Great Milton Parish Council

Minutes

Clerk: Andrew Webster
Email: clerk@greatmilton-pc.gov.uk

Minutes of the Parish Council Meeting held on **Monday the 21st September 2026 at 7:30pm in the Pavilion at the Recreation Ground, Great Milton**

Andrew Webster, Clerk
September 2026

Present Malcolm Horsley, (Chair, MH), David Harms (Vice Chair, DH), Andrew Noble (AN), David Mainon (DM), Darren Timms (DT), Richard Oliver (RO).

In attendance : Andrew Webster (Clerk, AW) and two members of the public.

68/26 Apologies for Absence

Sarah McMahon, Judith Edwards, Georgina Heritage.

69/26 Variation of order of business:

To consider a variation of order of business.

70/26 Declarations of members' interests:

To receive declarations of interest in matters on the agenda.

71/26 Reports:

The Council received reports from the County Councillor and District Councillor and any other local representatives as appropriate.

The Council requested that the clerk publicise grants mentioned in these reports in the monthly e-mail bulletin.

72/26 Correspondence and Public Discussion

Correspondence has been received about parking in the village, Le Manoir changes to planning, Morland House surgery and planning application P26/S2485/FUL.

These are included under the relevant agenda items:

73/26 Haseley Trading Estate (standing item):

Councillors expressed concern about the lack of a published traffic plan.

DH to contact the District Councillor about the ongoing failure to publish a traffic plan for vehicles using the site.

Councillors also expressed concern about road capacity, surface quality and traffic safety at the A329 junction.

74/26 Le Manoir Aux Quat Saisons (standing item):

The Council resolved to thank the Manoir for its donations to the harvest festival and Neighbours Hall.

A: Update on HGV traffic management following the July 2026 correspondence.

The Clerk reported that no further communications had been received from the public concerning construction traffic through the village. Construction vehicles were now using the new entrance to the site directly from the A329, although some councillors noted that this might also be problematic because of a lack of full road markings and signage at the new entrance.

Communications received:

In a telephone communication with The Clerk, Mr Niall Kingston made the following points about the planning application for the new bin store covering why it is necessary to replace the existing bin store.

The need for this arises as the plant that was previously located on the restaurant roof needs to be relocated at lower level elsewhere.

The process of dealing with food waste and glass will not change from current practice. Full containers of glass are brought to the store to be taken to the refuse area adjacent to the A329, the transfer of used glass to containers happens inside the Manoir building itself.

Food waste will continue to be handled as it is now. It is collected at the bin store and taken daily to the refuse area for processing. It is first dried, reducing five bin loads to one by volume; at this point, it does not smell and is then used in composting. This process has been taking place for five years. The drier is currently in the building adjacent to Neighbours Hall; the only change is that processing will take place farther away, in the refuse area at the corner of the site adjacent to the A329.

Mr Kingston extended an invitation to councillors to contact him via telephone or e-mail to discuss any matters arising. He is also willing to host a visit from Councillors to allow them to follow up any concerns.

Members of the public in attendance at the meeting expressed the desire for effective screening and minimal noise from the Manoir extending into the churchyard.

RO fed back that the Great House residents had concerns about odour and noise, including noise in the churchyard as well as visibility in winter when foliage has dropped.

RO agreed to go back to make representations to Mr Kingston on these points.

B: Responses to planning applications.

B.1 Ref: P26/S3345/FUL

Proposal: Trenching and resurfacing of Manor House Entrance Driveway.

7PD

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S3345/FUL

The Council resolved to support this application.

B.2 Ref: P26/S3576/FUL, P26/S3575/LB

Proposal: New ground floor bin store, plant compound, kitchen extract ducts and extractor fan.

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S3576/FUL

The Council resolved to oppose this application.

B.3 Ref: P26/S3391/FUL

Proposal: Removal of existing glazed rooflights on the southern block and reinstatement of roof covering with matching tiles and membrane. Proposed lead canopy to entrance of Dovecote (replacing existing glazed canopy). Proposed lightning protection Location: Le Manoir Aux Quat Saisons Church Road Great Milton Oxford OX44 7PD

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S3391/FUL

The Council resolved to support this application.

B.4 Ref: P26/S3083/S73

Proposal: Variation of conditions 2 (Approved plans) and 27 (Acoustic Assessment) on planning application P25/S0866/S73 Location: Le Manoir Aux Quat Saisons Church Road Great Milton Oxford OX44 7PD

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S3083/S73

The Council resolved to support this application.

B.5 Ref : P26/S2760/FUL

Proposal: Full planning application for earthworks and associated landscaping.

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S2760/FUL

The Council resolved to support this application.

B.6 Ref: P26/S3334/S19

Variation of condition 2 (Approved plans) on Listed Building consent P25/S0791/S19- For amendments to the approved scheme to address the increased guest expectations and operation requirements. Listed building consent for internal and external alterations and minor extensions, repair and refurbishment works to the Grade II* Manor House

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S3334/S19

The Council resolved to support this application.

B.1, B.3, B.4, B.5, B.6

The Council resolved to support these applications as representing minor changes to the original planning application, viz:

- Minor alterations to the approved bistro design
- Minor alterations to the approved deluxe garden guest rooms design
- Alterations to the approved design of the double and single treatment rooms
- Minor alterations to the personal training gym, relaxation pavilions, mindfulness studio and janitor store.
- Update an earlier acoustic report.

B.2 Ref: P26/S3576/FUL, P26/S3575/LB

Proposal: New ground floor bin store, plant compound, kitchen extract ducts

The Council resolved to oppose this application as it contains insufficient detail on the assessment and management of noise and odour as a result of the use of the bin store and lacks clarity on measures that will be taken to protect the historic churchyard boundary wall during construction, and insufficient clarity on the effectiveness of screening, particularly during winter months.

75/26 Reorganisation of Local Government:

MH expressed the view that he was pleased that local government reorganisation was currently on hold.

RO asked whether there was an organisation of affected local villages that the Council could join in order to object while there was still time. It was agreed that GH should be contacted to say that the Council would like to join any such group and actively participate.

The Council tasked the Clerk to follow up with GH to see what organisation is taking place at district level and to proffer support.

MH raised the issue of donations to the labour party from Oxford City Councillors in relation to its potential influence on decision making.

The Council resolved to task MH to write to City Council leader & CEO on this matter

76/26 Parish action plan

MH envisaged a 10-15 year plan aimed at improving facilities and benefiting residents. This might include ideas such as Church partnerships, use of the Methodist Church Building, Manoir Community project partnerships, sustainability, better use of buildings.

The initial proposal is to engage the community to raise ideas followed by a consultation.

RO agreed that the PC should work up a proposal and engage the community. E.g. shop proposals. Better use of existing spaces such as Neighbours Hall, Pavilion and Church.

The Council resolved to form a sub-committee to take this matter forward, comprising DH, MH, RO, and DT.

77/26 Emergency Planning: Village Resilience Plan/Community Emergency Plan:

To consider the development of a Village Resilience Plan for Great Milton.

This item was discussed in conjunction with 78/26 below.

78/26 Emergency planning : Fires

The Council discussed what would be appropriate measures to take to mitigate the risk of fire.

MH proposed investing in fire beaters and forming an evacuation plan. There was concern that this might give rise to issues with training on appropriate use of equipment e.g. the dangers associated with dealing with electrical fires.

It was suggested that the Council invite a representative of the Fire Service to advise on the best approach to fire safety.

Some residents have expressed concerns around evacuation of vulnerable residents in case of emergency.

Two approaches were considered. The Council might keep a central register of vulnerable residents, although the disadvantage of this approach would be the associated data-protection compliance work. Alternatively, the Council could promote "buddying" and "neighbourliness" schemes to encourage parishioners to work together and ensure that vulnerable residents are not overlooked in an emergency.

The possibility of liaising with local landowners to encourage land management practices that mitigate the risk of fire spreading to the village was also discussed.

The Council tasked RO with investigating the next steps for emergency planning.

79/26 Allotments:

The Council received the Clerk's report on allotment tree queries (conservation area status, tree protection, economic viability, and level of demand for allotment plots).

The Clerks report contained the following assessment of the above matters:

The allotments are not in the conservation area nor subject to tree preservation orders. The Council has a duty to provide allotments for rental. Currently there are spare allotments and no waiting list, on this basis the Council is fulfilling its duty. There is no specific duty covering maintenance of allotments, though this may be inferred from the duty to provide plots. The Council has the power to spend money to improve the allotments under the Smallholdings and Allotments Act 1908. Remedial work to remove trees is likely to be very expensive in relation to the income generated from allotment rental.

After some discussion the Council decided that the probable costs outweighed the benefits of taking action to remove the impact of trees on the allotments at this stage.

The council agreed that the most appropriate approach would be to ensure that any safety concerns were assessed and addressed. The Council will follow up on this item at the next meeting .

80/26 Parking on village green and common land within the village

A member of the public has made representations via e-mail concerning parking on the Village Green.

Legally residents have a right of vehicular access across the greens, but not a right to park there.

Village Greens are protected spaces for recreational use,

The council resolved to continue its current position of discouraging parking on the village green and tasked the Clerk to publicise the legal position through the newsletter.

81/26 Planning Applications:

Planning applications received and planning decisions.

Planning decisions:

Certificate of Lawfulness of Proposed Use or Development **P26/S1073/LDP**

The Sands Stadhampton Road Great Milton Oxford OX44 7PE

Side extension and alterations to fenestration to western elevation

Decision : Granted.

Planning applications:

Ref: P26/S1535/O

Proposal: Outline planning application (access, scale, and layout) for the erection of seven dwellings and related works, including access. Location: 14 Thame Road, Great Milton, Oxford, OX44 7HY

This has been adjusted to address concerns raised about impact on 14 Thame Road.

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S1535/O

The Clerk reported that, regarding consultation, SODC have explained that they consult with immediate neighbours, so had not included Orpwood Cottage in the consultation for this application. They have a duty to inform neighbours either by letter or by a planning notice at the site.

The Council tasked the Clerk with raising this matter through the District Councillor, requesting wider consultation on planning applications, including consultation with those likely to be affected.

Ref: P26/S2926/LDE

Proposal: Certificate of lawful development for the erection of an outbuilding

on the land shown edged red.

Location: Langsmeade House Milton Common Thame OX9 2JY

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S2926/LDE

The Council resolved that it has no comment to make on this application.

Ref: P26/S1377/FUL

Proposal: Proposed demolition of existing detached property. Replacement with 1 x three bedroom detached unit and 2 x three bedroom semi-detached units and associated parking. Location: Brimpton Grange Access To Hotel From A40 Milton Common Thame OX9 2JW

Planning: P26/S1377/FUL - Online Register

The Council resolved that it has no comment to make on this application.

Ref: P26/S2485/FUL

Land south-west of London Road near Tetsworth Oxfordshire OX9 7AZ

Change of use of land to a Gypsy/Traveller site comprising 12 mobile homes, 12 touring caravans and 12 utility rooms.

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26%2FS2485%2FFUL

The Council resolved to object to this application because it would be detrimental to the rural character of the area.

Ref: P26/S2660/S73

Proposal: Variation of conditions 2 (Approved plans) and 3 (Materials) on Planning Permission P25/S3097/S73- To regularise and amend what has been built which varies from the approved plans (Loft conversion with raised roof, two storey rear extension, single storey side extension, car port). Location: White Ash London Road Milton Common Thame OX9 2NU

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S2660/S73

The Council resolved that it has no comment to make on this application.

Ref: P26/S2725/FUL

Proposal: Conversion of existing garages/outbuildings into one 1-bedroomed dwelling

Location: Garages at Holloway Farm Milton Common OX33 1G

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S2725/FUL

This application has already been refused by SODC.

82/26 Donation to Morland House Surgery for car park resurfacing

MH reported that the Morland House Patients Association had written to ten parish councils to request funding towards raising £40,000 to £50,000 for resurfacing its car park.

The council shared the concerns raised, and would support moves to improve the car park surface, but feels that it would be more appropriate for the car park owners to fund the improvements as part of their business development plans.

83/26 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 – Sept 2026	£109.20	21/09	OSA s10	Litter Act 1983 s.5/6
Green & Growing (John Pattisson)	Mowing – Sept 2026	£450.00	21/09	144/25	Open Spaces Act 1906 s10
Castle Water	Allotments Water	£5.96	21/09		Small Holdings & Allotments Act 1908 s23
Jonathan Dudley	August Bulletin	£282.00	21/09		Local government act 1972 s142
Andrew Webster	Clerk's Salary	£512.20	21/09		Local government act 1972 s112

B To note the following payments made in August:

Payee	Element	Amount	Date	Minute Ref / Order Agreed	Power to Spend
Shield Maintenance Ltd.	Dog waste – Aug 2026	109.20	PAID	OSA s10	Litter Act 1983 s.5/6
Castle Water	Allotments Water	5.96	PAID		Small Holdings & Allotments Act 1908 s23
Andrew Webster	Clerk's Salary	£449.40	PAID		Local government act 1972 s112

C The Bank Reconciliation, Statement of Accounts and Bank Statements up to 31st August 2026 were received and signed.

D The following monthly/previously agreed payments for August & September were noted :

- Scribe Accounts – £37.20
- Bank Charges – £7.00

E Changes to pay scales for clerk following from the NJC pay award and completion of probationary period were noted.

In line with the Clerk's contract of employment 6.1 the Clerk's pay is now determined by LC2.29, following the recent publication of the 2026-27 pay award this stands at £21.34 per hour. For the nominal 30 hours per month this equates to £640.20 per month gross.

The Council resolved to implement this pay increase.

F The Council resolved to engage Jane Olds as internal auditor for 2026-27.

84/26 Minutes of the previous meeting

The minutes of the meeting held on 20th July 2026 were approved and signed.

85/26 Actions from the previous meeting:

Actions from the previous meeting had all been carried out – see appendix.

86/26 Training:

Forthcoming training events were noted:

- New Clerks Training – 29th September (AW to attend)
- Councillor Fundamentals – 1st October, online (booking confirmed)

OALC monthly "Councillor's Hour" dates for the rest of the year are:

- Monday 12th October 10.00am
- Wednesday 11th November 6.30pm
- Thursday 10th December 10.00am

See the OALC events page for links: https://www.oalc.org.uk/events

87/26 Items for next agenda or information only

Christmas Events

Village plan subcommittee

Allotment trees assessment and safety

Final audit report 2025-26

Oxon4Buses Parish Questionnaire

The meeting closed at 21:26

The next meeting of Great Milton Parish Council will be held on

Monday 19th October 2026 starting at 7.30pm in The Pavilion.

Agenda items for the October meeting are due to the Clerk by

Wednesday, 7th October 2026

Appendix 1: Actions from the 20th July 2026 Meeting

The following table lists the actions agreed at the meeting held on 20th July 2026, for review under item 81/26.

Action	Who?	Completed?
Respond to the Priory Bank resident regarding HGV traffic and keep Le Manoir traffic under review	AW	Done
Investigate the allotment tree queries (conservation area status, protection, viability, demand) and report back	AW	Done
Respond to planning applications P26/S1535/O and P26/S2111/RM	AW	Done
Clarify the mowing schedule for the verges, the Green and the Recreation Ground	AW	Done
Make the agreed July payments (and August payments when due)	AW	Done

Appendix 2: Agreed actions

Action	Who?	Completed?
Write to GH about the lack of traffic plan for the Haseley Depot.	DH	
Contact Niall Kingston about reservations over the safeguards in respect of the Manoir bin store.	RO	
Write to the leader of Oxford City Council about Labour Party donations.	MH	
Contact GH about Local Government re-organisation lobbying organisation.	AW	
Emergency planning	RO	
Allotment tree survey?	MH	
Contact CP about Morland House car park	MH	
Contact GH regarding planning notice distribution and consultation	AW	
Contact the internal auditor to confirm their appointments	AW	