Milton-under-Wychwood Parish Council Annual General Meeting
Wednesday 15th May 2019 at 7.30pm in the Village Hall

Present:
Cllr Glynn Allcock (GA), DCllr Haine (JH), Cllrs John Pratt (JP), Rawlins (PR), Chairman Trotman (CT), Ward (PW). Parish Clerk: Mrs J. Miller. 2 members of the public.

1. Apologies for absence
PY.

2. Declaration of Interests
JH declared an interest in Planning matters. JP declared an interest in Wild Gardens. PR declared an interest in item 17.2.

3. Election of Chairman and election of Vice-Chairman
CT was nominated as Chairman. Vote taken; all in favour. Motion carried. JP was nominated as Vice-Chair. Vote taken; all in favour. Motion carried.

4. Proposal to approve the minutes of the April meeting.
It was moved to approve the April minutes. Vote taken; all in favour. Motion carried. CT signed the minutes.

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' association and other bodies
The following organisations were confirmed as being represented by named Councillors.

Milton Sports Association - JH	Village Hall Committee – JH
Lady Reade Charity - PR	Welfare Trust - PR
Milton Volunteers – CT	Wild Gardens – JP
NAG – PW	

8. PC sub-committees/groups

8.1 Proposal to establish a sec 106 sub-committee (GA)
GA noted that the committee can include non-Councillors and the group would ideally fairly represent the demographic of the village. Anyone submitting a bid should be excluded from committee. The committee could begin with 3. It was proposed to establish the sub-committee with GA and CT. Vote taken; all in favour. Motion carried.

8.2 Review of members for sub-committees/groups
Finance sub-committee – JP, CT and GA
Planning Advisory Group – PW and PY
NPSG – PW, PY and JP (plus MuW residents)

8.3 Review of Terms of Reference for the sub-committees
The Terms of Reference (ToR) for existing sub-committees/groups were reviewed. GA put forward ToR for the sec 106 sub-committee. Vote taken; all in favour. Motion carried.

9. Proposal to confirm Councillors' roles

9.1 Geographical areas of responsibility

The areas below were assigned to councillors for the purposes 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
Frog Lane, Forrest Close, Elm Grove – PY
Bruern Road, Lyneham Road, Church Road, The Heath, Church Meadow, Brookfield Close – JP
Shipton Road, Pear Tree Close, Green Lane – CT
Wychwood Drive, Wychwood Close, Jubilee Lane, Upper Milton, High Lodge Farm, Quarry Hill, Crows Castle, The Paddocks – PW
The Sands, Woodlands Close – GA
High Street, Poplar Farm Close, The Terrace – JH

9.2 Tasks/individual roles of Councillors

Portfolios are designated 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. The roles assigned were confirmed as follows.

Transport - PW
Play equipment/hard play area/seating – PR
General maintenance – All
Village Website – CT
Churchyard/Cemetery – CT
Emergency Plan – JP
PC website – Clerk
Village Green - JH
Village archives - CT
Parish Council Newsletter - PY
Allotments – CT/PR
Grass Cutting - JH
Village Tree Stock - CT

CT suggested that the PC could draw up a list of General issues to evaluate on a rolling programme.

10. Review of inventory of PC land and other assets

Village Green gates and fencing needs to be added to Asset Register. Clerk to clarify how to update the Asset Register accurately. Village Green streetlight was disposed of and was struck from the Register.

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

The Standing Orders and Financial Regulations were amended and updated according to current NALC recommendations.

12. Timetable of meetings for 2019-20

Dates for Parish Council meetings were confirmed as follows:
2019: 19th June, 17th July, Recess in August, 18th Sept, 16th Oct, 20th Nov, Recess in December,
2020: 15th Jan, 19th Feb, 18th March, 15th April, APM 6th May, AGM 20th May.

13. Neighbourhood Plan update (JP/PW)

JP submitted the past year's spending to the Locality who accepted the report. The next grant can be applied for following CFO advice. Policies are being finalised regarding aesthetics of future new buildings. Natural England will oversee the development of the nature reserve area resulting from St Jude's Meadow. NPSG will make a public presentation to the village once first drafts of policies are completed.

14. The Square walkway update (PY)

Cottsway has indirectly taken responsibility for upper half of The Square but Clerk is waiting for confirmation from them of their ownership of this section. The remaining section towards Shipton Road is unregistered land and is in need of repair. CT suggested the PC could seek legal advice regarding a one-off repair and whether this would invite future responsibility. Clerk to enquire with a conveyancing firm/OCC Highways legal team.

15. Church wall update and consideration of next steps (CT)

CT reported that the contractor is no longer able to carry out the works proposed on the Church wall. The refurbishment works recommended and clearly defined by Diocese is expected to be more expensive than rebuild as initial tender stated. JP suggested that a professional individual should be employed to represent the PC, to run the tender, oversee the project, certify the staged payments and sign off the project. Clerk to contact OALC to seek advice on who might be a suitable person or company to approach. CT to contact architect to seek his advice as well.

16. Update on the funding for recreational use resulting from St Jude's Meadow development (GA)

GA met with Martin Holland of WODC regarding the details of sec 106 funding. GA is mindful of the opinion of wider population who are not members of groups but who are entitled to benefit from the funds available, whilst taking consideration of bids by groups. JH enquired as to whether land can be purchased for the purpose of building a recreational facility. GA confirmed that this is possible. Purchasing the OCC land between The Paddocks and the Village Green was explored as an option. Joint bidding from Wychwoods-based groups was confirmed as a potential way for Wychwoods-based groups to seek funding from both Shipton and Milton PC.

17. Planning applications (PY/PW)

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

17.1 19/00908/LBC 21 High St,

Replace all single pane windows and doors to a like for like hardwood slimline windows and doors. Respond by 16th May 2019. **No objection.**

17.2 19/01062/FUL Land west of 42 Ansell Way

Erection of detached bungalow and associated works. Respond by 22nd May. **No objection.**

18. Correspondence

There appears to be a lack of coordination between agencies with regards to roadworks and road resurfacing while building work is ongoing. CT to contact LL.

19. Village Green

Pipework on Village Green: Work has been completed. The new pipe has been connected to the old paddling pool pipe which drains into the ditch.

20. Discretionary donations (section 137):

20.1 Milton Summer Fete 2019 sponsorship

It was proposed to increase donation to £100. Vote taken; all in favour. Motion carried.

20.2 Proposal for draft list of Section 137 (Discretionary donations) beneficiaries 2019/20 (JP)

It was proposed that the following groups should automatically receive a donation under this power: Lady Reade Foundation; Wild Gardens; Library staffing, Wychwood Day Centre; British Legion; Summer fete 2019. All other suggestions will be considered as they arise.

21. Accounts

21.1 Proposal to accept the Receipts and Payments 2018-19 statements at year end

The 2018-19 statements were accepted. Vote taken; all in favour. Motion carried. CT signed the statements**.**

21.2 Annual Governance and Accountability Return

21.2.1 Proposal to accept the Accounting statements 2018/19

The 2018-19 Accounting statements were accepted and signed. Vote taken; all in favour. Motion carried.

CT signed the statements.

21.2.2 Proposal to accept the Annual Governance Statement 2018/19

The 2018-19 Accounting statements were accepted and signed. Vote taken; all in favour. Motion carried. CT signed the statements.

21.2.3 Proposal to accept the Internal Audit Report 2018/9

The PC would like to query the timing of the Report in order to be assured that the final quarter is signed off only at year end.

21.3 To approve the May payments, April receipts and bank reconciliation at 30/04/18 and to sign cheques

Total bank balance at 30/04/2019: £130,013.18

April Receipts	
Precept ½	24,462.50
WODC grant	537.50
Littlestock Brook/Woodland walk works Grant	25,000.00
TOTAL	**£50,000**
May Payments	
Lengthperson materials	3.51
Lengthperson materials	3.51
Gaffa tape (Woodland Walk)	5.85
Church wall architect fees (2 of 2)	912.00
Allotments course	102.00
Annual web hosting	120.00
Library staffing (1 of 2)	2,191.57
Clerk salary	398.03
Lengthperson salary	195.45
Grasscutting	1360.00
Employer Pension contribution	26.54
Employee Pension contribution	44.23
Water supply 18/19	213.05
Village Hall meeting hire 19/20	360.00
Internal audit fee	293.00
TOTAL	**£6,228.74**

21.5 To sign April bank statements

CT signed the bank statements.

22. Public session for non-Agenda items

White parking lines: Query about whether the new white line on Church Road could be extended further around the bend. The work will be resumed shortly and so the PC will ask if this is possible.

23. Any Other Business.

Apologies: PR apologised for missing APM. He has submitted report to Clerk for Welfare Trust and Lady Reade report will be submitted shortly.

Maintenance: PR reported that the seat near Milton Service Station on Shipton Road is broken.

JH reported that bus shelter needs repainting.

St Jude's Meadow: It has been confirmed that the boundary houses will all be in stone. PW made a suggestion to owners of The Sands field about redirecting the proposed footpath from the new development away from the stream and instead into The Sands field to take an off-road alternative pedestrian route to Frog Lane for the new residents of St Jude's Meadow.

OALC training course: CT reported that he went to an unhelpful Allotments training session today held by OALC.

OCC Town & Parish Council Survey: The PC completed a survey to help OCC develop their approach to community-led highway services through the Oxfordshire Together initiative.

CT closed the meeting at 9.26pm.