

Minutes of the meeting of Yarnton Parish Council

Meeting held on 10th December 2025 at 6.30pm at Yarnton Village Hall

Attendees	
Joe McEaney (JM)	Yarnton Parish Councillor
Sam Smith (SaS)	Yarnton Parish Councillor
David Thornhill (DT)	Yarnton Parish Council Clerk
Fiona Mawson (FM)	Yarnton Parish Council Vice Chair
Lesley McLean (LM)	Yarnton Parish Councillor, Cherwell District Councillor, Oxfordshire County Councillor
Ian Middleton (IM)	Yarnton Parish Councillor
Dorothy Walker (DW)	Yarnton Parish Councillor, Cherwell District Councillor

1. Apologies	Mike Groves (MG), Debbie Behan (DB), Lesley McLean (LM)
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2. Co-options to the Parish Council	None.
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3. Declaration of interests	Members were asked to declare any personal interest and the nature of that interest which they may have in any of the agenda items under discussion at this meeting. No declaration of interests were made.
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4. Minutes	The minutes of the Ordinary Parish Council meeting held on 12.11.25 having been previously circulated were accepted as a true record by all.
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5. Matters arising from the minutes without decision	None.
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6. Public participation	Two members of public attended the meeting. Members of the public who sit on the Playing Field Committee Playground Renovation Group attended the meeting, and an update was provided to the Council. A community survey has been undertaken, and responses have been positive. A further update will be provided at the next Council meeting. The PRG intends to liaise with suppliers and draw up plans and quotations for renovation of the children's play area at RLP.
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7. Recent Correspondence	
1	<ul style="list-style-type: none">Recent correspondence was received from OALC concerning village hall affairs, and from CDC concerning planning applications which have a deadline for consultation before the next YPC meeting.Correspondence was also received concerning the costs for 10 x bin replacements, which the Council RESOLVED to proceed with

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	<ul style="list-style-type: none">• Confirmation from EDF that the Littlemarsh electricity account has now been transferred to the tenant, and from Kidlington Parish Council concerning the Greater Oxford Local Government Proposal which the Council RESOLVED to support.• Recent correspondence was also received concerning the proposed development of a very large housing development on green-belt land behind the Red Lion Pub, on fields betwixt the pub and the railway which the Council objected to in principal, on the grounds of loss of both vital farm land and green belt, and on the grounds of increased flood risk and of over-development.
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8. Report of the District Councillors	See section 35/2025 for the report of the District Councillor.
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9. Report of the County Councillor	For further information see 35a/2025 for items relevant to Yarnton.
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10. Planning	
10a. The Parish Council considered the following planning applications:	
Planning ref:	Description:
25/02881/CLUE	Proposal: Certificate of Lawfulness of Existing Development: Existing below-ground foul drainage installation comprising a new 450 mm inspection chamber and connecting pipework located within the approved plot for the detached dwelling permitted under planning permission 22/01283/F. The chamber and drain serve the proposed new dwelling only and are not connected to the existing dwelling known as 'The Paddocks'. These works represent the first stage of the approved development and constitute material operations sufficient to establish lawful commencement under Section 56(4) of the Town and Country Planning Act 1990 Location: The Paddock, 192 Cassington Road, Yarnton, OX5 1QD. The Council raised no objections.
25/02881/CLUE	Proposal: Certificate of Lawfulness of Existing Development to demonstrate that planning permission. 22/01283/F has lawfully commenced through installation of below-ground foul drainage. Location: The Paddock, 192 Cassington Road, Yarnton, OX5 1QD. The Council raised no objections.
25/03050/OUT	Proposal: Outline planning application for the erection of up to 58 dwellings with All Matters Reserved except for access Location: OS Parcel 2935 North And To The Rear Of The Grapes, Woodstock Road, Yarnton. The Council objects to the development on the grounds of increased flood risk and over development.
25/02696/F	Proposal: First floor rear extension. Location: 52 Merton Way, Yarnton, OX5 1NW. The Council noted that this application is under review by CDC as it has been listed as invalid.
25/02434/F	Proposal: Replace existing asphalt roof covering with profile metal insulated roof panels and installation of surface mounted photovoltaic panels on front and rear elevations. Location: Yarnton Village Hall, The Paddocks, Yarnton, OX5 1TE. The Council raised no objections.

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10b. The Parish Council noted the following planning decisions:	
25/02113/F	Minnis Farm Woodstock Road Yarnton OX5 1PQ – application permitted
10c. Planning issues	
1	<p>3/2025.14.3 – extension of property boundary into an ordinary watercourse on Cassington Rd.</p> <p>Update 9/4/25: An update was provided by DW, and this is included in the District Councilors report. See 11c.4.</p> <p>Update 14/5/25: DW was not present at the meeting, an update will be provided at the next meeting.</p> <p>Update 11/6/25: DW was not present at the meeting, an update will be provided at the next meeting.</p> <p>Update 9/7/25: DW was not present at the meeting, an update will be provided at the next meeting.</p> <p>Update 10/9/25: This issue has been raised with the CDC Planning Enforcement Team, and YPC will raise the matter with legal advisors imminently, as the lack of flood water capacity is detrimental to the village.</p> <p>Update 8/10/25: The Clerk and Chair have taken legal advice and will write to the property owner.</p> <p>Update 12/11/25: The Clerk has received an acknowledgement of the letter sent to the property owner.</p> <p>Update 10/12/25: The Enforcement Team are working on the issue, and an update will be provided at the next Council meeting. DW and IM will liaise with OCC and CDC and update at the next meeting.</p>
2	<p>45 Merton Way planning enforcement issue</p> <p>Update 12/3/25: An update was provided by DW – see the District Councillor's report for further information. Noise and environmental pollution complaints were recommended to be made by members of the public to Cherwell District Council concerning the breach of planning consent. The planning enforcement case reference number is 25/00103/ENF.</p> <p>Update 9/4/25: As DW was not present at the meeting, an update will be provided at the next meeting.</p> <p>Update 14/5/25: DW was not present at the meeting, an update will be provided at the next meeting.</p> <p>Update 11/6/25: DW was not present at the meeting, an update will be provided at the next meeting.</p> <p>Update 9/7/25: Two unannounced site visits were carried out to this property, on both of these occasions no work was being carried out. An arranged visit was carried out on 30 April with CDC officers and the owner, a member of Environmental Protection Team and the Planning Enforcement Team Leader also attended. DW was not present at the Council meeting, an update will be provided at the next meeting.</p> <p>Update 10/9/25: This issue has been raised with the CDC Planning Enforcement Team, who have made site visits and have spoken to the resident concerned.</p> <p>Update 8/10/25: DW was not present at the meeting so this item will carry over to the next meeting.</p>

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	<p>Update 12/11/25: DW was not present at the meeting so this item will carry over to the next meeting.</p> <p>Update 10/12/25: DW will update the Enforcement Team with activity reports and update at the next meeting.</p>
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11. Police liaison	SS met with the local PCSO and discussed relevant issues including burglaries, school issues and issues in the Orchard.
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12. Schools	SS will have a meeting with the School in the coming week and will update the Council at the next meeting.
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13. Emergency management plan	
1	<p>Council to review and minute the effectiveness of internal controls (including risk assessment) for the following areas: Village Hall, Playing Fields.</p> <p>Update 12/2/25: The Council raised concerns about the safety of open hinges on public access doors, which could be added to increase to public safety in the hall, particularly for children. The Clerk will contact the Village Hall about this for their consideration.</p> <p>The Clerk will contact Zurich to clarify the insurance separation and the necessary PFC / YPC risk assessments for buildings insurance going forward.</p> <p>The Clerk has requested the PFC risk assessments for RLP and LM several times and these have not been forthcoming. The Council has requested the PFC Risk Assessments by the next meeting.</p> <p>Update 12/3/25: The PFC have not provided the risk assessments for RLP or LM so this issue will carry over to the next meeting.</p> <p>Update 9/4/25: The Council have received the draft Risk Assessments from the PFC which will be reviewed fully in due course.</p> <p>Update 14/5/25: The Council considered the PFC risk assessments, but found they were not fit for purpose as there was insufficient detail and specificity concerning risks and control measures at each site.</p> <p>Update 11/6/25: The PFC has not yet returned their risk assessments for further consideration.</p> <p>Update 9/7/25: The PFC has returned their risk assessments, and although they have been improved, more specification is required concerning risks posed by play equipment and play areas including MUGA and grassed areas.</p> <p>Update 10/9/25: The revised PFC risk assessments are still outstanding. The Clerk has spoken to the PFC concerning this and will update the Council at the next meeting.</p> <p>Update 8/10/25: The revised PFC risk assessments are still outstanding. The Clerk has spoken to the PFC concerning this and will update the Council at the next meeting.</p> <p>Update 12/11/25: The revised PFC risk assessments are still outstanding. The Clerk has spoken to the PFC concerning this and will update the Council at the next meeting.</p> <p>Update 10/12/25: The Clerk has spoken to the PFC Chair and requested the risk assessments again.</p>
2	<p>Council to consider donation of defibs</p> <p>Update 14/5/25: The Council RESOLVED to donate the Spencer Avenue defib to the Westlake Pharmacy, and to donate the Yarnton Nurseries defib to Yarnton Nurseries.</p> <p>Update 11/6/25: The Council noted that Westlake Pharmacy has agreed to the donation of the defib attached to their property. The Clerk will confirm this donation and the maintenance/public availability responsibility in writing.</p>

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	<p>Update 9/7/25: Yarnton Nurseries has recently changed ownership, so the Clerk is waiting for confirmation from the new owners of their ability to receive the donation of the defib.</p> <p>Update 10/9/25: The Spencer Avenue defib has been donated to the Westlake Pharmacy, the Yarnton Nurseries defib is still waiting for the new owner of the garden centre to confirm.</p> <p>Update 8/10/25: The Yarnton Nurseries defib ownership transfer has still not been confirmed. The Clerk will visit the nurseries to speak to the manager again.</p> <p>Update 12/11/25: The Clerk has tried to reach the manager at Yarnton Nurseries in person, and has left messages with no response. Westlake Pharmacy still need to accept responsibility for the Spencer Ave defibrillator on The Circuit.</p> <p>Update 10/12/25: The Clerk has had no response from Yarnton Nurseries to date.</p>
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14. Highway matters

1	<p>Speedwatch – update from Parish Council concerning speedwatch activities</p> <p>Update 3/7/24: MG is still awaiting confirmation that speed watch data is being processed, and will update the Parish Council at the next meeting.</p> <p>Update 3/10/24: MG reported that there was no information apparent from the Police regarding speed related data.</p> <p>Action: DB will write to Jean Conway regarding an update on speedwatch activities at CDC.</p> <p>Update 4/12/24: As DB has now left the Parish Council, MG will write to JC re CDC speedwatch updates. IM raised the issues of the need for purchase four SIDS which will be considered at the budget meeting in January. JM accepted responsibility for Highways.</p> <p>Update 8/1/25: JM has accepted responsibility for Speedwatch activities in lieu of MG's absence.</p> <p>Update 12/2/25: JM is awaiting relevant training and will update the Council further at the next meeting.</p> <p>Update 12/3/25: The Clerk has contacted OCC to confirm the SIDs installation costs and will provide an update at the next meeting.</p> <p>Update 9/4/25: See 13.2 and 13.7</p> <p>Update 14/5/25: IM updated the Council concerning speed issues on Sandy Lane, and forthcoming speed enforcement.</p> <p>Update 11/6/25: Speeding issues persist on Rutten Lane. The Clerk informed the Council of resident complaints. MG raised the need for training to be undertaken by a minimum of three people (residents and Cllrs) in order to undertake speedwatch activities. The Clerk noted one Speedwatch Hi Viz jacket has been returned, leaving one outstanding.</p> <p>Update 9/7/25: More volunteers are needed for speedwatch activities – an advert in the village news was discussed and will be submitted before the next copy deadline by MG.</p> <p>Update 10/9/25: Several individuals have now volunteered for speedwatch and will be undertaking the relevant Police training soon.</p> <p>Update 8/10/25: The members of the public who have volunteered are currently undertaking Police training, and one has completed the training already. The Chair informed the Council that all evidence gathered by Speedwatch is now actionable by the Police.</p> <p>Update 12/11/25: The persons involved have completed part of the training, but speed gun training does need to be undertaken before any further action can be undertaken. Further advertisement will be made by MG in the Village News for volunteers.</p> <p>Update 10/12/25: MG was not present at the meeting to provide an update.</p>
2	Council to consider SIDS on Sandy lane

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	<p>Update 8/1/25: JM to raise potential purchase with Police Liaison. The Council agreed that a smiley face SIDs device was a better option than solely a display of the vehicle speed. Milestone/ S106 funding to be investigated – LM/DW to confirm at the next meeting.</p> <p>Update 12/2/25: The Clerk has contacted Deddington PC and Cassington PC concerning their SIDs, and will present costs for consideration at the next meeting.</p> <p>Update 12/3/25: The Council resolved to purchase 4 x SIDs devices for installation on Cassington Road and Sandy Lane pending approval of the installation costs by the Council.</p> <p>Update 9/4/25: See 13.1 and 13.7 IM has contacted OCC Highways for an update on the installation costs and will provide an update at the next meeting.</p> <p>Update 14/5/25: IM has not heard from OCC concerning installation costs. An update will be provided at the next meeting.</p> <p>Update 11/6/25: The Council will wait until SIDs installation is confirmed before purchasing SIDs for Cassington Rd and Sandy Lane. LM to provide an update at the next meeting.</p> <p>Update 9/7/25: IM and LM disclosed conversations with OCC, which have not been fruitful yet. LM will update the Council at the next meeting.</p> <p>Update 10/9/25: Cllrs are considering the ideal locations for SIDs on Sandy Lane and Cassington Rd. Installation costs from OCC Highways are pending this information.</p> <p>Update 8/10/25: DT will meet with StS to review proposed site locations & confirm with LM</p> <p>Update 12/11/25: The Council objected to the post installation costs, and IM will contact OCC Highways for support in the installation of the posts needed for SIDs devices on both Cassington Rd and Sandy Lane. The Council RESOLVED to accept the quotation from Wescotec for 2 x SIDs for Cassington Rd, and 2 x SIDs for Sandy Lane with free installation/calibration/setup from the manufacturer.</p> <p>Update 10/12/25: IM informed the Council that he is waiting for a response from Highways and will update the Council at the next meeting. The Clerk has met with the OCC A40 development team, who may be able to offer support with the SIDs post installations.</p>
3	<p>Update from IM re refreshing the lining scheme around Budgens</p> <p>Update 14/5/25: IM updated the Council concerning the need to refresh the lining scheme around Budgens, and is chasing a response from OCC Highways.</p> <p>Update 11/6/25: The Clerk has discussed this issue with LM who will keep the Council updated at the next meeting.</p> <p>Update 9/7/25: LM is awaiting response from Highways and will provide an update at the next meeting.</p> <p>Update 10/9/25: LM is awaiting response from Highways and will provide an update at the next meeting.</p> <p>Update 8/10/25: LM was not present at the meeting, so this item will carry over to the next meeting.</p> <p>Update 12/11/25: LM was not present at the meeting, so this item will carry over to the next meeting.</p> <p>Update 10/12/25: LM was not present at the meeting, so this item will carry over to the next meeting.</p>
4	<p>Council to consider issues with the carriageway at the junction of Rutten Lane and the A44</p> <p>Update 8/10/25: The Clerk will write to OCC Highways concerning the abruptness of the corner, and the consequential damage caused by HGVs.</p> <p>Update 12/11/25: The Clerk has written to OCC Highways who are considering the issue.</p> <p>Update 10/12/25: Fix My Street has recorded that the general condition of this road has been recorded, and resources will be considered for future programmed works. Issue closed.</p>
5	<p>Council to consider A44 crossing at Rutten Lane/Sandy Lane</p> <p>Update 12/11/25: LM was not present at the meeting, so this item will carry over to the next meeting.</p> <p>Update 10/12/25: LM was not present at the meeting, so this item will carry over to the next meeting.</p>

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15. Village hall

- I Council to consider donation of the extension
- Update 10/9/25:** The Council proposed to meet with the Village Hall Committee to discuss the matter.
- Update 8/10/25:** The Council has agreed to meet the Village Hall Committee on 28th October to discuss the issue. Cllrs SaS, StS and DB will be in attendance The Clerk will attend to take notes.
- Update 12/11/25:** The Clerk and one Cllr, SS, met with the VH Committee who raised questions concerning what they considered to be legal documents, donations, VAT reclaims and issues surrounding the Council's request for a lease. The Clerk will seek advice and clarification concerning the questions raised.
- Update 10/12/25:** The Clerk has had confirmation from OALC that as the Parish Council as a corporate body is the Custodian trustee of the Village Hall, it holds the title of the land but doesn't own the hall, the extension or the office and has no powers or responsibilities for the management or running of the hall and land. An Occupational License has been recommended as the best agreement to proceed with for the Parish Council office. Issue closed.

16. Environmental matters including airport and orchard

- I The Community Service Team have been emailed to ask what The Parish Council needs to do to bring the team back to Yarnton.
- Update 9/5/24:** MG has volunteered to take on responsibility for liaison with the Community Service Team going forward. An update will be provided by MG at the next Council meeting.
- Update 6/6/24:** MG will liaise with the Community Service Team and task the volunteers to clear the debris from the metalled surface of the bridleway that leads from Church Lane to the cemetery.
- Update 3/7/24:** Due to the handover of staff at the Community Service Team office, there has been a break in communication. MG is actively trying to resolve this and will update the Council at the next meeting.
- Update 3/7/24:** Update from MG re Community Service team: The Community Service Team have had a handover in personnel. MG updated the Council in regard recent contact and will continue to chase a response from the CST on a monthly basis.
- Update 4/9/24:** The Vice Chairman reported he is contact with the relevant person, but they have been on sick leave.
- Update 3/10/24:** Due to time constraints this issue was not discussed at the meeting.
- Update 4/12/24:** There was no update on this issue at the meeting.
- Update 8/1/25:** MG is away for several months, so will attend to this issue on his return.
- Update 12/2/25:** MG is away for several months, so will attend to this issue on his return.
- Update 12/3/25:** DM has offered to take over liaison with the Community Service Team, and has started this process by reaching out to the Probation Service. An update will be provided by DM at the next Council meeting.
- Update 9/4/25:** DM has been trying to reach the probationary service with no reported success – an update will be provided at the next meeting.
- Update 14/5/25:** DM has been trying to reach the probationary service with no reported success – an update will be provided at the next meeting.
- Update 11/6/25:** DM has been trying to reach the probationary service with no reported success – an update will be provided at the next meeting.
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	<p>Update 10/9/25: DM was not present at the meeting to provide an update.</p> <p>Update 8/10/25: DM has resigned from YPC, so the position of Community Service Team Liaison is vacant. SaS agreed to take responsibility for the role.</p> <p>Update 12/11/25: SS has received contacts details for the Probationary Service team, and will attempt to make contact.</p> <p>Update 10/12/25: There was no update provided at the meeting.</p>
2	<p>Narrowing of the watercourse adjacent to the A44 verge on Highways land.</p> <p>Update 9/5/24: DT to send IM the What3Words geo-location by email to enable him to make a site visit and to follow-up with OCC Highways for action to remedy the issue. It was noted that DB and SS who were not present at the meeting has made a site visit and has confirmed the restriction was present.</p> <p>Update 6/6/24: DT has sent IM details of the obstruction IM reported that he had not yet had time to visit the location and request action from Highways to resolve the problem.</p> <p>Update 3/7/24: IM was not present at the Parish Council meeting, so as no update was available this item will carry over to the next meeting in September. DB and SS will include this issue during the upcoming Highways walkaround on 20th August.</p> <p>Update 20/8/24: This item was not discussed at the Parish Council meeting</p> <p>Update 3/10/24: DT has a scheduled meeting with the EA 23/10/24 to review the issue and will provide an update at the next Parish Council meeting.</p> <p>Update 4/12/24: DT has met with the EA who are in agreement that the narrowed watercourse is in need of repair to its full width in a linear fashion and that OCC Highways will need to undertake this repair as they are the responsible party. IM to provide an update at the next YPC meeting.</p> <p>Update 8/1/25: IM has raised the issue with OCC Highways and a further update will be provided at the next meeting.</p> <p>Update 12/2/25: The item was not discussed at the meeting due to time constraints.</p> <p>Update 12/3/25: The item was not discussed at the meeting due to time constraints.</p> <p>Update 9/4/25: IM has raised the issue with OCC Highways and a response has been received, which indicates that it is the Officer's opinion that there is no such narrowing of the watercourse in question which in his opinion would cause flood water flow rates to be held-back by the restriction in culvert width from 2' to a 6" in the watercourse, and that the tree which has caused this restriction needs not be dealt with.</p> <p>Update 14/5/25: DT provided an update to the Council on the disappointing response from OCC Highways in regard their opinion that this issue is inconsequential. The Clerk will meet with the new County Councillor to raise this issue again, and will provide an update to the Council at the next meeting as it has a bearing on the Aysgarth Flooding and the S.19 flood report.</p> <p>Update 11/6/25: The Clerk provided an update to LM at a recent meeting and is awaiting an update, as this issue should be included in the pending S.19 flood report.</p> <p>Update 9/7/25: YFD have scheduled a meeting on 23rd October where this issue will be discussed. An update will be provided to the Council at the following November meeting.</p> <p>Update 10/9/25: Due to time constraints, this item was not able to be considered.</p> <p>Update 8/10/25: The Council will attend to this issue at the YFD meeting on 23rd October.</p> <p>Update 12/11/25: The issue has been raised with OCC Highways who are considering it.</p> <p>Update 10/12/25: No update is available at the time of the meeting.</p>
3	<p>Council to consider mulching/planting of cleared area adjacent to 37 Meadow Way</p> <p>Update 8/10/25: Due to time constraints, this item was not able to be considered.</p> <p>Update 12/11/25: The Clerk and Vice Chair has met with Wild Oxfordshire who will write a report on the site, with suggestions for planting and future maintenance. The Tree Planting Team at OCC will</p>

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	<p>contribute to the allocation of trees, and will assist with the planting of additional trees to be purchased by YPC. FM will contact the Tree Planting team to update them on the recommended species and locations in the Clerk's absence.</p> <p>Update 10/12/25: The Council noted correspondence with Wild Oxfordshire, and the Clerk has sent reminder emails to the Tree Planting team at OCC, requesting an update.</p>
4	<p>Update 8/10/25: Council to consider EA flood mitigation project requirements</p> <p>Update 12/11/25: The Clerk has met with several contractors to date, who are unable to help with the projects. The Clerk has met with OCC LLFA, and will continue to liaise with contractors in order to find a suitable company to design, manage and undertake the works. (see 11.4 re Wallingford Hydrosolutions)</p> <p>Update 10/12/25: The Clerk has had an initial scoping meeting with the directors of Wallingford Hydrosolutions, who the Council RESOLVED to contract and who will prepare an initial response, and begin preparation of the necessary FRAP.</p>
5	<p>Council to consider grass cutting contract quotes</p> <p>Update 10/12/25: The Council RESOLVED to award the grass cutting contract to M Rudge Trees, with recommendations for a walk-around the various sites with FM, DT and JM to confirm the areas needing attention. The Council RESOLVED to award the grass cutting contract for St Bart's and the Orchard to Ricky Smith, pending a meeting with FM, DT and JM to discuss issues raised requiring attention.</p>
7	<p>Council to consider Main River ditch maintenance costs</p> <p>Update 10/12/25: The Council RESOLVED to contribute to the de-silting maintenance cost incurred by Sanctuary Housing, on land that is owned by the Scout Association.</p>
8	<p>Council to consider donation of Main River ditch maintenance work</p> <p>Update 10/12/25: The Council RESOLVED to donate the cost of the necessary works to the Scout Association.</p>
9	<p>Council to consider land survey costs</p> <p>Update 10/12/25: The Council RESOLVED to employ Professional Land Surveys to undertake the necessary surveys of land adjacent to Meadow Way.</p>

17. Playing fields

1	<p>Report from the PFC working group</p> <p>Update 4/12/24: The PFC working group has not met so no update is available at the present time. A meeting with the PFC is scheduled for 10/12/24.</p> <p>Update 4/12/24: The PFC working group met with PFC representatives Alun Oliver and Linda Kimber on 10/12/24. LK informed the Council that she was not aware that she was a trustee of the charity. Paul Skinner has been appointed as the PFC Treasurer, and has conveyed the PFC's wishes to remain a charity in order that they can be autonomous, and apply for grant funding from multiple sources. LK confirmed that the PFC has 7 applicants from the various sports clubs as charity trustees. AO confirmed with an email that he is an employee of the PFC, and not YPC. The PFC working group met again on 4/1/24 to discuss allowable grant expenditure under Parish Council legislative powers to spend S.19 and S.137 of the Local Government Act 1976.</p> <p>Update 12/2/25: The PFC Working Group met with the PFC and associated members of the public 7/2/25. The Council representatives confirmed that before any grants would be considered the PFC needs to:</p> <ul style="list-style-type: none">• Ensure that they have sufficient trustees to manage the charity effectively.• Ensure they have a fit for purpose charity governance statement.
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	<ul style="list-style-type: none">• Change the names on the gas, electricity and water bills to that of the PFC.• Take responsibility for the EDF electricity account for Littlemarsh.• Take responsibility for payroll arrangements for their employees.• Ensure that the Fields in Trust status is maintained by allowing public access to the site. <p>The Council representatives confirmed:</p> <ul style="list-style-type: none">• That as per sections 4.2 and 4.8 of the lease for Rutten Lane Park, the PFC has the maintenance responsibility for the children's play area equipment.• That quotations have been sought by the Council in reference to the 2024 RoSPA report, and the cost for the urgent RoSPA report repairs will be taken from the remaining 2024 PFC grant.• The total amount of items on the PFC grant application that could not be considered. <p>The PFC Chairman confirmed:</p> <ul style="list-style-type: none">• That the children's play equipment was purchased by the PFC with funds which were raised by the PFC, with the addition of a 50% match-funding grant from YPC, therefore establishing the ownership and persons responsible for necessary repair work to the play equipment be the PFC. <p>Update 12/3/25: The Clerk has met with the PFC Treasurer who has confirmed that he is able to process payroll arrangements for the Groundskeeper, and the transfer of payroll provider will be effective from the 1st April 2025. Arrangements were also noted for the transfer of the EDF account when the balance has been settled. Signposting was provided by the Clerk in terms of charity governance statements to assist the PFC in their set-up.</p> <p>Update 9/4/25: The Council is still in negotiations with EDF concerning their charges. The Clerk will update the Council at the next meeting.</p> <p>Update 14/5/25: The Clerk is waiting for EDF to resolve the complaint, which should be finalised by EDF by 31/5/25. An update will be presented to the Council at the next meeting.</p> <p>Update 11/6/25: As EDF have failed to resolve the complaint within the specified 8 week period, the Clerk has escalated a complaint with the Ombudsman. An update will be provided at the next meeting.</p> <p>Update 9/7/25: The Ombudsman has found, in favour of YPC that EDF have billed incorrectly, and have recommended that EDF:</p> <ol style="list-style-type: none">1. Issue a letter of apology2. Issue a goodwill gesture of £100.00, direct to the energy account.3. Complete the manual bill, use data collector readings from on or around February 2024. The actual reads suggest usage of around 22 units per day and the manual bill need to reflect this correct usage. <p>Update 10/9/25: EDF have issued a £100 credit note and have also made credits to the account. No letter of apology has been received, therefore the Clerk has spoken to the Ombudsman to clarify the timescale for the response, as it has been noted that there is a significant amount outstanding on the PFCs EDF account.</p> <p>Update 8/10/25: The Council has agreed a meeting with the PFC on 15/10/25 to discuss issues surrounding the children's play area at RLP.</p> <p>Update 12/11/25: The Clerk has received some of the requested information needed to hand over the EDF account. Further information has been requested, The PFC needs to change the Council Tax address from YPC to Littlemarsh. Payment of the EDF electricity consumption is due to be considered at their next meeting. Members of the PFC Playground Renovation Group attended the Council meeting. See Section 6 (Public Participation) for further details.</p> <p>Update 10/12/25: The Council noted an update from the Playground Renovation Group, and the grant request that has been made by the PRG.</p>
2	<p>Council to review and minute the effectiveness of internal controls (including risk assessment) for the following areas: Playing Fields</p> <p>Update 9/4/25: See 12.1 for further information.</p>

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	<p>Update 14/5/25: The Council considered the PFC risk assessments and found one document to be viable, but the other risk assessment appeared to be a duplicate of the first. The Clerk and the Chairman will meet with the PFC Chair to raise the issue of the need for specificity in the risk assessments.</p> <p>Update 11/6/25: The Clerk and the Chair met with the PFC Chair and confirmed in detail the expectations of the risk assessments for both Rutten Lane Park and Littlemarsh, and each of the individual items which could pose harm and needed to be included on the PFC risk assessments. The Clerk is awaiting updated copies of the PFC risk assessments.</p> <p>Update 9/7/25: The PFC have produced risk assessments for both RLP and LM, however these are missing risk assessments for the children's play equipment which will need to be produced in order to make the risk assessments fit for purpose.</p> <p>The Clerk has confirmed with the PFC that the necessary insurance and risk assessments for fireworks will be provided by the display organiser.</p> <p>Update 10/9/25: The Clerk has spoken to the PFC Chair, however the updated risk assessments have not been provided to date.</p> <p>Update 8/10/25: The Clerk has spoken to the PFC Chair, however the updated risk assessments have not been provided to date.</p> <p>Update 12/11/25: The Clerk has spoken to the PFC Chair, however the updated risk assessments have not been provided to date. The Council RESOLVED to write to the PFC Trustees with a letter before action.</p>
3	<p>Council to consider PFC safeguarding policies</p> <p>Update 11/6/25: The PFC Chair has disclosed the Clerk that they are developing a safeguarding policy, and an update will be provided once this is provided by the PFC.</p> <p>Update 9/7/25: The PFC safeguarding policies have not been received –The Clerk has written to the PFC with a further request for their safeguarding policies.</p> <p>Update 10/9/25: The Clerk has spoken to the PFC Chair, however the updated safeguarding policies have not been provided to date.</p> <p>Update 8/10/25: The Clerk has spoken to the PFC Chair, however the updated safeguarding policies have not been provided to date.</p> <p>Update 12/11/25: The Clerk has spoken to the PFC Chair, however the updated risk assessments have not been provided to date. The Council RESOLVED to write to the PFC Trustees with a letter before action.</p>
4	<p>Council to consider PFC hirer's safeguarding policies</p> <p>Update 11/6/25: The Clerk has informed the PFC Chair of their need to ensure hirers have risk assessments, public liability insurance and safeguarding policies in place.</p> <p>Update 9/7/25: The Clerk has consulted with OALC who have confirmed that the PFC do need to provide risk assessments and safeguarding policies as a tenant, as there should be no reason why these documents could not be provided if they are in place.</p> <p>Update 10/9/25: The Clerk has spoken to the PFC Chair, however the updated hirers safeguarding policies have not been provided to date.</p> <p>Update 8/10/25: The Clerk has spoken to the PFC Chair, however the updated hirers safeguarding policies have not been provided to date.</p> <p>Update 12/11/25: The Clerk has spoken to the PFC Chair, however the updated risk assessments have not been provided to date. The Council RESOLVED to write to the PFC Trustees with a letter before action.</p>
6	<p>Council to consider paying the balance of the PFC EDF electricity account at Littlemarsh</p> <p>Update 8/10/25: See 14.5 above.</p> <p>Update 12/11/25: The Council are awaiting payment of the invoice for consumption before paying the balance on the EDF account.</p>

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	Update 10/12/25: The Council noted that the Clerk has resolved the issues with EDF, and has instructed the transfer of tenancy to the PFC for the Littlemarsh Electricity supply. The DD has been cancelled and an invoice for residual consumption has been issued. Issue closed.
7	Council to consider Audit recommendation 7 concerning responsibilities and regulations (PFC) Update 8/10/25: See item 20.10.1 Update 12/11/25: The Council will write a governing document. MG and IM have volunteered to assist with this. Update 10/12/25: The Clerk is waiting to hear from IM and MG. An update will be provided at the next meeting.

18. Burial ground/St Bartholomew's churchyard

1	The Council considered issues raised in recent correspondence concerning headstones which have been placed with no payment, in an incorrect position and with items included which were not included in the headstone application. The Clerk has contacted CoOp Funerals about the issue and will update the Council at the next meeting.
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19. Finance and general purpose

1	Council to consider recurring payments for 2025/26 (see attachment 1) Update 9/7/25: The Council approved all recurring payments from the preceding month.
2	Council to consider payments (see attachment 2 and shared finance file for pending invoices) Update 9/7/25: The Council approved all pending payments raised in the preceding month.
3	Council to consider reclaiming grant unspent funds Update 9/7/25: The Clerk will write to BYG requesting unspent monies to be returned, and will provide an update at the next meeting. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: The Clerk has exchanged emails with BYG, and is waiting for confirmation of the BYG accounts from Sept 2020-2021. Update 12/11/25: The Chair has written to BYG, and has received a response which contains the expenditure for Sept 2020-21. The Council considered the accounts and resolved to request a percentage of unspent funds equal to that which was provided by YPC compared to the residual funds for that year to be returned. Update 12/11/25: MG was not present at the meeting to provide an update.
4	Council to consider ownership liabilities and VAT reclaims Update 9/4/25: The Council noted the recent correspondence with HMRC. Update 14/5/25: The Clerk has had no response from HMRC to date. An update will be provided at the next meeting. Update 11/6/25: The Clerk has had no response from HMRC to date. An update will be provided at the next meeting. Update 9/7/25: The Clerk has had no response from HMRC to date. An update will be provided at the next meeting. Update 10/9/25: Due to time constraints, this item was not able to be considered.

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	<p>Update 8/10/25: The Clerk has had no response from HMRC to date, and has written to HMRC again asking for confirmation of what action HMRC requires us to take. An update will be provided at the next meeting.</p> <p>Update 12/11/25: The Clerk has received a response from HMRC requesting the Council's name, the name and position of the Clerk and the VAT registration number. All of which have previously been provided to HMRC apart from the VAT number, as YPC is not VAT registered. The Clerk will provide HMRC with the UTR and re-send the prior correspondence. DB to assist.</p> <p>Update 12/11/25: The Council has sent by recorded mail a further response to HMRC in light of their recent communications, No reply has been received to date.</p>
5	<p>Council to consider virtual PA</p> <p>Update 9/7/25: The Clerk has spoken to local providers who may have been able to provide a service, however the costs for this would be comparable to the rate of pay for the Clerk, so this may not be viable. Alternative AI options will be investigated for consideration.</p> <p>Update 10/9/25: Due to time constraints, this item was not able to be considered.</p> <p>Update 8/10/25: Due to time constraints, this item was not able to be considered.</p> <p>Update 12/11/25: Due to time constraints, this item was not able to be considered.</p> <p>Update 12/11/25: The Clerk has found a virtual PA option for out of hours call answering and will update the Council at the next meeting once further details are available from relevant telephone and broadband suppliers.</p>
6	<p>Council to consider grant requests</p> <p>Update 12/11/25: The Council considered the following grant requests:</p> <ol style="list-style-type: none">1. Citizens Advice – the Council felt that there was insufficient information provided for consideration of a grant, and the Clerk has requested that the grant application document be completed.2. The Playground Renovation Group – members voted against providing grant for equipment maintenance, hedge cutting, ground works and vermin control as under section 4.2 of the lease, these items are the responsibility of the tenant, and not another organisation. The Council noted no supporting quotations had been submitted to enable them to consider the request for funding for park plans/designs, so were not able to consider this request at the present time.3. The Village Hall – the Council RESOLVED to award a grant of £20,000 to the Village Hall charity as a contribution to the solar panel/roof replacement project in the 2026-27 financial year.4. Volunteer Driver Service – the Council RESOLVED to award a grant of £50 towards supporting the work of this charity.
7	<p>Council to consider Clerk's additional hours</p> <p>Update 12/11/25: The Council agreed to pay the Clerk's additional hours worked over the past three months, and thanked him for his hard work and successful resolution to several complex projects.</p>

The meeting ended at 9.38pm

Date of next meeting: Wednesday 14th January 2026 at 6.30pm at Yarnton Village Hall – Ordinary Parish Council Meeting. The annual Budget Meeting will be held on 21st January 2026 at 6.30pm at Yarnton Village Hall.

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Attachment 1

Recurring payments:

1. Scribe, direct debit
2. Nest pensions, direct debit
3. Clerk's salary
4. Village tidier's salary
5. Gardener's salary
6. Google

Attachment 2

Payments (Inc-VAT):

BACS payments

Date	Description	Amount
13 Nov 2025	B/P to: Ricky Smith	-800.00
13 Nov 2025	B/P to: M Rudge Trees	-1837.50
13 Nov 2025	B/P to: Village Hall	-121.00
18 Nov 2025	Direct Debit (BT GROUP PLC)	-211.94
18 Nov 2025	B/P to: Tara Taylor	-17.80
20 Nov 2025	Direct Debit (EDF ENERGY)	-223.00
27 Nov 2025	B/P to: Castle Water	-85.46
27 Nov 2025	B/P to: SLCC (Oxon)	-5.00
28 Nov 2025	B/P to: Tara Taylor	-2.97
30 Nov 2025	Service Charge	-9.60

Multipay card payments

Date	Description	Amount
03 Nov 25	YARNTON GARDEN CENTRE NURSERIES	-33.21
03 Nov 25	SCREWFIX	-88.17
06 Nov 25	PETER NYSSSEN LIMITED	-427.50
06 Nov 25	TRADEINN RETAIL SERVICE	-71.98
11 Nov 25	FLOWERFARM	-139.20
26 Nov 25	EDF UK CARD PAYMENTS	-945.61
27 Nov 25	LAND REGISTRY	-14.00
01 Dec 25	POST OFFICE COUNTER	-3.60
02 Dec 25	MONTHLY FEE	-3.00

BACS Receipts:

Date	Description	Amount
06 Nov 2025	HAVEN MEMORIALS	130.00
06 Nov 2025	BANBURY MEMORIALS	130.00

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07 Nov 2025	YARNTON VILLAGE HALL	1360.05
26 Nov 2025	YARNTON PLAY FIELD	2503.10

35/2025

The District Councillors report:

District Councillor Report.

Councillors: Dorothy Walker and Lesley McLean.

Parish Councils: Kidlington, Yarnton and Begbroke

Period: November/December 2025

Enforcement Updates - meeting with CDC enforcement

6 The Closes – The requested retrospective planning application for the informal access installed was refused by CDC. Following this, a pre-application was invited from the developer and sits with OCC as this is a matter of highway safety. (Permission was refused by CDC for the installed astroturf and driveway. Formal action on this will be the subject of an 'expediency' investigation and a report is due in December).

Kebab Kid non permitted signage – Expediency assessment has been completed, also legal papers and witness statement. The papers will go to court mid-November. Oxford Technology Park – The cycle path from OTP to the canal side has not yet been started. Enforcement will review.

3 Paternoster Court, Yarnton – A roadside gulley was in-filled by the developer to create a works entry. The works are now complete, but the gulley remains filled. Enforcement will follow this up formally with the applicant.

45 Merton Way, Yarnton – Complaints from neighbours that the property is being used as workshop for business use. Photography appears to support this claim but a visit by enforcement did not deliver evidence of this. Enforcement to review if there are further neighbour complaints and a change of use is required.

73 High Street, Kidlington – The applicant has three months to complete works to return the building to agreed planning permission. Implementation period ends 1st December. If works not complete, the applicant will be invited to interview under caution. Following that, the legal department will be briefed, evidence collated in preparation for public interest test prior to eventual legal action. Interview in December, review in January 2026.

Area Oversight Group.

Meeting held on 28th October. A green spaces review is currently underway to establish knowledge of the spaces and use. Park Hill report is complete and will be released at the next AOG meeting in October, and reporting on the next area (Rutten Lane) will begin shortly. A local Priority Action Plan has been proposed and agreed by the AOG, and S106 developer contributions are being calculated to inform the priorities moving forward.

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Begbroke Playing Field.

Initial queries on the drainage of the playing field have been made. The Flood Officer at CDC suggests that perimeter ditches may not resolve water held on the pitch but could act as a short-term solution. The optimum solution would be to relay the grounds with inbuilt drainage connected to storm drainage, however, that is cost prohibitive.

Flooding.

A flooding meeting was hosted by the planning team at CDC recently. Information on good practice was shared, along with contacts for emergency plans, and flood prevention provisions. An additional flood officer will be in place shortly.

The Section 19 reports for Garden City and Yarnton have been released, and we are awaiting a further report for Mill End/Oxford Road and Begbroke/A44.

Campfield House Immigration Detention Centre

Occupation by 160 detainees of the Phase 1 refurbished building is planned to take place in December, while an application for the Phase 2 new build section will be submitted to central government for determination under Crown Development Order early next year. A CDO means that the application will not be determined locally, although the District Council and other bodies are consultees. Phase 2, which will house 240 detainees will not be completed until 2030.

Cherwell residents access extra support

Cherwell's revenues and benefits teams have identified over 1,150 local families that could be entitled to free school meals and nearly 250 residents eligible to claim pension and savings credits.

The council will be writing to these residents with advice on what credits and funding are available to them, how they can apply, and next steps. Families that qualify for free school meals can also register for [YouMove](#), a council supported healthy lifestyle initiative that provides low-cost and free activities across Cherwell.

Chair of CDC Charities

The chosen charities for this year are Homelessness Oxfordshire and Asylum Welcome. Lesley and Dorothy, together with other District Councillors, participated in the Homelessness CEO Sleepout by joining many others who slept out in the open in University Parks on 11 October.

Roundham Crossing.

We are waiting on updates from officers in relation to this closure. Meetings have been held with CDC Planning, and OUD. A petition has been raised at: www.oxonld.uk/roundham-crossing and leafleting to raise awareness will begin shortly. A meeting with Network Rail has been requested.

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35a/2025

The County Councillor's Report:

Title: County Councillor's Report

Author: Cllr Lesley McLean

Parishes: Yarnton, Begbroke and Kidlington.

Date: November/December 2025

Contact Details: lesley.mclean@oxfordshire.gov.uk

Dear Parish Councillors and residents,

This is an update for late 2025 covering the key matters affecting our division. My focus over recent months has been pressing for clarity on the proposed closure of Roundham Crossing, confirmation of additional tree planting in the area, flooding issues and the provision of an appropriate bus route for the area, where there has been some success!

Best wishes

Lesley

Roundham Level Crossing

Network Rail wants to close Roundham Crossing to pedestrians and cyclists. This is a lifeline for residents in Begbroke, Yarnton and Kidlington and provides essential connectivity across our villages. I have already met with local groups to raise awareness, and a petition will be launched shortly. In addition, I have requested a meeting with Network Rail and Council officials to discuss this issue, and I will keep Clerks and relevant groups updated.

Bus services

New bus timetables will be in place from 9th November. Additionally, there is now an extension to the 800 routes providing coverage through Kidlington, Begbroke and Yarnton, this should provide inter-village connectivity.

New Bus Service Launch: Starting Sunday 30th November 2025, Stagecoach will extend services 600 and 800 to increase capacity to/from Oxford Parkway Park &

Ride.

Route Details: Service 800 will continue beyond Oxford Parkway to Yarnton via Kidlington (Black Horse), Langford Lane, and Begbroke (Royal Sun).

It will run hourly, seven days a week, in a one-way anti-clockwise loop around Yarnton (southbound via Rutten Lane, northbound via A44). The route lies within the Oxford Smartzone, so it will use zero-emission electric buses.

Timings: First bus from Yarnton: 0745 (Mon–Sat), 1000 (Sun). Last return from Oxford: 1755 (Mon–Sat), 1700 (Sun). Other Changes: Minor tweaks to services 2/2A between Kidlington and Oxford, but no change in overall frequency. Further detail can be found here: - <https://www.stagecoachbus.com/service-updates/serviceupdatesarticle?SituationId=ID-23/10/2025-11:48:34:984#>

Congestion charge & Place Scrutiny

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The County Council has taken forward the temporary congestion charge. The scheme is intended to reduce city centre congestion and improve air quality. Whilst at Place Scrutiny I pressed for local traffic-monitoring, an audit of local transport routes, and additional exemptions for those waiting for a SEND diagnosis.

What you need to know

The free Oxfordshire area resident permit allows 25 days of free travel through all six congestion charging locations during charging hours. Apply for a permit here: <https://www.oxfordshire.gov.uk/transport-and-travel/oxfordshire-temporary-congestion-charge-cars/congestion-charge-permits/tcc-oxfordshire-permit-area>

Trees.

I have circulated a suggested tree-planting plan to all Parish Clerks. Some additional sites have been requested; locations and maintenance arrangements are now being finalised and hopefully planting should be carried out in the winter season 25/26.

Emergency planning

Paul Mann (Resilience Officer) has emailed all Parish Councils requesting confirmation of Parish Emergency Plans. Following last year's flooding it is suggested plans are reviewed, should you require any assistance please do let me know or contact Paul Mann directly at: paul.mann@oxfordshire.gov.uk

OxRAIL 2040

Begbroke Station has been announced as part of the local rail strategy, this will sit within the PR8 – Begbroke Science Park site. I will provide further updates as they are available.

Connect to Work

This goes live in Oxfordshire in November 2025. The programme is designed to support people who find it hard to find and stay in work, and provides support to people in work but who are at risk of losing their job. Further details can be found here: <https://www.oxfordshire.gov.uk/residents/social-and-health-care/adult-social-care/connect-work>

Councillor Priority Fund – Apply Now.

Each county councillor has a budget of £10,000 that they can use to support community projects in their division over the course of the 2025-2027 financial years. I hope to channel funding to education to help our struggling schools, and projects associated with flooding. Applications can be made [here](#).

Community Capacity Grants.

The Community Capacity Fund will open for grant applications from 6th September. Grants of between £5,000 and £20,000 are funded by OCC and applications processed by Oxfordshire Community Foundation. Grants are given to projects that “support people to live well in their community, remaining fit and healthy for as long as possible”.

Kids in Museums – Take Over Day, 21st November,

Two Oxfordshire Museums are offering an opportunity for four young people to take over some of the roles in the museum. To find out more contact: handsonheritage@oxfordshire.gov.uk

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Date: