

**BLACK BOURTON PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING  
ON 3<sup>RD</sup> SEPTEMBER 2025 AT 7PM**

Present: Cllrs (in the chair) Dominic Shaw, Peter Miles, Alan Clark.  
In attendance: C Street (Clerk). & Alaric Smith, County Cllr Ted Fenton.

53/2025	<u>Apologies for absence:</u> Cllr Andy Lanham, District Cllr Alistair Wray				
54/2025	<u>Variation of order of business:</u> None				
55/2025	<u>Declaration of interest in items on the agenda:</u> None				
56/2025	<p><u>Reports from County/ District Councillors:</u> No reports</p> <p><u>County Council:</u> For further details see <a href="http://www.oxfordshire.gov.uk">www.oxfordshire.gov.uk</a></p> <ul style="list-style-type: none"> <li>• Oxford congestion charge consultation update. Change to include bus rides from park &amp; ride free of charge</li> <li>• No. of beds for homeless people leaving care has been reduced.</li> <li>• £500k has been allocated for flood prevention projects.</li> <li>• Gulley cleaning annual regime – there is a list on OCC website. Black Bourton is due Oct/Nov to clean and empty gulleys.</li> <li>• Discussion on flooding: there was a suggestion that riparian owners should be contacted and requested to clear their gulleys - Cllr Miles to feed back to Flood prevention meeting.</li> <li>• Annual electric blanked testing offer – Witney 9<sup>th</sup> October. Venue to be confirmed. Agreed to advertise this on our website and that we will find a way to help people get the blankets to the testing centre if they contact the parish council.</li> <li>• Priority Fund is now open until May 2027, but has been reduced to £10k.</li> <li>• Location of salt bins are being reviewed. Let Cllr Fenton know if we need more.</li> <li>• 19<sup>th</sup> Aug the CEO was driven round the division with Cllr Fenton to look at outstanding issues for him to take action on.</li> <li>• Question about road surface surveillance that is currently being carried out: Cllr Fenton to report back with schedule of road repairs planned.</li> </ul> <p><u>District Council:</u> For further details see <a href="http://www.westoxon.gov.uk">www.westoxon.gov.uk</a></p> <ul style="list-style-type: none"> <li>• Consultation on Local Plan is on-going.</li> <li>• Consultation on planning policies has now closed. There will be a further consultation Oct-Dec once the data has been assessed. Black Bourton is tier 4 (small village designation).</li> <li>• Financial quarter one is within budget.</li> <li>• Service Performance report is going well.</li> <li>• Carterton Area Strategy, which includes Black Bourton. The aim is to develop a regeneration project for Carterton.</li> <li>• Bampton Medical Centre in Carterton is closing. Concerns about the effect this will have on access to medical care. Agreed to ask Cllr Wray if he would feedback to the parish council as he is on the patient liaison group, although it was noted that that the District Council have no powers to influence this.</li> </ul>				
57/2025	<u>Meeting minutes</u> of 2 <sup>nd</sup> July 2025 were signed as a true record.				
58/2025	<u>Matters arising from last minutes:</u> See appended actions list.				
59/2025	<u>Public participation:</u> See correspondence item 70/2025.				
60/2025	<p><u>Planning applications:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"> <p>25/00963/OUT PROPOSAL (deadline 2 Sept – extension to 5<sup>th</sup> agreed)</p> </td> <td style="width: 40%; padding: 5px;"> <p><i>Outline application with some matters reserved for redevelopment of site to include housing, work from home accommodation, nature network corridors and access to a new nature reserve.</i></p> <p><i>It was noted that our previous objection have not been addressed. Cllr Shaw to respond.</i></p> </td> <td style="width: 30%; padding: 5px;"> <p><i>Lucketts Coal Yard Alvescot Road</i></p> </td> </tr> </table>		<p>25/00963/OUT PROPOSAL (deadline 2 Sept – extension to 5<sup>th</sup> agreed)</p>	<p><i>Outline application with some matters reserved for redevelopment of site to include housing, work from home accommodation, nature network corridors and access to a new nature reserve.</i></p> <p><i>It was noted that our previous objection have not been addressed. Cllr Shaw to respond.</i></p>	<p><i>Lucketts Coal Yard Alvescot Road</i></p>
<p>25/00963/OUT PROPOSAL (deadline 2 Sept – extension to 5<sup>th</sup> agreed)</p>	<p><i>Outline application with some matters reserved for redevelopment of site to include housing, work from home accommodation, nature network corridors and access to a new nature reserve.</i></p> <p><i>It was noted that our previous objection have not been addressed. Cllr Shaw to respond.</i></p>	<p><i>Lucketts Coal Yard Alvescot Road</i></p>			

	25/01228/LBC (deadline 5 Sept)	PROPOSAL: Re-roofing works re-using original stone tiles where possible on South facing roof and the use of reconstituted tiles on the North facing roof together with associated works and replacement of velux rooflights. Planning (Listed Building and Conservation Areas) Act NO OBJECTIONS	Waterside Barn 4 Shillbrook Manor Bampton Road																																																
61/2025	<p>Finance and accounts for payment: PAID IN AUGUST (NO MEETING HELD):</p> <table border="1" data-bbox="316 421 1233 875"> <tr> <td>Scribe</td> <td>Set-up fee for accounts package</td> <td>£238.80 PAID</td> </tr> <tr> <td>Chris Collett</td> <td>Works for July</td> <td>£361.66 PAID</td> </tr> <tr> <td>Chris Collett</td> <td>Works for Aug</td> <td>£361.66 PAID</td> </tr> <tr> <td>HMRC</td> <td>PAYE Q1</td> <td>£158 PAID</td> </tr> <tr> <td>Town and Parish Councils Websites</td> <td>Hosting and storage - 250MB of storage per account (15/07/2025 to 15/07/2026)</td> <td>£120 PAID</td> </tr> <tr> <td>Cathy Street</td> <td>Wages July – updated to include back pay from 1 April &amp; Local govt increment</td> <td>£244.78 PAID</td> </tr> <tr> <td>Playsafety</td> <td>RoSPA inspection July 25</td> <td>£158.40 PAID</td> </tr> <tr> <td>Scribe</td> <td>Monthly fee for August invoice</td> <td>£27.60 PAID</td> </tr> </table> <p>AUTHORISED AT THIS MEETING:</p> <table border="1" data-bbox="316 909 1233 1328"> <tr> <td>OALC</td> <td>Planning training course – A Clark</td> <td>£78</td> </tr> <tr> <td>WODC</td> <td>Bin emptying 1-10-24 to 31-3-25</td> <td>£261.14</td> </tr> <tr> <td>WODC</td> <td>Bin emptying 1.4.25 to 30-9-25</td> <td>£261.14</td> </tr> <tr> <td>C Street</td> <td>Aug wages</td> <td>£231.64</td> </tr> <tr> <td>Chris Collett</td> <td>September grass cutting</td> <td>£361.66</td> </tr> <tr> <td>Scribe</td> <td>Monthly fee for August invoice</td> <td>£27.60</td> </tr> <tr> <td>Scribe</td> <td>Sign direct debit mandate for monthly fee, as previously agreed</td> <td>£27.60 Not signed as Cllr Lanham has copy of form</td> </tr> </table> <p>Debit card payments:</p> <table border="1" data-bbox="244 1361 1315 1402"> <tr> <td>None</td> <td></td> <td></td> </tr> </table>			Scribe	Set-up fee for accounts package	£238.80 PAID	Chris Collett	Works for July	£361.66 PAID	Chris Collett	Works for Aug	£361.66 PAID	HMRC	PAYE Q1	£158 PAID	Town and Parish Councils Websites	Hosting and storage - 250MB of storage per account (15/07/2025 to 15/07/2026)	£120 PAID	Cathy Street	Wages July – updated to include back pay from 1 April & Local govt increment	£244.78 PAID	Playsafety	RoSPA inspection July 25	£158.40 PAID	Scribe	Monthly fee for August invoice	£27.60 PAID	OALC	Planning training course – A Clark	£78	WODC	Bin emptying 1-10-24 to 31-3-25	£261.14	WODC	Bin emptying 1.4.25 to 30-9-25	£261.14	C Street	Aug wages	£231.64	Chris Collett	September grass cutting	£361.66	Scribe	Monthly fee for August invoice	£27.60	Scribe	Sign direct debit mandate for monthly fee, as previously agreed	£27.60 Not signed as Cllr Lanham has copy of form	None		
Scribe	Set-up fee for accounts package	£238.80 PAID																																																	
Chris Collett	Works for July	£361.66 PAID																																																	
Chris Collett	Works for Aug	£361.66 PAID																																																	
HMRC	PAYE Q1	£158 PAID																																																	
Town and Parish Councils Websites	Hosting and storage - 250MB of storage per account (15/07/2025 to 15/07/2026)	£120 PAID																																																	
Cathy Street	Wages July – updated to include back pay from 1 April & Local govt increment	£244.78 PAID																																																	
Playsafety	RoSPA inspection July 25	£158.40 PAID																																																	
Scribe	Monthly fee for August invoice	£27.60 PAID																																																	
OALC	Planning training course – A Clark	£78																																																	
WODC	Bin emptying 1-10-24 to 31-3-25	£261.14																																																	
WODC	Bin emptying 1.4.25 to 30-9-25	£261.14																																																	
C Street	Aug wages	£231.64																																																	
Chris Collett	September grass cutting	£361.66																																																	
Scribe	Monthly fee for August invoice	£27.60																																																	
Scribe	Sign direct debit mandate for monthly fee, as previously agreed	£27.60 Not signed as Cllr Lanham has copy of form																																																	
None																																																			
62/2025	<u>Multi-pay Debit Card:</u> Agreed to go ahead with applying for a debit card. The application forms were signed by Cllr Shaw. Cllr Lanham to sign after the meeting.																																																		
63/2025	<u>Highways update:</u> <ul style="list-style-type: none"> <li>• Cllr Clark is in the process of becoming a super user on Fix My Street and will follow up on previously reported issues on Fix My Street.</li> <li>• Agreed to check if the footbridge off school lane/Bampton Road has got metal safety covers to prevent slipping?</li> <li>• Vibrations from lorries driving over drains/potholes along Burford Road – to be reported on Fix My Street.</li> <li>• Agreed to contact Thames Valley Police to request a meeting.</li> </ul>																																																		
64/2025	<u>Playground/RoSPA report:</u> The annual RoSPA inspection took place in July. The report was reviewed and a contractor has been asked to quote for repairs.																																																		
65/2025	<u>Green Spaces:</u> None																																																		
66/2025	<u>BBVA update:</u> None																																																		
67/2025	<u>Website/newsletter update:</u> <ul style="list-style-type: none"> <li>• Electric Blanket testing</li> <li>• For availability of sandbags contact Cllr Miles via email.</li> <li>• Recruitment for new councillor. If you are interested, please contact the clerk on <a href="mailto:clerk@blackbourton.org.uk">clerk@blackbourton.org.uk</a></li> <li>• Defib training course (when we get a date)</li> </ul>																																																		

68/2025	<u>Policies &amp; Procedures update:</u> See item 73/2025
69/2025	<u>Training update:</u> Cllr Clarke is booked on OALC planning course.
70/2025	<u>Correspondence:</u> Request for clarification on cutting back the walnut tree & information on availability of sandbags: <ul style="list-style-type: none"> <li>• It was noted that a full recorded risk assessment is needed.</li> <li>• We have received two quotes to cut back tree; it was agreed to get one more quote to compare.</li> <li>• Cllr Lanham to request help with funds from BBVA (in writing so they can officially consider this).</li> <li>• Look into availability of sandbags – Cllr Miles to report to Flood Prevention Group.</li> </ul>
71/2025	<u>Village matters</u> (received after agenda was set): <ul style="list-style-type: none"> <li>• Ask for details for defibrillator telephone call-round from Cllr Middleton at Clanfield Parish Council.</li> </ul>
72/2025	<u>Special thanks:</u> None.
73/2025	<u>Council administration:</u> Further to advice received from Oxfordshire Association of Local Councils, the following action points were agreed to ensure council is up to date and running efficiently: <ul style="list-style-type: none"> <li>• Set up pension scheme and offer to clerk – clerk to action.</li> <li>• Consider increasing clerk's hours to 6 hours per week – clerk to keep time sheet and to be reviewed along with Budget in November.</li> <li>• Review budget for 26-27 to increase reserves held in bank account – on Nov agenda.</li> <li>• Review policies and procedures and transparency requirements. These were reviewed in May. Clerk to check we are using the latest NALC model versions.</li> </ul>

The meeting closed at 8.44pm.

The next Parish Council meeting is at 7pm on Wed 1<sup>st</sup> October 2025 at St Mary's Church

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

Action list:

Agreed to go ahead and organise date for defib familiarisation event. On going.	Clerk
Letter to EA re flooding has been re-sent. (leave on action list to chase)	Clerk
Turn speed cameras around. On going	AL
Quote for tennis court surface cleaning for £499 was agreed in principal. Delay due to access to water and current hosepipe ban. On going.	DS
Cut back poplar & blackthorn on Alvescot Rd. Meet Chris Collett to discuss. Awaiting date from Chris to cut them back.	AL/PM
Fit footpath signs to posts. Ground is too hard. Ground is now soft enough.	AL/PM
Produce IT policy- send draft copy to all (resend and put on next agenda)	Clerk
Request FB password from Y Dearman. On going.	AL
War Memorial is due to be cleared and cleaned.	AL
Document retention list – resend to all and agree dates to review paperwork.	Clerk
Organise solicitor for Rec Ground lease renewal. As this is a straightforward renewal of the lease it was agreed to sign lease without the need for our own solicitor to manage this for us.	DS/Clerk

Review website compliance document (see item 50/2025). Update with disclaimer that other groups use the website and we are not responsible for their content being compliant.	Clerk
Ask Cllr Alistair Wray to feedback on surgery information	Clerk
Update website: <ul style="list-style-type: none"> <li>• Electric Blanket testing</li> <li>• For availability of sandbags contact Cllr Miles via email.</li> <li>• Recruitment for new councillor. If you are interested, please contact the clerk on <a href="mailto:clerk@blackbourton.org.uk">clerk@blackbourton.org.uk</a></li> <li>• Defib training course (when we get a date)</li> </ul>	Clerk
Bank card application – sign paperwork	AL
Check if the footbridge off school lane/Bampton Road has got metal safety covers to prevent slipping.	PM
Report vibrations from lorries driving over drains/potholes along Burford Road to Fix My Street.	PM
Contact Thames Valley Police to request a meeting	Clerk
Get quote for repairs to playpark as per RoSPA report	DS
Walnut tree – get a third quote	PM
Request help with funds from BBVA	AL
Consult flood prevention group re availability of sandbags	PM
Ask for details for defibrillator telephone call-round from Cllr Middleton at Clanfield Parish Council.	Clerk
OALC action points: <ul style="list-style-type: none"> <li>• Set up pension scheme and offer to clerk – clerk to action.</li> <li>• Consider increasing clerk's hours to 6 hours per week – time sheet &amp; add to Nov agenda.</li> <li>• Increase reserves at the bank – budget review on Nov agenda</li> <li>• Check policies are all the latest model versions from NALC.</li> </ul>	Clerk