**WESTON ON THE GREEN PARISH COUNCIL**

**MINUTES - DRAFT**

**For the meeting of Parish Council, held in Village Hall on Wednesday 7th May 2025**

**Meeting Number 25.423**

*Note for information: Cherwell District Council – CDC, Oxfordshire County Council - OCC*

**Public Participation**

Graham Barnett queried if advisory group members should sign the Parish Council Code of Conduct.

DB responded that they are asked to agree to the Code of Conduct but currently have not been asked to sign it. Members of advisory groups were in attendance and agreed that they would be happy to sign it. This will therefore be undertaken at their next meetings.

**Action:** Leads of advisory groups to share PC Code of Conduct and request signing approval.

Graham Barnett queried if the traffic and transport advisory group would be separated now there was a new Councillor responsible for traffic and Graham is the Parish transport representative.

It was agreed to separate out the traffic and transport advisory group with Graham agreeing to be lead of the transport group.

**Action:** Terms of Reference for Traffic and Transport group to be separated and placed on the June 2025 Parish Council agenda.

Patsy Parsons agreed to continue as link for the Police liaison meetings.

Graham Barnett confirmed that the community bus had passed its MOT and an invoice would follow.

**25.423.1** **To Receive:** Apologies for non-attendance

Councillors Bohm (DB), Davies (SD), Miller (JM) and Aldridge (MA) were in attendance. Councillor Rowan sent her apologies which were accepted.

Councillor Coton (Cherwell District Council) was in attendance for the whole meeting.

4 members of the public were in attendance.

**25.423.2 To Receive:** Declarations of Interest

There were no declarations to note for this meeting.

**25.423.3 For Information:** Update on village matters(DB)

DB highlighted there are a lot activities and meetings which take place between Parish Council meetings:

The Village Hall will host the VE day lunch on 10th May 2025 and there have been a number of wonderful stories on the war on Facebook.

The annual village meeting was held on the 22nd April 2025 and was well attended by residents. SD was thanked for delivering an excellent planning presentation.

Having previously thanked Councillor Simpson for all his support with the removal of the oak tree footpath, the Council wished to thank Councillor Coton in person for all her assistance too.

OALC hosted an OCC day on 3rd April 2025 and DB commented it was very useful to meet OCC officers from different departments.

Also in April a number of villagers attended the Declaration ceremony for the appointment of Weston on the Green resident, John May, as the new High Sheriff of Oxfordshire.

SD and DB continue to meet regarding the Neighbourhood Plan review strategy. A village survey is to be prepared and circulated shortly and they have discussed forming a working group.

There is heightened concern amongst surrounding villages regarding potential grey belt land and the re-allocation of zones around villages.

The food bank collection held on 3rd May 2025 was tremendous with the village providing 102kg of food to the Bicester Foodbank, which was gratefully received.

Upcoming meetings in May/June include:

* 10th May 2025: DB and SD will attend an ONPA zoom workshop on housing site assessment and allocation
* 14th May 2025: DB and SD to meet with Puy du Fou representatives to hear an update on the potential development and will report back to the June Parish Council meeting
* 11th June 2025: Cherwell Parish Liaison meeting, Councillors to indicate willingness if wish to attend.

**25.423.4 For Information:** Clerk report (Clerk)

The clerks report to the Council was noted which confirmed payments from the Parish Council bank account including payments relating to the monthly clerk salary. The first instalment of the precept payment (£14,351.29) from CDC has been received on 9th April 2025.

Confirmation that Councillor Miller has checked the Parish Council Financial Accounts to end Q3 FY 2024/25 and has signed the bank statements and bank reconciliation documents.

The clerk has collected the archive documents which the Oxfordshire History Centre were not able to accept to store. These will now be stored in a cupboard in the Village Hall and a list where items are stored circulated.

The Parish Council submitted an expression of interest for the OCC Lead Local Flood Authority Priority Action flood project funding; OCC will aim to let us know if they will be able to support our project by 31st May 2025.

There was a minor accident (no injuries as low speed when reversing) in the community van with another vehicle and a claim has been made to our insurers. The van does not need any work to fix anything, just the other vehicle.

The van failed its MOT test on 26th April 2025. Major defects included engine mounting bracket, exhaust emissions, handbrake, headlamp adjustment. However, as noted above the van has now passed its MOT.

The fly tipped mattress left on Bletchingdon Road was reported and collected by CDC.

The clerk informed the Council that sadly our appointed internal auditor, Paul Reynolds - Fair Account, was unwell and would be unable to complete the audit for 2024-25, which was booked for 14th May 2025.

The clerk had obtained a letter of engagement and requirements from a new Oxfordshire internal auditor, L White (Albry Audits), who has capacity to complete the audit for 2024-25. As she would have to examine all documents for the whole year the cost would be £350.00, she would be able to undertake the audit on 10-11th May with feedback provided to the Clerk the following week. This had been discussed by the Finance Advisory Group and given the emergency situation considered to be a sensible option.

**Action:** Clerk to place approval for new internal auditor on June 2025 PC meeting agenda.

**25.423.5 To Note:** Playing field and playground inspection report (Clerk)

The playground inspection report undertaken by the clerk was noted, no new major defects to the equipment were identified.

The clerk commented that a resident had raised concern over logs/rocks being used in the stream by the picnic area, blocking the flow of the chalk stream; she has been removing them where she can and the clerk confirmed she now regularly checks and removes items too. DB has asked David Williams to talk and educate the children who use the area so the situation should settle down shortly.

The mole hills are monitored by the clerk and whilst still an issue are currently under control, remnants are visible over the field.

**25.423.6 For Discussion:** Discuss recommendations from the Planning Group on planning applications (SD)

Key planning applications on the planning report were discussed by the Council.

**Building Applications**

**Decisions Received – Permitted**

[**24/02685/F**](https://planningregister.cherwell.gov.uk/Planning/Display/24/02685/F)**– Southview, Northampton Road**

**Decisions Received – Refused**

[**24/03356/PIP**](https://planningregister.cherwell.gov.uk/Planning/Display/24/03356/PIP) **- Land North East Of Knowle Farm, Knowle Lane**

**Withdrawn**

None

**Awaiting Decision**

[**25/00139/F**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00139/F) **- Part of OS Parcel 0006 Adjacent and North of Normandy, North Lane**

Demolition of existing buildings and the erection of five detached single and two-storey dwellings together with access, parking and garaging, amenity space, landscaping and drainage works. **Commented**

[**25/00449/REM**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00449/REM) **- Reynards Lodge, North Lane**

Reserved Matters application to 24/00804/OUT - Access (with Construction Traffic Management Plan), Layout (with part drainage), Scale, Appearance, Landscaping and Biodiversity (with Construction Environment Management Plan). **Commented**

[**25/00356/DISC**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00356/DISC) **- Kelberg Ltd, Northampton Road**

Discharge of Conditions 3 (construction management strategy), 4 (Arboricultural Method Statement), 5 (surface water drainage), 6 (biodiversity method statement) and 8 (lighting details) of 24/00893/F. **Commented**

[**25/00582/F**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00582/F) **and** [**25/00583/LB**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00583/LB) **- Williams Cottage, North Lane**

Demolition of existing outbuilding and erection of replacement single-storey outbuilding, garden shed and associated landscaping. No comment submitted.

[**25/00418/F**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00418/F) **and** [**25/00486/LB**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00486/LB) **– The Manor Hotel, Northampton Road**

Restoration and extension of Rupert’s Cottage to provide additional guest accommodation and leisure facilities; re-instatement of the former outdoor swimming pool; construction of a new events pavilion; restaurant extension within the Manor’s west courtyard; relocation of guest car parking away from the Manor’s principal elevation; screening of the existing plant and biomass boiler area; restoration of wider landscape features including the historic moat and bridge. **Commented**

**New Applications**

[**25/00931/F**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00931/F) **– Oak View, Northampton Road**

Single storey replacement of porch extension. Comments due by 23/5/25.

**Tree Applications**

[**25/00631/TCA**](https://planningregister.cherwell.gov.uk/Planning/Display/25/00631/TCA) **- Strangers Drift, North Lane** (Applicant from 21 Milestone Lane)

Horse Chestnut - crown reduce the overhang by 2m. Permitted

[**25/01047/TPO5**](https://planningregister.cherwell.gov.uk/Planning/Display/25/01047/TPO_5) **– 10 Blacksmiths Close**

5 day notice to prune off branches dead and falling.

**Action:** SD/Clerk to send appropriate planning replies to Cherwell District Council.

**25.423.7 For Discussion:** Update on village works (JM)

JM is to hold a meeting with Mr Hodges, the new owner of Weston Fen where the weir is located to see what his thoughts are going forwards. In order to sort out water in the village need to sort out the weir area. JM will report back to the Council.

The sink hole and broken pipe issue, located adjacent to the Oxfordshire Way, is to be followed up with CDC.

JM is to meet John Roper to investigate where water supply and electricity connections are in relation to Gallsobrook Way/playing field.

**25.423.8 For Information:** Update from Traffic Calming Action Group (MA)

MA provided an update on the traffic groups latest developments. The traffic advisory group held their last meeting on 7th April 2025. They are waiting on a follow up from OCC regarding a consultation on the B430 speed reduction. The review of speed limiter signs will be progressed once further confirmation on the application has been received.

It was noted that a white line to highlight the footpath crossing across Church Lane at the churchyard was historically discussed with OCC and asked if it could be followed up again.

**Action:** Clerk to contact Highways Engagement Officer to enquire who to contact to discuss a footpath white line across Church Lane from the churchyard.

**25.423.9 Resolution: To Approve** Parish Council accounts and reserves statement for Q4 FY 2024-25 (TR Report/SD)

The Parish Council Q4 accounts for financial year 2024/25 were provided to the Council following their approval by the Finance Advisory Group. A summary of expenditure in Q4 vs each budget line, bank reconciliation and income details were provided. There was a total expenditure of £46,824 in FY 2024/25 with overspend on the playing field/playground development, mower maintenance, community van and defibrillator budget lines; the latter two were offset by grants and donations received. It was confirmed that the Council received £1,257 in VAT reclaim relating to FY 2023-24 and will reclaim £5,078 in VAT covering FY 2024/25 expenditure. The main spend for FY 2024-25 is for the clerk’s salary and grass cutting/maintenance around the village and playing field.

The cash reserve at the start of FY 2024/25 was £60,107 and at the end of the financial year it stood at £52,103, reflecting the reserves utilised for the playground works.

The new budget for FY 2025/26 was approved in January 2025, drafted to align with projects identified in the Parish Council’s development plan.

The reserves statement for the end of FY 2024-25 was presented which allocated the cash balance of £52,103 to identified reserve lines covering the development of the playing field, spinney and playground, traffic initiatives, oak tree footpath, village footpaths and cyclepaths, Neighbourhood Plan review, amenities at Milestone Lane, election costs, IT equipment renewal and the community van.

It is difficult to budget for the community van as costs are variable; grants and donations have been received in 2024-25 and have been set aside to aid its continued operation.

Whilst work has been completed on the oak tree footpath, the Council are still waiting to receive an invoice from the consultant arboriculturalist. New projects (water and bus stop works) have been allocated some reserves but they are conditional on securing grant money in order for those projects to proceed.

DB reported that there is now no option to obtain a grant to support the Neighbourhood Plan review. It was therefore considered that the reserves statement would be discussed again to ensure enough funds had been allocated to the Neighbourhood Plan review to ensure satisfactory completion of the project. The reserves statement for end 2024-25 would be re-presented to the Council at the June meeting for approval.

The resolution to approve the Parish Council accounts for Q4 FY 2024-25 was proposed by SD and seconded by DB. The motion was supported unanimously by the Council.

**Action:** Clerk to upload the Parish Council Q4 accounts (FY 2024/25) to the Parish Council website.

**Action:** Clerk to add approval of 2024-25 reserves statement to the June PC meeting agenda, pre AGAR discussions.

**25.423.10 Resolution: To Approve** the following invoices for payment (SD)

SD requested approval of the invoices detailed in the table below.

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| --- | --- | --- | --- | --- | --- |
| **PC Ref** | **Payee** | **Purpose** | **Total (incl VAT)** | **Budget Line** | **Amount Remaining in 2025-26**  **Budget Line** |
| 493\* | Cherwell District Council | Dog litter bin emptying x5 (winter period) | £308.88 | Village Works/Dog Bin Emptying | £1,050.00 |
| 494\* | Slade Estate Services Limited | Monthly maintenance of playing field – March | £432.85 | Village Works/Playing Field Maintenance | £3,400.00 |
| 495\* | Oxford Edens | Grass cutting 03/04/25 (playground, stocks/Ben Jonson, Church Close) | £357.69 | Village Works/Grass Cutting | £4,300.00 |
| 496 | Oxfordshire Neighbourhood Plans Alliance | Subscription membership 2025-26 | £50.00 | Subscriptions/ONPA - Oxfordshire Neighbourhood Plans Alliance | £50.00 |
| 497 | Clerk (J Mullane) | Planter noticeboard posters A1 x3 Annual Parish Meeting (Instant Print) | £37.43 | Sundries/Administration & Printing | £248.74 |
| 498\* | Oxford Edens | Grass cutting 17/04/25 (playground, stocks/Ben Jonson) | £300.99 | Village Works/Grass Cutting | £3,942.31 |
| 499\* | Oxford Edens | Grass cutting 17/04/25 (Church Close) | £56.70 | Village Works/Grass Cutting | £3,641.32 |
| 500 | Slade Estate Services Limited | Monthly maintenance of playing field – April | £432.85 | Village Works/Playing Field Maintenance | £2,967.15 |

*\* invoice already been paid*

It was confirmed that invoices 493-495 and 498-499 had already been paid as payment was due before this meeting approval.

The resolution to approve the invoices detailed in the table was proposed by SD and seconded by MA. The motion was supported unanimously by the Council.

**Action:** Clerk to update invoice log with approvals.

**Action:** Clerk to initiative request for payments from Councillors and ensure payments authorised.

**25.423.11 For Information:** Oxfordshire County & Cherwell District Councillors updates (OCC/CDC Councillors)

Councillor Coton provided updates on the following matters:

- CDC has officially moved offices to Castle Quay (offices been given an A rating for efficiency). Offices are open 8.45am - 5.30pm, Monday to Friday. CDC are asking people to get in contact in advance to make an appointment to see specific officers/departments.

- Highlighted new strategy and vision document for Cherwell - working on the transformation of Cherwell to support lasting change via four key areas: economic prosperity, community leadership, environmental stewardship and quality housing and place making.

- Streamlining services: trying to get services to talk to each other to make them more efficient. Linking in with work with West Oxfordshire District Council, ahead of potential devolution plans where the two districts could be combined.

- The new Oxfordshire County Councillor, Laura Gordon, will attend the June Parish Council meeting.

* Still to chase on Southfields development issues due to election work. DB further highlighted recent issues over sewage to Councillor Coton and informed her Thames Water had not adopted the development.
* London Road level crossing in Bicester has been proposed to close. MP Miller has established a petition (physical version only as not able to be online) for an underground proposal.

Graham Barnett noted there are currently no bus time tables on the bus stops in the village due to the change of operator. He has contacted OCC who reported that the new operator, Red Rose, should have put in new timetables and OCC will follow this up with them.

**25.423.12 Next Parish Council Meeting Date:** Wednesday 4th June 2025, 7.30pm (DB)

**Meeting Closed: 20.59**