

Bletchington Parish Council

Minutes of the Parish Council Meeting Held on Wednesday 24th September 2025 at 7:30pm

Present: Cllr C Lane
Cllr D Ledger
Cllr N Morris
Cllr R Pirie (Vice Chair)
Cllr D Robins (Chair)
Cllr M Taylor
Cllr M Whitehead

In Attendance: Samantha Cox – Clerk & RFO
District Cllr Gemma Coton
Anne Maclachlan - parishioner

1. Apologies for absence

None.

2. To Received Declarations of interest

None.

3. Public participation

Anne Maclachlan was in attendance to give an update on the Community Emergency Plan – see Minute item 8. a).

4. To approve and sign the Minutes of the Parish Council Meeting held on 27th August 2025.

The Minutes were approved by all Council members 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. A meeting needs to be arranged between Cllr D Robins and Paul McCarthy of MAC Traffic asap. Clerk to chase. ONGOING
April 2025	New website	A first draft should be available soon. ONGOING
April 2025	Tree Survey for Village Green and Recreation/Cricket ground	Cllr C Lane to arrange for a second tree survey to be carried out. ONGOING
May 2025	Bletch Bash	The £700 donation was used to fund the band that played in the evening and greatly contributed to the success of the event. 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 was reported on CDC website on 19 August ref. SPC005160. A replacement bin is required. ONGOING
June 2025	Trees overhanging footpath near church	The trees have been trimmed back. COMPLETE
July 2025	Bank mandate	S Cox is now a signatory on the bank account and can access online and telephone banking. She has therefore changed the payment card for the Vonage telephone service.

		Fiona Mason to be removed from the mandate. ONGOING
July 2025	Damage to fence, hedge and playground equipment at the Sports & Social Club on 26 th June	Kidlington fencing has been asked to provide a quote for the repair of the roadside fence. Cllr C Lane will also ask B&M fencing for a quote. The Clerk will check what the insurance excess will cost. Cllr C Lane offered to put a Heras fence in place to secure the playground. Orange netting will be put up to cover the gap in the meantime. ONGOING
August 2025	Maintenance/repair of equipment in Playground on Oxford Road	Cllr C Lane has obtained a quote for the repair of both benches and the decking at the base of the Multiplay. The quote was approved and the repairs will be carried out. Toddler swing seat - Central strap needs replacing. Clerk to contact Kompan and arrange repair. Junior swings - Top links are wearing and need replacing in the near future. ONGOING
August 2025	Bletchingdon Fun Fair on Village Green	An invoice will be raised and sent to Cllr C Lane to pass on. ONGOING
August 2025	Station Road – street name plate	The damaged posts have been removed. 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. ONGOING
August 2025	Oxford Road – sign needs refurbishing	Reported to the CDC on 4 Sept. The reference number for the report is 1098220. The name plate has been removed. ONGOING
August 2025	Cones being used to prevent parking	Advice from Highways is that people are not allowed to put cones on the public highway. To be reported on Fix My Street with images and address(es). ONGOING
August 2025	Potholes on Weston Road near Forge	These have been reported on Fix My Street. Report reference is 8178544. Action has been scheduled. ONGOING
August 2025	Replacement of traffic guard posts into village green	The quote from Paddox Developments was approved. Cllr C Lane will arrange for the work to be carried out. ONGOING
Sept 2025	Microsoft 365 account	Yearly subscription cost is £84.99 including VAT. Payment method has been updated. COMPLETE
Sept 2025	HGV traffic through Bletchingdon	Email from Rebecca Watkinson. Piece on how to report HGV traffic was added to October/November issue of Village News. COMPLETE
Sept 2025	Frequency of grass cutting	Cllr C Lane has liaised with Green Scythe COMPLETE
Sept 2025	Drainage at Heathfield	Situation to be reviewed. Cllr D Ledger has sent maps to the Clerk. Clerk will send email trail from February 2025 to Cllr D Ledger. ONGOING
Sept 2025	Entrance put in boundary fence between Oak Farm and Diamond Farm	PC received photos. There are vehicles parked in the farm gateway blocking access to the adjacent farm land. To be reported to Enforcement. ONGOING

Sept 2025	Flooding outside Co-op	Photo taken by Cllr C Lane. To be reported to Duchy Fields Management company. A Maclachlan has contact details. ONGOING
Sept 2025	Overhanging tree on Kirtlington Road	Photo to be provided. Cllr C Lane will speak to Jamie/Benefactor to arrange removal. ONGOING

6. County Council matters/reports/correspondence

District Cllr Gemma Coton reported on behalf of County Cllr Laura Gordon.

It is now possible for Oxfordshire residents to apply online for a permit to travel into the congestion charge zone. There is a form to complete to prove you are a resident and each permit allows 25 days of free travel through all six congestion charging locations during charging hours. All funds raised by the congestion charge will be reinvested into public transport.

- OCC – The latest news for your communities – 27 August 2025 – noted.
- OCC – The latest news for your communities – 10 September 2025 – noted.
- Cllr Laura Gordon – Councillor Priority Fund is open for applications. The deadline for applications is 30th November.
- Digital Infrastructure Programme team – Weekend Support – Information for Residents. To be added to the website and Facebook and to the next issue of the Village News.
- Age UK – OCC reminding residents about free electric blanket testing – posted on Facebook – noted.
- Health Improvement Practitioner – resources for Stoptober – noted.

7. District Council matters/reports/correspondence

Cllr Gemma Coton reported that the Cherwell Local Plan 2042 had been submitted.

The next (online) Cherwell Parish Liaison meeting will take place in the evening of Wednesday 12th November.

There is an 'in-person' Parish Liaison Flooding Workshop to be held on Thursday 16th October at 6.30pm at Council Chamber Castle Quay.

The plans for Bicester Market Square have been approved. Work should be finished by 2027.

The planning application for the Puy du Fou has been submitted.

- CDC – Cherwell Parish Bulletin – 27 August 2025 – noted.
- Natasha Clark – Report of Parish Remuneration Panel 2025/26 and Notice. Added to website – noted.
- The Duchess of Kent – Book of Condolences is available online – noted.

8. Parish matters/Parish plan

- Community Emergency Plan** – Anne Maclachlan reported that she has been provided with a new template for the Emergency Plan. Key residents will be identified and invited to a meeting to discuss how the community can prepare for various scenarios. Risks need to be updated, e.g.:

- Weather extremes – floods, storms (trees blown down), heatwaves.
- Cyber attacks which could affect businesses and transport.
- An incident at Oxford Airport which could cause extra traffic/road closures.
- Pandemics.

Identify local spaces which could provide shelter in extremes of hot and cold.

Cllr N Morris volunteered to support the initiative and attend the meeting.

- Green Bletchingdon** – No update.
- Bletchingdon Bus Service** – No update.
- Bletchingdon School** – No update.
- Neighbourhood/Parish Plan** – Cllr D Ledger reported that the Neighbourhood Plan is waiting for a design code.
- Village Improvements** – the final planning application for the Blacks Head is being prepared.

- g) **The Village News** - Next issue is for October/November and PC article has been submitted.
- h) **Enforcement Update** – The Clerk will contact Cllr Gemma Coton and ask for an update.
- i) **Community Fitness Area** - Cllr D. Ledger reported that a formal deed of variation needs to be prepared by a solicitor. Cllr N Morris will find out what the costs are likely to be.
- j) **EV charging points** – No update.
- k) **Land behind the Sports Social Club** – No update.
- l) **Speedwatch** – the progress of the VAS needs to be pushed forward and the situation reviewed. It was suggested that the Clerk contacted Rebecca Watkinson regarding ways of encouraging residents to sign up as volunteers.
- m) **Station Yard, Enslow** – noted.
- n) **Flags appearing in Village** – the placing of flags on any structure on or in a highway falls under Section 132 of the Highways Act. It is not the responsibility of the Parish Council to remove them but that of the Highways Authority/Openreach/SSE, depending upon the structure to which the flag has been attached. After some discussion, it was assumed that the flags will be removed after the Women's Rugby World Cup.

9. Finance

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

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

Barclays current account £27,271.77

Barclays deposit account £46,032.83

Income - none

Standing Orders/Direct Debits

Method	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
Standing Order	Bletchington Village Hall – Monthly rent of the Parish Office	Village Hall	025/25/q	£150.00	nil	£150.00
Card Payment	Vonage – Service charge 18 August to 17 Sept 2025 Inv 1156681937	General Admin	149/24/o	£5.83	£1.17	£6.99

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

Invoice # and date	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
30/09/25	S Cox – Clerk's salary for July, August and September 2025	Clerk's salary	August 2025 – 8. l)	£1,888.88	nil	£1,888.88
30/09/25	F Mason – Previous Clerk's backdated hourly pay increase for April, May and June 2025	Clerk's salary	August 2025 – 11. c)	£53.80	nil	£53.80
30.09/25	HMRC – PAYE S Cox – Employee's NI - £73.12 S Cox – Employer's NI - £231.75 F Mason – Income Tax - £13.40	Clerk's salary	August 2025 – 8. l) and 11. c)	£318.27	nil	£318.27
Inv 5825 03/09/25	OALC – Finance Day morning on 16 October 2025 – Training	General Administration	August 2025 – 11. j)	£55.00	£11.00	£66.00

- a) Barclays bank statements – It was agreed to obtain the statements online rather than by post.
- b) Barclays Community Account – The Clerk will contact Barclays to find out what the terms of transferring money in and out of the interest earning account are. It was suggested that a minimum balance of £1,000.00 is maintained in the current account.

Future costs that have been approved but invoices have not yet been received.

- c) Treotech – tree survey - £400
- d) Repair of wooden bars on benches and base of Multiplay in Playground - £100
- e) Replacement of traffic guard post on Village Green – Paddox Developments - £330

10. Planning Applications –

a) Awaiting Decision

25/02175/F - G Legge - Yard at, Gosford Bridge, Hampton Gay, OX5 2JJ

Replace existing access gates and boundary fencing with 2.4m high fence and gates.

No objections

25/02166/TCA – Mrs Fiona Cadwallader – The Old Rectory, Weston Road, Bletchingdon, OX5 3DH
G1- Beech woodland- Remove large deadwood stubs and broken branches. Crown raise to 1.8 metres leaving smaller growth on main stem. T2-Beech-Fell (storm damaged). T4-Holly-Remove long trailing branches house side approx x5 branches to encourage thicker growth.

No objections

b) Decisions made

23/01327/F – Portdevon - 11 & 12 Canal Close, Enslow, OX5 3FE

Full permission for alterations to plot 11 and 12 approved under 15/00822/F comprising ground floor rear extensions and internal alterations to create an additional floor within the roof space.

Application permitted

c) Appeals

APP/C3105/W/25/3366681 - 25/00748/PIP

Trinity Properties Ltd - 8 Heathfield Cottages, Heathfield, Kidlington OX5 3DU

Permission in Principle - Proposed conversion of existing building to form 1 no. dwelling/house.

Removal of existing outbuildings.

Appeal allowed and permission in principle is granted

d) To note those received after Agenda publication

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.

Conditions to be requested with regards to the accommodation only being permitted for temporary/holiday lets.

11. Correspondence (emails and letters) received

- a) Jane Olds – Consideration of Internal Auditor. Letter of Engagement 2025/26 with Agreement of Terms for signature by Clerk and Chair or appropriate Council Member. Approved and signed by Cllr D Robins and the Clerk.
- b) OALC – August Newsletter – noted.
- c) Matthew Barber – Local update August 2025 – noted.
- d) Chris White PDI - Cyber Crime support for Local Organisations. Forwarded to the BCF Chairman – noted.
- e) Martin Harris, Chairman of Oxford Green Belt Network of Parish Councils - 'threat of 'Greater Oxford' to Oxford Green Belt – noted.
- f) David Robey, Vice-Chair of Kidlington Parish Council – Reasons to oppose 'Greater Oxford' proposal – noted.

- g) Eleanor Wilson, Oxford Vaccine Group – Advert for BiVISTA Study. Suggested that this is more suitable for publication in the next edition of the Village News.
- h) ONPA – survey results for ‘How effective are Oxfordshire’s Neighbourhood Plans?’ – noted.
- i) Microsoft 365 – price change from £59.99 to £84.99 per year/subscription renewal on 4 October – noted and will remain as a personal account.
- j) CPRE Oxfordshire – August newsletter – noted.
- k) Tracy Garrett of Clean Slate asking for a donation – noted and thought not appropriate for donation.
- l) Thames Valley Alert - #ProtectYourPension from fraud – posted on Facebook – noted.
- m) Thames Valley Alert – Neighbourhood priorities survey Results – Kidlington – noted.
- n) Jack Hubbard, Finding Fitness – re. eligibility for more lottery funding for play equipment. Cllr D Robins and Cllr M Whitehead will look at options.
- o) Rebecca Bell, Communications Manager for Calum Miller – asking to be informed of upcoming events. When the online calendar goes live on the new website it will be shared.
- p) Office of the PCC – September update – noted.

12. Reports from meetings

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

13. Items for information or next Agenda only

Islip Road/Oxford Road corner – the smell of sewage has returned.

Find out who owns the Rock of Gibraltar in Enslow as it is falling into disrepair.

Damaged kerbs round the finger piece need to be reported on Fix My Street.

It was suggested that Sam Cook applies for Tree Preservations Orders to protect the area of woodland he has purchased.

The Clerk was asked to contact CDC and ask when the road sweeper would next be in the village.

The Clerk was asked to find out who is the contact at CDC regarding the maintenance of the trees planted in 2021 as part of The Queen’s Green Canopy 'Plant a Tree for the Jubilee' initiative.

The village sign on the Islip Road is missing/been damaged.

The addition of laybys near the Blacks Head to be added to the Neighbourhood Plan wish list.

All items for next agenda to be submitted to the clerk by Wednesday 22nd October 2025.

14. Date of Next Meeting

To confirm the date of the next meeting on Wednesday 29th October 2025 at 7.30pm.

Meeting ended at 10.10 pm.