

**BLACK BOURTON PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING  
ON 5<sup>TH</sup> NOVEMBER 2025 AT 7PM**

Present: Cllrs Andy Lanham (in the chair) Dominic Shaw, Peter Miles.  
In attendance: C Street (Clerk), District Cllr Alistair Wray.

95/2025	<u>Apologies for absence:</u> Cllr Alan Clark, District Cllr Alaric Smith, County Cllr Ted Fenton.																									
96/2025	<u>Variation of order of business:</u> None																									
97/2025	<u>Declaration of interest in items on the agenda:</u> None																									
98/2025	<u>Reports from County/ District Councillors:</u> District Council: <ul style="list-style-type: none"> <li>• Local Government reform update.</li> <li>• Local Plan consultation is 3<sup>rd</sup> Nov – 22<sup>nd</sup> Dec; proposal to extend it to 2043; Black Bourton is a Tier 5 Small Village with no obvious designated developments identified; Carterton Area Strategy update.</li> <li>• Bampton Surgery update – there is a new practice manager, a new doctor and a returning nurse, and a new online booking system; Carterton premises lease is up for termination in February and they are looking for new premises; improvements in the pharmacy were noted.</li> </ul>																									
99/2025	Meeting minutes of 1 <sup>st</sup> October 2025 were signed as a true record.																									
100/2025	<u>Matters arising from last minutes:</u> See appended actions list.																									
101/2025	<u>Public participation:</u> None																									
102/2025	<u>Planning applications:</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">25/02053/HHD</td> <td style="width: 60%; padding: 5px;"><i>Construction of an oak framed/clad car port and workshop with ancillary accommodation above.</i> <b>NO OBJECTION</b></td> <td style="width: 20%; padding: 5px;"><i>Rosemary Cottage Mill Lane</i></td> </tr> </table>		25/02053/HHD	<i>Construction of an oak framed/clad car port and workshop with ancillary accommodation above.</i> <b>NO OBJECTION</b>	<i>Rosemary Cottage Mill Lane</i>																					
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104/2025	<u>Draft budget and proposed precept request for 26-27:</u> <ul style="list-style-type: none"> <li>• The budget for 2025/26 was reviewed and is on track.</li> <li>• A proposed draft budget for 26/27 was agreed, resulting in a proposed precept request of £14,636 which is a 4.8% increase.</li> <li>• It is recommended in the JPAG Practitioners Guide (5.31) that a parish council holds sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans of between 3 and 12 months of net revenue expenditure.</li> <li>• We expect to have reserves of well over 3 months, and feel this level is suitable for our parish, as the BBVA help fund the major play park expenses, and historically we have not incurred many larger unforeseen costs.</li> <li>• Clerk's hours to be reviewed as part of the end of probationary period review and remain as is for budgeting purposes.</li> </ul>																									
105/2025	<u>Highways update:</u> Nothing to report																									
106/2025	<u>Playground/RoSPA report:</u> Nothing further to report																									

107/2025	<u>Green Spaces:</u> <ul style="list-style-type: none"> <li>Willow tree has been cut back severely and debris has been left, however, it was noted that willow regrows quickly. Cllrs Lanham and Miles to check and clear any left debris.</li> <li>Dead tree on Burford Road needs to be replaced – AGREED (approximately £100).</li> </ul>
108/2025	<u>BBVA update:</u> None
109/2025	<u>Website &amp; newsletter update:</u> None at time but chairman and clerk to update with any news before the next meeting on 7 <sup>th</sup> January 2026.
110/2025	<u>Policies &amp; Procedures update:</u> <ul style="list-style-type: none"> <li>Biodiversity Policy – this was adopted.</li> <li>Updated version of model standing orders – Cllr Lanham to amend for adoption in January.</li> <li>Updated version of model financial regulations – Cllr Shaw to amend for adoption in January.</li> </ul>
111/2025	<u>Training update:</u> None.
112/2025	<u>Correspondence:</u> None other than routine emails
113/2025	<u>Village matters</u> (received after agenda was set): None
114/2025	<u>Special thanks:</u> In memory of Frank Stewart Wood (previous chairman of the parish council) and Liz Welch, who both made valuable contributions to our village.
115/2025	<u>Direct debit for Scribe accounting software:</u> This was signed. Clerk to send off.

The meeting closed at 8.45pm.

The next Parish Council meeting is at 7pm on Wed 7<sup>th</sup> January 2025 at St Mary's Church (no December meeting).

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 is awaiting response from J Spicer to arrange date. ON GOING.	PM
Turn speed cameras around. ON GOING.	AL
Quote for tennis court surface cleaning for £499 was agreed in principle. 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
War Memorial is due to be cleared and cleaned. To be done before the On going.	AL
Filing – Cllr Shaw has picked up the filing from the previous clerk. Papers to be reviewed.	DS
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. Clerk has advised that lease holders need to be updated to Cllr Lanham and Shaw and is waiting for copy of contract. On going.	DS/Clerk
Footbridge off school lane/Bampton Road needs metal safety covers to prevent slipping. Report on Fix My Street. ON GOING	AC
Report vibrations from lorries driving over drains/potholes along Burford Road to Fix My Street. On going.	PM
Get quote for repairs to playpark as per RoSPA report. Awaiting quote. On going.	DS

Request help with funds from BBVA. They have agreed to pay for half the lease and half the tree chopping down. Request money after we have received the invoices.	AL
Sand - email Cllr Alison Witter at Alvescot Parish Council re sand container share. Location to be confirmed. APC advised it would be on their next agenda and they would get back to us. Agreed to look at a contingency if Alvescot PC do not respond.	PM
Ask for details for defibrillator telephone call-round from Cllr Middleton at Clanfield Parish Council. Cllr Shaw to meet with Cllr Middleton. On going.	DS
OALC action points: <ul style="list-style-type: none"> <li>• UPDATE: Set up pension scheme and offer to clerk – <i>Our Payroll Accountants confirmed this is already in place and we comply with the regulations.</i></li> <li>• Check policies are all the latest model versions from NALC. On going.</li> </ul>	Clerk
Standing Orders – Cllr Lanham to review ready for adoption in Jan. On going.	AL
Financial Regs – Cllr Shaw to amend for adoption in Jan. On going.	DS
Enquire about church hire and heating fees over winter months. On going.	AL
Replace dead tree on Burford Road	AL
Review willow tree cutting and clear any debris	AL PM