

Milton-under-Wychwood Parish Council

Minutes of the meeting held in the Village Hall at 7.30pm on Wednesday 20th April 2016

PRESENT: Cllr Collett (GC), DCllr Haine (JH), Cllrs Jones (LJ), Naish (Chairman, EN), Pratt (JP), Rawlins (PR), Smith (CS), Trotman (CT); Parish Clerk: Jenny Miller; 20 members of the public

1. APOLOGIES FOR ABSENCE: CCllr Rose.

2. DECLARATION OF INTERESTS:

GC – Planning app 16/00846/FUL; JP – Wild Gardens Director; JH – Planning; LJ – Website review.

3. MINUTES OF THE LAST MEETING

The March draft minutes were amended on p3 item 23.1(ii) to read £3.51 and on p4 total figure was amended accordingly to read £12,971.94. EN moved to approve March minutes. All in favour, vote carried.

4. PUBLIC

PC election: Disappointment expressed that PC election nomination details were not more clearly explained prior to deadline. It was noted that details were available on the PC noticeboard.

Dog fouling: Action group are focusing their efforts on High St/Church Rd area in order to identify main culprit/s since the spray paint appears not to be a sufficient reminder to some.

Buses update request: Chairman confirmed that the buses to Witney would continue but be reduced from July onwards. Pulhams will be meeting with representatives from the Wychwoods shortly.

5. MATTERS ARISING

Weed control: CT has confirmed which areas are to be sprayed and will meet with contractors on spray date.

Play equipment: May 15th date of opening ceremony to combine with Queen's birthday celebrations.

6. RECREATION GROUND TENNIS COURT

6.1 Consideration of a hire fee

CT and EN spoke with Teddy Tennis coach at site to review condition of court. Tennis coach happy with condition of court and is aware of insurance/risk. She is to provide PC with a risk assessment and copy of public liability insurance. JH proposed there should be no charge for her to use court. PR seconded but with additional condition of a review in 6 months. All in favour, vote carried. Clerk to inform coach. EN said tennis net needs to be replaced. Clerk to get quotes for consideration.

7. PLAY EQUIPMENT

7.1 Seating area

LJ has researched a range of seating options which range in price. LJ suggests PC budget for or set a fundraising target. JH requested vandal-proof seating. JP suggested that by the next PC meeting, a sub-committee present the PC with various options, quotes and suitable fundraising target to be discussed and decided upon. PR and CS to form sub-committee. Tesco community grants may be available. CT to investigate.

7.2 Opening ceremony

EN to provide ribbon. PR nominated to open park.

8. QUEEN'S BIRTHDAY CELEBRATIONS

All details in hand. Posters will be displayed to advertise the combined Queen's birthday picnic in the park and park opening ceremony.

9. PROPOSAL FOR POSTS ON VERGE IN FRONT OF CEMETERY

CT presented a proposal for erecting wooden posts along length of grass verge in front of the cemetery to prevent parking. Proposal based on specifications approved by OCC. A utility search was recommended prior to work and CT informed PC that it is only likely to be a water pipe in the vicinity so stop-cock to be turned off during works. Works to be carried out by Milton Volunteers using tanalised timber. JH proposed approval of proposal and to start work. All in favour, motion carried.

10. OALC EMPLOYMENT COURSE FEEDBACK

CT attended OALC course covering many areas of Employment in great detail which he will brief PC on shortly. He had provisional confirmation from OALC that the employment contract drawn up for the Lengthperson is suitable. Query about whether Clerk's contract is also acceptable. LJ suggested that PC should also review the Clerk's hours since the role has changed significantly.

11. LENGHPERSON

11.1 Contract of employment/job description

PC were satisfied with proposed employment contract and job description for Lengthperson to replace verbal contract.

11.2 Consideration of salary rise and holiday pay

JP proposed to backdate unclaimed holiday pay for period 2011-2016. Discussion followed. Proposal put forward that 2015/16 holiday pay only be paid since holiday pay was left unclaimed and more formal contract was not requested. Vote taken, 5 in favour, 2 against, 1 abstention. Motion carried.

12. PARISH COUNCIL WEBSITE REVIEW

12.1 Discussion of the actual status and functions of website

JP outlined current PC website provision ie. village website managed voluntarily by Mr Jones, content written and organised by LJ with some minor input by PC. Various options suggested for future of website once LJ steps down as Councillor and no longer runs the website. LJ clarified what time commitment and editorial ownership the role of website manager requires in order for the website to stay up to date rather than dependent on monthly approval of content at PC meetings.

12.2 Consideration of a website sub-committee (SC)

JP suggested that the new PC form a sub-committee to explore how to proceed. Having discussed options, JP proposed that the PC should acquire and maintain the existing domain name (£100/yr approx.) and contract a website manager. Vote taken, motion carried.

13. BUDGET PLANNING

Reference made to the 15/16 accounts report and rough draft of 16/17 budget which clarify exceptional and regular income/expenditure. Request that Clerk provides Councillors with a briefing note on current financial commitments which PC regard as of high importance. Since they are inheriting a healthy account balance, the new PC have opportunity to make financial plans for long term.

14. ALLOTMENTS

14.1 Amendment of tenancy agreement

It was proposed that amendments be approved. All in favour, vote carried.

14.2 New water points

CT proposed that work be carried out by the Allotments workforce and that the cost be shared equally with the Welfare Trust. All in favour, vote carried.

15. CONSIDERATION OF CHURCHYARD TREE MAINTENANCE QUOTES

PC discussed three quotes received for removal of dead wood from churchyard limes adjacent to church wall as well as removal of epicormic growth and crown lift to prevent low hanging braches over pathway. JP proposed to accept lowest quote. Vote taken: all in favour, motion carried.

16. LITTLESTOCK BROOK FLOOD ALLEVIATION

JH outlined current situation brought to attention of PC by residents of The Heath. JH proposed quote should be obtained from BA Hull for the removal of debris from stream, erosion control matting and extension of work another 100m. Vote taken, motion carried. Clerk to contact Environment Agency requesting that Bruern Grange fishpond inlet be widened and with PC proposal of works. Also Clerk to write to Mr Redman-Brown regarding debris under bridge preventing flow. PR reminded PC that Welfare Trust should be consulted before any work undertaken since it will directly impact their income. GC queried whether Welfare Trust should contribute funds.

17. OCC GRASS CUTTING

PC discussed the offer made by OCC to pay the PC £816.82/yr for 3 years to take over its' urban grass cutting contract. JH proposed PC accept this offer. Vote taken: all in favour, motion carried.

18. COUNTY COUNCILLOR REPORT

In CCllr Rose's absence JH outlined unitary council proposal.

19. PLANNING:

19.1 APP/D3125/W/16/3146351 (ref. 15/003356/FUL) Land at Owl's View, Shipton Road –
Notification of Planning Appeal

19.2 16/00846/FUL 36 Elm Grove *Two storey rear extension and canopy over entrance;
Construction of self-contained annexe with storage cellar beneath.* **Objection**

19.3 APP/D3125/W/16/3143885 (ref. 15/03128/OUT and 15/00197/OUT) Land south of High St
- Notification of Planning Appeal and Local Inquiry

19.4 16/00946/HHD Little Orchard, Green Lane *Single storey rear extension* **No Objection**

20. CORRESPONDENCE

All Councillors had received correspondence ahead of the meeting. No issues were raised in relation to these items.

21. VILLAGE GREEN

It was reported that there had been positive feedback regarding the new play equipment.

22. DONATIONS

Lady Reade Charity: PR reported that the last donation made in July 2014 to a sum of £200. JH proposed to donate £200. Vote taken: all in favour, motion carried.

23. ACCOUNTS

Cheques were signed by 2 Councillors. Chairman moved to approve payments. Vote carried. February-April bank statements were signed by the Chairman.

a. Payments out (April):

i.	M. Ricketts Length person salary	£180.80	
	M. Ricketts holiday pay (retrospective)	£202.33	
	Sub-total	£383.13	£ 383.13
ii.	J. Miller Clerk salary + 9.5hrs overtime	£418.29	
	expenses: printer and ink	£ 69.98	
	holiday pay (6hrs)	£ 67.14	
	Sub-total	£ 557.16	£ 557.16
iii.	Alfred Groves bin bags & gloves		£ 11.48
iv.	Alfred Groves Joinery		£ 13.75
v.	Playdale		£24,237.60
vi.	OALC Good Councillors Guide x8		£ 37.60
vii.	J.Pratt Mileage allowance for OALC course*	£ 30.02	
viii.	J.Pratt Mileage allowance for Community		
	First Neighbourhood Plan roadshow	£ 24.39	
	Fee for Community First roadshow	£ 5	
	Sub-total	£ 59.41	£ 59.41
ix.	OALC Employment course		£ 78.00
x.	Thames Water		£ 30.68
xi.	WODC Household waste removal		£ 209.82
xii.	WODC Library donation (under sec 137)		£ 2032.88
xiii.	Business Focus Spring newsletter		£ 94.20
xiv.	HMRC PAYE Jan-Mar		£ 111.80
xv.	Lady Reade donation		£ 200
	TOTAL		£28,057.51

*£0.469/mile: 451 to 999cc rate applied

b. Payments in (Feb-Mar):

i.	Play equipment donation	£ 1,000
ii.	Pound parking	£ 162.50
iii.	Allotment field rent	£ 1,125
iv.	Cemetery	£ 660
v.	Allotment plot rent	£ 7
	TOTAL	£ 2,954.50

Bank balance as of 31/03/2016:	Community a/c:	£23,048.32
	Business a/c:	£53,076.49
	TOTAL	£75,744.27

23.1 Submission of draft end of year income/expenditure accounts

PC commended clear presentation and accepted the presentation. Chairman signed the Summary of accounts 15/16.

24. PUBLIC

Cemetery post work: PC were advised that there may be a drainage pipe along length of grass verge.

Allotments: Query about increasing rent due to water rate increase and according to size of plot. CT replied that existing PC/tenant agreement stands until tenancy ends at which point large plots will be subdivided. Annual rent will be increased by £2 in Sept 16 and tenants have been notified. Query about length of

allotment tenancy and size of tool store permitted. CT replied that a tenant may retain plot as long as s/he wishes provided rules are being adhered to. Most tool stores are 18in square.

Littlestock Brook: Suggestion of gabions to along brook. It was suggested that the original proposal by Environment Agency included coir matting, and a further 100m as is now being proposed.

Play equipment mud: Query as to whether leakage of paddling pool pipe beneath the new play equipment may be cause of excessive mud. PC will monitor in drier weather and review in due course.

25.AOB

Tool sharpener: It was reported that a man offering tool sharpening has reappeared on the village green. Query about his right to trade on the green.

Part-time/Full-time employee entitlement: CT reported that holiday entitlement is the same pro-rata whether full or part-time.

Newsletter distribution: LJ has distribution document for new PC.

Wild Gardens AGM: JP reported in brief that current project is the restoration of the round pond and walling.

Emergency Plan: EN to complete and return to WODC/Clerk.

Thanks: PR praised the Councillors for their efforts for the past 4 years as their term comes to a close, not least Cllr H.Jones who has been missed since her premature departure and Cllr Marsden who is remembered fondly. Thanks extended to LJ for her work on the Newsletter and the website and to EN for stepping in as Chairman and for her interest in the bus services. Congratulations were extended to new Councillors. Extensive praise was given to GC for his role as Chairman and for his involvement in PC for 20 years. He was presented with a gift from members of PC.

26. The Chairman closed the meeting at 9.57pm.