

**Minutes of the Meeting of Bletchingdon Parish Council held on
Wednesday 29 October 2025 in the Meeting Room at Bletchingdon Village Hall, OX5 3FD at 7:30pm**

Present: Cllr Chris Lane, Cllr Duncan Ledger, Cllr Dan Robins (Chair), Cllr Mark Taylor

In attendance: Mrs Samantha Cox (Parish Clerk & RFO), Cllr Laura Gordon (OCC)

Apologies: Cllr Nicola Morris, Cllr Rachel Pirie, Cllr Matt Whitehead

1. Apologies for absence – to receive apologies

Apologies were received from Cllr Morris, Cllr Pirie and Cllr Whitehead.

2. Requests for Dispensations, Declarations of interest, gifts and hospitality – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct

Nothing was declared.

3. Public participation - to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's Code of Conduct and standing orders

No members of the public were in attendance.

4. Reports from District and County Councillors - for information only

Cllr Gordon (OCC) reported that the Congestion Charge went live today. There was a huge uptake of people using the Park and Ride. Permit applications are going smoothly. OCC are keen to receive feedback about positive and negative experiences. The free Park and Ride service is running for three months from 29 October and there is increased frequency on some bus routes plus a new 600 route to help connect other routes.

OCC has retained its title as the top performing county council waste disposal authority with an increase in the amount of recycled, reused or composted household waste.

A Digital Twin of the mobile network has been created to find out why there are difficulties with mobile phone coverage and find ways of improving connectivity.

The sale of County Hall has been completed. Receipts from the sale will be used for the refurbishment and upgrading of Speedwell House on Speedwell Street.

The Councillor Priority Fund is open until 30 November 2026. Each councillor has a budget of £10,000 and the minimum value of any grant is £500.

Following the public engagement, final proposals on how local government in Oxfordshire should be reorganised will be drawn up and submitted to the Government in November. The final decision on local government reorganisation in Oxford and Oxfordshire, will be made by the Government in 2026. New councils are expected to be created in 2028.

East West rail will not be completed this year.

Cllr Gordon will ask about HGV strategy in Bletchingdon and whether a limit was agreed in 2005. She will also chase up the Heathfield enforcement and enquire about the dumping ground near Miller & Carter in Kidlington.

8.11pm Cllr Gordon left the meeting.

5. Communications from CDC, OCC and OALC - have been forwarded to Cllrs

Noted.

6. Minutes - To confirm the Minutes of the meeting held on 24 September 2025

It was **RESOLVED** that the minutes be accepted as a true record. They were signed by the Chair.

7. Update on progress from previous Minutes – the Clerk / Chair will report on progress of outstanding items which do not require further decision. Refer to Rolling Monthly Action List

a) Tree Survey for Village Green and Recreation Ground

A second survey has been arranged. When this has been received a decision on how to proceed will be made.

b) Damage to fence and hedge at the Oxford Road Playground

Quotes are being sought for the repair of the fence. An insurance claim is underway and the excess is £250.00.

c) Repair of swings in Oxford Road Playground

Quotes are being sought for replacement parts and for an engineer to perform the repair.

8. Governance

a) Parish Remuneration Report – to consider the CDC Parish Remuneration Report for 25/26

The Council received the report and **RESOLVED** to adopt the recommendations.

b) Information on behalf of Returning Officer regarding Parish election recharges in 2026/2027

The Council considered the report and **RESOLVED** to budget £200.00 for an uncontested (fixed fee) scheduled election.

c) Parish Council meetings in 2026 - to consider the dates of the meetings

The Council **RESOLVED** to hold meetings on the last Wednesday of every month except for January, when the meeting will be held earlier to agree the Budget. There will be no meeting in December. The Clerk was asked to book the Village Hall Meeting room on the appropriate dates.

9. Finance

a) Financial Report – to receive the report for information

As at 30th September, the accounts stood at:

Barclays Community Current Account	£37,606.10
Barclays Business Premium ME Deposit Account	£46,185.62

Income

CDC Precept	£12,500.00	Received 10/09/25
Hatwell's Funfairs	£ 150.00	29/09/25
Interest Earned Gross	£ 152.79	08/09/25

Outstanding Payments

HMRC for September salaries	£ 318.27
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Debit Card Payments

Date paid	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
20/10/25	Vonage – Service charge 18 Sept to 17 Oct 2025 Inv 1157139666	General Admin	149/24/o	£5.83	£1.17	£6.99
06/10/25	Microsoft 365 Personal subscription to 04/10/2026 Inv 6389519732107145757	General Admin	Sept 25/11/i	£70.83	£14.16	£84.99

Standing Orders and Direct Debits

Date paid	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
30/09/25	Bletchingdon Village Hall – Monthly rent of the Parish Office	Village Hall	025/25/q	£150.00	nil	£150.00

b) Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements

The Council received the bank statements.

c) Invoices and other items for payment – to consider items for payment as listed on the payment schedule

The Council **RESOLVED** to approve the following invoices for payment which were authorised by Cllr Lane and Cllr Taylor.

Payee and Reason	Budget	Minute Ref	Net	VAT	Total
Cherwell District Council - Half yearly charge for emptying dog bins – Inv 20027637	Dog bins	055/25/u	410.41	82.08	492.49
S Cox – salary for October 2025 – 44 hours	Clerk’s salary	Aug 25/8/l	£719.40	nil	£719.40
HMRC – Employer’s NI	Clerk’s salary	Aug 25/8/l	£45.36	nil	£45.36
Green Scythe Ltd – grass cutting on Village greens, Oxford Road and Annesly Close in September – Inv 18178	Grounds Maintenance	089/25/s	£307.50	£61.50	£369.00
Navitas Design Ltd – One year web hosting and domain name registration – renewal date 24 November 2025 – Inv 1270	General Administration	149/24/p	£53.99	£10.80	£64.79
Paddox Developments – installation of wooden bollard on Village Green and install water identification post – Inv 0032	Grounds Maintenance	Sept 25/9/e	£300.00	£60.00	£360.00
Colban Ltd – Repairs at Playing Field – Inv dated 22/10/2025	Grounds Maintenance	Sept 25/9/d	£100.00	£20.00	£120.00

- d) **Barclays bank accounts** – the Clerk will give an update on the mandate and transfers between the current and interest earning accounts

The previous Clerk has been removed from the mandate. An unlimited number of transfers can be made between the current and the interest earning bank accounts without incurring charges or penalties.

10. Training

- a) **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC

The Council **RESOLVED** to note the training courses and agreed that Councillors should attend any appropriate training if available.

The Council **RESOLVED** to agree for the Clerk to attend the following courses:

OALC

- Wednesday 12 and 19 November 18.30 – 21.30 – New Clerk’s Training - Online - £115.00 plus VAT.
- Monday 26 January 10.00 – 11.00 – Good Governance & Transparency – Online - £50.00 plus VAT.
- Tuesday 10 February 10.00 – 11.00 – Preparing for Year End & Audit – Online - £50.00 plus VAT.

SLCC

- Tuesday 20 January 11.00 – 12.00 – Agendas and Minutes – Online - £60.00 plus VAT.
- Tuesday 3 March 10.00 – 11.30 – New Clerk Series – Webinar One – Online - £30.00 plus VAT.

11. Parish matters

- a) **Community Emergency Plan** - November Community Climate Adaptation Workshops – noted.
- b) **Green Bletchingdon** – No update.
- c) **Bletchingdon Bus Service** – email from Anne Maclachlan – noted.
- d) **Bletchingdon School** – No update.
- e) **Neighbourhood/Parish Plan** - Cllr D. Ledger to report – No update.
- f) **Village Improvements**
The Blacks Head – The planning surveys are being collated in preparation for the planning application to be submitted.
- g) **The Village News** - Next issue is for December/January – The deadline for submission is 18 November.
- 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) **Traffic Calming and Speedwatch** – see email from Parishioner – The Clerk was asked to respond to the Parishioner and ask if she would consider being part of the Speedwatch team.
VAS – the original location was considered not to be suitable because of cables beneath the pavement. The Clerk was asked to contact MAC Traffic Solutions and ask whether it mattered if the sign was installed under trees.
- m) **Website** – The Clerk had chased up Navitas and a first draft should be available soon.
- n) **Laptop Computer** – The hinge on the laptop has broken so it is not possible to close it. The Clerk is obtaining a quote for its repair from CAAOS in Thame.

12. Planning Applications –

- a) **Awaiting Decision**
24/03381/F – Robin Investments Limited - Caravan and Camping Park, Diamond Farm, Islip Road, Bletchingdon, OX5 3DR – The use of land for the siting of 8 holiday lodges (technically static caravans), infrastructure and landscape planting, in place of 13 touring caravan pitches.
The Council had responded prior to the meeting as follows:
‘Bletchingdon Parish Council support this application, but they would like to ask CDC that if they approve this application, they do so with conditions that ensure these can only be used as temporary let/holiday let accommodation and include a method for monitoring/enforcing this condition.’
- b) **Decisions made** - none
- c) **Appeals** - none
- d) **To note those received after Agenda publication**

13. Correspondence (emails and letters) received

- a) ‘Reject the ‘Greater Oxford’ Unitary Authority’ Petition
The Council noted the petition and **RESOLVED** not to respond.
- b) Bletchingdon Village Hall – increase to PC annual charge starting January 2026
The Council noted the increased charges and **RESOLVED** to approve them.
- c) Puy du Fou – Parish Councils’ Coalition of Objection - Urgent Response Sought
The Council noted the communication and **RESOLVED** not to respond.
- d) Answers from Oxford City Council - Greater Oxford-Three Unitary proposal - Local Government Reorganisation
Noted by the Council.
- e) CPRE Oxfordshire – October newsletter
Noted by the Council.
- f) Support for Emergency Exercise in Oxford on Thursday 13th November
Noted by the Council and it was suggested to post the details on Facebook.

- g) NALC email communications
Noted by the Council.
- h) Thames Valley Police – Road Safety Data
Noted by the Council.

14. Reports from meetings - to receive reports from any meetings attended

Nothing to report.

15. Attendance at Meetings – to consider attendance

- a) **“A Future for Oxford and Oxfordshire”** event to discuss Local Government reorganisation – Saturday 1 November, 10.00 – 13.15 at the Mathematics Institute, University of Oxford

The Council noted the date.

- b) **CDC Parish Liaison Meeting** – Wednesday 12 November, 18.00 – 20.00 (online via Teams)

The Council noted the date.

16. Items for information or next Agenda only

All items for the next agenda to be submitted to the Clerk by Wednesday 19 November 2025.

17. Date of Next Meeting

The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place in the Meeting room of Bletchington Village Hall on Wednesday 26 November 2025 at 7.30pm.

The meeting closed at 10.00 pm

Signed

Dated