

**Minutes of the Meeting of Bletchingdon Parish Council held on
Wednesday 20th May 2026 in the Meeting Room at Bletchingdon Village Hall, OX5 3FD at 7:30pm**

Present: Cllr Dan Robins (Chair), Cllr Rachel Pirie, Cllr Nicola Morris, Cllr Mark Taylor, Cllr Sue Davies

In attendance: Kelly Whitehead (Parish Clerk & RFO),

Apologies: Cllr Chris Lane

Meeting: Commenced at 7.30pm and concluded at 8.55pm

- 1. Election of Chair and Declaration of Acceptance of Office** - The Clerk invited the Councillors to give nominations for Chair of Bletchingdon Parish Council. Cllr R. Pirie proposed Cllr D. Robins. This was seconded by Cllr N. Morris. Cllr D. Robins accepted and was duly elected. He then signed the declaration of Acceptance of Office in the presence of the Proper Officer, the Clerk.
- 2. Election of Vice-Chair.** The Chair invited nominations for the role of Vice Chair. Cllr S. Davies proposed Cllr R Pirie which was seconded by all remaining Cllrs present. The Vice-Chair signed the Declaration of Acceptance of Office in the presence of the Proper Officer
- 3. Apologies** – Cllr C. Lane
- 4. Confirmations of Representatives on Advisory Groups**
 - BCF** – Cllr. M Taylor
 - Village Hall** – N/A
 - Sports and Social Club** – Cllr C. Lane
 - Transport** – Anne Maclachlan
 - Village News** – Kelly Whitehead
 - Planning and Advisory** – Cllr D. Robins, Cllr C Lane, Nicola to be added
 - School Governing Body** – Lisa Horton
 - London/Oxford Airport** – Mark Taylor
 - Neighbourhood Plan** – Rachel Pirie

It was **RESOLVED** that the Parish Clerk will contact advisory groups to confirm PC reps for forthcoming year.
- 5. Declarations of interest** – nothing to update
- 6. Minutes** – To confirm the Minutes of the meeting held on 29 April 2026 – **Resolved**
- 7. Communications from TVP, CDC, OCC, NALC and OALC** – have been forwarded to Cllrs
- 8. 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
- 9. Finance**

a) Financial Report - to receive the report for information

As at 20th May, the accounts stood at:

Barclays Community Current Account	£13,669.96
Barclays Business Premium ME Deposit Account	£75,095.81

Income	Received
None	£0.00

Outstanding Payments
None

Debit Card Payments

Date paid	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
20/05/26	Vonage – Service charge 18 May 2026 – Inv 1160234291	General Admin	149/24/o	£5.82	£1.17	£6.99

Standing Orders and Direct Debits

Date paid	Payee and Reason	Budget	Minute Ref	Net	VAT	Total
30/04/26	Bletchingdon Village Hall – Monthly rent of the Parish Office	Village Hall	025/25/q	£180	Nil	£180.00

- b) **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c) **Invoices and other items for payment** – to consider items for payment as listed on the payment schedule

Payee and Reason	Budget	Minute Ref	Net	VAT	Total
Green Scythe Ltd – Grass cutting	Grounds Maintenance	073/25/t	£642.66	£128.54	£771.20
Clerk's salary for April & May 2026	Clerks Salary	Apr26/8/b	£956.48	£0.00	£956.48
HMRC – Employer's NI	Clerks Salary	Apr26/8/b	£80.92	£0.00	£80.92

- d) **Invoices and other items for payment** – to consider invoices for payment itemised on the payment schedule

10. Training

- a) **NALC, OALC and SLCC** – it was **RESOLVED** that the Parish Clerk will attend in-person training for OALC on 13 July at a cost of £150 and the newly elected Cllr. S Davies to attend online training at a cost of £60

11. Parish matters/Parish plan

- 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** –The report will be circulated for councillors to read prior to the next meeting and added to the agenda.
- f) **Village Improvements – Blacks Head** – planning application (amended) has been resubmitted and circulated to advisory group. Still in support of plans. **New bin on Oxford Road** – it was **RESOLVED** that the parish clerk will check with highways to see if there are any restrictions/size on free-standing bin on Oxford Road. **Benches** – Cllr. C Lane provided a set of pictures of benches across the parish. It was **RESOLVED** that Cllr. S Davies will take this project on and give an update at the next meeting. **Grass cutting** – to keep an eye on weather and schedule. It was **RESOLVED** that the clerk will liaise with Cllr. C Lane
- g) **The Village News** – The deadline for the next issue is 18th July 2026. Would like to update on new Cllrs with pictures. It was **RESOLVED** that all Councillors will send a picture to the clerk with brief bio to use in the next issue. Cllr vacancy to be advertised again. Cllr S Davies asked for warning about fire safety as a result of washing machines and tumble dryers to be included as a result of her experience.
- h) **Enforcement Update – Diamond Farm** – will continue to check updates re side access next to the field.
- i) **Community Fitness Area** – approvals are in place from landscapers with the 106 teams and money will be transferred for this on completion. We do not yet know of conditions that come with the money or how much money there is.
- j) **EV charging points** – no update
- k) **Land behind the Sports Social Club** – no update

- l) Damage to roadside fence on Oxford Road Playground** – repair work has been completed with no further action and this item is to be removed from the agenda.
- m) Traffic Calming and Speedwatch-** it was **RESOLVED** that Cllr R Pirie will take this project on and Cllr D Robins will update her on contacts and details and bring up to speed on progress. We have pre-approved £8000 spend.
- n) Website** – it was **RESOLVED** that the parish clerk will make contact and arrange a meeting with developer and Cllr D Robins. New design needs going through and meeting to be set for first week in June.
- o) Mobile phone contract & phone for Clerk** – it was **RESOLVED** that Cllr D Robins will order SIM and set up monthly contract. All money was approved at previous meeting
- p) Village benches** agreed that Cllr S Davies will take on this project
- q) Village Hall alarm** – It was **RESOLVED** that the parish clerk will contact the village hall team to get a final update on alarm measures and share at the next meeting.
- r) Village Hall maintenance** – An update was provided with planned dates for maintenance in school holidays. No further action and this item is to be removed from the agenda.
- s) Annual Parish Meeting –**
 - Land behind cottages/houses on Station Road and disused textile bank** – it was **RESOLVED** that the parish clerk will contact the company to ask for its removal.
 - Road Sweeping** – look at in autumn
 - Gullies** – report on fix my street
 - Valentia Road resurfacing** – on job list and yet to be scheduled. Highways officer to do a safety check.
 - Flashing lights** – issue with 20mph sign opposite the pub – fault.
 - Grass verge cuttings** – it was **RESOLVED** that the parish clerk will ask for a grass cutting schedule and share response at next meeting.
- t) Fix my street update-** currently 11 items, four are for the speed hump coming out of the village towards Enslow.
It was **RESOLVED** that the parish clerk will update Fix My Street with areas raised by Cllr C Lane
- u) Clerk – April and May hours**
It was resolved that the Parish Clerk has logged 58.5 hours and the pay will be £956.48

12. Planning Applications

a) Awaiting Decision

Nothing received before agenda published, Made aware about Blacks Head application resubmission. The Parish Council support this application.

b) Decisions made

None

c) Appeals

None

d) To note those received after Agenda publication

10. Correspondence (emails and letters) received

- a) To review all other correspondence received in the prior month

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

- a) Monthly Sports & Social Club – broken fencing - safety fencing by kick board needs to be reinforced/fixed
Annual inspection of play area is due in July – Cllr M Taylor will give a clean and it was **RESOLVED** that parish clerk will confirm cost and bring to next meeting.

12. Attendance at Meetings

a) Monthly Sports & Social Club

13. Items for information or next Agenda only

New process for Agenda - Agenda will be shared on or around 10 June to allow for a new process where councillors will add new items prior to agenda being published. All items for next agenda to be submitted to the clerk by Wednesday 17 June 2026.

Worker at Coop – raised awareness of dead silver birch tree on Valentia (number 33) – recommended to put on Fix My Street. Cllr R Pirie will log

Sign on Station Road – the Station Road on the corner is missing and has been for a long time.

14. Date of Next Meeting

To confirm the date of the next meeting on Wednesday 24 June 2026 at 7.30pm.

Kelly Whithead, Clerk & RFO to the Council

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