

**BLACK BOURTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 7TH JANUARY 2026 AT 7PM**

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

1/2026	<u>Apologies for absence:</u> District Cllr Alistair Wray, County Cllr Ted Fenton. The resignation of Cllr Alan Clark was accepted.																		
2/2026	<u>Variation of order of business:</u> None																		
3/2026	<u>Declaration of interest in items on the agenda:</u> None																		
4/2026	<p><u>Reports from County/ District Councillors:</u> District Council:</p> <ul style="list-style-type: none"> • District Council Elections- Elections will proceed as planned on May 7th. • Strategic Mayoral Authority - An expression of interest in pursuing this has been submitted to Government before Christmas. The Authorities involved are all the Berkshire and Oxfordshire Authorities and Swindon. • WODC Budget for 2026/27 -The second draft of the Budget will go to the Executive Committee next week. • Social Housing Delivery update. • Salt Cross Garden Village - The Area Action Plan is now pretty much agreed with the Inspector, and a report will go through Exec and Council in February setting out the next steps to take this project forward. • General query on why time scales for county & district council projects are so long. • Road between Black Bourton to Bampton is dangerous due to potential ice which has resulted in two accidents in the last couple of weeks. Suggestion to build up a dossier of accidents and injuries to report to the police and the highways authority. <p>County Council – a report was sent to all councillors prior to the meeting but was not discussed as the county councillor was unavailable.</p>																		
5/2026	<u>Meeting minutes</u> of 5 th November 2025 were signed as a true record. There was no meeting held in December 2025.																		
6/2026	<u>Matters arising from last minutes:</u> See appended actions list.																		
7/2026	<u>Public participation:</u> None																		
8/2026	<u>Planning applications:</u> None																		
9/2026	<p><u>Finance and accounts for payment:</u> RESOLVED to make the following payments:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><i>Chris Collett</i></td> <td style="width: 40%;"><i>Nov grass cutting</i></td> <td style="width: 30%; text-align: right;"><i>£361.66 PAID</i></td> </tr> <tr> <td><i>Chris Collett</i></td> <td><i>Dec grass cutting</i></td> <td style="text-align: right;"><i>£361.66 PAID</i></td> </tr> <tr> <td><i>Cathy Street</i></td> <td><i>Working from home allowance £26 pcm x 8 (May-Dec 25)</i></td> <td style="text-align: right;"><i>£208 PAID</i></td> </tr> <tr> <td><i>Cathy Street</i></td> <td><i>Wages November – Standing Order set up</i></td> <td style="text-align: right;"><i>£231.64</i></td> </tr> <tr> <td><i>Cathy Street</i></td> <td><i>Set up monthly standing order for working from home allowance from Jan onwards.</i></td> <td style="text-align: right;"><i>£26 pcm</i></td> </tr> <tr> <td><i>Shilton Accounting</i></td> <td><i>Payroll services 25-26</i></td> <td style="text-align: right;"><i>£228</i></td> </tr> </table> <p><u>Debit card payments:</u> None</p>	<i>Chris Collett</i>	<i>Nov grass cutting</i>	<i>£361.66 PAID</i>	<i>Chris Collett</i>	<i>Dec grass cutting</i>	<i>£361.66 PAID</i>	<i>Cathy Street</i>	<i>Working from home allowance £26 pcm x 8 (May-Dec 25)</i>	<i>£208 PAID</i>	<i>Cathy Street</i>	<i>Wages November – Standing Order set up</i>	<i>£231.64</i>	<i>Cathy Street</i>	<i>Set up monthly standing order for working from home allowance from Jan onwards.</i>	<i>£26 pcm</i>	<i>Shilton Accounting</i>	<i>Payroll services 25-26</i>	<i>£228</i>
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10/2026	<u>Precept request for 26-27:</u> RESOLVED to sign the precept request for £14,636. Taking into account the Band D property calculations this is actually a 5.4% increase. Clerk to submit before the 9 th January deadline.																		
11/2026	<u>Unity Trust Bank update signatory details:</u> The change of details form to update mobile phone number was signed.																		
12/2026	<p><u>Highways update:</u></p> <ul style="list-style-type: none"> • Speed sign on Burford Road is not working. Cllr Lanham to take a look and report back. • Large pothole outside the pub has been reported on Fix My Street. 																		
13/2026	<u>Playground/RoSPA report:</u> Nothing further to report. Cllr Shaw to chase quote for repairs.																		
14/2026	<u>Green Spaces:</u>																		

	<ul style="list-style-type: none"> • There is a pile of woodchip in park next to the domed climbing frame. • Agreed to get quote for mending the dry-stone wall surrounding the park.
15/2026	<u>BBVA update:</u> None
16/2026	<u>Website & newsletter update:</u> Agreed to amend the web page with the parish councillor vacancy information.
17/2026	<u>Policies & Procedures update:</u> <ul style="list-style-type: none"> • Updated version of model standing orders – Cllr Lanham has reviewed this and will pass to the clerk for scanning to all councillors for their agreement and adoption at the next meeting in March. • Updated version of model financial regulations – Cllr Shaw has reviewed this and circulated to all councillors via email for their agreement and adoption at the March meeting.
18/2026	<u>Training update:</u> None.
19/2026	<u>Correspondence:</u> <ul style="list-style-type: none"> • Alvescot Parish Council's response to the <i>Preferred Spatial Options</i> stage of the next Local Plan was noted. Cllr Lanham to respond to email.
20/2026	<u>Village matters</u> (received after agenda was set): <ul style="list-style-type: none"> • The monthly OALC newsletter update was discussed. Clerk to check our website adheres to Assertion 10 requirements. • Clerk has asked for advice from OALC regarding future options should the council become inquorate due to lack of parish councillor volunteers.
21/2026	<u>Special thanks:</u> None.
22/2026	<u>Donation request</u> from Citizens Advice Oxfordshire. We will not be making a donation as we do not have provision in the budget/precept to do this.
23/2026	<u>Meeting dates for 2026:</u> RESOLVED that we will not hold a meeting in February and the next meeting will be on 4 th March, then we will make a decision on whether to meet in April. Future meetings to be agreed at the annual PC meeting in May.
24/2026	<u>Noticeboards:</u> <ul style="list-style-type: none"> • Old noticeboard alongside the playpark to be left for public to use. • Main noticeboard outside The Vines for current agendas and minutes. • Noticeboard in the bus stop to be used for general parish council information, with a notice directing parishioners to the main noticeboard for agenda and minutes.
25/2026	<u>Model financial regulations & model standing orders:</u> See item 17/2026
26/2026	<u>Recreation ground lease:</u> RESOLVED to agree to accept the terms of the lease. Awaiting copy for signatures.

The meeting closed at 8.45pm.

The next Parish Council meeting is at 7pm on Wed 4th March 2026 at St Mary's Church (no February 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 & re-marking for £499 was agreed in principle. Awaiting Spring weather. 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
Filing – Cllr Shaw has picked up the filing from the previous clerk. Papers to be reviewed. ON GOING.	DS
Rec Ground lease renewal. Inform solicitor that we have agreed to terms.	Clerk
Footbridge off school lane/Bampton Road needs metal safety covers to prevent slipping. Report on Fix My Street. ON GOING	AC
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
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
Standing Orders – Cllr Lanham to pass to clerk for scanning to all for adoption in Mar. On going.	AL
Financial Regs – review for adoption in March. On going.	All
Replace dead tree on Burford Road	AL
Speed sign on Burford Road is not working – investigate.	AL
Make updates to councillor vacancy web page	AL Clerk
Check Assertion 10 requirements for website with provider.	Clerk
Quote for dry stone wall repair	DS