

**Minutes of the Meeting of Bletchingdon Parish Council held on
Wednesday 29th April 2026 in the Meeting Room at Bletchingdon Village Hall, OX5 3FD at 7:30pm**

Present: Cllr Dan Robins (Chair), Cllr Chris Lane, Cllr Nicola Morris, Cllr Rachel Pirie (Vice-Chair), Cllr Mark Taylor, Cllr Duncan Ledger, Kelly Whitehead (Parish Clerk), Susan Davies (observing) Cllr Laura Gordon OCC (attended 8.30pm-9.30pm)

In attendance: N/a

Apologies: Cllr Rachel Pirie (Vice-Chair) Cllr Matt Whitehead

Meeting: commenced at 7.30pm and concluded at 9.55pm

1. Apologies for absence – to receive apologies

Apologies were received as above.

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

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

4. Reports from District and County Councillors – District Councillors were not in attendance. The monthly report from the County Councillor has been circulated.

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

Cllr Laura Gordon arrived at 8.30pm and provided an update on:

- Islip bridge – work is due to commence on 4th July and the bridge will be closed for a six-to-eight-week period.
- Illegal refuse site near Kidlington – clearance has begun of the site and is scheduled to be completed in the summer.
- Household Waste Recycling Centres - online system across all recycling centres. Positive response to online and telephone bookings. Advised that Redbridge will be closed for three months (date tbc) and a review on the automated system is planned. Acknowledged that fly tipping has increased.
- Roads and resurfacing have commenced including Weston Road in Bletchingdon. A full list of roads to be resurfaced will be circulated in her next report.
- Confirmed the application process for all Parish Councils who are able to bid for funds relating to community needs. The total grant funding is £10,000 and this is open to all 16 parishes.

Cllr Gordon left the meeting at 9.30pm.

6. Minutes - To confirm the Minutes of the meeting held on 25th March 2026.

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 Chair will report on progress of outstanding items which do not require further decision. Refer to Rolling Monthly Action List

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

8. Governance

- a) **Update on forthcoming elections.** Election forms sent to all councillors, were signed returned by Vice Chair to Banbury. All relevant documentation relating to the election and has been displayed across PC website and PC noticeboard as per requirements set out by Cherwell District Council.
- b) **Confirmation of Clerk recruitment.** Cllr Robins provided an update and welcomed Kelly to her first meeting. It was **CONFIRMED** that Kelly has been appointed to the role of Parish Clerk and

Responsible Finance Officer and with a starting date of 20th April 2026 and a starting salary of £16.35 per hour (SCP18) on a 10/15 hour basis per week.

9. Finance

a) Financial Report

As at the 31st March 2026, the accounts stood at:

Barclays Community Current Account	£ 1,356.95
Barclays Business Premium ME Deposit Account	£75,095.81

Income:

Precept – Cherwell District Council	£12,500
Transfer from deposit account to current account	£1,500

Received

b) Standing Orders/Direct Debits/Debit Card payments

Date paid	Payee and Reason	Budget	Minute Ref	Amount	VAT	Total
31/03/2026	Standing Order payment to Bletchingdon Village Hall – Monthly rent of the Parish Office	Village Hall	025/25/q	£180.00	Nil	£180.00
Debit card	Debit card - Vonage – Service charge 18 April 2026	General Admin	149/24/o	£5.82	£1.17	£6.99

c) Invoices and other items for payment.

It was **RESOLVED** to pay the following items, signed by Cllr Lane and Cllr Taylor.

Payee and Reason	Budget	Minute Ref	Net	VAT	Total
Treetech – Tree maintenance Inv: 4755	Parks, Trees and Open Spaces	Jan26/11/l	£87.50	£17.50	£105.00
Treetech – Tree maintenance Inv:4754	Parks, Trees and Open Spaces	Jan26/11/r	£1137.50	£227.50	£1365.00
CDC – Dog bins – Inv: 20033150	Dog bins	055/25/u	£410.41	£82.08	£492.49
Community First Oxford – Neighbourhood Plan final installment	Neighbourhood Plan	040/25/r	£2750.00	£550.00	£3300.00
Community First Oxford Annual Subscription	Neighbourhood Plan	040/25/r	£70.00	£0.00	£70.00

d) Additional information.

Bank Mandate - it was **RESOLVED** to add new Parish Clerk to the bank mandate.

Finance processes and payroll – it was **RESOLVED** that Cllr Morris will meet with Parish Clerk

New phone for Parish Clerk it was **RESOLVED** to purchase a second hand iphone (£100) and contract (£6.99 per month) for the Parish Clerk.

10. Training

- a) **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC. It was **RESOLVED** that the Parish Clerk will provide a list of suitable training for the Clerk and new Cllrs for the next meeting.

11. Parish matters

- 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** – Confirmed that the plan is still on track. Cllrs Ledger and Pirie will remain on Neighbourhood Plan committee
- f. **Village Improvements** – No update. The planning application for The Black's Head is still in progress.
- g. **The Village News** – The deadline for the next issue is 18th May 2026. Parish Clerk is collating content ideas.
- h. **Enforcement Update** – no update on all existing enforcement matters
- i. **Community Fitness Area** – Lease agreement almost ready and it was **RESOLVED** that Parish Council will pay legal costs estimated to be £1200
- j. **EV charging points** - No update from councils and will continue to monitor
- k. **Land behind the Sports Social Club** – No update
- l. **Damage to roadside fence on Oxford Road Playground** – Complete. It was **RESOLVED** that as this is complete this will now be removed from the agenda.
- m. **Traffic Calming and Speedwatch** – No update
- n. **Website** – no update
- o. **Mobile phone for Clerk** – it has been **RESOLVED** that the clerk will have 12-month contract at £6 per month along with purchase of second hand iphone at £100.
- p. **Litter pick** – took place in April. Parish Council would like to extend our thanks to Vikki Robins for organising this. A successful haul of litter collected from a cross section of the village.
- q. **Parish Online membership renewal** – It was resolved to discontinue our membership
- r. **Village benches** – Cllr Lane raised the concern over condition of majority of benches across the villages. It was **RESOLVED** that there is a need to identify responsibility for benches and assessment on work required to bring them to a decent standard.
- s. **Village Hall Alarm** – concerns were raised about the activation and number of occurrences the village hall alarm has gone off. It was **RESOLVED** to contact BCF to seek assurance and guidance around process to silence false alarms to reduce and minimise disruption
- t. **Annual Parish Meeting** – on Wednesday 13th May at 7.30pm. Parish Clerk to invite all community village groups

12. Planning Applications

a) Awaiting Decision

26/00573/CLUE - Ingleby Farm Ingleby Paddocks Enslow Kidlington OX5 3ET - Certificate of Lawfulness of Existing Development: Commencement of consent as approved under application ref: 10/01620/F

26/00845/TCA - Monks Head, The Causeway, Weston Road, Bletchingdon, OX5 3DH - T07 - Norway Spruce - remove tree - it is not an indigenous species to this area and of considerable size located close to the boundary of the adjoining property with the potential for damage to the boundary wall.

26/00922/TCA - Briar Cottage, Weston Road, Bletchingdon, OX5 3DH - G1 - Conifers x2 - Fell to ground level. T2 - Weeping Silver Birch - Reduce over extended branches by 0.5 meters to

improve weeping form. T3 - Sweet Gum - Reduce x 3 low limbs by 1 metre. T4 - Beech - Reduce x1 low limb house side by 1 metre, crown raise over garden to 2.5 metres.

26/00937/TCA - Orchard House Weston Road Bletchingdon OX5 3DH - T1 - Cedar - Reduce southeast side by up to 2.5 metres to reduce overhang into property. Remove low overhanging branch to stem.

b) Decisions made

26/00315/F - Caravan and Camping Park, Diamond Farm, Islip Road, Bletchingdon, Kidlington, OX5 3DR - Variation of Condition 6 (caravan use) of 24/03381/F - to enable the 8 static caravans to be used for holiday accommodation purposes without any restriction on the period of occupation Update with decisions. PERMITTED.

26/00137/F - Outbuildings at 8 Heathfield Cottages Street Through Heathfield Village Heathfield OX5 3DU - Demolition of existing outbuildings at 8 Heathfield Cottages and erection of dwellinghouse with associated works and operations. PERMITTED.

c) Appeals - none

d) To note those received after Agenda publication - none

13. Correspondence (emails and letters) received –

a) Concern around speeding vehicles on Station Road - email from parishioner. It was **RESOLVED** that parish clerk will respond

b) Issue with lighting at the back of The Row – email from parishioner. It was **RESOLVED** that Parish Clerk will respond

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

a. Monthly Sports & Social Club – some maintenance required on fencing.

15. Attendance at Meetings – there are no upcoming meetings

16. Items for information or next Agenda only

a. Discussion regarding the state of repair of the doors at the village hall

b. Discussion about the management of potted plants/flowers around village hall

c. Fix my street – to identify Cllr to assess current Fix My Street notifications for the parish and to log outstanding issues

17. Date of Next Meeting

The Council **RESOLVED** to agree that the next Annual Parish Meeting would take place in the Meeting room of Bletchingdon Village Hall on Wednesday 13th May at 7.30pm.

It was **RESOLBED** that The Annual Parish Council Meeting will now take place on Wednesday 20th May – moved to an earlier date due to post-election guidance and requirements.

The meeting closed at 9.55pm