

Little Milton Parish Council
Minutes of Council Meeting held on Wednesday 19th May 2021

Present:

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

Mrs Andrea Oughton (*Parish Clerk*)

Members of the public: Three (Two Part Meeting)

01/05/21 Apologies for Absence:

County Councillor Freddie van Mierlo
District Councillor Caroline Newton

02/05/21 Declaration of any pecuniary interests of members

Cllr Wakeling declared an interest in planning application P21/S1642/LB as the applicant and owner. Cllr Wakeling did not take part in discussion or vote on this item.

03/05/21 Approval of Minutes

The Clerk proposed the following revision to the draft minutes of the Parish Council meeting held on 14th April 2021.

Proposed Development along Haseley Road

The Chairman invited Elizabeth Swabey-Collinson of Swabey Collinson Architectural Services and Mark Doodes of Mark Doodes Planning to outline their client's plans on the field next to the pumping station along the Haseley Road. They thanked the Council for giving them the opportunity to share the plans for the site in advance of a full application that had been submitted to South Oxfordshire District Council.

The plans were for a development of five two-bedroom houses. They stated that the development had been designed to recognise the policies within the Adopted Neighbourhood Development Plan of 2018 as well as the policies of the SODC Local Plan with particular reference to housing mix, the impact on the Conservation Area and Protection of Views.

Mr Barry Coward, Chairman of the Little Milton Neighbourhood Development Plan stated that the submitted application would be considered against all relevant policies within the Plan.

Elizabeth and Mark answered a number of questions from members of the public and councillors which covered concerns around flooding, impact on the Conservation Area, vision splays, traffic speeds and pedestrian safety.

The Chairman thanked Elizabeth and Mark for attending the meeting and sharing their client's plans for the development of the site but stated that the Council would make no comment on the plans until a planning application had been received.

RESOLVED to approve the minutes of Parish Council Meeting held on 14 April 2021, including the revised minute, as a true record of the meeting. The minutes were signed by the Chairman.

04/05/21 Matters Arising

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The Clerk confirmed there had been no response from Oxfordshire County Council to the letter regarding the A329. It was agreed the Chairman would forward the letter to Cllr Freddie van Mierlo and ask for his assistance to gain a response. The Clerk will also push for a response.

Cllr Howard was thanked for organising the repairs to the Millennium benches which had now been completed. Cllr Howard reported he was working on the benches on the green. It was noted that the benches on Old Field were being used and should be retained.

Cllr Sheppard will contact Monument Pools to instruct them to carry out the work to provide a hard standing for the Grundon bins.

Following a request to consider hiring the recreation ground to allow 1-1 exercise classes, Cllr Wakeling had spoken to the Chairman of the Village Hall Committee. After discussion the following was agreed: i) the applicant must make a formal request to the Parish Council, ii) each application will be considered on a case by case basis, iii) no charges will be levied, iv) the applicant must provide proof of public liability insurance and first aid training, v) large groups will not be permitted.

05/05/21 Report by District / County Councillor

Newly appointed County Councillor Freddie van Mierlo had given his apologies and said there was very little to report following the recent elections.

District Councillor Caroline Newton had given her apologies and submitted her annual report to the Annual Parish Meeting held earlier in the evening.

06/05/21 Planning

P21/S1642/LB (Listed Building Consent) - Betts Farmhouse Church Hill Little Milton

Replace existing painted softwood storm proof casement windows with flush casement windows in painted hardwood. All windows will be replaced with windows of the same size. The existing windows are single glazed. The proposed replacement windows will use slimline double-glazed units.

RESOLVED to Support this application.

P21/S1618/HH - Simeons Gold Street Little Milton

Raising roof of existing garage building to allow for conversion of 1st floor to provide ancillary accommodation. Rooflights and dormers added to roof.

RESOLVED to respond with the following comments:

- i) Concern regarding impact on the protected view.
- ii) Concern regarding over development of the site, given previously approved applications.

P21/S1869/HH - Owl Barn Church Hill

1st floor rear extension over an existing ground floor extension.

RESOLVED to Support this application.

P21/S1893/HH – Briarwood Haseley Road

Porch and canopy at the front of the house

RESOLVED to Support this application.

P21/S1178/LDP - Briarwood Haseley Road

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

It was noted this application had been withdrawn prior to determination.

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07/05/21 Recreation Ground/Playground

Discussion took place on the replacement of the current litter bins located near the playground and whether a more holistic solution, possibly involving a contract with a waste company to provide suitable bins and service them could be implemented. Cllr Sidhu agreed to contact Grundon to find out more about the type and size of bin the company would service and where the bin should be located.

Cllr Francois van de Merwe reported he had contacted Mr Hue Williams regarding the request to use the Recreation Ground for parking. It was confirmed the request was for use of the Recreation Ground on Sunday 4th July 2021 from 12.30pm to 3pm to park between 150-200 cars.

Concern was raised regarding the proposed number of cars which would take up the whole of the Recreation Ground, possible damage to the ground from the volume of cars and if the weather was inclement leading up to the event or on the day. The Parish Council was keen to help with the request but felt there needed to be a balance to enable the Recreation Ground to remain a usable community space.

RESOLVED to offer half the Recreation Ground for car parking with agreement that temporary matting be installed in areas of heavy traffic, proof of adequate public liability insurance to cover injury or damage and adequate stewarding is provided.

RESOLVED to grant permission to the Village Hall Committee to use the Recreation Ground for a community event on Saturday 28th August 2021.

Some discussion took place on the wider question of parking on the Recreation Ground. It was agreed Cllrs Wakeling and Sheppard will explore different ideas and draft a policy for overflow car parking on the Recreation Ground to be considered and agreed at a future meeting.

RESOLVED to grant permission to the Parochial Church Council to use the Recreation Ground for car parking on Saturday 19th June 2021 between 1.30pm and 5.00pm for the Church Fete.

Cllr Wakeling reported he had requested three Covid banners, supplied free of charge, from SODC to attach to the playpark fence (one facing the recreation ground and one facing the shop) and a further one to attach to the shelter in the playpark.

Discussion took place on signage relating to liability, use of the play area, etc., should be displayed at the recreation ground, MUGA and playpark. The Clerk agreed to contact Oxfordshire Playing Fields Association for advice.

08/05/21 MUGA

Cllr van der Merwe reported he had received a second quotation of £2.5k for remedial work to the hardcourt by a maintenance specialist. This work would prolong the life of the court for a further three years. Cllr van der Merwe had not given up on the plan to improve the MUGA in the long term with a working group to scope the project and identify grant funding opportunities.

09/05/21 Finance

Approval of Council Expenditure
Colourplus- May Newsletter

£252.77

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Editor (Raymond Fergusson) Month 2 2021-22	£69.30
HMRC – VAT Qtr. to 30th April 2021	£900.67
Andrea Oughton: Laptop	£524.00

Came & Company: Council insurances	£1074.95
Windmill Landscapes: 2 cuts April 2021	£286.80
South Oxfordshire District Council: Servicing of dog bin	£53.82
Broadleaf Joinery: spares for bench	£273.60
Raymond Fergusson: Re-imbursement of Licence Fee paid by card	£20.00

Direct Debit

Intuit: Accounting software May 9 th – June 9 th 2021	£12.00
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Following a belated request from Citizens Advice it was **RESOLVED** to donate £150 for 2020-21.

The Clerk reported that Income and Expenditure figures for 2020-21 were both under the threshold of £25k allowing the Parish Council to exempt itself from a limited assurance review.

RESOLVED that the Parish Council will certify itself as exempt from a limited assurance review and complete Part 2 of the Annual Governance & Accountability Return for 2020-21.

10/05/21 **Thames Water/OCC Highways**

The Clerk reported there had been no response Oxfordshire County Council's Highway department following a request to side-up the verge between Warren View and High Street. The Clerk will continue to push for a response.

Raymond Fergusson had circulated the notes of the meeting with Thames Water on 13th April 2021. Cllr Sheppard and the Clerk will follow up with Thames Water towards the end of the month.

11/05/21 **Verges / Hedgerows**

Cllr Sidhu reported he had met with residents Mark Vallance (who also works for BBOWT) and Andy Coates to discuss a change to the management of the verges to create greater biodiversity. Cllr Sidhu had circulated a proposal ahead of the meeting which set out a moderate and pragmatic approach. If successful further areas could be added in the future. **RESOLVED** to adopt the policy and change in management of the grassed verges.

Next steps, Cllr Sidhu will produce a brief for BGG who currently cut the verges. The project will be publicised in the Parish Magazine.

12/05/21 **Future Roles of Parish Councillors**

Cllr van der Merwe had circulated a proposal for future roles of Parish Councillors to ensure clarity of responsibilities. It is intended that Councillors can move forward with projects, such as the project to rewild the verges, and bring concerns or items that need agreement to the Parish Council. It was agreed to continue with the current responsibilities until after the next meeting when a new councillor will be co-opted.

13/05/21 **Community Infrastructure Levy**

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It was agreed the Clerk will circulate information on the Community Infrastructure Levy, what it can be spent on, etc., to Councillors for discussion at the next meeting.

14/05/21 Correspondence

There was no correspondence.

Cllr Sheppard agreed to look at CPRE's Sewage, Flooding & Water Town & Parish Survey and if required formulate a response on behalf of the Parish Council.

15/05/21 Exchange of Information

Cllr van der Merwe had set up a Microsoft account for the Parish Council and created Chairman's and Clerk's accounts. A new email for the Clerk had also been set up – clerk@littlemilton.org.uk. The Clerk will begin to migrate Parish Council emails from the existing Imparishcouncil@btinternet.com email. A further email has been set up for group conversations. All Councillors and the Clerk will have access to the shared drive.

The process by which a new member will be co-opted onto the Parish Council at the June meeting was discussed at length. It was agreed the Chairman will contact all the candidates to inform them the Co-option will take place at the beginning of the next meeting. After the vote the successful candidate will be invited to attend the remainder of the meeting.

16/05/21 Date of Next Meeting

The Meeting of the Parish Council will convene at 8pm **on Wednesday 9th June 2021 at Pine Lodge.**

The meeting finished at 22.20p.m.

Parish Forum

There were no matters raised.

Signed by:

Chairman.....Date.....