

Bletchington Parish Council

Minutes of the Parish Council Meeting Held on Wednesday 27th August 2025 at 7:30pm

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

In Attendance: Samantha Cox – Clerk & RFO

1. Apologies for absence

Cllr N Morris, Cllr R Pirie and Cllr M Whitehead.

2. To Received Declarations of interest

None.

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 23rd July 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	Planning for the placement of the signs has been approved in principle. The Clerk will try and arrange a meeting between Paul McCarthy of MAC Traffic and Cllr D. Robins during w/c 22 nd September. ONGOING
April 2025	New website	It was suggested that the new website has a History section added. A first draft should be available soon. ONGOING
April 2025	Community Emergency Plan	The Clerk is meeting Anne Maclachlan in early September. ONGOING
April 2025	Tree Survey for Village Green and Recreation/Cricket ground	A 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. Cllr C Lane is arranging for a second survey to be carried out by Treetech, which will cost £400 plus VAT. This was approved. ONGOING
May 2025	Bletch Bash	A donation of £700 was made. COMPLETE
June 2025	Abandoned car on land behind Station Road	This has been reported. ONGOING
June 2025	Old metal bin casing on Oxford Road	Area has been coned off. Missing bin has been reported on CDC website. A replacement bin is required. ONGOING
June 2025	Trees overhanging footpath near church	Clerk chased this up in an email to Katie Walther at OCC. Katie replied on 21 st August saying she would follow this up with the Tree Officer. ONGOING
July 2025	Bank mandate	A mandate change is in process to add S Cox 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 we can obtain any further details of the incident that would be very helpful. Kidlington fencing has been asked to provide a quote for the repair of the roadside fence. N.B. RoSPA inspection of playground on 22 nd July noted no damage to equipment. ONGOING
August 2025	Maintenance/repair of equipment in Playground on Oxford Road	Wooden seat needs repairing or replacing – Cllr D. Robins has carried out a temporary repair after the issue was reported by a Parishioner. Cllr C Lane will assess. Multiplay - timber is decayed and needs repairing. Toddler swing seat - Central strap needs replacing. Cllrs C Lane and M Taylor will assess. Junior swings - Top links are wearing and need replacing in the near future
August 2025	Bletchingdon Fun Fair on Village Green	The dates have been confirmed as Wed 24 th to Sat 27 th September. Set up will commence on Mon 22 nd . Cllr C Lane will liaise. An invoice will be sent after the event.
August 2025	Station Road – street name plate	Clerk reported this to CDC. The Maintenance team will attend and remove the damaged posts and make the area safe. A new street name plate will be ordered. Likely timescale for full repair is 6-8 weeks which will be end of September/beginning of October.
August 2025	Oxford Road – sign needs refurbishing	The sign is faded and unreadable and needs replacing. Clerk to report to CDC.
August 2025	Cones being used to prevent parking	Concern was expressed that this might set a trend. Advice from Highways will be sought.
August 2025	Pothole on Weston Road near Forge	Cllr C Lane will take a photo of the pothole and send to the Clerk.
August 2025	Replacement of traffic guard posts into village green	Quote for replacement posts on the green. An additional verbal quote was given, and a written quote will be sent.

6. County Council matters/reports/correspondence

No report was received from County Councillor.

7. District Council matters/reports/correspondence

No report was received from District Councillor.

- a) Cherwell Parish Bulletin – 28 July 2025 – noted.
- b) Cherwell Local Plan Review 2042 – Submission – noted.

8. Parish matters/Parish plan

- a) **Community Emergency Plan** – see monthly rolling Action List.
- b) **Green Bletchingdon** – No update.
- c) **Bletchingdon Bus Service** – No update.
- d) **Bletchingdon School** – The Chair of the Board of Governors has been invited to the next Parish Council meeting on 24th September.
- e) **Neighbourhood/Parish Plan** - Cllr D. Ledger to report – No update.
- f) **Village Improvements** – No update.
- g) **The Village News** - Next issue is for October/November. Deadline for submissions is 18th September. The first draft of the PC submission will be ready w/c 8th September. It was suggested that updates on the Cherwell Plan, the Neighbourhood Plan and the new website should be included.

- h) **Enforcement Update** – No update.
- i) **Community Fitness Area** - Cllr D. Ledger to report – No update.
- j) **EV charging points** - Cllr D. Robins to report – No update.
- k) **Land behind the Sports Social Club** - Cllr M. Taylor to report – No update.
- l) **Employment of Parish Clerk & RFO** – The contract of employment was signed by S Cox and Cllr D Robins. The salary is £16.35 per hour and will be paid monthly in arrears.

9. Finance

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

As at the 31st July 2025, the bank balances were:

Barclays current account £28,486.96

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 2025	General Admin	149/24/o	£5.83	£1.17	£6.99

Invoices for payment by bank transfer on or before 31st August 2025

Invoice # and date	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
No. 91027 25/07/2025	ROSPA – Annual Inspection of Oxford Road play area	Parks, Trees and Open Spaces	092/25	£116.00	£23.20	£139.20
No. 18038 31/07/2025	Green Scythe – for grass cutting during July	Grounds Maintenance	050/25 IV.	£307.50	£61.50	£369.00

10. Planning Applications –

a) Awaiting Decision

25/01980/F - Mr Tim Thompson - Manor Farm, Hampton Gay, Kidlington, OX5 2QH
Construction of agricultural livestock building and creation of new access.

No objections

25/02014/TCA - Mr James Rult - 1, Blenheim Terrace, Bletchingdon, OX5 3DQ
1 x Silver birch in the garden of property to be removed to ground level as it has close proximity to the building causing light issues owner wants to replant area.
Reduction of Cherry tree by approx 2m.

No objections

b) Decisions made

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.

Application permitted

c) Appeals

APP/C3105/W/25/3365167

25/00556/F - Field House, 1 Ingleby Paddocks, Enslow, Oxfordshire OX5 3ET

The development proposed is split the curtilage into two and build a new house on the east plot.

Dismissed

d) To note those received after Agenda publication

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

New partition and doors to ground floor

Application permitted

11. Correspondence (emails and letters) Received

- a) Keith Davies – grant application for a £250 contribution towards the Volunteer Driver Service – it was suggested that Mr Davies approaches the BCF for a contribution.
- b) Moore Smaller Authorities Team – confirming completion of External Audit – noted.
- c) OALC – new website and July Newsletter – N.B. note 2025-26 Pay Award. Previous Clerk is due a payment because the pay increase is backdated to 1st April 2025 – The payment was approved and will appear on the September Payment Schedule.
- d) Olivia White of Oxfordshire Mind – asking for a contribution – A donation of £50 was approved following the completion of a Grant Application form.
- e) RoSPA – Annual Inspection of Oxford Road play area – see report – noted.
- f) Kerry Hatwell – Bletchingdon Funfair – Wed 24th to Sat 27th September – noted.
- g) Chairman of Beckley & Stowood PC – further email in response to Local Government Reorganisation – noted.
- h) BMN Services - Quote for traffic guard post replacement on Village Green. An additional verbal quote was given, and a written quote will be sent.
- i) Sarah King – Request to promote ‘Against Breast Cancer’ Event on 14th September – already shared on Facebook, website and Noticeboard – noted.
- j) OALC – Training courses. The Clerk would like to attend the morning session of the Finance Day on 16 October. It was agreed that the Clerk should book a place on this training course.
- k) Sam Cook – Purchase of land off Springwell Hill – noted.
- l) Calum Miller’s office – Mobile phone signal survey – already shared on Facebook – noted.
- m) East West Rail – summer update – noted.
- n) Oxford University Hospitals NHS Foundation Trust – Invitation to Annual Public Meeting and Members’ Meeting on Thursday 18th September 2025 – noted. This has been put on the website.
- o) Highway Operations, OCC – Highways Depot Open Day on 27 September – noted.
- p) Tree Officer, Cherwell District – Dead trees adjacent to the B4027 on unregistered land. The land adjacent is owned by Brick Kiln Farm.

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 to liaise with Green Scythe Ltd regarding the frequency of grass cutting.

Review drainage at Heathfield.

Investigate the new entrance that has been put in the boundary fence between Oak Farm and Diamond Farm.

All items for next agenda to be submitted to the clerk by Wednesday 17th September 2025.

14. Date of Next Meeting

To confirm the date of the next meeting on Wednesday 24th September 2025 at 7.30pm.

Meeting ended at 9.14 pm.