

**Minutes of the Meeting of Bletchingdon Parish Council held on
Wednesday 26 November 2025 in the Meeting Room at Bletchingdon Village Hall, OX5 3FD at 7:30pm**

Present: Cllr Chris Lane (from 7:40pm), Cllr Duncan Ledger, Cllr Nicola Morris, Cllr Rachel Pirie (Vice-Chair), Cllr Mark Taylor

In attendance: Mrs Samantha Cox (Parish Clerk & RFO), Cllr Gemma Coton (CDC)

Apologies: Cllr Dan Robins, Cllr Matt Whitehead

1. Apologies for absence – to receive apologies

Apologies were received from Cllr Robins 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 Coton (CDC) reported that glass recycling collection commences on 1 January 2026. Glass should be put in blue bins along with other recycling. Bottle banks will eventually be removed but will be emptied whilst they remain.

Regarding the Local Government Reorganisation, at the recent full Council meeting it was resolved that the two unitary approach would be adopted.

There was much discussion regarding the huge fly tipping site near Kidlington. This sits with the Environment Agency, who are making the site safe. Calum Miller, MP is putting together a Parliamentary petition and meeting with the Environment Minister tomorrow.

Developers have submitted plans for 9,000 new houses at Upper Heyford now known as Heyford Park - spreading across the former air base and surrounding farmland. There are concerns about the increase in local traffic.

8:00 pm Cllr Coton left the meeting.

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

Noted.

6. Minutes - To confirm the Minutes of the meeting held on 28 October 2025

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

The Clerk gave an update on the progress of items listed on the Rolling Monthly Action.

8. Governance

a) Purchase of the 14th Edition of 'Local Council Administration' – the “bible” of local council law. Cost is £144 for SLCC members

It was **RESOLVED** that this publication should be purchased.

9. Finance

a) Financial Report – to receive the report for information

As at 31st October, the accounts stood at:

Barclays Community Current Account	£ 1,406.56
Barclays Business Premium ME Deposit Account	£80,191.72

Income

None

Received

Outstanding Payments

HMRC for October salary

£ 45.36 (due 22 January 2026)

Debit Card Payments

Date paid	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
19/11/25	Vonage – Service charge 18 Oct to 17 Nov 2025 Inv 1157593471	General Admin	149/24/o	£5.83	£1.17	£6.99

Standing Orders and Direct Debits

Date paid	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
30/10/25	Bletchingdon Village Hall – Monthly rent of the Parish Office	Village Hall	025/25/q	£150.00	nil	£150.00

- b) **Invoices and other items for payment** – to consider invoices for payment itemised 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
OALC – Preparing for Year End & Audit – Online training 10/02/2026 Inv 5929	General Administration	Oct 25/10/a	£50.00	£10.00	£60.00
OALC – Good Governance & Transparency – Online training 26/01/2026 Inv 5930	General Administration	Oct 25/10/a	£50.00	£10.00	£60.00
OALC – New Clerks’ Training – Online 12 and 19/11/2025 Inv 5931	General Administration	Oct 25/10/a	£115.00	£23.00	£138.00
Green Scythe Ltd – grass cutting on Village greens, Oxford Road and Annesly Close in October – Inv 18253	Grounds Maintenance	089/25/s	£307.50	£61.50	£369.00
Treetech – Tree survey – Inv 4429	Parks, Trees and Open Spaces	Sept 25/9/c	£400.00	£80.00	£480.00
S Cox – salary for November 2025 40 hours – standard 6 hours – training 4 hours – overtime TOTAL 50 hours	Clerk’s salary	Aug 25/8/l	£817.50	nil	£817.50
S Cox – salary for December 2025 40 hours - standard	Clerk’s salary	Aug/25/8/l	£654.00	nil	£654.00

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.

11. Parish matters

- a) **Community Emergency Plan** – No update.
- b) **Green Bletchingdon** – It was **RESOLVED** to ask Anne Maclachlan for an update.
- c) **Bletchingdon Bus Service** – No update.
- d) **Bletchingdon School** – No update.
- e) **Neighbourhood/Parish Plan** – It was **RESOLVED** to formally approve the Neighbourhood Plan and put it forward for the pre-submission consultation. The consultation will begin on 15 December and will be well advertised in the community.
- f) **Village Improvements** – To consider payment of invoice for Trimming tree shoots on Village Green. It was **RESOLVED** to approve the invoice for payment and add it to the January payment schedule.
- g) **The Village News** – The deadline for the next issue is 18th January 2026 – noted.
- h) **Enforcement Update** – It was **RESOLVED** to ask Cllr Coton for an 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) **Oxford Road Playground** – To consider - Quotes for the repair of the Toddler Seat – Noted and no action to be taken at present.
- m) **Damage to roadside fence on Oxford Road Playground** - To consider - Quote for repair of the chain link fence and settlement offered by insurance company. It was **RESOLVED** to accept the settlement figure of £450.00 minus the £250.00 excess. The Clerk will liaise with the insurance company to arrange for the receipt of the payment.

9.20 pm Cllr Lane left the meeting.

- n) **Traffic Calming and Speedwatch** – updated quote for VAS received from Elan City – noted.
- o) **Website** – No update.
- p) **Laptop Computer** – To consider – Quote for repair of laptop. It was **RESOLVED** to accept the quote and arrange for the laptop to be repaired.
- q) **Mobile phone for Clerk** - To consider acquiring a mobile phone. It was **RESOLVED** to obtain quotes for a new mobile phone contract including purchase of a refurbished phone.
- r) **Trees on Village Green and Recreation Ground** – To consider the survey from Treotech. It was **RESOLVED** to ask Treotech for a quote for the work listed in the report.

12. Planning Applications

- a) **Awaiting Decision** - none
- b) **Decisions made** - none
- c) **Appeals** - none
- d) **To note those received after Agenda publication**

13. Correspondence (emails and letters) received

- a) Importance of Campaigning Together to Oppose Greater Oxford - LGR - Surrey Decision & Response from Ministry – email
Noted by the Council.
- b) Temporary Road Closure – Bletchingdon/Weston on the Green – Weston Road through to Church Road – email
Noted by the Council. The Clerk will put the notice on Facebook.
- c) CPRE Oxfordshire – email

Noted by the Council.

- d) Finding Fitness Monkey Challenge – email regarding equipment that can be added to the Climbing Wall

Noted by the Council.

- e) Urgent Road Repairs on the Islip Road (B4027) – email from Cllr Conway-Murray

Noted by the Council.

- f) Fire and Rescue proposals – email

It was **RESOLVED** by the Council to respond to the email with thanks.

- g) East West Rail: Keeping You Connected - Launch of 'You Said, We Did' report 2025 – email

Noted by the Council.

- h) National Highways and Transport Public Satisfaction Survey 2025-26 - Public Representatives – email

Noted by the Council.

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

Nothing to report.

15. Attendance at Meetings – there are no upcoming meetings

Noted by the Council.

16. Items for information or next Agenda only

All items for next agenda to be submitted to the Clerk by Wednesday 31 December 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 7 January 2026 at 7.30pm.

The meeting closed at 10.15pm