

Bletchingdon Parish Council

Minutes of the Parish Council Meeting Held on Wednesday 23rd July 2025 at 7:30pm

Present: Cllr C Lane
Cllr D Ledger
Cllr N Morris
Cllr D Robins (Chair)
Cllr M Taylor

In Attendance: Samantha Cox – Clerk & RFO

1. Apologies for absence

Cllr R Pirie, Cllr M Whitehead, Cllr L Gordon and Cllr G Coton.

2. To Received Declarations of interest

Cllr D Ledger declared an interest in item 10. a) – Planning Application ref. **25/01528/F**

3. Public participation

No members of the public were in attendance.

4. To approve and sign the Minutes of the Parish Council Meeting held on 25th June 2025

The Minutes were approved by all present and signed by Cllr D Robins.

5. Update of Actions List

Date	Action Point	Progress
April 2025	VAS sign	Cllr D Robins is liaising with Paul McCarthy of MAC Traffic Solutions regarding the placement of the VAS. Clerk to help arrange a meeting between Cllr D Robins and P McCarthy. ONGOING
April 2025	New website	Navitas has been asked to proceed with a first draft of a new website. It was suggested that the new website has a History section added. ONGOING
April 2025	Community Emergency Plan	The Clerk has emailed all of the points of contact for the Community Emergency Plan to ask them to sign their authority for their details to remain in the plan. Clerk will liaise with A Maclachlan. ONGOING
April 2025	Tree Survey for Village Green and Recreation/Cricket ground	Visual tree inspection has been carried out by Arbor Tree Specialists Ltd who quoted for work needing to be carried out in next few months. Quote is being reviewed by Cllr C Lane. ONGOING
May 2025	Corner House – wall repairs	Owner contacted regarding the necessary wall repairs. COMPLETE
May 2025	Bletch Bash	Grant application form has been completed. Helen Webber has been asked which organisation the funds would be going to as they cannot be sent to a private individual. Clerk to chase Helen for a response. ONGOING
June 2025	Abandoned car on land behind Station Road	This has been reported. ONGOING

June 2025	Old metal bin casing on Oxford Road	The Clerk contacted Kat Gash to report the metal casing on Oxford Road where the bin used to be. She confirmed this is Highways responsibility and arranged for her team to make the area safe. Area has been coned off but a replacement bin is needed. Clerk to follow up. ONGOING
June 2025	Trees overhanging footpath near church	The clerk contacted OCC and reported the trees that are overhanging the footpath. They replied to confirm that they will visit the location and assess the trees. Clerk to follow up. ONGOING
July 2025	Bank mandate	The bank mandate has been updated. Cllr D. Robins is now a signatory along with C. Lane, F. Mason and M. Taylor. Samantha Cox needs to be added as a signatory so she will liaise with the outgoing Clerk. ONGOING
July 2025	Damage to fence, hedge and playground equipment at the Sports & Social Club on 26 th June	Insurance company has been contacted and a claim started. If any further details of the incident can be obtained that would be very helpful. ONGOING

6. County Council matters/reports/correspondence

To receive a report from County Councillor - noted

- a) Email from Highway Operations re. Winter Preparedness 25/26 – no salt is required.
- b) Email re. Part-Night Lighting Consultation – poll – no further action
- c) Email - Lowering energy bills for Oxfordshire residents – to be posted on the website.

7. District Council matters/reports/correspondence

To receive a report from District Councillor - noted.

8. Parish matters/Parish plan

- a) **Community Emergency Plan** - No update.
- b) **Green Bletchingdon** - No update.
- c) **Bletchingdon Bus Service** - No update.
- d) **Bletchingdon School** - No update.
- e) **Neighbourhood/Parish Plan** - Cllr D Ledger reported that this has been synced with the Cherwell Plan. The Appendix needs to be added. Comments were invited from the other Councillors.
- f) **Village Improvements** – The Blacks Head – A full planning application is being finalised.
- g) **The Village News** - The PC submission was made on 18th July for the August/September edition. The deadline for submissions for the October/November issue will be on or around 18th September.
- h) **Traffic Calming** - See monthly rolling Action List.
- i) **Enforcement Update** – Clerk to ask Cllr Gemma Coton for an update on Heathfield enforcement.
- j) **Community Fitness Area** – The area is subject to a 106 planning agreement so permission is needed for change of use. Cllr D Ledger will contact the Legal Department and suggest that the Parish Council takes over the lease.
- k) **EV charging points** – No update.
- l) **Sewerage Treatment Plant** - No update and item to be removed from next Agenda.
- m) **Land behind the Sports Social Club** - Cllr M. Taylor to report. Ongoing.

- n) **Plastic footpath and adjacent broken fence** - Cllr C. Lane to report – This is complete and an invoice for the work is expected.

9. Finance

The July 2025 Payment Schedule was approved and signed by Cllr C Lane and Cllr M Taylor.

As at the 30th June 2025, the bank balances were:

Barclays current account £29,633.95

Barclays deposit account £46,032.83

Income - none

Standing Orders/Direct Debits

Method	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
Standing Order	Bletchingdon Village Hall – Monthly rent of the Parish Office	Village Hall	025/25/q	£150.00	£.00	£150.00
Card Payment	Vonage – Monthly phone service charge 18 July to 17 August 20225	General Admin	149/24/o	£5.83	£1.17	£6.99

Invoices for payment by bank transfer on or before 30th July 2025

Invoice # and date	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
No. 17951 30/06/2025	Green Scythe Ltd – for grass cutting during June 2025	Grounds Maintenance	July 2025/9	£615.00	£123.00	£738.00
No. 331773 16/07/2025	Moore – 2024/25 External Auditor's limited assurance review	General Administration	July 2025/9	£210.00	£42.00	£252.00

10. Planning Applications –

a) Awaiting Decision

25/01528/F - Mrs Sally Cross – 1 St Giles, Bletchingdon, OX5 3BX

Dropped kerb of approx 3m in length to adjoin neighbours existing dropped kerb.

No objections

25/01659/LB - Mr & Mrs S Flint-Wood - 5 Bletchingdon Park Stables, Church End, Bletchingdon, OX5 3DN

New partition and doors to ground floor

No objections

b) Decisions made

25/00969/F – New House, St Giles, Bletchingdon, OX5 3BX

Rear single storey extension to the existing housed and associated works.

Approved

c) Appeals - none

- d) To note those received after Agenda publication** – Heathfield. Circulate decision to Parish Council.

11. Correspondence (emails and letters) Received

- a) Keith Davies – grant application for a £250 contribution towards the Volunteer Driver Service. Decision to be deferred to the next Parish Council meeting.
- b) OALC June Newsletter – noted.
- c) Councillor Susan Brown, Oxford City Council – Invitation to Public Drop-in Events re. Local Government Reorganisation (Kidlington – Exeter Hall – 4-7pm on 28th July) – noted.
- d) NALC – Chief Executive’s bulletin – see Support section referring to Planning and Bus Services – noted.
- e) Tamar Bowley, MSc Psychology Student – asking for the PC to support her study ‘Exploring Children’s Eating Habits’ – share on website and social media.
- f) Age UK Oxfordshire – they are looking for new Trustees to join the board and their latest issue of EngAGE magazine – share on website.
- g) Rebecca Watkinson – B4027 Routing Agreement – noted.
- h) CPRE – June Newsletter – noted.
- i) Bloxham Neighbourhood Development Plan – Consultation – noted.
- j) Office of Calum Miller MP – Meet your MP events – noted.
- k) Police and Crime Commissioner Newsletter – noted.
- l) Cindy McCreary – Uncontrolled dogs in the Parish – noted.
- m) Home Start Oxford – receipt of grant application. This does not meet the grant criteria.

12. Reports from meetings

To receive and note reports from meetings for information – none.

13. Items for information or next Agenda only

Cllr C Lane – cones being used to prevent parking.

Pothole on Weston Road near Blacksmiths Forge – to be reported on Fix my Street.

Cllr C Lane – to obtain quote for sign to be fixed.

‘Station Road’ sign – just posts and no sign – to be reported on Fix my Street.

Fingerpost sign on Oxford Road needs refurbishing.

All items for next agenda to be submitted to the clerk by Wednesday 20th August 2025.

14. Date of Next Meeting

To confirm the date of the next meeting on Wednesday 27th August 2025 at 7.30pm.

Meeting ended at 9.15 pm.