opening at the Primary School.
DMMO Footpath response: JP thanked the Clerk for writing to WODC.

5. Public session for all items related to this Agenda
None**.**

6. To receive the following reports:

6.1 Chairman's Report (CT)
Fete: The PC were thanked for their support with the fete.
Reports of crime: Chairman urged anyone who is aware of details of criminal activity in the village, to report anonymously to the Police.
Tree survey: Quotes are being sought for safety surveys of the high-risk trees in the Churchyard and on the Village Green.
Lancut Path: OCC did not approve of the Lancut path stile adjustments which were to be carried out by the Volunteers. Cotswold Voluntary Wardens have offered to install a kissing gate as alternative but this would be expensive. CT has suggested making small alterations to allow dog access which will not affect the structural integrity.

6.2 District Councilllor's Report (JH)
Modular homes: JH and other District Council officers will be meeting with a modular homes manufacturing company which might not be suitable for AONB areas but might be suitable for commercial centres such as Witney or Chipping Norton and offer more affordable options for people on low incomes.

6.3 County Councillor's Report (LL)
LL was unable to attend the meeting.

7. Fuel Allotments Charity (CT)

7.1 Proposal to re-establish the historic role of PC as sole trustees of the Fuel Allotments Charity
CT summarised the history of the Charity. CT proposed that the PC remain as Trustees of the Charity. Re-

establishing this Charity as the governing documents outline, mean that the receipts and payments resulting from both the Allotments and Cemetery are to be held in a separate bank account and income accrued must be used for specific and limited purposes, as defined by the governing documents which CT proposes to amend below. CT explained that we are legally bound to change the administration of the Charity since it has been identified that the PC is the sole trustee of the Charity. Vote taken; all in favour. Motion carried. JP suggested that the Charity proceeds with advertising for a tender for field rental. This will be prepared following the summer recess in September.

7.2 Proposal to amend the Governing documents for the Fuel Allotments Charity

CT proposed that the following changes should be made to the wording of the governing documents "Subject to the payments aforesaid, the Trustees shall apply the clear yearly income of the Charity for the benefit of any recreation for the inhabitants of the Parish of Milton under Wychwood and for the maintenance of any open spaces held by the Parish as the Trustees see fit."

Secondly, regarding meetings, "when the trustees see fit, trustee meetings will be held following on from a Parish Council meeting, not less than four times per year and 3 clear days notice should be given of such a meeting on the Parish Council Notice board and on the Parish Council website. General meetings for all concerned will be held at least once a year with two clear weeks notice."
Vote taken; all in favour. Motion carried.

7.3 Proposal to rename the Charity

CT proposed that the Charity be renamed to the Milton Allotment and Recreation Charity (MARC). Vote taken; all in favour. Motion carried.

7.4 Proposal to open a new business account for the Charity

CT proposed to open an account in the name of the Charity. Vote taken; all in favour. Motion carried.

8. Sec 106 bids update (GA)

GA reported that there have been very limited numbers making formal bids for a particular idea, a number of village-based groups bidding for funds and several individuals have made a range of good suggestions but not submitted formal bids. GA has replied to all those who have made suggestions and some have completed formal bidding forms. GA suggested that the PC need to agree how and when to start considering and costing individual suggestions as well as considering the large bids. The sub-committee will review the bids/ideas during August and report to the PC in September.

9. To consider tenders for Church Wall project manager (CT)

Two specialist firms have been approached to provide project management of the Church Wall project and quotes have been received and circulated to Councillors. JP pointed out that the PC has positive experience with one of the architects. It was proposed that RMA be appointed to lead the project. Vote taken; all in favour. Motion carried. Clerk to contact the tenderers.

10. Proposal to move one of the existing dog waste bins to an alternative location (PW)

PW has responded to suggestions from neighbours and dog walkers from the area between Jubilee Lane, The Sands, Ansell Way and Frog Lane who feel there is a need for a dog waste bin at the junction of The Sands/Frog Lane. A new bin and installation costs around £200 and weekly collections cost £2.82+VAT. PW proposed that a new bin be installed on Stone Lane just past The Homestead. Some of the existing bins on the Village Green need new handles on the lids. PR to inform Clerk which bins need to be repaired. Vote taken; all in favour. Motion carried.

11. Proposal to accept and distribute the updated Emergency Plan (JP)

JP proposed that the updated Emergency Plan be accepted and distributed. Data Protection legislation has been adhered to. Any covering letter attached to the Plan should ask for the Clerk to be informed of any data changes. Vote taken; all in favour. Motion carried. Clerk to distribute hard copies to key people.

12. Planning (PY)

The following applications were discussed and voted on. Please refer to www.westoxon.gov.uk/planning for further details.

12.1 19/01986/HHD **12 High St.** *Formation of habitable rooms in the roof space with side facing dormer.*
The car park only of the adjacent house is affected. The distance to the next house affected is 20m away. **No objection.**

12.2 19/01635/HHD **Stonecroft, Frog Lane.** *Proposed rear Orangery extension.* Respond by 17th July**. No objection.**

12.3 19/01545/HHD **Fuschia Cottage, 51 High St**. *Works to drop kerb t create new vehicular access.* Respond by 11th July 2019. **No objection.** PY noted that the change of use of the front garden to a parking place changes the nature and overall appearance of the village.

13. Correspondence

Library Friends meeting: CT suggested that a member of the PC should represent the PC at Library meetings.

14. Village Green

Vandalism/Arson attack: Damage to the tennis court and the MSA occurred following the village fete. CCTV has been installed at the MSA. There was also a suspected arson attack on a van on the Groves estate. JH suggests the PC seek a quote for repair/replacement of the tennis court and make enquiries of insurance company.
Fair: Last weekend in July/beginning of August.
Trees: PR reported that the trees have been trimmed.
Damaged seat on Shipton Road: Seating has been repaired.
Vandalised bins: PR requested that the uprooted bins be concreted back in as an emergency measure. PR to ask Robin Perry to do so.

15. Discretionary donations

15.1 Proposal to make a donation to the Wild Gardens

CT proposed that £500 be donated to the Wild Gardens as approved in budget discussions. Vote taken; all in favour. Motion carried.

15.2 Proposal to accept an annual increase in Library staffing contributions from Oct 19

Staffing contributions total £4,383 per annum. Library Friends group requests an increase by £220 per annum from Oct 19. Vote taken; all in favour. Motion carried.

16. Accounts

16.1 To approve the June receipts, June bank reconciliation and July payments

Receipts, payments and bank reconciliation were checked. Vote taken to accept; all in favour. Motion carried. **Bank balance at 30th June 2019: £116,917.99**

June Receipts	
Pound Parking	162.50
Cemetery-memorial stone	75.00
Interest	28.57
TOTAL	**£266.07**
June Payments	
Photocopying	13.70
NP pop up exhibition/banner for fete	80.38
Lengthperson materials	7.02
Lancut path fence rail	5.10
Grit bin Weed killer	28.99
June Grass cutting	1,505.50
Clerk salary	376.53
Lengthperson salary & holiday pay	269.07
Employer pension contributions	24.27
Employee pension contributions	40.45
Donation to Wild Gardens	500.00
TOTAL	**£2,854.05**

16.2 To sign June bank statements (CT)

CT signed the bank statements.

16.3 To accept the revised budget with amendments due to Fuel Allotments Charity status (JP)

Updated budget was circulated to reflect required adjustment following decision to separate the Cemetery and Allotment receipts and payments from that of the PC accounts. JP proposed to accept the budget. Vote taken; all in favour. Motion carried.

16.4 To approve the accounting statements for the first quarter

It was proposed to accept the accounting statements with no changes to format until ARC bank account has been opened. Vote taken; all in favour. Motion carried.

17. Public session for non-Agenda items

Tap by the Church: Report that it drips continuously. The Volunteers will deal with this.
Ragwort in Allotment field: Report of infestation.

18. AOB.

OCC bridleway off Lyneham Road: Tree on border of field and bridleway has split in two and is dangerous.

Elm Grove: 2 large trees were reported to be leaning over in green space and need to be thinned out. GA offered to remove them and will take a look at the bridleway tree. The fence line needs repair but is Groves responsibility.
Armistice centenary oak tree: PW proposed to plant the tree at the start of the Woodland walk in Autumn.
Cemetery grass cuttings: Request for the grass cutter to cut around gravestones without leaving cuttings over grave/memorial stones. PR to make contact with Kevin Grant.
Link path from St Jude's Meadow to Wildbourne (The Sands field): PW suggested that the PC consider abandoning the DMMO footpath in favour of linking the footpath from St Jude's Meadow with The Sands field development. PW will make initial enquiries before making any further proposals.
Cloud storage for NPSG photos: Clerk to open a free cloud storage facility which is accessible to all members of the NPSG.

CT closed the meeting at 9.30pm.