

Great Milton Parish Council

Parish Clerk: Mr T Darch

Email: contact@clerkgreatmilton.co.uk

Website: www.great-milton.co.uk

**Minutes of the Annual Meeting of Great Milton Parish Council
held on Monday 21st May 2018 at 7.30pm in the Pavilion.**

Present: Cllrs. S Harrod (Chairman), P Allen, W Fox, G Harris and G Bennet.

Apologies: Cllrs C Deacon and P Fewell

In Attendance: Tim Darch (Clerk), Cllr Caroline Newton (SODC), no members of the public

The Annual Meeting of the Parish Council

66/18 To Elect a Chairman

Cllr Stephen Harrod was unanimously elected as Chairman for the coming year.

67/18 To Elect a Vice-Chairman


Cllr Bill Fox was unanimously elected as Vice-Chairman for the coming year.

68/18 Review of existing Committees:

The following Committees were e-mailed to see if there have been any changes or if any are likely. No replies were received: it is therefore assumed that they will continue unchanged.

- The Sheppard Trust –
Simon Cronk, Jane Willis
- The Hard Surface Play Area Committee –
Susan Read, Jon Devitt
- Great Milton Recreation Ground Management Committee –
Andy Noble, Michele Block
- Neighbourhood Watch –
Jola Miziniak
- The Kent & Couling Charity –
Simon Cronk, Cynthia D'Anger, Tricia Treanor
- The Old Field Charity –
Hazel Hand, Niki Patrick

Signed

 18.6.18

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Present: Cllrs. S Harrod (Chairman), P Allen, W Fox, G Harris and G Bennet.

In Attendance: Tim Darch (Clerk), Cllr Caroline Newton (SODC), no members of the public.

69/18 Apologies for Absence

Apologies were received from Cllrs C Deacon and P Fewell.

70/18 Variation of order of business

Business was conducted in the order determined by the Agenda.

71/18 Declarations of member's Interest (if any)

No declarations of interest were received from those present in matters on the Agenda.

72/18 Matters to Report

The County Council's monthly and annual reports and the District Councillor's update and Annual Report were received by the Parish Council. Cllr Caroline Newton outlined the content of her Local Plan update, which appears on the Parish Council website.

73/18 Correspondence and Public Discussion

To receive items of correspondence and take questions from the public.

Speeding through village and on A329.

It was agreed that a speed survey was likely to lead to the same results as previous surveys. Signage is likely to be too expensive, and traffic calming such as chicanes or speed humps would then require street lighting, which is not popular in the village. It was suggested that a letter should be sent by the Parish Council to Le Manoir (the village's major employer) on this issue.

Proposed housing development at Hughendon M40 Garage, Milton Common.

The current owner (since 2003) has been given 6 months notice of termination of his franchise by Triumph Motorcycles, as they wish to relocate the dealership to North Oxford. The owner plans to downsize his staffing and establish a secondhand motorcycle sales business near to his home in Berkshire, and has submitted an application to develop 8 3-bed and 2 2-bed 'affordable' dwellings on the Milton Common site, the plans for which were outlined to the meeting. Outline permission was granted around 18 months ago for fewer but larger houses: it is hoped that a revised application will be approved by September and will hopefully be fully built by mid-2019. The Parish Council had no major objections to the proposal but stated that it would await the submission of a further application which it would consider in detail: the views of local residents will also be sought.

74/18 Planning Applications

A

To give consideration to the following planning applications received from SODC: P18/S1184/HH (Demolition of an existing single-storey conservatory and erection of proposed 2-storey front and side extensions and single storey rear extension and outbuilding. Yew Tree Cottage Lower End Great Milton OX44 7NF).

The Ward Councillor's comments and those received from neighbours were relayed to the meeting in his absence. It was RESOLVED that the Parish Council has no objection to the proposed development.

B

To review any planning decisions received and any outstanding planning matters.

P18/S0273/HH (new detached garage. 5-6 Priory Bank Church Road Great Milton, OX44 7PA). Planning permission has been granted for this application.



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P18/S0792/A (Advertisement Consent: Proposed signage, The Oxford Belfry Hotel London Road Milton Common OX9 2JW). Planning permission has been granted for this application.

An appeal relating to application number P17/S3619/FUL (Retention of Staff Accommodation Static Caravans: The Oxford Belfry Hotel, London Road, Milton Common, Oxon OX9 2JW) has been deposited with the District Council as Local Planning Authority. An appeal has been made to the Secretary of State against condition(s) imposed on the above planning permission. The Parish Council responded as follows on the initial application:

At a meeting of Great Milton Parish Council, it was decided that we would recommend that this application should be refused. The original application was granted for a two-year period while this application seeks renewal for three years which is excessive given that the caravans are unsightly and close to residential houses. We would support a renewal for two years from the date the caravans were first installed (July 2017).

The Parish Council's position on the appeal remains unchanged and is broadly similar to that of the local planning authority: no representations will therefore be made.

75/18 Minutes of the previous meeting

The minutes of the Annual Parish Meeting and the monthly meeting of the Parish Council (both held on Monday 16th April 2018) were signed and approved as an accurate record of proceedings,

76/18 Financial Resolutions

A To authorise cheques for payment:

Tim Darch. Salary, Tax and Expenses. £446.93

Jonathan Dudley. Bulletin production. £283.60

Green and Growing. Grass cutting May: £582

Came and Company. Great Milton Parish Council - Insurance Renewal. £354.90

The Maple Tree. Donation towards operating costs (as agreed at Minute 53/18): £500

B Internal Audit Report

The internal audit report was received from Matthew Hale (Internal Auditor), who had also signed and returned the Internal Auditor's section of the Annual Governance and Accountability Return (AGAR). *The internal audit report raised no concerns or issues for action.*

C Section 1 (Annual Governance Statement) and Section 2 (Annual Accounting Statements) of the Annual Governance and Accountability Return for the year ending 31st March 2018 were reviewed and agreed, then signed in sequence by the Chairman and the Clerk/RFO as required in advance of publication and the Exercise of Public Rights period (scheduled for 4 June to 13 July 2018).

D To note the receipt of the refund of £890.40 due to the Parish Council from HMRC having paid the Clerk's tax rebate via PAYE.

E To note the annual increment in the Clerk's salary from April 1 2018 from £4,813.04 to £4,992.86 per annum, as agreed by the National Association of Local Councils.

F It was agreed to close the Santander Business Account and to obtain the signatures/photo ID of Cllrs S Harrod and P Fewell (the signatories on the Santander account) for this purpose.

G To note submission of the application for refund of £1379.60 VAT incurred between April 1 2017 and March 31 2018.

77/18 Parish Clerk and Councillors' update of matters in hand

- Verge cutting has begun. Unfortunately a bench adjacent to the school entrance was damaged during mowing: the Clerk reported that the bench will be replaced on the contractor's next visit.

78/18 General Data Protection Regulations

The Parish Council has re-registered with the Information Commissioner's Office, its membership apparently having lapsed some time ago. There remains uncertainty over whether the Clerk can be appointed Data Protection Officer: a relaxation of the legislation has been proposed to remove the requirement for Parish Councils to appoint a DPO. In the meantime the Clerk has been taking necessary steps to move towards GDPR compliance. The Council's Subject Access Request policy, Privacy Policy, Draft IT Policy, Removable Media Policy and Document Retention Policy were reviewed and approved. A clear-out of the PC's paper files will be scheduled in due course.

79/18 Great Milton Bulletin: potential changes to format

79 'opt-in' forms have been received (along with a letter recommending continuation of the current arrangements) in response to the suggestion that the Great Milton Bulletin becomes a largely online magazine with a limited print run for circulation to those that request a hard copy. After further discussion it was RESOLVED with the agreement of all Councillors present to postpone the proposed changes for now but to keep the situation under review, particularly with regard to costs versus advertising income. The Clerk is to investigate opportunities for advertising/sponsorship of the front cover of the magazine.

80/18 Great Milton School: land for new modular classroom

Cllr Bill Fox reported that very good progress is being made on issues relating to the land upon which the school's new modular classroom will be located. The revised lease is close to completion, and the new classroom is scheduled for delivery on 27 May, with footings already in place already ready for its installation.

81/18 'Expressway Action Group'

The Parish Council has been asked if it wanted to join in with a signage campaign protesting against the Expressway, but has declined to do so for the time being.

82/18 Neighbourhood Plan

The potential creation of a Neighbourhood Plan for the village was discussed. This is a process to produce a land management plan for the Parish, which may help to deter speculative applications for development. However this can be over-ridden: additionally the District Council can now demonstrate a 5 year land supply which means that large-scale speculative applications are less likely. The Council has therefore decided not to pursue the creation of a Neighbourhood Plan for the time being.

The meeting closed at 8.40pm.

The next meeting of Great Milton Parish Council will be held on Monday 18th June starting at 7.30pm in The Pavilion.

Signed _____

S. Hand 18.6.18