Draft Minutes of the Milton-under-Wychwood Parish Council Meeting

Wednesday 21st October 2020 at 7.30pm in Milton under Wychwood Village Hall

Present:
Cllr Allcock (GA), DCllr Haine (JH), Vice-Chair Pratt (JP), Cllrs Rawlins (PR), Chairman Trotman (CT), Cllr Ward (PW), CCllr Leffman.
Parish Clerks: Mrs J. Miller, Mrs L. Jacques.
1 member of the public

1. Apologies for absence
None.

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 September meeting.
It was proposed to approve the minutes of the September meeting. Vote taken; all in favour. Motion carried. CT signed the Minutes.

4. Matters arising from the September meeting
Ecological area Deed of Variation: JP recapped the situation regarding the Deed of Variation which came to light recently. The WODC officer involved confirmed that the Deed cannot be undone whilst admitting that some misunderstanding may have happened regarding the wording of what the PC considered a suitable design of the ecological area which resulted in the Deed being granted without consulting the PC. JP and PW have drafted a letter to Abby Fettes and copied to MacTaggart & Mickel which they propose to circulate to the PC for agreement. This will affirm that WODC has misunderstood the PC's position given the Deed of variation.

5. Public session for all items related to this Agenda
Ecological Area: Richard Hartley (RH) reported that grant funds are available for the wetland area in the Hartley-owned area. He pointed out that the PC should please consider the landowner's position when making demands about the ongoing maintenance and upkeep of the areas.

6. To receive the following reports:
6.1 Chairman's Report (CT)
Clerk appointment: CT is pleased to report that Lara Jacques has been appointed as Clerk and will take over on 2nd November following a short handover period.
Sewage leak on Fox's paddock: Thames water has dealt with the burst manhole cover and subsequent clear-up.
Flooding on The Heath: Mr & Mrs Wilks will be in contact with the PC should they require assistance in the event of high flood risk.
The Sands footpath: Two dates have been proposed for matters relating to the footpaths in The Sands field. One, on 9th February is a hearing related to a parishioner's objection to the diversion of the footpath (ie. the PC is not directly involved in this matter); a second on the 13th April relates to the proposed extinguishment of the PC's DMMO path application.

Virtual 'Carols around the tree': JH and CT are in discussion with John Witts regarding replacing the Christmas event this year with a virtual version due to Covid-19 restrictions.
OALC advice regarding PC meetings: OALC still advise not meeting in person however, the PC having followed due procedure regarding how and why a physical meeting should be held and it was deemed appropriate given the introduction of the new Clerk.

6.2 District Councillor's Report (JH)

Covid-19: JH reported that numbers of school pupil bubbles being sent home in Witney has increased significantly this week and West Oxfordshire is seeing an increase in positive cases.

6.3 County Councillor's Report (LL)

Track & trace: The contact warning system has been met with difficulty as people with the NHS app are not answering an unrecognised number when the call centres try to make contact with those who need to self-isolating. Other organisations are now getting involved in contacting these people.
Covid-19: The Highways budget has been reduced to make virements to other departments struggling with the effects of Covid and the budget will now only cover emergency Highways maintenance rather than anything which has not been budgeted until the next financial year.
Cottsway lights in Ansell way: PW reminded LL of ongoing issues and LL is aware.
Lyneham road off A361: PR queried why this route was resurfaced when some main roads are in such poor condition. LL replied that this route is now used by HGVs travelling from the quarry and since it was in such a bad state it was deemed necessary. RH also reported that due to the temporary closure to HGV of the Burford bridge, the single-track roads are now being used as an alternative. LL was grateful for the information and said a formal review of the measure will be take place at the end of the trial period.

7. Neighbourhood Plan update (JP/PW)

NPSG has a new member, Nicola Boulton. Revised Preliminary draft NP document due to be ready in December following a recent WODC review, further technical work from the original NPSG authors and editing by CFO.

8. Consideration of PC response to Planning white paper (CT/JP)

MHCLG has issued a White Paper, **Planning for the future**, making radical proposals for the current planning system. It is here - https://www.gov.uk/government/consultations/planning-for-the-future
The PC will put in its own response directly by **29th October.**

9. Consideration of the future of the Parish Newsletter (CT)

CT suggested that the PC will tackle this and other Communications with the new Clerk.

10. Approval to appoint a new Internal Auditor (CT)

It was proposed to appoint Kevin Rose of IAC Audit & Consultancy Ltd for a period of 3 years as internal auditor for 2020-21 having received 2 positive references. Vote taken; all in favour. Motion carried.

11. Audit of PC website

PC Town & Parish websites are currently auditing a selected number of pages and files on the PC website to ensure the website satisfies new Accessibility legislation. Recommendations will be made shortly.

12. Planning (PR/PW)

The PC voted on the following applications. Please see www.westoxon.gov.uk/planning for applications below:

12.1 20/02361/HHD 46 Wychwood Drive

Alterations and erection of single storey rear extension Respond by 26th October. **No objection** provided this is the revised version with the side window being moved to the rear.

12.2 20/02587/HHD Silver Birches, Jubilee Lane

Alterations and erection of single storey rear extension Respond by 22nd October. **No objection.**

13. Correspondence

No comments in relation to the correspondence.

14. Village Green (PR)

Benches: Clerk to contact R. Perry regarding the installation of the seats.

Trees: Overhanging trees to the right-hand side of the Green require a crown lift; the neighbour there has removed lower branches and thrown them back over onto The Green which technically is fly-tipping.

Weeding: Thanks to the Volunteers for the play area weeding; PR to ask Kevin Grant to spray the enclosed tennis court with weed killer.

14.1 RoSPA play area inspection summary

Zip wire: PR feels that regular inspection of the zip wire is a necessity, while other play area items can be managed by the PC.

15. Discretionary Donations (Sec 137) (CT)

15.1 Proposal to make a donation to the Wild Gardens

It was proposed to donate £500. Vote taken, all in favour. Motion carried.

15.2 Proposal to make a donation to 1st Wychwood Scouts

It was proposed to donate £111 towards floodlights to assist continuation of Cubs/Scouts outside during Covid-19. It was suggested that a message be placed on The Wychwood Post alerting the public to the fact that the Cubs/Scouts will be using the enclosed tennis court after half term for their weekly Tuesday/Thursday activities. Vote taken, all in favour. Motion carried.

15.3 Proposal to make a donation to Royal British Legion Poppy Appeal

It was proposed to donate £50 to the Poppy Appeal. Vote taken, all in favour. Motion carried.

15.4 Proposal to make a donation towards the Virtual Carols around the tree

The money budgeted towards the Newsletter could be reassigned to covering the cost of printing of the advertisement for the event. Vote taken, all in favour. Motion carried.

15.5 Proposal to make a donation towards hedge planting to screen the palisade fencing around Grove's yark adjacent to Elm Grove. Motion carried

16. Accounts (JP/GA/CT)

16.1 To approve the September receipts, September bank reconciliation and October payments

The bank balance as of 30th September was **£60,996.53.**

September Receipts	
Pound Parking	£195
Cemetery	£200
Precept	£25,000
Interest	£0.03
TOTAL	**£25,395.03**

October Payments	
PAYE Apr-June	£132.40
PAYE July-Oct	£216.60
Grasscutting October	£1,525
Clerk salary	£399.82
Lengthperson salary	£249.34
Employee pension contribution	£41.54
Employer pension contribution	£24.92
Zoom subscription	£14.39
Lengthperson materials	£14.04
Donation: 1st Wychwood Scouts	£111.96
Donation: Wild Gardens	£500
Donation: Poppy Appeal	£50
Household waste collection (6 months)	£344.50
Frog Lane dog bin collection (6 months)	£100.15
RoSPA annual Inspection	£297
Village Hall hire for Clerk interviews 5hrs @£10/hr	£50
Printing costs (unclaimed pre-Covid)	£14.75
Architect fee 4/4 (Final)	£441.36
TOTAL	**£4,395.37**

16.2 To approve the accounting statements for the second quarter (CT/JP/GA)

It was proposed to approve the accounting statements for the second quarter. It was noted that there were no Sec 137 Discretionary donations during the first and second quarters and this leaves around £12,000 still to assign to worthy causes. Vote taken, all in favour. Motion carried.

16.3 To approve draft budget 2021-22 for precept setting (JP)

It was proposed to accept the draft budget for the purpose of setting the precept at £50,000. Vote taken, all in favour. Motion carried.

17. Public session for non-Agenda items

None.

18. AOB.

Salt bulk bag: Annual salt delivery was received last week at Groves where it is now being stored.

Bench on Church Road: PR/GA have received 3 quotes for a recycled plastic bench to replace the broken seat on Church Road. Clerk to place the order. GA will install the bench and refit the memorial plaque.

Wildbourne: PW reported that the stone wall has been completed and first residents will be moving in in 3-4 weeks' time.

Covid-19 volunteers: JP has contacted all volunteers to update the list and request confirmation of continued service as and when required.

Cemetery hedge: PR to look at the hedge, cemetery side of the farm track, and trim it back.

Allotments hedge: CT to ask Mrs Edginton about the trimming.

Clerk: CT thanked JM on behalf of the PC for her 6 years in the role.

CT closed the meeting at 8.45pm.