

**Milton-under-Wychwood Parish Council**

**Minutes of the meeting held on Wednesday 15<sup>th</sup> March 2017 at 7.30pm in the Village Hall**

**Present:**

DCllr Haine (JH), Cllrs Rawlins, Smith (CS), Chairman Trotman (CT), Young (PY), Ward (PW); Parish Clerk: J. Miller; 12 members of the public.

**1. Apologies for absence:** Cllr Pratt

**2. Declaration of Interests**

JH declared an interest in all planning applications. PR declared an interest in planning application ref 17/00795/FUL.

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

The February draft minutes were considered. CT moved to approve. All in favour, motion carried. Minutes were signed and dated.

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

*Drains:* CT reported the blocked drain at entrance to Village Green car park to WODC.

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

None.

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

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

*Resignation:* CT announced Cllr Boyle's resignation from the PC due to work commitments. CT expressed gratitude for her work during the past year and confirmed that the PC would co-opt another Councillor at the next meeting.

*Littlestock Brook woody dams:* All 12 dams have now been installed and will act as a sluice during heavy rainfall. Other trials have proved successful.

*Church wall:* 3 contractors have visited the site and general opinion is that intervention should only be necessary when it falls down though there are some intermediary steps which can be taken eg. filling gaps with mortar to prevent further loosening of stones.

*Church path:* CT to meet with PPC to discuss the church path

*Village Green trees:* A number of arboreal experts to meet in the coming week to advise on tree management of 14 limes and one cherry tree. Quotes to be sought from contractors.

*Speedwatch:* Volunteers involved in speedwatch wish to use police speed monitoring equipment through village to reach a conclusion about whether the village has enough of a speeding problem for the police to get involved. They seek public liability insurance from the PC for work carried out in Milton. Agenda item next month.

*SSE:* Work on trees overhanging power cables along Bruern Road will take place on 18th April.

**6.2 District Councillor Report (JH)**

JH outlined a recent press release from WODC following the release of results of the Better Oxfordshire report recently published by OCC. WODC have completed a media campaign to gauge public appetite for a unitary council and the results concur with that of OCC that the majority of public in West Oxfordshire questioned are not in favour of the unitary approach. WODC activity continues.

**7. Consideration of the Unitary Council proposal for submission**

Discussion followed regarding the question posed by OCC as to whether Milton PC would like to lend support to the Better Oxfordshire proposal when it is sent to the Secretary of State by agreeing to be a signatory for the letter. It was moved that a vote be taken to determine how PC should respond to the Better Oxfordshire proposal. All voted against acting as signatory for the OCC campaign.

**8. Proposal to approve draft Terms of Reference for Finance and Planning Committees (CT/PY)**

Councillors had received the draft Terms of Reference for both committees. CT moved to approve the Terms for the Planning Committee. All in favour, motion carried. CT moved to approve the Terms for the Finance Committee. All in favour, motion carried.

### **9. Proposal to approve purchase of hardware and associated software for Clerk for PC business (CT)**

CT outlined the proposal to provide the Clerk with a laptop, hard drive and cloud storage, word processing and anti-virus software, as well as subscription to accounting software. The laptop will be for PC use only, remains the property of the PC. Passwords for all storage facilities and hardware will be kept in a secure location separate from Clerk's place of work. Councillors had received the document outlining 3 options for purchase of hardware and software. CT proposed to approve a budget of up to £900 for this purchase. Vote taken, all in favour, motion carried.

### **10. Public transport update (PW)**

*Comet service:* PW reported this is not being used to great effect as bus passes cannot be used, but this ruling is being reviewed.

*Service 233:* PW has suggested an alternative route to operators which may include Milton. Further information to follow.

*214/215:* Reports that another operator has taken over GoRide and will be commencing service in April. PR to liaise with PW about this possibility.

### **11. Discussion of Planning Committee proposal to acquire OCC land adjacent to The Paddocks (PY)**

The Planning Committee is in early stages of investigating such a proposal as a means of increasing the size and scope for developing the recreational opportunities on the Village Green. They estimate around £6000 to purchase land. Discussion followed. A similar proposal has been put to OCC in the past and has been unsuccessful. Further enquiries will be made before formal proposal is put to PC.

### **12. Proposal to approve draft Risk Register**

Councillors had received the draft document prior to the meeting. CT suggested most of risks currently rated as Medium risk should be downgraded to Low. It was also suggested that risks which have been noted as requiring action to be taken should be more specific as to who will be responsible for doing so subsequent to further discussion. It was reiterated that this is a working document and will be reviewed periodically. CT moved to approve Risk register. Vote taken, all in favour, motion carried.

### **13. Proposal to approve draft Statement of Internal Controls**

Councillors had received the draft document prior to the meeting. CT moved to approve document. Vote taken, all in favour, motion carried.

### **14. Planning**

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

To consider the following planning applications:

*17/00795/FUL Land adjacent to 42 Ansell Way, Erection of bungalow*

It was moved that a vote be taken to approve the application. Vote taken, with Chairman having casting vote to approve the application.

### **15. Village Green**

*Tennis court:* Following the report of damage to new posts and net as well as slippery, dangerous conditions, the PC agreed that the court is in need of cleaning and a work party will be arranged by PR to clean in the coming weeks. Basketball nets need replacing. It was felt that bikes and dogs were the main cause of mud in enclosed area but that with drier weather conditions, the PC hopes this will be less problematic. It will continue to be monitored and reviewed. CT to erect a sign forbidding the public from taking bikes and dogs inside the enclosed area. Old posts and abandoned bikes to be removed. Clerk to contact WODC to arrange removal.

*BMX track:* It has been suggested that the excavations be filled in.

### **16. Correspondence**

All correspondence has been received and read by the PC.

A memorial application for Mr and Mrs A. Hunt has been received. It satisfies regulations and is accepted.

### 17. Donations under sec 137: Proposal to make a donation to the Community Orchard

As a founding member of the Community Orchard, PY left the room during this discussion. The PC were informed of the current financial situation of the Orchard and their future plans to purchase more trees. It was proposed to approve a donation of £100 to cover 2 years rent. Vote taken. All in favour, motion carried.

### 18. Accounts

Unfortunately the bank statement for the Business account has not been received in time for the overall balance so cashbook balance as of 28<sup>th</sup> February 2017 is given here instead: £91,569.03

#### 18.1 To approve the payments out and to sign cheques

The following items of expenditure were approved and the cheques were signed.

|   |                 |
|---|-----------------|
| Length person salary & holiday pay (Oct-March)                        | 253.60          |
| Padlock and link  | 18.81           |
| Lengthperson materials  | 3.51            |
| Clerk salary  | 560.37          |
| Photocopies   | 2.50            |
| Dog poo spray paint   | 79.50           |
| Mileage allowance 64 miles@£0.469p per mile for Internal audit course | 30.00           |
| Village Green railing repair  | 72.00           |
| OALC subscription   | 327.90          |
| Library staffing donation   | 2032.88         |
| OPFA membership   | 50.00           |
| Emergency tree work   | 65.96           |
| Community Orchard   | 100.00          |
| <b>TOTAL</b>  | <b>3,597.03</b> |

The following items of income were noted:

|                               |               |
|-------------------------------|---------------|
| Pizza van rent                | 25.00         |
| Mrs Page interment            | 440.00        |
| Mr Bemmer interment           | 300.00        |
| Clerk locum PAYE from July 16 | 72.60         |
| Allotment rent 1.5 plots      | 14.00         |
| <b>TOTAL</b>                  | <b>851.60</b> |

#### 18.2 To sign February bank statements

Bank statements were examined and signed by CT.

### 19. Public session for non-Agenda items

*Overgrown hedge:* Clerk to write to request that the hedge at the front of the house opposite the village hall be trimmed back as soon as possible.

*Speedwatch:* Volunteers will be meeting with police on 29<sup>th</sup> March to discuss speed monitoring and use of equipment.

*Village Green relocation:* Suggestion that the PC considers a 10 year plan for moving the recreation ground to increase the variety of sports on offer.

### 20. AOB.

*Cemetery:* PR suggested more gravel is needed on pathways.

*Neighbourhood Plan:* PW and PY reported meeting with Blewberry Parish Council who has carried out a successful Neighbourhood Plan. The Neighbourhood Plan Committee has 2 more members and the Committee will be formalised once the results of the informal feedback form have been collated, provided that there is sufficient evidence to suggest there is majority support for the NP to go ahead.

*Website:* CT reported that the current agreement with the village website manager is to end shortly. The PC website will go live in late Spring with Agendas and Minutes to be published at the very least.

CT closed the meeting at 8.55pm.