

Annual General Meeting of the Milton-under-Wychwood Parish Council

Minutes of the meeting held in the Village Hall at 7.30pm on Wednesday 20<sup>th</sup> May 2015

PRESENT: Cllrs Collett, DCllr Haine, H. Jones, Marsden, Naish, Rawlins, Smith. Parish Clerk: Jenny Miller. 13 members of the public.

APOLOGIES FOR ABSENCE: Cllr L. Jones to arrive later; Cllr Rose.

DECLARATION OF INTERESTS: Cllr Collett re: Alfred Groves Planning application; Cllr Haine re: Planning issues.

#### ELECTION OF CHAIRMAN

Nominations requested for Chairman for 2015/16. Cllr Haine proposed Cllr Naish, seconded by Cllr Rawlins, all Councillors in favour. Cllr Naish duly elected as Chairman.

#### ELECTION OF VICE- CHAIRMAN

Nominations requested for Vice-Chairman for 2015/16. Cllr Haine proposed Cllr Rawlins, seconded by Cllr Smith, all Councillors in favour. Cllr Rawlins duly re-elected as Vice-Chairman.

#### ELECTION OF REPRESENTATIVES

Cllr H. Jones noted that she had little communication with Milton Volunteers. Cllr Haine noted importance of representative being involved due to financial and other involvement in the group. Cllr H. Jones to contact Chris Trotman to discuss more active participation in committee meetings etc. All Councillors voted in favour of continuing existing roles:

Village Hall Committee	Cllr Edna Naish
Lady Reade Charity	Cllr Rawlins
Milton Sports Association	Cllr Haine
Transport	Cllr Edna Naish
Welfare Trust	Cllr Rawlins
Milton Volunteers	Cllr Helen Jones

#### COUNCILLORS' RESPONSIBILITIES

All Councillors voted in favour of retaining their roles of responsibility. They will continue as follows:

Village archives	Cllr Collett
General maintenance/repairs	Cllr Collett
Play Equipment/multi sports area	Cllr Rawlins
Village Green	Cllr Haine and Cllr Rawlins
Allotments	Cllr Marsden
Churchyard and Cemetery	Cllr Marsden and Cllr Smith
Newsletter and Website	Cllr Laura Jones
Grass Cutting Monitor	Cllr Smith

#### AREAS OF RESPONSIBILITY

All Councillors voted in favour of retaining their areas of responsibility with one change being Cllr Marsden to take over from Cllr H. Jones in Jubilee Lane:

Cllr Collett	Frog Lane, Forrest Close and Green Lane
Cllr Naish	Shipton Road, Pear Tree Close and Elm Grove

Cllr Rawlins	Ansell Way, Fettiplace, Reade Close and Sunnyview
Cllr Smith	The Sands, Woodlands Close and The Square
Cllr Marsden	Jubilee Lane, Upper Milton, High Lodge Farm, Quarry Hill and Crows Castle
Cllr H. Jones	Wychwood Drive and Wychwood Close
Cllr L. Jones	Bruern Road, Lyneham Road, Church Road, The Heath, Church Meadow and Brookfield Close
Cllr Haine	High Street, Poplar Farm Close and The Terrace

## MINUTES OF THE LAST MEETING

The April minutes were approved and signed by the Chairman.

## PUBLIC

*Milton Volunteers:* meet twice annually in committee and Mr Gibbs would meet with Cllr H. Jones to discuss her involvement with the group.

*Little Stock Brook:* Cllr Collett will approach alternative companies since current lines of enquiry are taking too long to respond. OCC have suggested work may require an agricultural licence so further information is required. Mr Gibbs expressed deep concern that work will not be complete by the Autumn as originally projected and considers it completely unacceptable.

(Cllr L. Jones entered meeting at 7.40pm.)

*Weed Control in village:* enquiry as to whether this would be organised this year as in previous years. Clerk confirmed that a quote had been received in February and now required PC approval.

*Elm Grove grass cutting:* much improved following addition of this area to Kevin Grant's contract, however hedge on right hand side has been cut back far too severely and unnecessarily. Clerk to make enquiries as to who might be responsible.

*Woodland Trust tree packs:* enquiry as to whether an application has been made for this scheme. Clerk confirmed it has and PC will be notified if bid has been successful in Autumn.

*Quart Pot:* enquiry into current state of affairs with this property. Cllr Naish confirmed central fence in property has been moved but nothing further.

## MATTERS ARISING

*Passing places on High Street:* Cllr Marsden enquired as to whether Cllr Rose had been approached regarding the addition of road markings to improve dangerous lack of passing places. Cllr Haine confirmed that Cllr Rose had been asked but that increased passing places wouldn't improve situation given volume of traffic.

*Cemetery gates:* Cllr Collett confirmed that gates do not shut properly and blacksmith has been asked to adjust them.

*Weed control in village and on village green:* Clerk confirmed quote received from 'Complete Weed Control' who carried out work last year. Cllr Haine proposed work go ahead, Cllr Rawlins seconded and all in favour. Clerk to organise.

*Overhanging tree in alleyway between High Street and Reade Close:* Cllr Rawlins confirmed that Kevin Grant has been asked deal with it.

*Church Meadow bird fouling:* Cllr H. Jones has repeatedly tried to make contact with Builders Ede about problem to request their intervention but has had no response.

## REVIEW AND ADOPTION OF PC STANDING ORDERS

Clerk explained purpose of Standing Orders and confirmed all Councillors had received electronic copies of model standing orders from NALC with amendments made by Clerk to tailor document to Milton PC. Cllr Rawlins reminded PC that the non-statutory standing orders may be amended with reasonable notice and according to requirements of particular meetings. Cllr Haine proposed the PC approve and pass

amendments, all in favour. Cllr Marsden raised issue of rules surrounding confidentiality of electronic communications between PC. Cllr Naish confirmed this would have to be an Agenda item in another meeting.

#### REVIEW OF INSURANCE COVER ARRANGEMENTS

Clerk outlined current Insurance arrangements and LTA until 2016 with current broker who specialise in Parish Council cover. Cllr Haine to make enquiries as to what Buildings insurance covers (thought to cover church wall and bus shelter). Subject to Cllr Haine's enquiries, Cllr Collett proposed PC renew cover with current provider in July when required to do so and all voted in favour.

#### REVIEW OF SUBSCRIPTIONS

Local Council Review	£34	<i>Renewal date 31/05/15</i>
Oxfordshire Association of Local Councils	£308.45	Renewed 01/05/2015
Oxfordshire Playing Fields Association	£50	Renewed 01/04/2015
Oxfordshire Rural Community Council	£65	<i>Renewal date 01/04/15</i>

Cllr Rawlins suggested that all current subscriptions provide support and helpful advice and due to relative low cost of LCR and ORCC, proposed they be renewed and all voted in favour.

#### TIMETABLE OF MEETINGS FOR 2015/16

Meetings will continue to take place on the third Wednesday of each month in the Village Hall at 7.30pm. The following dates were agreed by the Parish Council:

##### **2015**

17th June, 15th July, 19th August (no meeting unless extraordinary items need discussion), 16th September, 21st October, 18th November, 16th December

##### **2016**

20th January, 17th February, 16th March, 20th April, 11th May (Annual Parish Meeting), 18th May (Annual General Meeting of Parish Council: Election of new Parish Council)

#### PLANNING APPLICATIONS

##### *Applications received:*

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| 1) Ref 15/01544/PN56<br><i>Alfred Groves &amp; Sons Ltd,<br/>Groves Business Centre, Shipton Rd, MUW</i> | <b>No Objection</b><br><u>Conversion of office to dwelling</u>    |
| 2) Ref 15/01725/HHD<br><i>Harolds Gate, Jubilee Lane, MUW</i>  | <b>No Objection</b><br><u>Construction of 3 bay timber garage</u> |

##### *Applications approved:*

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|--|---|
| 1) Ref 15/01081/HHD<br><i>33 The Sands, MUW</i>              | <u>Erection of single storey side extension</u>   |
| 2) Ref 15/01205/HHD<br><i>Heather Lodge, Upper Milton</i>    | <u>Erection of single storey rear extension, insertion of two rooflights and addition of one ground floor window to front elevation</u> |
| 3) Ref 15/01154/HHD<br><i>Cotswold View, 60 High St, MUW</i> | <u>Side extension, installation of dormers and new detached garage building</u>   |

##### *Applications withdrawn:*

1) Ref 15/01324/HHD

*106 High Street, MUW*

Proposed erection of garden shed and store

NB. Some discussion about slight changes to this project which have brought it within permitted development rules requiring no planning permission.

## CORRESPONDENCE

Letter seeking permission to erect memorial which complies with cemetery regulations (Elizabeth and Charles Wilks). <b>Approved.</b>	Banbury Memorials
Flyer advertising Charity Moonlight Stroll on 11 <sup>th</sup> July 2015 – biggest annual fundraiser and request to advertise in village.	Sobell House Hospice
Letter notifying PC of new law on workplace pensions: auto enrolment for staff in pension scheme in May 2017.	The Pensions Regulator
Post Office relocation to The Paddocks: opening hours Tues pm, Thurs am, Fri am; parking; level access; wide door entrance; hearing loop; space for wheelchair; same range of services as previously.	Post Office <a href="http://postofficeviews.co.uk">postofficeviews.co.uk</a>
Thank you email for £200 donation	Wychwood Youth Club
Bus service changes from 31/05/15: Services 213/214/215 (Stagecoach:Witney) Service continues unchanged until mid-2016 pending further review. Service X10 (Pulhams Coaches:Wychwoods – Burford shuttle) Service continues, but final evening peak journey from Burford withdrawn along with single lunchtime round trip.	OCC Transport
Email advertising new TV station, 'That's TV'-for Oxfordshire and its community. Request for any stories or events coming up that they can film; live at 5pm daily on freeview channel 8.	That's Oxford TV
New Mobile Library timetable: From 13 <sup>th</sup> July 2015, fortnightly on Mondays 2-2.10pm in Bruern. Timetable and routes published online and printout will be put in PC noticeboard and on website.	<a href="http://www.oxfordshire.gov.uk/cms/content/mobile-libraries">www.oxfordshire.gov.uk/cms/content/mobile-libraries</a>
Emails about land between Brookfield Close and Church Meadow which is v untidy – who is responsible and can we contact? <b>Cllr Smith to contact David Smith for contact details of developer. Clerk to contact developer to enquire into PC taking over maintenance of this area/more frequent cutting.</b>	
Email about reducing hedge line between Cottage Farm and Village Green to restore view from property across Green. <b>Cllr Haine to look at hedge and report back to PC before decision taken.</b>	Mr & Mrs King

## VILLAGE GREEN

*Dog fouling:* Cllr Haine reported problem of dog fouling on green despite PC provision of free poop bags at vets. Cllr L. Jones to remind dog owners of their responsibility in June newsletter.

*Hard court:* Cllr Rawlins reported area in need of weeding. Cllr Smith to contact Kevin Grant.

## ACCOUNTS

*Summary of Accounts 2014/15:* approved and signed by Chairman.

*Bank reconciliation at YE 31<sup>st</sup> March 2015:* shows outstanding lodgement of £75. PC would like all avenues of enquiry to be taken by Clerk to identify before it is struck off.

*Annual return 14/15:* sections 1 & 2 signed by Chairman and Clerk and will be sent to internal auditor.

### a. Payments out authorised and cheques signed:

1. M. Ricketts Lengthperson salary	£156.51
2. J. Miller Clerk salary, overtime & expenses	£376.48
3. Alfred Groves bin bags	£3.52
4. Village Hall annual rent for PC meetings	£351
5. Kevin Grant grass cutting	£1400
6. H.Jones - dog poop bags	£69.65

TOTAL	£2357.16
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### b. Payments in:

1. Precept	£25,000.14
2. Cemetery	£375
3. Play Equipment donation (Doris Shield Trust)	£500

TOTAL	£25,875.14
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**Current balance as of 30/04/2015: £99,621.88**

## PUBLIC

*Dogs in allotments:* request that dog walkers keep dogs on leads until they are past allotments to prevent dog fouling and disturbing plots.

*Play equipment:* query as to when £28,000 fundraising target will be met and concern expressed about equipment quote increasing over time if no end date is fixed. Cllr Rawlins confirmed grants will form large part of fundraising and outcome of these applications is expected shortly. Discussion then followed as to whether equipment could be partially installed according to funds raised, possibility of bridging loan, involvement of children in fundraising, seeking advice from Defibrillators for Milton fundraising group for fundraising ideas.

*Cemetery gates:* Enquiry as to whether paintwork deterioration had been noted. Cllr Marsden noted that it had.

*End of year accounts:* query as to whether shortfall in projected income could be amended by including the £28,000 to be raised for play equipment. Some discussion followed about uncertainty of hoped-for income for play equipment being received due to uncertain nature of fundraising but it was agreed that accounts would be amended accordingly and re-submitted for approval at June meeting.

## AOB

*Newsletter:* Cllr L. Jones said newsletter would be printed early June so all entries must be submitted by end of May. It was also confirmed that the title of the newsletter should be 'Parish Council Newsletter'

*Broken glass bottles in village:* Cllr Smith expressed concern at number of broken glass bottles littering streets following a Saturday night party in the MSA recently. Difficulty in ascertaining who exactly was responsible for littering but Cllr Haine will make request for responsible disposal of bottles made at MSA, as well as preventing anyone leaving with a bottle in hand.

*Cannabis use in bus shelter:* Cllr Smith dismayed at regular use of bus shelter for youths to smoke cannabis. Clerk to contact Police regarding this matter.

*Post Office:* The Paddocks opening has been delayed until August so Post Office opening may likewise be delayed. Interim measures will be investigated.

*Welcome to new Chairman:* Cllr Rawlins welcomed Cllr Naish as Chairman and thanked Cllr Collett for his 16 years of service as Chairman.

*The Spinney ash trees:* Cllr H. Jones greatly concerned that ash trees will cause substantial damage and queried who could be contacted regarding pollarding them. Advice and permission urgently needs to be sought. Cllr Haine to contact WODC Tree Officer.

*Land between Church Meadow and Brookfield Close:* Cllr Haine suggested PC should offer to relieve developer of responsibility for a reasonable sum of money to ensure it is regularly maintained to a high standard.

*Police presence in village:* Cllr Marsden expressed dismay at lack of Police presence in village. Clerk to contact PCSO about current issues of crime in village as well as concern at lack of PCSO presence.

Cllr Naish closed the meeting at 9.12pm.