**Milton-under-Wychwood Parish Council Meeting**
**Minutes of the meeting held on Wednesday 18th March 2020 at 7.30pm in the Village Hall**

**Present:**
Cllrs Allcock (GA), DCllr Haine (JH), Vice-Chair Pratt (JP), Cllrs Rawlins (PR), Chairman Trotman (CT). County Councillor L.Leffman (LL). Parish Clerk: Mrs J. Miller. No members of the public.

**1. Apologies for absence**
PY; NB.

**2. Declaration of Interests**
JH declared an interest in Planning items and matters relating to the Village Hall.

**3. Proposal to approve the minutes of the February meeting.**
It was proposed to approve the minutes of the February meeting. Vote taken; all in favour, motion carried. CT signed the minutes.

**4. Matters arising from the February meeting**
*Tennis court:* Repair has been carried out for a second time and is much improved on the first repair.
*Wild Oxfordshire workshop:* This has been cancelled and the PC has been refunded.

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

**6. To receive the following reports:**
**6.1 Chairman's Report (CT)**
*Church wall:* CT reported that the work is on target and should result in a more stable wall than the original. As the mortar dries, the finish will improve.
**6.2 District Councillor's Report (JH)**
JH reported that all meetings have been cancelled and the Council is coming to a standstill.
**6.3 County Councillor's Report (LL)**
LL reported that the County Council business has slowed and concern is primarily for the vulnerable and adult social care in particular. The Fire service is a huge concern since they must continue to operate but are vulnerable to COVID-19 exposure risk.
PW reported deterioration of grass verge at the entrance to the new Spitfire site. PW to send photos of the problem area.

**7. Consideration of the Tree Safety Survey (CT)**
CT proposed to go ahead with the trees listed as High priority as soon as we have a quote at £500 or under. Any higher and PC will seek further quotes. Vote taken; all in favour, motion carried.

**8. Proposal to accept PC Risk Register (CT/JP)**
CT proposed to accept the Risk Register. GA offered to review the Risk Register for 2020-21. Vote taken; all in favour, motion carried.

**9. Neighbourhood Plan update (JP/PW/PY)**
**9.1 NPSG financial progress report with summary of activities funded and planned**
JP reported that the draft plan has been submitted to WODC for comment before final process of public

consultation.

**9.2 CFO billing for 2019/20 £2000+VAT for settlement (JP)**

JP requested approval for recent CFO payment, Vote taken; all in favour. Motion carried.

**9.3 Summary of discussions for creation of designated local green spaces (PW)**

Eco area and Manor Farm ponds area have been approved and formally designated as green spaces. MacTaggart & Mickel has been asked to include the triangles at the corners of the St Jude Meadow site. PW has requested that the 'eco-triangle' be transferred to the Wychwood Project to ensure its upkeep and protection but this is still to be decided. NPSG has also requested reinstatement of footpath to lead over the stream towards Manor Ponds. NPSG waiting to hear from the Watsons about the lower half of The Sands field.

**10. Proposal to fill in the gaps between existing hedging along the boundary of Elm Grove and Groves Yard (CT)**

CT proposed to fill the gaps with around 50 bare root hedging plants since it is unclear when Groves will replace the hedging. Vote taken; all in favour, motion carried.

**11. Proposal to review the Cemetery rules, regulation and fees (CT)**

CT proposed to accept the proposed revised rules and fees. There will be no charge for burial of under 18s but exclusive right to a plot will be the same price (£300) irrespective of the age of the first burial. Vote taken; all in favour. Motion carried.

**12. Planning (PW)**

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

**12.1 20/00661/HHD Clayden, Church Road.**

Erection if single storey rear extension. **No objection**.

**13. Proposal to provide an additional disabled parking space in Wychwood Close (PW)**

No concerns.

**14. Proposal to amend Standing Orders to allow for the Emergency Committee (CT)**

It was proposed to accept the amendment to the Standing Orders to permit the Emergency Committee and worded as follows:

*"The council may resolve to appoint an Emergency Committee to ensure that council business continues in extremis when a council cannot hold meetings because they are forbidden to do so or because external circumstances cause the council to be inquorate. The Committee is sanctioned to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable."*

The Committee will consist of 3 Councillors (ideally Chairman/Vice) plus Clerk and will be quorate when 3 of the Council are present. It was proposed that a meeting place would be decided at the relevant time, government advice pending. The Committee would meet to ensure Parish Council business that is essential and necessary could be carried out and would have authority to make decisions on regular council business and financial transactions only. The Committee will meet in person unless advised otherwise by law. Vote taken; all in favour, motion carried.

**15. Correspondence**

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There were no comments.

**16. Village Green(PR)**

PR reported that the Green is being heavily used by dog walkers due to the wet fields resulting in overflowing dog waste bins. The bins are emptied on a regular basis by WODC.

The car park refurbishment is a major project and will be postponed in favour of a temporary remedy.

**16.1 Play equipment repairs**

It was reported that the repair work advised by Playdale would be carried out and other repair work will be carried out when the weather improves.

**17. Discretionary Donations**

**17.1 Proposal to approve a donation to the Wychwood Day Centre**

It was proposed to approve a payment of £500 as per sec 137 budget. Vote taken; all in favour, motion carried.

**17.2 Proposal to approve a donation to the charity Clean Slate**

It was proposed to approve a payment of £200. Vote taken; all in favour, motion carried.

**17.3 Proposal to approve a donation to the Sustainable Wychwoods Action Group**

The PC appreciate the sentiments of the group but had reservations about donating the sum requested. It was proposed to approve a payment of £100. Vote taken; all in favour, motion carried.

**18. Accounts (JP/GA/CT)**

**18.1 To approve the January receipts, January bank reconciliation and February payments**

The bank balance as of 29th February was **£118,246.48**

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|---|---|
| **February Receipts** | |
| Cemetery burial | 220.00 |
| Chip van rent | 75.00 |
| **TOTAL** | **£295.00** |
| **March Payments** | |
| Line marker for cemetery | 6.26 |
| CFO Pre-submission plan support | 2,400.00 |
| Play equipment repairs | 2,138.02 |
| Village Green repairs | 1,872.06 |
| Employer pension contributions | 24.27 |
| Employee pension contributions | 40.45 |
| Clerk salary | 382.03 |
| Lengthperson salary | 263.46 |
| Wychwoods Day Centre donation | 500.00 |

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| Clean Slate donation | 200.00 |
| Dog poo bags | 69.65 |
| Sustainable Wychwoods Action Group donation | 100.00 |
| Covid-19 printing | 720.00 |
| Covid-19 volunteer provisions | 209.39 |
| Tennis Court repair | 1194.00 |
| Church wall surveyor final bill | 360.00 |
| NPSG stationery miscellaneous 2019/20 | 145.56 |
| **TOTAL** | **£10,625.15** |

**18.2 To sign February bank statements (CT)**

CT signed the bank statements.
JP pointed out that the sec 137 budget has not been fully spent.

**19. Public session for non-Agenda items**

None.

**20. AOB**

*COVID-19*: Clerk to ask Lengthperson if there is any safety equipment to ensure protection during this time.
*Flyer*: PC will later this week print 2,500 copies and deliver a flyer for every house in Milton and Wychwood Parishes. JP will coordinate the deliveries. Shipton PC will contribute funds.

CT closed the meeting at 8.40pm.

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