

**Milton-under-Wychwood Parish Council**

**Minutes of the meeting held on Wednesday 20<sup>th</sup> September 2017 at 7.30pm in the Village Hall**

**Present:**

DCllr Haine (JH), Cllrs Pratt (JP), Rawlins (PR), Chairman Trotman (CT), Ward (PW), Young (PY); Parish Clerk: J. Miller; 15 members of the public.

**1. Apologies for absence:**

CS sent apologies due to a family holiday.

**2. Declaration of Interests**

JH declared an interest in any matter related to planning. JP declared an interest in any matter relating to the Wild Gardens.

**3. Proposal to approve the minutes of the July meeting**

It was moved to approve the draft minutes for the July meeting. Vote taken; all in favour, motion approved. Minutes were signed and dated by CT.

**4. Matters arising from the July meeting**

*Pump track hire:* CT reported that the hire for the Tour of Britain event was over £2,000 and so the idea was dismissed.

*Layered hedge at allotments/strip of trees by Littlestock Brook:* Wychwood Project may be interested in supporting these projects.

**5. Public session for all items related to this Agenda**

*Tour of Britain:* Martin Hallam spoke on behalf of the team involved and reported that the event was a huge success with an estimated 2000 people attending the event. The village received substantial media coverage during the race and profits from the event will be shared between the Wychwood School PTA and the Day Centre. CT thanked the organisers on behalf of the PC.

*Land south of High St:* Two members of the public shared their response to the planning application 17/02749/RES for the PC to consider in making their submission to WODC. Response available to view on the WODC website [here](#), under 'Documents'.

*Play equipment:* PC were informed that one of the cables at the foot of the spider web tower in the park may not be secured correctly. PR to investigate this.

*High visibility jackets\*:* It was suggested that the jackets be purchased for both Emergency Plan and Neighbourhood Plan use.

*Vulnerable persons\*\*:* PC was informed that the social services have a list of vulnerable people which is shared with Emergency services in the event of an emergency.

**6. To receive the following reports:**

**6.1 Chairman's Report (CT)**

*Thames Water:* Sewage spill opposite Prews garage is still being monitored after investigations showed that the storm pumps failed. Further maintenance work is required.

*School lights:* Old lights have been replaced with 20mph sign and flashing lights during school pick up and drop off times. At present time, the PC has not received any invoice for the work and LL was thanked for her aid in this matter.

*Church path:* New grid path to the benefice centre has been completed and the old path has been top-dressed.

*Clerk cover:* Mary Arnell was thanked for her excellent cover at the July meeting and the PC intend to buy her a small gift voucher in lieu of payment.

**6.2 District Councillor's Report (JH)**

*Land south of High St:* JH intends to take comments shared to the Planning Officer.

*Local Plan:* In spite of a recent change in the Government formula used for assessing housing need, WODC have received confirmation that their calculations for the Local Plan will be accepted since it has been submitted prior to when changes take effect in April 2018. It is hoped that a decision about whether to approve the Local Plan will be received by the end of the year.

### **6.3 County Councillor's Report (LL)**

*School Lights:* LL confirmed that an invoice had not *yet* been received for the school lights.

*Road repairs:* Following queries about potholes in the parish prior to the race, an inspection led to some being filled, others being left. Lib Dems are pushing for borrowing to allow much needed expenditure on roads.

*Bus services:* Possibility of a community bus service for daily travel between Chipping Norton to Witney via the Wychwoods. Funding may be possible in part from the OCC community fund and LL is supporting the not-for-profit group in their grant applications.

### **7. PC and Village websites (CT)**

CT has taken over the running of the PC website while PY manages the Neighbourhood Plan. The PC will also take over the running of the village website. The site fees are now due for the next year and the transfer from Tim Jones is ongoing. CT has administrative status and has volunteered to maintain the website.

### **8. Proposal to consider the TOE2 funding for public footpath improvement (JP)**

For information at this stage, the PC are entitled to apply for up to £5k funding for footpath improvement which includes gates and stiles. No proposal was made.

### **9. Church wall proposal to review and offer the tender for work (CT)**

CT confirmed the PCC are satisfied with the PC proposals and the PC is waiting for diocesan consent, along with grant applications which are ongoing. CT outlined the proposed tender details. Proposal made for the tender document to be approved and sent to contractors who had expressed interest in order to select at next month's meeting. Vote taken, all in favour; motion carried.

### **10. Parish Field rent review 2018-19 (CT)**

It was proposed to increase the PC field rent to £85 per acre from Sept 2018 to align with Welfare Trust. A suggestion was put forward of putting the field out to tender from Sept 2019 if Welfare Trust in in agreement and will be reviewed in June 2018. Vote taken, all in favour; motion carried.

### **11. Emergency Plan update (JP)**

JP thanked the Village Hall committee for their approval for storage of hazard tape and traffic cones. Clerk to place order for hazard tape and 10 x traffic cones. \*Recommendation received for purchase of High Viz vests to be researched for proposal at next PC meeting.

#### **11.1 Vulnerable persons database**

In principle the idea was approved but it was concluded that in practise it is thought to be too difficult to manage and maintain accurate records, together with concern over data protection of those parishioners listed. \*\*Recommendation of liaison with Social Services (SS) re. vulnerable people to be applied by Clerk. SS to be added to EP list of important (24 hours) telephone numbers.

### **12. Proposal to act on problematic overhanging shrubbery**

The branches and shrubbery is considered to be a problem both on the High Street and along the alleyway from the High Street bus shelter since the home owner has been approached but due to financial constraints

is unable to employ a contractor to attend the offending trees. It was suggested that volunteers might be able to assist. Clerk to contact OALC and Volunteer Link-Up for advice.

### **13. Proposal to purchase cheery trees for Village Green (CT)**

The PC has received 3 offers of cherry trees for the Village Green. It was proposed that the PC pay for planting equipment and labour costs for all 3 trees under section 137 since it will bring benefit to the whole village. Vote taken; all in favour, motion carried. Two of the trees will be planted either side of the original cherry tree site and the third in line further north towards the gate.

### **14. Proposal to consider dual authority banking for the PC (CT/JP)**

It was proposed to apply for dual authority online banking to better facilitate payment systems in place. Cheques may still be used and approval from two Councillors would still be required for expenditure is authorised. Clerk will have delegated and limited permission as a secondary user. Vote taken, all in favour; motions carried.

### **15. Bus service update (PW)**

PW has met with the West Oxfordshire Community Transport Ltd group and informed the PC of the opportunity to become a shareholder in the group by making a donation towards the purchase of a bus.

### **16. Neighbourhood Plan (JP/PY)**

#### **16.1 Risk assessment**

A risk assessment necessary for making grant applications has been carried out based on previous models. It was suggested the NP budget should cover a first aid kit and high visibility vests for volunteers carrying out field work. Clerk to research costs involved for Oct meeting. The risk assessment will be distributed to the NP committee. The Milton Volunteers risk assessment has also been distributed and approved by those involved.

#### **16.2 Progress update on NP**

JP confirmed that the PC now has joined the Public Sector Mapping Agreement which permits the printing of maps for all PC purposes. The NP committee includes Cllrs PW, PY, JP (designated as primary correspondent for all grant-related correspondence) and 4 parishioners who meet monthly. A public meeting to launch the NP will take place on 11<sup>th</sup> November. Phase one will require a grant application of £3,300 to cover CFO fees up to 31/03/2018. Budget savings for 2017-18 totalling around £900 may be redirected to other PC activities (see 18.6). It was proposed that the NP budget be revised as follows following the meeting of the NP Steering Group:

2017/18: £3,900 plus VAT

2018/19: £6,800 plus VAT

2019/20: £2328 plus VAT

Total: £13,028 plus VAT of which £9,000 to be financed by grants and up to £4,028 plus recoverable VAT to be provided from PC own funds

Vote taken; all in favour, motion carried. It was proposed that the CFO contract should be finalised once the grant has been secured. Vote taken; all in favour, motion carried. It was reiterated that no expenditure will be incurred before a grant has been secured.

## 17. Proposal to accept the Annual Return and the external audit report 2016-17

The PC had received copies of the Annual Return and external audit report prior to the meeting. CT proposed to accept both documents. Vote taken; all in favour, motion carried.

## 18. Planning applications (PY/PW)

Please refer to [www.westoxon.gov.uk/planning](http://www.westoxon.gov.uk/planning) for further details of the following applications.

Proposal made to approve the applications below and vote taken:

**18.1** 17/02268/POB 6 Harman's Court, Approval to allow the over 55s age restriction to be removed, Exp: 26<sup>th</sup> July (RETROSPECTIVE). No objection.

**18.2** 17/02440/HHD 2 Peartree Close, Single storey rear and two storey side extension, Exp: 4<sup>th</sup> Sept (RETROSPECTIVE). No objection.

**18.3** 17/02654, The Cottage, The Square, Two storey rear extension, Exp: 12<sup>th</sup> Sept (RETROSPECTIVE). No objection.

**18.4** 17/02943/HHD 7 Poplar Farm Close, Insertion of rear dormer window Exp: 4<sup>th</sup> Oct. No objection.

**18.5** 17/02749/RES Land South of High Street, up to 62 houses, Exp: 29<sup>th</sup> Sept. Objection. See details of PC objection [here](#).

### **18.6 Proposal to seek professional advice in responding to 17/02749/RES (PY)**

It was proposed to employ the advice of surveyor Duncan McCallum to provide a report to accompany the PC objection at a cost of £350 coming from the virement from the savings made under the NP budget for 2017-18. Vote taken; all in favour, motion carried.

## 19. Correspondence

All postal and email correspondence received was circulated to the PC prior to the meeting. There were no comments.

## 20. Village Green

PR reported that the rocking horse seats, tennis court fencing and bench fixings have been repaired and the tennis post wheels have been adapted.

The RoSPA inspection was carried out and a number of recommendations have been made to deal with low risks. Medium risks identified include the cableway which PR will deal with shortly.

## 21. Discretionary donations

### **21.1 To approve a donation towards the Wild Gardens.**

It was proposed to approve a donation of £500 as included in the budget. Vote taken, all in favour. Motion carried.

### **21.2 To approve two years funding contribution towards Wychwood Library staffing.**

Following receipt of the amended OCC library staffing budget proposal, it was proposed to continue supporting the staff funding up to 2020 as included in the budget. Vote taken, all in favour. Motion carried.

## 22. Proposal to approve Clerk contributory pension (CT/JP)

Considering the Government's initiative to institute contributory workplace pensions and the suggested target ratio of employer contributions equivalent to 60% of employee contributions (from April 2019), although the Clerk's pay scale is below the rate at which the scheme is legally obligatory, Finance Committee proposed an incentivised contribution matching programme at the indicated ratio forthwith at up to 60% of 10% of employee's basic salary as contracted. Vote taken; all in favour, motion carried.

Clerk wishes to avail the maximum of the PC offer (combined contributions will equal 16% of basic salary), the current annualised rate of PC commitment will be not more than £280.19 and may increase in future,

proportional with salary increments, where the Clerk decides to maintain employee contributions at the indicated maximum rate offered by the PC. The Clerk has decided to use the NEST pension scheme.

## 23. Accounts

### 23.1 To approve July/August income, September expenditure, and to sign cheques

Expenditure was approved. Adjusted bank balance at 31<sup>st</sup> August 2017: **£ 96,619.86**

<b>September expenditure</b>	
August/Sept grasscutting	£ £2,815
Tour of Britain flyers	£ 40
Tour of Britain flags	£ 94.52
Tour of Britain banners	£ 110.20
Rocking horse paint and varnish	£ 32.81
Screws	£ 2.39
Drill bits	£ 2.56
Lengthperon materials	£ 7.02
Bolts and washers	£ 5.72
1TB Google Drive storage	£ 79.99
Clerk July-Sept salary & holiday pay	£ 875.93
OALC training course x1	£ 78.00
Lengthperson salary & holiday pay	£213.05
Household waste collection	£ 213.98
Allotments water supply	£ 39.38
Wild Gardens donation	£ 500
<b>TOTAL</b>	<b>£5,055.45</b>

<b>July/August income</b>	
pizza van rent	£ 50.00
Allotment rent x 2 plots	£ 18.00
Memorial stone x 2	£ 150.00
2016-17 VAT refund	£ 4,903.84
<b>TOTAL</b>	<b>£ 5,121.84</b>

### 23.2 To sign July/August bank statements

CT signed the bank statements.

## 24. Public session for non-Agenda items

*Allotment field rent:* PC was told that tenders used to be reviewed every 2 years for allotment field.

*Upper Milton speed limit:* Request for PC support for speed limit in Upper Milton.

## 25. Any Other Business

None.

CT closed the meeting at 9.30pm.