Great Milton Parish Council

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

Minutes of the meeting of Great Milton Parish Council held on **Monday the 19th October 2026 at 7:30pm** in the Pavilion at the Recreation Ground, Great Milton.

Andrew Webster, Clerk
October 2026

Present: Malcolm Horsley (Chair, MH), Andrew Noble (AN), David Mainon (DM), Darren Timms (DT).

In attendance: Andrew Webster (Clerk, AW) and one member of the public.

Resignation from the Council and subsequent Casual Vacancy

The Council received notification from the Chair of the resignation of Sarah MacMahon from the Council. The Chair placed on record his thanks, on behalf of the Council, for her invaluable contribution to the Council over the past three years.

The Clerk noted that, following this resignation, the existence of a casual vacancy has been notified to the returning officer and publicised on the Parish notice boards. The period during which an election can be requested will run until 4th November. After this period, should there be insufficient electors requesting an election, the Council may fill the vacancy through a process of co-option.

88/26 Apologies for Absence

Apologies accepted from David Harms (DH) and Richard Oliver (RO).

Apologies noted from: Georgina Heritage.

89/26 Variation of order of business

No variation was made to the order of business.

90/26 Declarations of members' interests

No interests were declared concerning items on the agenda.

91/26 Reports

The Council received a report from the District Councillor.

The District Councillor's report detailed changes to planning regulations that have come into force, as well as highlighting a letter from the Leader of the Council to the Police and Crime Commissioner relating to the issue of excessive vehicle noise and anti-social vehicle use.

She also drew attention to action taken by the District Council to request information from the Government regarding the basis on which the decision on Local Government Reorganisation, which is currently paused, was reached.

92/26 Correspondence and Public Discussion

No representations/questions were received from the public in relation to remaining items on the agenda.

Two responses from the District Councillor to specific queries are included under the relevant agenda items.

93/26 Haseley Trading Estate (standing item)

An update was given on this item, following contact with the District Councillor (see actions from the previous meeting), and following a respnse from the Information Commissioners office to MH's complaint regarding SODC's teatment of Freedom of Information requests.

MH reported having received a response to a freedom of information request made to the ICO. The ICO gave a very detailed review of the case, which criticised SODC for using commercial confidentiality, non-disclosure agreements and private proceedings to conceal information that was in the public interest and which should have been disclosed as part of a freedom of information request.

SODC now has 28 days to appeal or to provide the information.

MH asked permission from the Council to continue to act on its behalf to ask SODC for the timescale for release of the information and what changes are being made to their processes to ensure greater transparency in the future, and also to raise the matter in the press.

MH noted that, if information were to come to light that would have given grounds for a judicial review had it been known at the time, it would still be possible to re-open the process. However, in view of the likely cost, the Council would be unlikely to fund any such action.

The Council resolved to allow MH to act on its behalf in this regard.

GH has written to update the Council on further delays to the publication of the traffic plan. The Council expressed its concern that this important information is still not in the public domain.

DM expressed concern over the routes that might be used by employees to access the site. MH was of the view that this was probably beyond the control of the operators of the site.

94/26 Le Manoir Aux Quat Saisons (standing item)

A

MH reported a meeting between himself, RO and Mr Kingston at the site. They inspected the bin store location. The Council had previously expressed concerns over noise from the movement of glass bins in the evening and morning; MH and RO were reassured by this visit about noise, which MH noted could be further mitigated by the use of wheelie bins with pneumatic tyres.

Regarding the churchyard wall, MH was reassured that plans do not involve alterations to the boundary wall. He suggested that Le Manoir work directly with the church regarding any further safeguarding measures needed to protect the boundary wall between the two sites during the works.

B The following planning approvals were noted:

B.1 Ref: P26/S3345/FUL

Proposal: Trenching and resurfacing of Manor House Entrance Driveway.

B.2 Ref: P26/S3391/FUL

Proposal: Removal of existing glazed rooflights on the southern block and reinstatement of roof covering with matching tiles and membrane.

C To consider the following planning application.

C.1 Ref: P26/S4174/FUL

Proposal: Erection of new entrance piers, gates and fencing.

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

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S4174/FUL

The Council resolved to support this application.

95/26 Reorganisation of Local Government

The Clerk reported the following response from the District Councillor regarding the Council's interest in joining a district-level group lobbying against the proposals:

"Regarding the parish council's interest in working with other Greater Oxford proposed parishes, I am following this up with Cllr Tim Bearder as his parishes are all affected. I hope Great Milton's councillors might also be interested to know that Cllr Bearder (as Leader of OCC) has just issued a legal letter to Government. County council takes formal step in its call to government for LGR evidence"

96/26 Parish Action Plan

An update from the Village Plan working group (Cllrs Harms, Horsley, Oliver and Timms) was deferred until the next meeting.

97/26 Emergency Planning: Community Emergency Plan and Fires

The working group's status was clarified; in the previous minutes it was referred to as a "sub-committee". This was incorrect. The group is a working group tasked with formulating the Emergency Plan. It will report back to the full Council for approval.

The Clerk reported having contacted the Fire Service to ask for advive, they have passed our contact details to the Head of the Wheatley Fire Station, from whom we await contact.

DM suggested providing fire beaters at the entrance to the village. The Clerk was tasked with obtaining quotes.

MH agreed to contact James Cunningham with regard to obtaining advice about fire safety precautions.

98/26 Christmas Events

The Council noted plans for the Christmas Tree on the green in its usual location.

The Council resolved to nominate the area outside the recreation ground as the Christmas Tree collection point, as in previous years.

MH reported that he had been approached by the Church about plans to hold a Carols event around the Christmas Tree.

The Council resolved to support these plans.

99/26 Oxon4Buses Parish Questionnaire

The Council considered the Oxon4Buses consultation and tasked the Clerk with its completion and return.

The main issue flagged was the need to reinstate later buses, to allow those working in the evenings to travel home by bus.

100/26 Pavilion Broadband

The Clerk reported that the current broadband service from Oxfordshire County Council is coming to the end of its contract. The Council resolved to fund a continuation of the service for two years, followed by a review of the provision at the end of this period.

101/26 Planning Applications

The Clerk reported the following response from the District Councillor regarding the Council's request that SODC widen its consultation for planning applications to include those likely to be most affected, rather than limiting this to immediate neighbours:

> *"I sent your request regarding planning consultation to Cllr Ben Higgins (Cabinet member for planning policy), who said he will raise this in his next portfolio briefing. In the meantime, I thought your parish councillors might find the Council's Statement of Community Engagement worth reading or keeping on file for reference.* Joint-SCI-May-2024.pdf"

Planning applications:

Ref: P26/S4095/FUL

Proposal: Farm store.

Location: Building at Crofts Furlong Farm, Lower End, Great Milton.

Consultation deadline: 15th October 2026 – extension requested to allow the Council to respond after this meeting.

https://southoxfordshire.planning-register.co.uk/Planning/Display?applicationNumber=P26/S4095/FUL

(P26/S4174/FUL, Le Manoir entrance piers, gates and fencing, is taken under item 94/26.)

The Council has no objections to this application.

Planning decisions:

The Council noted the following decisions made by South Oxfordshire District Council.

Ref	Location / proposal	SODC decision
P26/S2725/FUL	Garages at Holloway Farm, Milton Common – conversion of existing garages/outbuildings into one 1-bedroomed dwelling	Refused
P25/S2509/PIP	Land East of 14 Thame Road. Outline planning application (access, scale and layout) for the erection of seven dwellings and related works, including access.	Approved
P26/S4040/HH and P26/S4041/LB	Alterations to the existing fireplace and chimney stacks, including installation of a replacement stove and associated flue; removal of an overgrown Willow-leaved Cotoneaster; removal of overgrown ivy; replacement of failing timber boundary fencing; and associated local making good.	Approved

102/26 Finance

A Payments for authorisation: the following payments were authorised.

Payee	Element	Amount	Date	Minute Ref / Order Agreed	Power to Spend
Shield Maintenance Ltd.	Dog waste – Oct 2026	£109.20	19/10		Litter Act 1983 s.5/6
Green & Growing (John Pattisson)	Mowing – Oct 2026	£584.40	19/10		Open Spaces Act 1906 s10
Castle Water	Allotments Water	£5.76	19/10		Small Holdings & Allotments Act 1908 s23
Jonathan Dudley	September/October Bulletin	£305.43	19/10		Local Government Act 1972 s142
Andrew Webster	Clerk's Salary (gross)	£640.20	19/10	83/26	Local Government Act 1972 s112
Andrew Webster	Clerk's expenses	£11.65	19/10	83/26	Local Government Act 1972 s112
Moore	External audit fee	£315.00	21/9		Local Government Act 1972 s112
Parish Online	Website and e-mail (annual)	£378.00	31/7		Local Government Act 1972 s142
R. Mead	Skip Hire (for Freecycle)	£192.00	10/10	79/25	Local Government Act 1972 s137

Note a change to established practice: the Clerk's salary is given as the gross amount, as this reflects the true cost to the Council (previous practice had been to record the net payment made).

The minute of 79/25 does not give a date for review of this provision. The Council noted that it is good practice to include a review date when committing to ongoing future payments, and resolved to review this expense, along with others, as part of the budget planning process.

B The Bank Reconciliation, Statement of Accounts and Bank Statements up to 30th September 2026 were received and signed.

C The following monthly/previously agreed payments for October were noted:

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

D Receipts: the Council noted the receipt of the second instalment of the 2026-27 precept from South Oxfordshire District Council.

E The Council received final (external) audit report for 2025-26 and note any matters arising.

The auditors found no legislative or regulatory requirements that had not been met. Two minor points were raised, to 'draw to the attention of the authority', regarding ensuring the necessary documentation is included in the initial submission.

Statutory notice of completion of the audit has been published in the finance section of the Council website.

F The Council noted confirmation of the appointment of Jane Olds as internal auditor for 2026-27 (see minute 83/26 F).

G 2027-2028 Budget: to consider a first draft budget for 2027-28, including the level of reserves, ahead of setting the precept.

The Clerk reported that, according to preliminary projections made for budgeting purposes, the Council is in a sound financial position, with expenditure for the year forecast to be slightly below budget while income has been slightly above budget.

Councillors resolved to form a working group, comprising MH and AN, to work with the Clerk on a first draft of the 2027-28 budget for discussion by the full Council.

103/26 Minutes of the previous meeting

The minutes of the meeting of 21st September 2026 were approved and signed.

104/26 Actions from the previous meeting

Review of the action list from the previous meeting – see appendix.

The Council resolved not to take forward the item regarding donations to political parties by city councillors as, on reflection, it appears that these fall within accepted rules.

MH reported that further discussion over the Morland House surgery car park had clarified that ownership of the building rests with the lessor, with responsibility for maintenance resting with the lessee (the Surgery). The Council's position remains that the case for a contribution to funding from the Parish Council, rather than from those responsible, has not been sufficiently made for any contribution to be authorised at this point.

105/26 Training

MH and AW both gave positive feedback on the training they had received from OALC. This clarified various matters and led to a better understanding of the legislation governing the functioning of the Council.

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

- Wednesday 11th November, 6.30pm
- Thursday 10th December, 10.00am

See the OALC events page for links

106/26 Items for next agenda or information only

- Parish Action Plan
- Emergency Planning
- The Bell House – external decoration
- Parish Council Elections 2027

The meeting closed at 20:55.

The next meeting of Great Milton Parish Council will be held on Monday 16th November 2026 starting at 7.30pm in The Pavilion.

Agenda items for the November meeting are due to the Clerk by Wednesday, 4th November 2026.