MILTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of a meeting of the Parish Council held at 1830 on Wednesday 16 September 2026

at Milton-under-Wychwood Village Hall

Present:

- Cllr Graham Smith, Chair
- Cllr Alan Allday
- Cllr Rod Blackman
- Cllr Jeff Haine
- Cllr James Huckstep
- Cllr John Pratt
- Cllr Peter Rawlins

- County Cllr Liz Leffman
- 11 members of the public

26/149 Apologies for absence – Apologies received from Cllr Ward and RFO Chris Trotman

26/150 Declaration of Interests – Cllrs Pratt and Smith declared their roles as trustees of the Wild Garden in relation to the S137 application

26/151 Proposal to approve the minutes of the 15 July PC meeting – Cllr Haine proposed to approve the minutes, Cllr Pratt seconded the proposal. The council resolved to approve the minutes

26/152 Update on Progress from Minutes – All items in the July minutes requiring action were covered by the agenda for the September meeting

26/153 Resolution - Co-option of James Huckstep as a Councillor – Cllr Rawlins proposed and Cllr Pratt seconded the proposal and the council resolved to approve the co-option

26/154 Update on Parish Clerk appointment – the Chair confirmed that subject to receipt of satisfactory references a new clerk will be appointed with effect from October.

26/155 Public session

1. Public session for all items related to this Agenda – none raised
2. District Councillor's report (AC) – Cllr Clements was not present and no report available
3. County Councillor's report (LL) – Cllr Leffman provided a written report which the Chair summarized for the meeting

26/156 Planning

1. Planning applications
   26/01670/HHD Spring Cottage Green Lane Milton Under Wychwood for a minor extension to which the Planning Group recommended no objection

   26/01856/HHD Poplar House 10 High Street Milton Under Wychwood for a loft conversion. The Planning Group expressed some concern about the size of the rear dormer window but acknowledged that if there are no objections from third parties or WODC Planning then it recommended no objection

2. Draft LP 2043 public consultation to 09/10/2026: Cllr Pratt provided an update on the proposed Parish Council response. The Council agreed that submission of the final response should be delegated to the group involved in reviewing the 2043 Plan and potential updating of the Neighbourhood Plan.

3. Local Nature Recovery Strategy (LNRS): The Chair provided an update on the feedback from the Parish Council to Chloe Edwards of OCC on the LNRS report for Milton-under-Wychwood and acknowledged the very helpful support from Brian Watson and Elaine Brittan in submitting that feedback.

26/157 Finance

<u>Updates</u>

1. Update on internal and external audit reports – The Internal Audit actions have been completed. The external audit report is awaited

2. Update on website and email address migration – the RFO has made good progress on getting .gov.uk email addresses set up for all councillors and the Clerk and RFO. Web site migration will follow once the new email addresses have been implemented

3. Timetable for 2027 budget preparation including library funding commitment – this will be covered at the October meeting

<u>Resolutions</u>

1.1. RFO report and Summary for July and August – Cllr Rawlins proposed and Cllr Blackman seconded acceptance of the report. The Council resolved to accept the report and summary

1.2. Q2 Report – to be circulated for the October meeting

1.3. S137 application from the Wild Garden – this application was for £750. Cllr Rawlins proposed and Cllr Blackman seconded agreeing to award the amount requested. The Council resolved to agree to make a S137 award of £750 to the Wild Garden, noting that it is heavily used by many residents of the Parish.

26/158 Village green

<u>Updates</u>

1. Football pitch improvement – the Chair reported on the Pitch Power analysis of the pitches which enables us to apply for a Football Foundation grant to improve them. The grant

application has been initiated but is waiting for the Council to be verified as a valid organization, the previous valid status having expired and requiring re-verification.

2. Car park re-surfacing, gate restoration – costs vs grants. The Chair summarized the costs incurred and the grants received and noted that of the total cost of £39,812 the contribution required from the Council was £1,979.

3. Play equipment maintenance – The Chair referred to the recent ROSPA safety report and confirmed that actions to deal with the two urgent items raised by the report are in hand to purchase replacement parts for a damaged toddler swing and arranged for Playdale to repair a damaged rope bridge on the toddler trim trail.

   Cllr Smith conducted a safety check on 12/09/26. A revised safety check rota has been circulated to councillors for the continuing fortnightly safety inspections.

26/159 Biodiversity plan

<u>Updates</u>

1.4. The Chair provided an update on quotes from contractors, to be funded by a grant from OCC, to construct a leaky dam across Simmond's Brook and create a wetland area spanning the NE corner of Sarah's meadow and the SE corner of Calais Field. The aim is to reduce the flood risk on Shipton Road and improve biodiversity

1.5. The Chair summarized continuing maintenance activity in Sarah's Meadow in the Autumn in line with the Management Plan prepared by Wild Oxfordshire

1.6. Simmonds Brook fish kill 08/08/2026: Cllr Pratt provided information about fish kill in Simmonds Brook as a result of a slurry leak from a farm in Upper Milton. The leak had been notified to the Environment Agency and Cllr Pratt had been in contact with two different parts of the Agency to ensure that they are aware of the impact of the leak.

26/160 <u>GeneraL Updates</u>

1. Review of risks – The Chair has reviewed the list of risks (the top ten and long list of others) and updated the risk register. The Council agreed with the proposal that the Finance sub-group check the updated version at its next meeting and then it can be considered at the October meeting
2. TVP grant for purchase of a speed indicator and monitoring device – the device has been purchased and Cllr Allday is arranging to purchase a suitable pole on which to mount it, the cost will be covered by the TVP grant. The device will be used to monitor and gather data on vehicle speeds on the High Street , Church Road, Shipton Road and Frog lane
3. Footpath improvement in Frog Lane – Highways have started work to put in a footpath on the southern side of the western end Frog Lane to reduce the risk to pedestrians using that stretch of road.
4. Supplies of salt for the salt bins in MUW – Cllr Rawlins has surveyed the requirement and concluded that no further salt is needed from OCC for now.
5. Allotments roadside hedge trimming – Cllr Ward has obtained a very attractive verbal quote to do the work and was asked to obtain a formal quote to do both sides of the

hedge and the top. The Council will pay for the top and road side trimming; MARC will pay for the work on the allotment side of the hedge.

26/161 Public session for items not on this agenda

1. It was noted that the contractors doing the Frog Lane footpath work have all new kit; it is hoped that the quality of the work will reflect that.
2. One of the black bollards in Elm Grove has become dislodged. Cllr Blackman advised that he has contacted OCC about it, it is their responsibility to replace it
3. Cllr Pratt noted that control of the St Judes Management Company has still not been passed to residents pending Thames Water carrying out necessary work and then OCC can adopt the road

26/162 Items for information or next agenda (AOB)

1. Cllr Rawlins noted that the Lady Reade charity has not received any funds from the Council as it usually does and he will ensure that a Section 137 application is made by the charity

26/163 Date of Next Meeting: 21 October 2026