

Milton-under-Wychwood Parish Council
Minutes of the meeting held on Wednesday 15th June 2016 at 7.30pm in the Village Hall

PRESENT: Cllr Trotman, Chair (CT), Cllrs Pratt (JP), Rawlins (PR), Smith (CS), Boyle (KB), Ward (PW), Young (PY); Parish Clerk: J. Miller; 11 members of the public.

1. APOLOGIES FOR ABSENCE: JH

2. DECLARATION OF INTERESTS

PR declared an interest in planning application 16/01753/HHD.

3. MINUTES OF THE LAST MEETING

The May draft minutes were amended (p1, item 6 to read "...gates are open"; p2 item 9.2, "Standing orders" was removed from items to be reviewed in future meetings") and subsequently CT moved to approve. All in favour, motion carried.

4. PUBLIC

South of High St planning appeal: Query about the appeal. PY reported it was shorter than expected and the report is due to be released at the end of July.

5. MATTERS ARISING

The Villager: Following his research into this bus service, PY reported that he is wholly in support of it after abstaining from the vote in the May meeting.

6. CHAIRMAN'S REPORT

CT introduced this new monthly Agenda item to inform parishioners of the activity of the PC during the course of the month. This month CT visited the Shipton PC meeting; met with the Clerk to learn more about the role of the Clerk and various procedures within the PC; with JH CT met with BA Hull and the Environment Agency to discuss Littlestock Brook flood alleviation; following a request from WODC planning office, CT made a submission under the provision of section 106 for funding for various infrastructural improvements to the village should the Sharba development be approved; met with company carrying out the village weed spray on the day of the spray.

CT proposed to change the Agenda order so that the matters arising from the previous meeting is discussed before the first Public session. The first Public session should be related to matters on the meeting agenda only which the PC may then consider in its' discussions. Other matters may be raised in the second Public session.

7. COUNTY COUNCILLOR REPORT

Cllr Rose will shortly be meeting with The Villager bus service to offer help with taking the service forwards.

8. CONSIDERATION OF PLAY AREA SEATING OPTIONS EQUIPMENT (PR/CS)

PR circulated a range of seating options via email. CS has made several further grant applications. Until grants have been secured, the PC will not make a decision on the seating.

9. CONSIDERATION OF TENNIS NETS/POSTS OPTIONS (PR/CS)

PR circulated three options for replacing the tennis posts and net. Move to order the Hexa Sports freestanding tennis post and net. Vote taken, all in favour, motion carried.

10. CONSIDERATION OF VILLAGE SPEED SURVEY (CT)

CT moved to conduct a speed survey to explore the scale of the speeding problem at certain points in the village. Cost is £110 for a two-way survey. Vote taken, all in favour, motion carried. Church Road is deemed to be of particular concern, but PC to decide at a later date where exactly survey will take place.

11. LITTLESTOCK BROOK FLOOD ALLEVIATION UPDATE (CT)

11.1 REPORT ON MEETING WITH BA HULL AND ENVIRONMENT AGENCY

Following advice from the EA, grading of Brook took place in the Autumn to alleviate flooding. The EA now advises that the next step must be to slow the flow. To attempt to achieve this, as well as to improve the water quality, they propose to carry out a funded pilot scheme, managed by the EA, to start before the winter. The EA are to advise on how to proceed and CT has brought this to the attention of residents of The Heath.

11.2 PROPOSAL FOR HIRE OF SKIP FOR WINTER DEBRIS (CT)

CT moved to hire skip from the PC Littlestock Brook 2016 budget. Vote taken, all in favour, vote carried. Mr Wilks to invoice PC once skip has been delivered.

12. PROPOSAL TO ESTABLISH A PLANNING SUB-COMMITTEE (JP/PY)

PY moved to establish such a non-executive committee to examine details of more substantial and potentially controversial applications to advise all PC members. Vote taken, all in favour, motion carried. PY, PW and KB to stand on committee and were asked to produce the Terms of Reference for approval at July meeting.

12.1 STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT 2016

A request for consideration of a list of potential housing development sites in Milton has been received from WODC. New planning sub-committee to meet ASAP in public with three clear days' notice to consider the given sites in order to report back to WODC by the end of June.

13. PROPOSAL TO ESTABLISH A FINANCE SUB-COMMITTEE(JP)

JP moved to establish such a non-executive committee to support Clerk in her role as RFO with particular interest in tenders, long-term financial planning and researching available grants to then advise all PC members. Vote taken, all in favour, motion carried. CT, JP to stand on committee.

14. PLANNING

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| 14.1 | 16/01567/HHD Fairview, 76 High Street | No objection. |
| 14.2 | 16/01753/HHD The Laurels, Jubilee Lane | Objection on same grounds as previous app. |
| 14.3 | 16/01850/FUL The Hare, High St | No objection. |

15. VILLAGE GREEN

Annual RoSPA inspection will take place in July.

16. PROPOSAL FOR REVIEW OF CLERK'S ROLE (CT)

Move to organise a OALC review of the Clerk's salary and role. Vote taken, all in favour, motion carried. It was also suggested that the August and December PC meetings should take place only if there are significant financial/planning decisions to be agreed upon.

17. CORRESPONDENCE

All Councillors had received correspondence ahead of the meeting.

A memorial application meeting the Cemetery regulations was approved.

Query regarding the OCAF public rights of way circular and subsequent discussion regarding the field at the end of Jubilee Lane/The Sands and the Oxfordshire Way, off Lyneham Road which need to be reported to OCC.

18. ACCOUNTS (JM)

18.1 Retrospective approval of purchase of software for PC Newsletter publishing
PY purchased Microsoft Office to produce the Newsletter, costing £89. Move to approve the Accounts which included this payment. Vote taken, all in favour, motion carried.

18.1.1 Approval for exceptional extra printing of additional A5 page in Newsletter
Move to print an extra edition of the newsletter on one A4 sheet at £100 approx to cover all PC news including contact details for the new PC. Vote taken, all in favour, motion carried.

18.2 Approval for upcoming Councillor training courses
PW, KB and PY to attend Roles and Responsibilities for new Councillors training course (£78 pp) on Wed 5th Oct.

3. Income/Expenditure this month

18.3.1 Payments out:

i.	M. Ricketts Length person salary	£ 148.20
ii.	J. Miller Clerk salary, 21.5 hrs + 6 hrs holiday*	£ 343.628
	backdated salary rise 64.25hrs@£0.491/hr**	£ 31.547
	expenses: stationery, dog poo bags for vets	£ 101.70
		£ 476.88
iii.	Paul Young in respect of Microsoft Publisher	£ 89
iv.	Alfred Groves: bin bags	£ 3.51
v.	Chris Trotman in respect of laminating pouches	£ 13.74
vi.	K.Grant grass cutting	£1,400
vii.	HMRC PAYE Apr-June	£ 116.60
viii.	Business Focus Newsletter	£ 90
	TOTAL	£ 2,337.93

* Salary calculated according to NJC new salary figures 2016-2018 £12.041/hr released this month, to be implemented immediately and backdated to 1st April 2016

** Difference in new salary rate and previous salary backdated to 1st April 2016

2. Payments in (April-May):

i.	Allotments	£ 7
ii.	Play equipment WODC grant x2	£ 9,353.63
iii.	Cemetery	£ 75
iv.	JPs pizza van rental	£ 25
	TOTAL	£ 9,460.63

Bank balance as of 31/05/2016 is unavailable this month.

Cash book balance:£70,836.80

19. PUBLIC

Littlestock Brook: It was reiterated by a resident of The Heath that the PC hired the contractor to carry out works to the Brook on guidance from EA and were not acting alone.

Public Footpaths: Query about the Oxfordshire Way being a bridleway. It was also noted that the field north of The Sands mentioned in item (17) only became a quagmire in winter following the laying of cables by SSEB around 10 years ago.

SHELAA 2016: Query about the origin of the list of potential development sites. It is believed to originate from the WODC.

20. AOB

CS gave her apologies for the July meeting.

PR reported that the Welfare Trust allotment rent will increase as of Sept 2016 from £7 to £9.

JP will submit the Emergency Plan by the end of the month and will contact those who have been suggested or have volunteered for various roles.

PW to meet with Pulhams coaches and members of other Wychwoods Parish Councils.

21. CT closed the meeting at 8.59pm.

DRAFT