

Little Milton Parish Council
Minutes of Council Meeting held on Wednesday 14th April 2021

Present:

Cllr. Francois Van Der Merwe (Chairman)
Cllr. David Wakeling
Cllr. Steve Sidhu
Cllr. Howard Harrison
Cllr. Adam Sheppard

County Councillor: Steve Harrod (Part Meeting)

Mrs Andrea Oughton (*Parish Clerk*)

Member of the public: Eleven (Part Meeting)

Regulating the Conduct of the Meeting

The meeting was being conducted under THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020. These Regulations allowed Parish Councils to conduct their meeting by video or audio link with Councillors and members of the Public and Press not being in the same location.

01/04/21 Apologies for Absence:

District Councillor Caroline Newton

02/04/21 Declaration of any pecuniary interests of members

There were no pecuniary interests declared.

The Chairman welcome Andrea Oughton to her first meeting as Parish Clerk.

03/04/21 Approval of Minutes

The Parish Council **RESOLVED** to approve the minutes of Parish Council Meeting held on 10th March 2021 as a true record of the meeting. The minutes will be signed by the Chairman outside the meeting.

04/04/21 Planning

P21/S1178/LDP: Briarwood Haseley Road

Replace front porch and add canopy over window and replace cladding to front of house with timber.

The Council noted that the District Council were currently processing the above application that seeks a Certificate of Lawful Development at the above site

Proposed Development along Haseley Road

Elizabeth Swabey-Collinson, Architect and Mark Doodes of Mark Doodes Planning presented plans for development of five, two-bed starter/downsizing dwellings on the field next to the pumping station along the Haseley Road.

Mark Doodes said a full application had been submitted to South Oxfordshire District Council which was currently being validated. The site had been the subject of a planning application eight years ago which failed. The same owners had approached Mark to see what development might be possible on the site.

The proposal is for a small local development of five two-bed properties to deliver part of the need identified in the Neighbourhood Plan. The site is adjacent to the Conservation Area. It was unusual for open market small units to come forward.

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Elizabeth Swabey-Collinson added the built development accommodated one third of the site classified as Flood Zone 1. The remaining two thirds will be left as public open space. There is a public picnic area adjacent to the Haseley Road which will act as a buffer between the road and the dwellings. The animal shelter is to be removed and there will be a footpath connection to the village. The Grade II Listed Building on the opposite side of road is part of the reason to 'step' the development back. Due consideration had been given to the effect on the Conservation Area. Views from the site to the church were important.

It had been planned to hold a public consultation but current pandemic restrictions had meant this could not take place.

The architect and planner answered a number of questions from members of the public and councillors which covered concerns around flooding, impact on the Conservation Area, vision plays, traffic speeds and pedestrian safety.

05/04/21 Meeting with representatives of OCC Highways/SODC Planning re A329

The Chairman asked if there were any further comments on the draft letter to Oxfordshire County Council Highways otherwise he would send the letter as drafted.

06/04/21 Report by District / County Councillor

The Chairman welcomed County Councillor Stephen Harrod to the meeting.

County Councillor Harrod reported he had little to add to the information already circulated other than, in Caroline Newton's absence, a brief update on the Chalgrove Airfield planning application. Following receipt of the letter from the Civil Aviation Authority and subsequent discussions with interested parties it seems unlikely the application will proceed in its current format.

The Chairman reported he had met with interested groups, landowners and chairs of parish councils. The group agreed to focus on highlighting the large amount of public money being spent on a project that is not commercially viable. Lobbying is being led by Chalgrove Shield.

Talk of Harrington development has begun but unlikely in the current climate. There are three issues, a lack of railway connection and infrastructure and no plans for a significant employment on the site.

Work has just commenced on the next Local Plan to 2041 which include a number of strategic sites.

The Chairman thanked Steve for attending the meeting and he left the meeting.

07/04/21 Matters arising

The re-siting of the litter bin was still under consideration by South Oxfordshire District Council. The bin in the layby had been replaced.

Cllr Harrison had circulated an email regarding the village benches, he was happy to clean and stain where needed. The wooden benches at the Millennium Memorial needed replacing.
Resolved Cllr Harrison will obtain a quote from a specialist provider

08/04/21 Recreation Ground/Playground

Cllr Sheppard informed the Council that he continued to push for a second quotation for the hard standing for the Grundon bins but had no response. It was agreed to go ahead with the

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work. **Resolved** to accept Monument Pools quotation. Cllr Sheppard agreed to contact Monument Pools and liaise with them on the day of installation.

09/04/21 MUGA

The Chairman reported he had requested two quotations for remedial works to the MUGA. He continued to encourage volunteers to join the Working Party to scope the project and identify potential sources of funding.

10/04/21 Finance

Approval of Council expenditure

Colourplus: April Newsletter 2021	£252.77
Windmill Landscapes: 1 cut March 2021	£143.40
Raymond Fergusson: Month 1 2020-21, Editor	£69.30
HMRC: PAYE Months 9-12 2020-21	£428.80
Information Commissioners Office: Data Protection Renewal Fee	£40.00
Smith of Derby: Service of St James' Clock 3 Years to 17/03/2024	£678.00
Oxfordshire Neighbourhood Plan Alliance: Annual membership to 31/03/2022	£50.00
South Oxfordshire District Council: Small Society Lottery registration annual fee	£20.00
Oxford Green Belt Network: Annual subscription to 31/03/2022	£15.00
GeoXphere (Parish Online) Annual membership to March 25 2022	£60.00
CPRE: Annual membership to 26/04/2022	£36.00
Oxfordshire Association of Local Councils (OALC) Annual membership	£146.16
Oxfordshire Playing Fields Association: Annual membership	£42.00
Community First Oxfordshire: Annual membership	£55.00

Direct Debit

Intuit: Accounting software April 9th – May 9th 2021	£12.00
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The Clerk reported the bank statements at 1st April 2021 had been reconciled with the ledger at 31st March 2021 and were available for viewing on Quickbooks. The first 50% of the Precept for 2021-22 had been received.

The newsletter editor reported one third of a total of £6,600 gross income expected from advertisements in the parish magazine had been received.

The Annual Governance and Accountability Return 2020-21 (AGAR) is required to be completed and returned by 30 June 2021. It is expected the Parish Council accounts will fall under the £25k threshold and will be able to Exempt itself from an External Audit.

11/04/21 Future roles of parish councillors

The Chairman opened discussion on transitional arrangements following the appointment of the Clerk/RFO and the roles and responsibilities of Councillors. He referred to how nearby parishes operated and suggested possible areas of responsibility could include; Communications, Facilities (playground, recreation area, MUGA, Village Green), Utilities (Thames Water, Highways, Broadband, Electricity), Planning and Liaison (Village Shop, School, Nursery, WI).

Roles could be rotated on an annual basis. The Chairman will put together a proposal with suggested names and circulate to councillors.

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12/04/21 Thames Water/OCC Highways

A meeting with Thames Water took place on 13th April 2021, all Councillors attended. All agreed it had been a productive meeting. The Clerk will make a note to make contact Thames Water again in June.

13/04/21 Community Infrastructure Levy (CIL)

Community Infrastructure Levy (CIL) contributions from development are used for the benefit of the community. The Chairman asked Councillors to consider projects that might be suitable and share via email. The Clerk will collate ideas into a project list for further consideration.

14/04/21 Casual vacancy on Parish Council

The Clerk confirmed the deadline by which electors could request an election was 22nd April 2021 after which if no more than 10 requests had been received the Parish Council could Co-opt a new member onto the Council.

It was agreed the Clerk will re-circulate the draft advertisement for Co-option for comments to send to the Editor of the Parish Newsletter by 20th April 2021. The advertisement will also be published on the noticeboard and website.

The deadline for receipt of applications will be 1st June 2021 with a view to Co-option taking place at the Parish Council meeting on 9th June 2021.

15/03/21 Correspondence

Elizabeth Swabey-Collinson had written to request details of the proposed development along Haseley Road (Agenda Item 4) be published in the Parish Newsletter. **Resolved** that only information of the proposed development of the site would be publish through the minutes and that the Parish Council would not wish to include an article in the newsletter from the developers.

As the newsletter is a Parish Council publication the Council felt it was important that it did not publish any information from the developer that could be misconstrued by residents as to the Council's position on the imminent planning application.

A request had been received to consider hiring the recreation ground to allow 1-1 exercise classes to take place whilst the village hall is unavailable. It was agreed a policy is needed for the hire of the recreation ground. **Resolved** Cllrs Sidhu and Wakeling will look at the implications of commercial hire e.g insurance cover, charges, etc and report back to the next meeting.

A request had been received to use the recreation ground for parking on Saturday 3 July 2021. Discussion took place, concerns raised that the recreation ground is typically well used on Saturday afternoons in the summer. Car parking in the village is already difficult and an event at the village hall on the same day will further impact village parking. **Resolved** to reply that in principle the Parish Council is agreed for the recreation ground to be used for parking provided sensible conditions are adhered to. The Chairman will write to the resident to request more details for a decision to be made at the next meeting.

16/04/21 Annual Parish Meeting

The Clerk reported that the current legislation covering the ability of the Parish Council to hold a remote meeting lapses on the 6th May 2021. It is unclear as to whether it will be extended.

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Resolved that the Annual Parish Meeting is held on 19 May 2021, commencing at 6.30pm in the Village Hall (COVID restrictions permitting). The Annual Meeting of the Council will be held at 7.30pm followed by the Parish Council meeting.

17/04/21 Exchange of Information

Cllr Wakeling raised the question of reclaiming some of the pavement from the northern end of the High Street to Warren View. A contractor recently working the area had cut back the pavement in two places which had helped to identify the issue. **Resolved** the Clerk will contact Highways and request work is done to reclaim the pavement. Cllr Harrison will draft a specification and obtain a quote should Highways not agree to undertake the work.

The question of how often to cut the verges was raised and what is essential to maintain vision splays. Should consideration be given to reducing the number of cuts per year to encourage them to 'wild'. It was agreed the question of wilding verges and other public open space is considered at a future meeting.

Cllr Sidhu reported he is changing the signs on the bins outside the play park. New signs will not include that items for recycling can be placed in the bins.

Cllr Wakeling raised a concern about the amount of available parking in the car park as the car park was full most weekends and consideration should be given to unlocking the gate to the recreation ground. **Resolved** this will be put on the next agenda for discussion.

18/04/21 Date of Next Meeting

The Annual Meeting of the Parish Council will convene at 6.30pm on **Wednesday 19th May 2021 at the Village Hall followed by the Parish Council meeting.**

The meeting finished at 11 p.m.

Parish Forum

There were no matters raised

Signed by: *Fiona Ren Meade*

Chairman.....*[Signature]*.....Date.....*9/5/21*.....