

Minutes of the meeting of Yarnton Parish Council

Meeting held on 8th October 2025 at 6.30pm at Yarnton Village Hall

Attendees	
Debbie Behan (DB)	Yarnton Parish Councillor
Joe McEneaney (JM)	Yarnton Parish Councillor
Sam Smith (SaS)	Yarnton Parish Councillor
Steve Smith (StS),	Yarnton Parish Councillor
David Thornhill (DT)	Yarnton Parish Council Clerk
Mike Groves (MG),	Yarnton Parish Council Chair
Fiona Mawson (FM)	Yarnton Parish Council Vice Chair
Ian Middleton (IM)	Yarnton Parish Councillor
1. Apologies	Dorothy Walker (DW), Lesley McLean (LM)
2. Co-options to the Parish Council	None.
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. The Clerk declared an interest in item 16.3. No other declaration of interests were made.
4. Minutes	The minutes of the Ordinary Parish Council meeting held on 10.9.25 having been previously circulated were accepted as a true record by all.
5. Matters arising from the minutes without decision	None.
6. Public participation	4 members of public attended the meeting. One member of the public raised concerns about noise issues associated with overflying aircraft. The Clerk informed the meeting attendees of the shared folder for screengrabs from FlightRadar24 which will be shared with the Airport on an ongoing basis. The member of public requested that the Parish Council writes a statement, and informs our MP of the issue. The Clerk informed the resident of the Parish Council website page, where explicit information is available to members of the public concerning aircraft noise complaints, and how to report them to the airport. The controlled flight path avoiding Brize Norton was discussed, including the advertised circuit for flight training which should avoid overflying the inhabited parts of village. Going forward the Council felt that the issue would be best approached by the 5 Parishes group.

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	One member of the public raised further complaint about the position of a bench outside their property, and raised concerns about the ongoing issue with drug-taking and defecating in the Orchard. The Council recommended that the reports to Police about the issue were regular, and quoted the crime reference number 20251001-1169. The Council will investigate whether CCTV is able to be installed in the Orchard.
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7. Recent Correspondence

1	Recent correspondence was received from Kidlington Parish Council, and YPC showed support for their LGR proposal – all Cllrs voted in favour. Issue closed.
2	WFS PTA Grant Application was received after the agenda had been published, however as the matter is urgent and prior representations have been made by the school Headteacher, the Council considered the grant application – all Cllrs present voted in favour of the grant request for £1,152.95. The Council therefore RESOLVED to approve this grant request under the Local Government Act 1972, s.137. The Clerk will inform the school PTA. Issue closed.

8. Police liaison

	DM has resigned from YPC, so the position of Police Liaison is outstanding. SaS has volunteered to take on this area of responsibility in exchange for the cemetery, which FM will maintain. MG will pass on all relevant details to SaS. Issue closed.
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9. Schools

	JM is in communication with William Fletcher School and will provide an update for the Council concerning parking issues at the next meeting, as the School is currently closed for half-term. Update 14/5/25: JM updated the Council concerning communications with the School which have not proved fruitful in terms of their policing the area during school drop off and pick up times. SS will join with JM as WFS liaison and will continue to pursue the issue. Update 11/6/25: SaS has met with the new school Head, and will engage regarding the upcoming village litter pick scheduled for 20th September. Highways issues were mentioned concerning safety at school dropoff. SaS will be attending the WFS governors meeting and will update the Council concerning new initiatives. Update 9/7/25: Council to consider parking issues at WFS. The WF School representative was unable to attend the meeting, so this issue will carry over to the next meeting when they are hoping to be able to attend. Update 10/9/25: The school HeadTeacher attended the meeting and raised concerns surrounding parking issues, and support for parking schemes, including funding for road cones and signs. As WFS has already been in receipt of a grant this year, an application from the PTA may be made in advance of the next meeting. Update 8/10/25: The WFS PTA has submitted a grant request for funding towards parking cones. See item 7.2 for further information. Issue closed.
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10. Planning

10a. The Parish Council considered the following planning applications:

Planning ref:	Description:
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255/02242/F	Proposal: Increase the height of the dwelling to create additional first floor accommodation as well as forming a second floor in the roof space. Demolish garage to allow for a two storey side extension. Addition of front porch, bay windows, single storey rear extension and creation of first floor balcony to front and rear and exposed chimney breast Location: Kings Bridge House, Woodstock Road, Yarnton, Kidlington, OX5 1PH The Council OBJECT to this application as it is out of keeping with the vernacular of the area, and concerns were raised concerning overdevelopment and increased flood risk.
25/01403/F	Proposal: RETROSPECTIVE - Single storey extension to the rear, which includes the installation of a wooden fence. Location: 139 Woodstock Road, Yarnton, Kidlington, OX5 1PT. The Council continue to OBJECT to this retrospective application – an objection has already submitted to CDC in this regard.
25/02235/F	Application No.: Proposal: Erection of oak framed detached double garage Location: Paternoster Farm, 107 Cassington Road, Yarnton, Kidlington, OX5 1QB. The Council raised no objections to this development.
10b. The Parish Council noted the following planning decisions:	
	None
	Planning advisory group – FM, DW, StS volunteered to work together in this role, primarily to review planning applications and bring any potential issues to the Council for consideration.
10c. Planning issues	
1	3/2025.14.3 – extension of property boundary into an ordinary watercourse on Cassington Rd. Update 9/4/25: An update was provided by DW, and this is included in the District Councilors report. See 11c.4. Update 14/5/25: DW was not present at the meeting, an update will be provided at the next meeting. Update 11/6/25: DW was not present at the meeting, an update will be provided at the next meeting. Update 9/7/25: DW was not present at the meeting, an update will be provided at the next meeting. 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. Update 8/10/25: The Clerk and Chair have taken legal advice and will write to the property owner.
2	45 Merton Way planning enforcement issue 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.

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	Update 9/4/25: As DW was not present at the meeting, an update will be provided at the next meeting. Update 14/5/25: DW was not present at the meeting, an update will be provided at the next meeting. Update 11/6/25: DW was not present at the meeting, an update will be provided at the next meeting. 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. 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. Update 8/10/25: DW was not present at the meeting so this item will carry over to the next meeting.
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11. Emergency management plan

1	Council to review and minute the effectiveness of internal controls (including risk assessment) for the following areas: Village Hall, Playing Fields. 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. The Clerk will contact Zurich to clarify the insurance separation and the necessary PFC / YPC risk assessments for buildings insurance going forward. 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. 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. Update 9/4/25: The Council have received the draft Risk Assessments from the PFC which will be reviewed fully in due course. 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. Update 11/6/25: The PFC has not yet returned their risk assessments for further consideration. 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. 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. 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.
2	Council to consider donation of defibs 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. 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.

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	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. 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. 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.
3	Council to consider safe spaces Update 11/6/25: Safe Spaces were discussed, and the Westlake Chemist, the Red Lion, and Budgens were mentioned. The Chair asked DM to contact the various establishments about being involved and will update the Council at the next meeting. Update 9/7/25: DM has spoken to the safe spaces coordinator, who is willing to help with this provision. DM will provide an update at the next meeting. Update 10/9/25: DM was not present at the meeting. Update 8/10/25: DM has resigned from the Council, therefore as there is no Cllr to take this on, the issue will be closed.
4	Council to consider the S.19 flood report Update 9/7/25: DT gave an appraisal of the S.19 flood report, and the flood grant from the LLFA. The Clerk is awaiting confirmation from the Scouts, and the Village Hall Committee concerning permission to proceed with drainage works. Update 10/9/25: Both the Scouts and the Village Hall have confirmed permission to proceed. The EA requires a FRAP, therefore external project management will need to be sourced to aid with this. Update 8/10/25: The Clerk has undertaken a considerable amount of work, including meeting with contractors and liaising with the EA and the LLFA in order to further the Scouts and the Meadow Way watercourse works. Negotiations with residents are currently underway concerning access to YPC land in order to undertake the necessary groundwork.

12. Highway matters

1	Council to consider the lining scheme outside William Fletcher School. Update 9/7/25: LM has raised the issues with OCC Highways and has requested a meeting with the school to move forward. The Clerk raised the suggestion of adding additional parking space to RLP, however as this is a FIT site, the proposal was rejected – however considerations may be given to this in the future should any redevelopment of the park be forthcoming, as 20% of the total area may be used for car-parks and buildings. Update 10/9/25: The School PTA intends to apply for a grant to purchase road cones and signs. Issue closed.
2	Speedwatch – update from Parish Council concerning speedwatch activities 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. Update 3/10/24: MG reported that there was no information apparent from the Police regarding speed related data. Action: DB will write to Jean Conway regarding an update on speedwatch activities at CDC. 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. Update 8/1/25: JM has accepted responsibility for Speedwatch activities in lieu of MG's absence.

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	Update 12/2/25: JM is awaiting relevant training and will update the Council further at the next meeting. Update 12/3/25: The Clerk has contacted OCC to confirm the SIDs installation costs and will provide an update at the next meeting. Update 9/4/25: See 13.2 and 13.7 Update 14/5/25: IM updated the Council concerning speed issues on Sandy Lane, and forthcoming speed enforcement. 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. 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. Update 10/9/25: Several individuals have now volunteered for speedwatch and will be undertaking the relevant Police training soon. 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.
3	Council to consider SIDS on Sandy lane 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. 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. 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. 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. Update 14/5/25: IM has not heard from OCC concerning installation costs. An update will be provided at the next meeting. 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. 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. 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. Update 8/10/25: DT will meet with StS to review proposed site locations & confirm with LM
4	Update from IM re refreshing the lining scheme around Budgens 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. Update 11/6/25: The Clerk has discussed this issue with LM who will keep the Council updated at the next meeting. Update 9/7/25: LM is awaiting response from Highways and will provide an update at the next meeting. Update 10/9/25: LM is awaiting response from Highways and will provide an update at the next meeting. Update 8/10/25: LM was not present at the meeting, so this item will carry over to the next meeting.
5	Council to consider 20mph signs

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	Update 11/6/25: SaS raised issues with the size and visibility of the 20mph, and the speed of traffic in the village. Issues were raised with the sudden drop in speed from the 50mph on the A44 to 20mph throughout Yarnton. SaS will liaise with LM concerning speed issues and will provide an update at the next meeting. Update 9/7/25: SaS was not present at the meeting, an update will be provided at the next meeting. Update 10/9/25: 20mph signs were discussed but no decision was reached. This item will carry over to the next meeting. Update 8/10/25: SaS noted some signs have been obscured by foliage, and will need to be trimmed back. SaS offered to speak to residents about this where necessary.
6	Council to consider issues with the carriageway at the junction of Rutten Lane and the A44 Update 8/10/25: The Clerk will write to OCC Highways concerning the abruptness of the corner, and the consequential damage caused by HGVs.

13. Village hall

1	Village Hall report from MG: They are still awaiting the full quote for reroofing and solar panels for the roof along with all necessary drawings so that planning permission can be sought to complete the project. Once planning is approved they will be looking for funding from various sources. The committee have been very helpful allowing the gardener to store electrical tools in a more secure location other than the steel shed.
2	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.
3	Council to consider planning permission for Village Hall roof development Update 8/10/25: The Council noted that the Village Hall Committee have applied for planning permission. Issue closed.

14. Environmental matters including airport and orchard

1	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.
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	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. Update 9/7/25: DM has been trying to reach the probationary service with no reported success – an update will be provided at the next meeting. Update 10/9/25: DM was not present at the meeting to provide an update. Update 8/10/25: DM has resigned from YPC, so the position of Community Service Team Liaison is vacant. SS agreed to take responsibility for the role.
2	Council to consider the Orchard lectern Update 9/7/25: The Council RESOLVED to proceed with Arien Signs Option 1, with quotations to follow for design and artwork. Funding TBC from the County Cllrs discretionary fund. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: Due to time constraints, this item was not able to be considered.
3	Council to agree people and dates for gulley-pot inspection walk-around Update 9/7/25: The following people volunteered to inspect these areas: DT: Spencer Avenue, Dashwood Avenue and Merton Way FM: Sandy Lane Poppy close, Broadfield Est. IM: A44 @ Sandy Lane StS: RLP to end Rutten Lane JM: RLP to A44 on WFS side DM: RLP to A44 on non WFS side MG: The Garth/Aysgarth StS: Church Lane & Cassington Rd DB: Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: The Cllrs have reported blocked and silted gulley drains, however some are still outstanding. An update will be provided at the next meeting.
4	Narrowing of the watercourse adjacent to the A44 verge on Highways land. 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. 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. 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. Update 20/8/24: This item was not discussed at the Parish Council meeting

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	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. 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. Update 8/1/25: IM has raised the issue with OCC Highways and a further update will be provided at the next meeting. Update 12/2/25: The item was not discussed at the meeting due to time constraints. Update 12/3/25: The item was not discussed at the meeting due to time constraints. 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. 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. 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. 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. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: The Council will attend to this issue at the YFD meeting on 23rd October.
5	Council to consider labelling Orchard trees Update 8/10/25: Due to time constraints, this item was not able to be considered.
6	Council to consider legal advice and flood mitigation drainage works Update 8/10/25: The Clerk and Chair have sought legal advice, and will continue to meet with contractors in order to find a company who can manage the projects including the FRAP requirements.
7	Council to consider mulching/planting of cleared area adjacent to 37 Meadow Way Update 8/10/25: Due to time constraints, this item was not able to be considered.
8	Update 8/10/25: Council to consider EA flood mitigation project requirements Update 8/10/25: 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.

15. Playing fields

1	Report from the PFC working group 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. 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 PFCs 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
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	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. 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: • Ensure that they have sufficient trustees to manage the charity effectively. • Ensure they have a fit for purpose charity governance statement. • 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. The Council representatives confirmed: • 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. The PFC Chairman confirmed: • 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. 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. 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. 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. 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. Update 9/7/25: The Ombudsman has found, in favour of YPC that EDF have billed incorrectly, and have recommended that EDF: 1. Issue a letter of apology 2. 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. 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. 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.
2	Council to review and minute the effectiveness of internal controls (including risk assessment) for the following areas: Playing Fields Update 9/4/25: See 12.1 for further information.

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	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. 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. 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. The Clerk has confirmed with the PFC that the necessary insurance and risk assessments for fireworks will be provided by the display organiser. Update 10/9/25: The Clerk has spoken to the PFC Chair, however the updated risk assessments have not been provided to date. Update 8/10/25: The Clerk has spoken to the PFC Chair, however the updated risk assessments have not been provided to date.
3	Council to consider PFC safeguarding policies 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. 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. Update 10/9/25: The Clerk has spoken to the PFC Chair, however the updated safeguarding policies have not been provided to date. Update 8/10/25: The Clerk has spoken to the PFC Chair, however the updated safeguarding policies have not been provided to date.
4	Council to consider PFC hirer's safeguarding policies 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. 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. Update 10/9/25: The Clerk has spoken to the PFC Chair, however the updated hirers safeguarding policies have not been provided to date. Update 8/10/25: The Clerk has spoken to the PFC Chair, however the updated hirers safeguarding policies have not been provided to date.
5	Update from the Chair concerning the EDF bill Update 8/10/25: The Chair and the Clerk have spoken to the Ombudsman, who is of the opinion that the matters have been concluded to her satisfaction, and that EDF have met her three requirements. The Clerk will raise the necessary payment to EDF and instruct the account transfer following receipt of the requested documents from the PFC.
6	Council to consider paying the balance of the PFC EDF electricity account at Littlemarsh Update 8/10/25: See 14.5 above
8	Council to consider Audit recommendation 7 concerning responsibilities and regulations (PFC) Update 8/10/25: See item 20.10.1

Signed as a correct record:

Date:

Minutes of the meeting of Yarnton Parish Council

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16. Risk assessment	
1	SS to provide an update on the village risk assessments. Update 12/2/25: SS Provided an update on the need for a 5x5 risk matrix, and provided an update for the Council regarding the need for additional members of the YENT group. An update on the YENT group will be provided at the next meeting. Update 12/3/25: SS updated the Council with the Yarnton Emergency Management Review Report information. SS, FM and DM agreed to liaise with SS in the completion of the Yarnton Emergency Plan in relation to the 5x5 risk matrix. Update 9/4/25: SS was not present at the meeting to provide an update Update 14/5/25: SS was not present at the meeting to provide an update Update 11/6/25: SS was not present at the meeting to provide an update Update 9/7/25: SS is producing a hierarchy of risks and will consult concerning the risks posed. This will now include heatwave events, flood events and will be circulated prior to consideration at the next meeting. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: SS has asked Cllrs for support in reviewing the village risk assessments with little response, which is holding this item back from completion.
2	Parish Council to consider updating the village risk assessment in light of recent flood events. Update 3/10/24: Due to time constraints this item was not discussed at the meeting. Update 4/12/24: SS volunteered to update the risk assessments accordingly and will provide an update at the next meeting. Update 8/1/25: SS has conducted a review of the village risk assessment and found it to be in need of revision in light of recent flooding events. DT has reviewed and updated the Cemetery risk assessment. All other risk assessments have been reviewed and were found to be fit for purpose, bar the Village Hall and Playing Fields risk assessments which will be reviewed at the next meeting. Update 12/2/25: The Clerk will confirm the new risk assessments with SS in preparation for consideration by the Council at the next meeting. Update 12/3/25: due to time constraints this issue was not able to be discussed at the meeting. Update 9/4/25: SS was not present at the meeting to provide an update Update 14/5/25: SS was not present at the meeting to provide an update Update 11/6/25: SS was not present at the meeting to provide an update Update 9/7/25: SS will consult with YFD members and 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: See 16.1. Issue closed.

17. Burial ground/St Bartholomew's churchyard

18. Report of the District Councillors

See section 33/2025 for the report of the District Councillor.

19. Report of the County Councillor

For further information see 33a/2025 for items relevant to Yarnton.

20. Finance and general purpose

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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.
4	Council to consider legal advice concerning property extension built on YPC land Update 9/4/25: The Council resolved to undertake legal advice. Update 14/5/25: The Clerk has reached out to OALC concerning legal recommendation, and will update the Council on next steps and potential costs at the next meeting. Update 11/6/25: The Clerk has been provided with a list of legal advisors and will aim to contact these to obtain costs in preparation for the next meeting. Update 9/7/25: The Clerk provided information to the Council for their consideration, however a decision was not reached on how to best proceed, therefore this item will carry over to the next meeting. Update 10/9/25: The Clerk has written to the resident, but has not received a reply to date. Update 8/10/25: The Clerk has corresponded with the resident of 14 Meadow Way, who has agreed to purchase the land their extension has been built upon from YPC, once the land has been valued.
5	Council to consider paying the balance of the PFC EDF electricity account at Littlemarsh Update 9/7/25: The Clerk is waiting for EDF to respond to the Ombudsman's recommendations, therefore this item will carry over to the next meeting. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: MG has raised concerns with the accuracy of EDF readings, which have been forwarded to the Ombudsman. See item 14.5. An update will be provided at the next meeting.
6	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. 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.
7	Council to consider the Clerk's additional hours Update 10/9/25: The Council approved the Clerk's additional hours.
8	Council to consider virtual PA

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	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. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: Due to time constraints, this item was not able to be considered.
9	Council to consider reviewing the Clerk's job evaluation Update 8/1/25: The Council resolved to undertake a revised review of the Clerk's job evaluation. Update 12/2/25: This issue was not able to be discussed due to time constraints. Update 12/3/25: This issue was not able to be discussed due to time constraints. Update 9/4/25: This issue was not able to be discussed due to time constraints. Update 14/5/25: The Clerk has contacted OALC for advice. Chris Moses will undertake a new job evaluation imminently. Update 11/6/25: The Clerk is waiting to hear confirmation and will liaise with the Staffing Committee once the job evaluation has been received. Update 9/7/25: On advice from SLCC as Chris Moses completed the prior evaluation it has been recommended that SLCC advisors undertake the subsequent evaluation in order that there is no conflict of interest. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: Due to time constraints, this item was not able to be considered.
10	Council to review the Internal Audit report Update 11/6/25: The Council reviewed the Internal Audit report (see 29b/2025) and RESOLVED to action the recommendations which have not already been resolved: 1. (7.) A large amount of parish expenditure relates to the activities of the Playing Field Committee, a charity, which manages the pavilion and land involved under a full repairing lease: THE PLAYING FIELD - 294537, Register of Charities - The Charity Commission (PFC). The Parish Council is reviewing these costs and expenditures, and I would strongly recommend that a clear delineation of activities and responsibilities needs to be formally determined, documented and actioned to ensure that the Council is complying with its own responsibilities and regulations. Update 9/7/25: This item has been added to the next meeting agenda for consideration by the Council. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: The Council considered the recommendation and RESOLVED to write a formal document concerning responsibilities and regulations. Issue closed. 2. (13.) A Financial Risk Assessment was reviewed and adopted at the January 2025 meeting. I would recommend expanding upon this to incorporate more strategic operational activities such as risk assessments and inspections. (See Practitioners Guide page 66 for a template Strategic Risk Assessment) Update 9/7/25: This item has been added to the next meeting agenda for consideration by the Council. Update 10/9/25: Due to time constraints, this item was not able to be considered. Update 8/10/25: The Council RESOLVED to action Audit recommendation 13 re financial risk assessment. Issue closed.
11	Council to consider time limits in standing orders Update 8/10/25: The Council RESOLVED to amend standing orders to limit verbal accounts of written

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	reports (including District and County Cllr reports) to 5 minutes, unless there are questions raised. Issue closed.
12	Council to consider the Internal Auditor's letter of engagement Update 8/10/25: The Council RESOLVED to approve the Internal Auditor's letter of engagement and will look forward to continuing to work with D O'Brien as Internal Auditor to YPC in 2025-26.
13	Council to consider the report of the Staffing Committee Update 8/10/25: The Council approved the report of the Staffing Committee, and RESOLVED to action the recommendations made in the report.
14	Council to consider legal advice concerning YPC land Update 8/10/25: The Council has sought legal advice concerning land ownership and responsibilities.
15	Council to consider the sale of land adjacent to 10 Meadow Way, and 14 Meadow Way Update 8/10/25: The Council RESOLVED to have the land in question valued, and for the land to be divided in to three parcels; two of these parcels to be sold, and one to be retained by the Parish Council for watercourse maintenance purposes.

The meeting ended at 9.40pm

Date of next meeting: Wednesday 12th November 2025 at 6.30pm at Yarnton Village Hall – Ordinary Parish Council Meeting.

Attachment I

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

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Attachment 2		
Payments (Inc-VAT):		
BACS payments		
Date	Description	Amount
11 Sep 2025	B/P to: M Rudge Trees	-1837.50
11 Sep 2025	B/P to: Ricky Smith	-800.00
16 Sep 2025	Direct Debit (LLOYDS CORP CARD)	-439.80
19 Sep 2025	B/P to: Blue Monkey Trees	-3360.00
19 Sep 2025	B/P to: Moore	-535.50
19 Sep 2025	B/P to: David Thornhill – gardeners trowel	-4.97
22 Sep 2025	Direct Debit (EDF ENERGY)	-223.00
26 Sep 2025	B/P to: Ian M Middleton	-98.40
26 Sep 2025	B/P to: Fiona Mawson	-120.80
30 Sep 2025	Bank Service Charge	-9.00
Multipay card payments		
Date	Description	Amount
04 Aug 2025	Toolden	62.27
04 Aug 2025	Screwfix	27.99
07 Aug 2025	BMA Varsity	26.40
08 Aug 2025	Barlow & Sons	128.31
08 Aug 2025	AWBS Ltd	171.05
12 Aug 2025	BMA Varsity	100.80
13 Aug 2025	Lawson HIS Ltd	18.06
15 Aug 2025	SP GS Workwear	15.54CR
29 Aug 2025	Land Registry Ecom CC	7.00
29 Aug 2025	Land Registry Ecom CC	14.00
29 Aug 2025	Land Registry Ecom CC	7.00
29 Aug 2025	Land Registry Ecom CC	7.00
29 Aug 2025	Land Registry Ecom CC	7.00
02 Sept 2025	Monthly fee	3.00
Receipts:		
Date	Description	Amount
02 Sep 2025	JERRAMS LTD SW	705.00
10 Sep 2025	CHERWELL DISTRICT	74117.92
30 Sep 2025	Credit Interest	1028.71

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33/2025

The District Councillors report:

District Councillor Report.

Councillors: Dorothy Walker, Lesley McLean, Jean Conway.

Parish Councils: Kidlington, Yarnton and Begbroke

Period: Sept/Oct 2025

Area Oversight Group.

A green spaces review is currently underway to establish knowledge of the space and use. This will also begin to establish possible 'green and blue corridors' across the area. The 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 be 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. Five Parishes Lead Officer, Tom Darlington: "As the District Councils' Lead Officer for the area, I continue to work on progressing the priorities identified by the AOG and its stakeholders. Particular focus in recent weeks has been on helping to resolve outstanding issues related to the Partial Review sites, contributing to the preparation of East West Rail design options at Oxford Parkway, preparing phase two of an area-wide green spaces review and preparing to procure consultants to support the stakeholder engagement and design works for new sports pitches and supporting pavilion opposite the Kidlington roundabout"

.

Begbroke Playing Field.

Initial queries on the drainage of the playing field have been made, and the provision of perimeter ditches is being investigated as a proposed solution, further updates to be provided in due course.

Local Government Reorganisation.

This proposal will see two-tier authorities as seen in Oxfordshire, and new unitary councils created. Unitary proposals are due to be presented to Government shortly.

What options are being proposed?

- A single unitary council for Oxfordshire – Oxfordshire Council (responsible for all services for Oxfordshire residents). This is our preferred option.
- Two unitary councils: Oxford and Shires Council (previously referenced as North Oxfordshire Council) created from the existing district councils of Cherwell, Oxford City and West Oxfordshire. Ridgeway Council created from the existing district councils of South Oxfordshire and Vale of White Horse and the unitary council of West Berkshire.
- Three unitary councils – with a unitary city on expanded boundaries (referred to as Greater Oxford) as well as northern and southern unitaries, also including West Berks

Flooding.

A budget has been provided for an additional full-time Flood Risk Officer who should join CDC in Nov/Dec and will provide additional capacity. 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. KPC recently held a community flood

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meeting to provide information on ongoing work in relation to flooding and how the funding provided by OCC will be used.

Yarnton designated a Rural Marmot place

This means that the District and County Councils will be focusing on addressing health inequalities in Yarnton by conducting detailed engagement with the community, and based on feedback, to develop initiatives to address those inequalities.

Tourism.

Figures released this week by Experience Oxfordshire, the county's Local Visitor Economy Partnership (LVEP) and destination management organisation reveal an increase in visitor spend alongside a reduction in visitor numbers, indicating a more productive and resilient visitor economy despite challenging local and global conditions.

Councillor Lesley McLean, Deputy Leader of Cherwell District Council and Portfolio Holder for Finance, Property and Regeneration, said: "The visitor economy in Cherwell was valued at £477m in 2024, generating significant income for local businesses and sustaining 10% of jobs, and we are delighted that North Oxfordshire continues to draw a strong proportion of visitor spend and outperforms all areas other than central Oxford. We appreciate Experience Oxfordshire's work promoting everything this district has to offer to both domestic and international visitors."

Campsfield House Immigration Detention Centre

The Home Office held Councillor/MP and public information sessions at Exeter Hall, Kidlington on 3 September. The (fairly minimal) displays illustrated the broad outlines of the refurbishment (Phase 1) and new buildings (Phase 2) of the project. Occupation by 160 detainees of the Phase 1 refurbished building will 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. Clearly, there is much to consider locally regarding the impact on infrastructure, and on roads, given the enormous amount of development that is underway and coming forward in the area.

Cherwell Spark and Accelerator

Business leaders and entrepreneurs are being encouraged to take part in significant business support programmes, returning to the Cherwell district this autumn, following a successful first phase last year. The Cherwell Business Spark and Cherwell Business Accelerator programmes, delivered by Enterprise Oxfordshire on behalf of Cherwell District Council and funded via the Government's UK Shared Prosperity Fund (UKSPF), are set to see dozens of the district's SMEs and those with a business idea gain access to vital support and expertise across a variety of critical areas. The reemergence of the two programmes follows a successful first phase delivered during 2024, which saw dozens of Cherwell-based organisations and those looking to start their own business receive significant support, develop new skills and ideas, as well as gaining much inspiration too.

Cherwell residents access extra support

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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, are participating in the Homelessness CEO Sleepout by joining many others who will sleep out in the open in University Parks on 11 October. This is an annual event which has raised tens of thousands of pounds to help support homeless, vulnerable people. A Go Fund me page is being opened, which we'll share with you – your sponsorship donations would be very welcome.

Roundham Crossing.

We are currently in conversation with officers in relation to the proposed closure of Roundham Crossing and will update Clerk when I have further information.

33a/2025

The County Councillor's Report:

Title: County Councillor's Report

Author: Cllr Lesley McLean

Parishes: Yarnton, Begbroke and Kidlington.

Date: Sept / Oct 2025

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

Dear Parish Councillors and residents,

As County Councillor for the West Kidlington Division, my focus over the most recent period has been pressing for updates on planned Gully Clearance, clarification on T/TRO's, responding to planning applications, and attending Place Scrutiny which most recently looked at the Congestion Charge. I have also forwarded a trees planting proposal to all Parish Clerks, and I very much hope to put forward responses shortly.

Below are some further updates I have gathered for you.

Best wishes

Lesley

OxRAIL 2040

Proposals to bring five new rail stations to Oxfordshire have been announced. This will include new stations at Cowley and Littlemore on the Cowley Branch Line, Begbroke, Wantage and Grove and Ardley. Consultation opens on 3rd September and closes on 1st October and can be found here: <https://letstalk.oxfordshire.gov.uk/oxrail-2040>

Gully clearance.

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Work to clean and empty every highway drainage gully in Oxfordshire this year, and every year going forward, is now under way. Although our area was programmed for February 2026, I have been pressing for movement on this date and now understand that clearance will be carried out over the next two months. Any identified blocked gullies should be logged on Fix My Street.

Flooding.

Section 19 reports for Garden City, Kidlington and Yarnton have been released. Further reports for Mill End/Oxford Road Kidlington and Begbroke/A44 are due shortly. Both Kidlington and Yarnton have been allocated £25k Funding for local flood related projects, to be overseen by OCC.

Trading Standards

OCC Trading Standards service conducted an operation alongside Thames Valley Police and South East Regional Crime Unit at Kidlington Market in April 2024. A man has subsequently been convicted of possessing illegal cigarettes and tobacco and has been ordered to pay back £400k within six months or face four years imprisonment.

Public Rights of Way

TTRO's have been issued for some areas of Grovelands (Axtel and Thorne Close). Roundham Crossing: I am currently in conversation with officers in relation to the proposed closure of Roundham Crossing and will update the Clerk when I have further information. County Hall OCC has exchanged contracts with the buyers (L&G) on County Hall. Receipts from the sale will be used for the refurbishment and upgrading of Speedwell House on Speedwell Street. The move out of County Hall will happen in 2027, although archaeological reports may delay Occupation.

Short Story Competition.

Budding story tellers across Oxfordshire are invited to unleash their imagination and take part in Oxfordshire libraries short story competition. The winner will have their story published as an ebook and eaudiobook, further details can be found here:

https://www.oxfordshire.gov.uk/oxfordshire-libraries/library/books-and-reading/short-story-competition?utm_term=129874

Resurfacing and surface dressing programme

A comprehensive programme of resurfacing work to improve roads across Oxfordshire is under way. Oxfordshire County Council and its principal highways contractor M Group will visit 36 sites to carry out essential resurfacing. Work started at the end of June and is scheduled to run until 17 October. Details of highways schemes can be found here: https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme

Devolution and Local Government Reorganisation

This proposal will see two-tier authorities as seen in Oxfordshire, end and new unitary councils created. Unitary proposals are due to be presented to Government shortly. OCC is proposing a single unitary council to cover Oxfordshire and part of Berkshire. 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

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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”.

Local Matters.

Tree Planting: A suggested plan for tree planting has been provided, and I look forward to receiving confirmation of any additional areas the parishes propose for planting.

Signed as a correct record:

Date: