

**BLACK BOURTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 1ST OCTOBER 2025 AT 7PM**

Present: Cllrs Andy Lanham (in the chair) Dominic Shaw, Peter Miles, Alan Clark.
In attendance: C Street (Clerk)

74/2025	<u>Apologies for absence:</u> District Cllrs Alistair Wray & Alaric Smith, County Cllr Ted Fenton.		
75/2025	<u>Variation of order of business:</u> None		
76/2025	<u>Declaration of interest in items on the agenda:</u> None		
77/2025	<u>Reports from County/ District Councillors:</u> No reports		
78/2025	<u>Meeting minutes</u> of 3 rd September 2025 were signed as a true record.		
79/2025	<u>Matters arising from last minutes:</u> See appended actions list.		
80/2025	<u>Public participation:</u> Request that resident is notified when the walnut tree is cut back so cars can be moved, and confirmation that a risk assessment and appropriate contractor insurance is in place.		
81/2025	<u>Planning applications:</u>		
	25/02069/HHD (deadline 29/9)	Erection of front porch extension with associated internal alterations and construction of a replacement detached garaging. NO OBJECTIONS.	Fernlea Burford Road
82/2025	<u>Finance and accounts for payment:</u>		
	St Mary's Church	Church hire 3 rd Sept 25	£14
	WODC	Emptying bins 1/10/25-31/03/26	£261.14
	Severnside Defibs & Training	Defibrillator familiarisation course	£390 PAID
	Chris Collett	Grass cutting October	£361.66
	Chris Collett	Cutting back willow tree branch	£475
	Scribe	Accounts Software	£27.60
	Cathy Street	Wages September	£231.64
	<u>Debit card payments:</u>		
	None		
83/2025	<u>Quarter two budget review:</u> this was reviewed and bank reconciliation signed.		
84/2025	<u>Highways update:</u> Agreed to inspect the fallen white entrance gate coming from Bampton direction as this needs reinstating.		
85/2025	<u>Playground/RoSPA report:</u>		
	<ul style="list-style-type: none"> • Awaiting quote for repairs from RoSPA report. • Noted that the dry-stone wall has been repaired and the fence may need repairs in the future. 		
86/2025	<u>Green Spaces:</u>		
	<ul style="list-style-type: none"> • Willow tree branch quote of £375 was agreed via email prior to the meeting, however on inspection further branches needed cutting back so the invoice was increased by £100. • Walnut Tree removal – Of the two quotes received it was agreed for Christchurch to arrange for their contractor to cut this back. • Head of Environment Agency, James Spicer, has agreed to a meeting with us to discuss flooding issues. • Quarterly flood prevention meeting was held last week. It was noted that we have to drive to the nearest sand location at Bampton to get sand and in a flooding emergency this is not a viable option. It was agreed to liaise with Alvescot Parish Council to share a sand container and sand bags. • The 6 extra trees in pots that were previously purchased in case of replacement of any that did not survive were not needed, as the trees in situ were all well-watered. 		

	Suggestions: Cllr Lanham buy back any that are not required; plant as a clump at the triangular end of the village green; plant along Alvescot Road to replace any that are not thriving; plant in open area by the walnut tree that is being cut down, although there is possibly not enough room for all 6 at the location. Cllr Lanham and Miles to review locations.
87/2025	<u>BBVA update:</u> None
88/2025	<u>Website & newsletter update:</u> <ul style="list-style-type: none"> • Report back on feedback defibrillator course (to be held on 15th October) • Parish councillor vacancy
89/2025	<u>Policies & Procedures update:</u> <ul style="list-style-type: none"> • IT policy – agreed and adopted. • Social media and communications policy – agreed and adopted. • Biodiversity Policy – clerk to make suggested amendments, circulate to all councillors for adoption at the next meeting. • Updated version of model standing orders – clerk to circulate both the current and new versions to all councillors for review before adopting at next meeting. • Updated version of model financial regulations – clerk to pass on both the current and new versions to Cllr Shaw for review before adopting at next meeting.
90/2025	<u>Training update:</u> None.
91/2025	<u>Correspondence:</u> <ul style="list-style-type: none"> • None other than routine emails
92/2025	<u>Village matters</u> (received after agenda was set): <ul style="list-style-type: none"> • Order 2 x poppy wreaths from RBL – clerk to order • Cllr Lanham to attend lowlands planning meeting – clerk reply to email. • Enquire with church about hiring and heating fees for over the winter months.
93/2025	<u>Special thanks:</u> None.
94/2025	<u>Defibrillator familiarisation session:</u> <ul style="list-style-type: none"> • Ask BBVA if they would like to take on providing drinks. • Confirm fee from church for hiring, heating and kitchen.

The meeting closed at 9pm.

The next Parish Council meeting is at 7pm on Wed 5th November 2025 at St Mary's Church.

SIGNED: _____

DATED: _____

Action list:

Letter to EA re flooding has been re-sent. (leave on action list to chase). James Spicer has asked to meet up to view areas of concern. Cllr Miles to arrange date.	PM
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 Station/Alvescot Rd - awaiting date from Chris Collett to cut them back. On going.	AL/PM
Fit footpath signs to posts when councillor availability and ground conditions allow. On going.	AL/PM
Request Facebook password from Y Dearman - no response. Noted that someone is posting on the FB page – Cllr Lanham to investigate.	AL

Then we need to decide if we reinstate a parish council page or post on the village FB page. On going.	
War Memorial is due to be cleared and cleaned. On going.	AL
Filing – arrange to pick up paper filing to relocate the files to Cllr Shaw’s.	DS
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. On going.	DS/Clerk
Review website compliance document - agreed to update website accessibility statement.	Clerk
Ask Cllr Alistair Wray to feedback on surgery information. On going.	AW
Bank card application – paperwork is now signed; clerk to send off application.	Clerk
Footbridge off school lane/Bampton Road needs metal safety covers to prevent slipping. Report on Fix My Street.	AC
Report vibrations from lorries driving over drains/potholes along Burford Road to Fix My Street. On going.	PM
Contact Thames Valley Police to request a meeting - no response. On going.	Clerk
Get quote for repairs to playpark as per RoSPA report. On going.	DS
Request help with funds from BBVA. On going.	AL
Sand - email Cllr Alison Witter at Alvescot Parish Council re sand container share. Location to be confirmed.	PM/ Clerk
Ask for details for defibrillator telephone call-round from Cllr Middleton at Clanfield Parish Council. Cllr Shaw to meet with Cllr Middleton. On going.	Clerk
OALC action points: <ul style="list-style-type: none"> • Set up pension scheme and offer to clerk – clerk to action. • Consider increasing clerk’s hours to 6 hours per week – to be reviewed in Nov meeting. • Increase reserves at the bank – budget review on Nov agenda. • Check policies are all the latest model versions from NALC. On going. 	Clerk
Walnut tree – check contractor liability insurance and advance notification of dates	DS
Review location for 6 potted trees.	AL PM
Biodiversity policy – amend & circulate to all for checking, & add to Nov agenda	Clerk
Standing Orders – circulate to all & add to Nov agenda	Clerk
Financial Regs – forward to Cllr Shaw & add to Nov agenda	Clerk
Order poppy wreaths x 2	Clerk
Reply to Lowlands planning meeting that Cllr Lanham will attend	Clerk
Enquire about church hire and heating fees over winter months	Clerk AL
Defib course – ask BBVA if they want to provide refreshments	AL
Confirm church hire fee for defib course	Clerk