

Great Milton Parish Council

Clerk: Jacqueline Wren

Email: clerk@greatmilton-pc.gov.uk

Members of Great Milton Parish Council are summoned to the Annual Meeting of the Parish Council on Monday the 19th May 2025 at 7:30pm in the Pavilion at the Recreation Ground, Great Milton

Members of the Public: Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Jacqueline Wren, Clerk
May 2025

AGENDA

15/25 Election of Chair of the Council

16/25 Election of Vice Chair of the Council

17/25 Signing of Declaration of Acceptance Forms

18/25 Apologies for Absence
Stephen Harrod (Chair)

19/25 Declarations of members' interests
To receive declarations of interest in matters on the agenda

20/25 Reports
To receive reports from the County Councillor, [District Councillor](#) (May 2025 and [Annual](#)) and any other local representatives as appropriate.

21/25 Haseley Trading Estate
To discuss and gather information regarding the forthcoming planning application to develop the Trading Estate following the public consultation on 28th April 2025.

22/25 Correspondence and Public Discussion
To receive items of correspondence and hear any representations/questions from the public in relation to remaining items on the agenda

23/25 Minutes of the previous meeting
To approve and sign the [minutes of the meeting of the 14th April 2025](#)

24/25 To consider the following new or amended policies:

- Standing Orders
- Financial Regulations
- Freedom of Information procedure and publication scheme

- Complaints Procedure
- Risk Assessment
- Code of Conduct
- Financial Reserves Policy

25/25 Planning Applications: To consider the following planning applications:

P25/S1224/FUL

Mount Pleasant Farm, Thame Road, Great Milton, OX44 7HX

Erection of Two x 4 bedroom dwellings with x1 double garage and x1 single garage (resubmission of previously approved P19/S2605/FUL)

P25/S1268/LB

Le Manoir Aux Quat Saisons, Church Road, Great Milton OX44 7PD

Reroofing of the Flower House building with associated repair works.

To note the following planning appeal:

P24/S3699/FUL

Garages at Holloway Farm near Great Milton Oxfordshire OX33 1GX

Conversion of existing garages outbuilding into a 1-bedroom dwelling.

26/25 Finance

A Payments for authorisation: To consider the following payments

Payee	Element	Amount	Date	Minute Ref Order Agreed	Power to Spend
Shield Maintenance Ltd.	Dog waste – May 2025	£92.82	20/05/25		Open Spaces Act 1906 s10
Bibby Financial Servies Ltd.	Tactical Facilities Management Ltd. May 25	£581.80	20/05/25	150/24	Open Spaces Act 1906 s10
Jenks Oxford Ltd.	Tree Works	£1464.00	20/05/25	201/24	Open Spaces Act 1906 s10
JM Dudley	Bulletin - May	£335.20	20/05/25		Local Government Act 1972, s142
	Church Clock Maintenance	£228.00			Parish Councils Act 1957 s2

Monthly Direct Debits

Payee	Description	Monthly Amount	Power to spend
BT Group plc	Microsoft 365 and Email	£14.23	Local Government Act 1972, s142

HugoFox	Website Hosting	£23.99	Local Government Act 1972, s142
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Receipts

25th April 2025 - £10,192.42 CIL payment from South Oxfordshire District Council.

- B** To receive and sign the **Bank Reconciliation**, Statement of Accounts and Bank Statements up to 30th April 2025.
- C** **Insurance**
To discuss the upcoming renewal of the Parish Council's insurance and consider comparative quotes
- D** **Donations**
To consider a donation to Home Start Southern Oxfordshire – supporting parents to create better starts for children.
- E** **Scribe**
To consider migrating the Accounts on to the online platform Scribe at a cost of £31pcm and a one-time set-up fee of £249.
- 27/25** **Training:** To consider any appropriate training courses
- 28/25** **Annual Internal Audit Report 2024/25** To review the Annual Internal Audit Report
- 29/25** **Annual Governance Statement 2024/25** To consider and respond accordingly
- 30/25** **Annual Accounting Statements 2024/25** To consider and agree the Accounting Statements for the 2024/25 financial year.
- 31/25** **Notice of Elector's Rights** To consider the dates of the period of Notice of Elector's Rights.
- 32/25** **Security in the village:** To receive an update on security issues impacting Great Milton from the Neighbourhood Watch coordinator
- 33/25** **Items for next agenda or information only**
- 34/25** **Confidential item** To resolve to exclude members of the public from item 35/25 due to its confidential nature
- 35/25** **Clerk's Employment**
To consider whether the completion of the clerk's three month probationary period has been successful and agree the contractual increase in salary.

The next meeting of Great Milton Parish Council will be held on Monday 16th June starting at 7.30pm in The Pavilion.

Agenda items for the June meeting are due to the Clerk by Wednesday, 4th June 2025