

## Minutes of the meeting of Yarnton Parish Council

Meeting held on 8th January at 6.30pm at Yarnton Village Hall

Attendees	
Fiona Mawson (FM)	Yarnton Parish Councillor – Vice Chairman
Joe McEneaney (JM)	Yarnton Parish Councillor
Lesley McLean (LM)	Yarnton Parish Councillor, Cherwell District Councillor
Ian Middleton (IM)	Yarnton Parish Councillor, Oxfordshire County Councillor
Steve Smith (SS)	Yarnton Parish Councillor
David Thornhill (DT)	Yarnton Parish Council Clerk
Dorothy Walker (DW)	Yarnton Parish Councillor, Cherwell District Councillor

  

<b>1. Apologies</b>	Mike Groves (MG) sent his apologies to the Clerk in advance of the meeting.
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<b>2. Co-options to the Parish Council</b>	The Parish Council agreed to co-opt Damian Mizzi on to Yarnton Parish Council, who attended the meeting in person.
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<b>3. Declaration of interests</b>	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 20.7 on the agenda. No other declarations of interests were made.
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<b>4. Minutes</b>	The minutes of the monthly meeting held on 4th December 2024 having been previously circulated were accepted as a true record by all.
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<b>5. Matters arising from the minutes without decision</b>	124/2024.18.11 – community service team update 122/2024.17.1 – removal of 2 x tree saplings in the cemetery 3/2025.14.3 – extension of property boundary in to an ordinary watercourse on Cassington Rd.
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<b>6. Public participation &amp; questions</b>	Two members of the public attended the Parish Council meeting.
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<b>7. Report of the District Councillors</b>	See section 24/2025 for the report of the District Councillor.
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<b>8. Report of the County Councillor</b>	For further information see 24a/2025 for items relevant to Yarnton.
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<b>9. Police liaison</b>	There was nothing to report at the meeting.
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<b>10. Schools</b>	There was nothing to report at the meeting.
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<b>11. Planning</b>	
11a. The Parish Council considered the following planning applications:	
<b>Planning ref:</b>	<b>Description:</b>
24/02970/LB	The Tudor Cottage, 144 Woodstock Road, Yarnton, OX5 1PW. RETROSPECTIVE - Replacement of windows. The Parish Council raised no objections to this development.
24/00539/F	Land To The East Of Stratfield Brake And West Of Oxford Parkway Railway Station, Oxford Road, Kidlington. Erection of a stadium (Use Class F2) with flexible commercial and community facilities and uses including for conferences, exhibitions, education, and other events, club shop, public restaurant, bar, health and wellbeing facility/clinic, and gym (Use Class E/Sui Generis), hotel (Use Class C1), external concourse/fan-zone, car and cycle parking, access and highway works, utilities, public realm, landscaping and all associated and ancillary works and structures. To consider the revised ES Addendum dated December 2024 and associated revised application documents and plans. YPC have applied for an extension to comment – agreed to be 31st January by CDC planning.
24/03336/F	25 Dashwood Avenue, Yarnton, Kidlington, OX5 1NJ. Reconfigure openings, single storey rear extension, remove chimney and re-roof of dwelling. The Parish Council raised no objections to this development.
11b. The Parish Council noted the following planning decisions:	
Appeal Ref: APP/C3105/W/ 24/3351625	54 Dashwood Avenue, Yarnton, Oxfordshire OX5 1NJ. The appeal is dismissed.

## **12. Emergency management plan**

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1	<p><b>Issue:</b> Parish Council to consider actions to support YFD and the purchase and supply of emergency equipment when necessary following major flood event where over 30 properties were flooded internally.</p> <p><b>Update 3/10/24:</b></p> <ul style="list-style-type: none"> <li>• DT requested that Yarnton Flood Defence Group could be supported by YPC funding to purchase additional flood defence equipment.</li> <li>• DT requested that flood signage be purchased to ensure that quick deployment can be made.</li> <li>• The council requested that YFD provide YPC with a list of flood related items with costs for consideration at the next meeting.</li> <li>• The Parish Council recommended that funding for public information for residents concerning flood resilience and where to source equipment from could be made available.</li> <li>• The Parish Council recorded their thanks to Yarnton Flood Defence Group for their assistance to residents during the recent flood events.</li> </ul> <p>The Parish Council discussed the production of information leaflets for residents, signposting key information points such as the Oxfordshire Flood Toolkit and Fix My Street and how to ensure flood preparedness is made.</p> <p><b>Update 6/11/24:</b> Following yet more serious flooding where more properties suffered from internal flooding The Parish Council considered costs for flood related equipment and approved the purchase of up to £1000 of flood-related equipment to assist in residential flood events. This included a number of road signs, pumps with longer hoses and independent chargers for radios to ensure that volunteers are effectively equipped to assist residents and to help alert road users to hazards on flooded carriageways when floods occur. The Parish Council also resolved to allocate a set annual fund for flood resilience at the upcoming budget meeting.</p> <p><b>Update 8/1/25:</b> The Clerk has procured several new pumps with 20m hoses, emergency flood defence packs for volunteers, additional radios with independent chargers and a range of flood hazard warning signs.</p> <p>Issue closed</p>
2	<p><b>Issue:</b> Council to review and minute the effectiveness of internal controls (including risk assessment) for the following areas: cemetery/churchyard, wooden bridge at Meadow Way/A44</p> <p><b>Update 8/1/25:</b> The Council reviewed the effectiveness of the internal controls and risk assessments for the cemetery/churchyard, the wooden bridge at Meadow Way/A44.</p> <ul style="list-style-type: none"> <li>• Financial RAs need to be reviewed in preparation for the next meeting</li> <li>• PFC RAs need to be received for review by the Parish Council</li> <li>• Risk assessments for the cemetery/churchyard, the wooden bridge at Meadow Way/A4 were approved as being fit for purpose.</li> </ul>

### 13. Highway matters

1	<p><b>Issue:</b> Speedwatch – update from Parish Council concerning speedwatch activities</p> <p><b>Update 3/7/24:</b> MG is still awaiting confirmation that speed watch data is being processed, and will update the Parish Council at the next meeting.</p> <p><b>Update 3/10/24:</b></p> <p>MG reported that there was no information apparent from the Police regarding speed related data.</p> <p><b>Action:</b> DB will write to Jean Conway regarding an update on speedwatch activities at CDC.</p> <p><b>Update 4/12/24:</b> 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.</p> <p>JM accepted responsibility for Highways.</p> <p><b>Update 8/1/25:</b> JM has accepted responsibility for Speedwatch activities in lieu of MG's absence.</p>
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2	<p><b>Issue:</b> A resident has emailed again to request a new section of pavement on Cassington Road. YPC put a request into OCC for this early in 2023.</p> <p><b>Update 7/3/24:</b> Concern was raised by Councillors that the drainage ditch alongside might make it dangerous for a footpath to be installed. The resident has also mentioned a new pair of speed limit signs that have been put on the grass verge that they walk on. IM has asked an officer to look at these two things.</p> <p><b>Update 9/5/24:</b> No comments were made by Councillors regarding this issue during the meeting so this item will carry over to the next meeting for update.</p> <p><b>Update 6/6/24:</b> Due to time constraints, IM was not able to provide an update on the proposed new section of pavement on Cassington Rd verge/pathway, therefore this issue will carry over to the next meeting.</p> <p><b>Update 3/7/24:</b> 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.</p> <p><b>Update 3/10/24:</b> IM was not able to provide an update on this issue at the present time so this item will carry over to the next meeting.</p> <p><b>Update 4/12/24:</b> DT has sent IM a location map – IM will liaise with OCC Highways and update YPC at the next meeting.</p> <p><b>Update 8/1/25:</b> IM has raised the issue with the relevant OCC officers and will report back as and when he gets a response.</p>
3	<p><b>Issue: Parish Council</b> to discuss extension of property boundary in to an ordinary watercourse on Cassington Rd.</p> <p><b>Update 3/7/24:</b> The Parish Council agreed to include this area on the Highways walk-around, as the Parish Council were not aware of any application for a dropped kerb to be permitted to allow access to the property in question. The Parish Council agreed that it would be necessary to inform Cherwell District Council of the boundary breach and obstruction of an ordinary watercourse, which was not disclosed in the planning application for the property.</p> <p><b>Update 3/10/24:</b> The Parish Council resolved to challenge CDC in terms of their making a robust approach to the enforcement of planning applications.</p> <p><b>Update 4/12/24:</b> DT has sent IM a location map – IM will raise the issue with OCC Highways directly and provide an update at the next meeting.</p> <p><b>Update 8/1/25:</b> This issue was not discussed at the meeting.</p>
4	<p>Council to consider SIDS on Sandy lane</p> <p><b>Update 8/1/25:</b> 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/ SI06 funding to be investigated – LM/DW to confirm at the next meeting.</p>
5	<p>Council to consider the consultation options for parking in a layby at Budgens/A44 &amp; OCC consultation fees</p> <p><b>Update 8/1/25:</b> The Council resolved that the lining scheme needed further consideration before the plans would be able to be confirmed and the OCC consultation fees considered.</p>

#### 14. Village hall

1	<p><b>Issue:</b> The Village Hall is still undertaking research and planning for solar panel improvements. A further update to the Parish Council will be provided in due course.</p> <p><b>Update 6/11/24:</b></p> <p>MG updated the Parish Council concerning potential changes to the roof structure of the Village Hall to include new solar panels, which may require additional strengthening of the roof structure. A ground-source heat pump is also being considered to replace the gas boiler system.</p> <p><b>Update 8/1/25:</b> MG was not able to attend the meeting to provide an update.</p>
2	<p>Council to consider moving the telephone and broadband from BT to Virgin Media</p>

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	<p><b>Update 8/1/25:</b> The Council agreed in principle to the move from BT to another provider, pending confirmation of the costs associated with this, as the Village Hall has existing wifi which can be used at no additional cost. DT will meet with the VH representatives and present costs for Virgin, BT and Voipfone to the Council for consideration at the next meeting.</p>
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#### 15. Environmental matters including airport and orchard

1	<p><b>Issue: Parish Council</b> to consider maintenance for the Orchard (trees and wild areas) following resident complaints.</p> <p><b>Update 4/9/24:</b> This was deferred to a meeting when IM and FM are in attendance.</p> <p><b>Update 3/10/24:</b> The Parish Council resolved to write an article in the Village News proposing a team of garden volunteers to help maintain the Orchard, and will consider whether a paid part-time gardener is viable in the coming budget.</p> <p><b>Update 4/12/24:</b> The Clerk has spoken to the current Orchard grass-cutting contractor who has expressed interest in undertaking additional paid work on contract to tend and garden the Orchard areas. FM made the Parish Council aware that Wild Oxfordshire were preparing a report on the Orchard which should be able to be presented for consideration soon.</p> <p><b>Update 8/1/25:</b> FM reported that the Wild Oxfordshire report has not been completed as yet, and will provide an update to the Council in due course.</p>
2	<p><b>Issue:</b> Following resident complaint about the persistent noise from aeroplanes flying over Yarnton, particularly jets, an update is required from IM re flight path discussions with London Oxford Airport.</p> <p><b>Update 3/7/24:</b> 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.</p> <p><b>Update 3/10/24:</b> Council to note new Airbus helicopter depot and large jets. IM will continue to liaise with the airport and will provide an update to the Parish Council at the next meeting.</p> <p><b>Update 4/12/24:</b> IM attended the recent liaison meeting at the airport and confirmed that the airport is aware of the situation and has requested that residents and Councillors use the Flight Radar App to capture aircraft tail numbers which fly over Yarnton in order that pilots can be requested to moderate their flight paths.</p> <p><b>Update 8/1/25:</b> The Clerk has captured numerous light aircraft tail numbers and will keep an ongoing file of the Flight Radar 24 screen grabs he takes in addition to any others provided by residents and Councillors, in order that these can be provided to the airport in due course.</p> <p>Issue closed.</p>
3	<p><b>Issue:</b> Narrowing of the watercourse adjacent to the A44 verge on Highways land.</p> <p><b>Update 9/5/24:</b> 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><b>Update 6/6/24:</b> 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><b>Update 3/7/24:</b> 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><b>Update 20/8/24:</b> This item was not discussed at the Parish Council meeting</p> <p><b>Update 3/10/24:</b> 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>

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	<p><b>Update 4/12/24:</b> 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><b>Update 8/1/25:</b> IM has raised the issue with OCC Highways and a further update will be provided at the next meeting.</p>
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## 16. Playing fields

1	<p><b>Issue:</b> To consider a change to the current financial arrangements with the PFC.</p> <p><b>Update 3/10/24:</b></p> <ul style="list-style-type: none"> <li>The Parish Council resolved to form a working group to work to help continue to resolve financial arrangements between YPC and the PFC.</li> <li>The Parish Council resolved to propose a meeting between the Parish Council working group and the PFC in the coming weeks.</li> </ul> <p><b>Update 6/11/24:</b> The PFC working group have not met to date. A meeting is scheduled with the PFC on 10th December. Issue closed</p>
2	<p><b>Issue:</b> RoSPA report findings</p> <p><b>Update 4/9/24:</b> It was reported that although responsibility needs to be reviewed with the PFC, the Parish Council resolved to carry out the two works that were noted with red flags in the report:</p> <p>i. Bark needs to be placed. The Parish Council resolved to proceed with the purchase of bark. The Locum Clerk will contact the PFC regarding the amount needed.</p> <p>ii. There is a gap in one of the pieces of play equipment which needs urgent repair. The Chairman has found a contractor to do this for £200. The Parish Council resolved to carry out this repair.</p> <p><b>Update 3/10/24:</b> Due to time constraints this item was not discussed at the meeting.</p> <p><b>Update 4/12/24:</b> As the responsibility for the upkeep of the facilities lies with the tenant, the Parish Council will raise the need for this urgent repair with the PFC at the meeting on 10/12/24.</p> <p><b>Update 4/12/24:</b> MG has attempted to find someone to undertake this repair – however the carpenter he contacted is fully booked until summer.</p> <p><b>Update 8/1/25:</b> The Clerk has contacted several contractors who are working on quotations and will update the Council on the costs at the next meeting.</p>
3	<p>Report from the PFC working group</p> <p><b>Update 4/12/24:</b> 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><b>Update 4/12/24:</b> 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 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>
4	<p>Council to consider quotations and options for waste-bin emptying</p> <p><b>Update 6/11/24:</b> The Staffing Committee will interview for the post of Village Tidier in the coming week. The Council agreed that employing a local resident to undertake this work was preferable to paying contractors, as they would not put the bins out at Church Lane cemetery, nor would they pick litter in the village on a routine basis.</p>

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	<p><b>Update 4/12/24:</b> an application has been made for the position of Village Tidier, so an interview will be held in the coming weeks with a potential start 1/1/25.</p> <p>Issue closed</p>
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## 17. Risk assessment

1	<p><b>Issue:</b> Parish Council to consider updating the village risk assessment in light of recent flood events.</p> <p><b>Update 3/10/24:</b> Due to time constraints this item was not discussed at the meeting.</p> <p><b>Update 4/12/24:</b> SS volunteered to update the risk assessments accordingly and will provide an update at the next meeting.</p> <p><b>Update 8/1/25:</b> 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.</p>
2	<p><b>Issue:</b> Parish Council to consider management of emergency situations.</p> <p><b>Update 3/10/24:</b> Due to time constraints this item was not discussed at the meeting.</p> <p><b>Update 4/12/24:</b> YFD have provided an update on recent emergency management situations and will be writing a set of SOPs for consideration during flood events &amp; the Council will also buy more flood warning signs &amp; emergency pumps to help with emergency situations.</p> <p><b>Update 8/1/25:</b> The Clerk informed the Council that additional flood pumps and necessary items for emergency response packs x 12 have been purchased. YFD has produced a comprehensive set of Standard Operating Procedures which can be used in the event of flooding in the village.</p> <p>Issue closed</p>
3	<p><b>Issue:</b> Parish Council to review current asset register</p> <p><b>Update 3/7/24:</b> The Asset register was reviewed in part, and the Parish Council agreed that more time would be needed to fully consider the items on the asset register which are current property, and those items which need to be removed from the asset register, so this item will roll over to the next meeting.</p> <p><b>Update 4/9/24:</b> The Parish Council resolved to review this following the outcome of the meeting with the PFC.</p> <p><b>Update 3/10/24:</b> Due to time constraints this item was not discussed at the meeting.</p> <p><b>Update 4/12/24:</b> The Council PFC working group has not met with the PFC yet, however as a meeting has been scheduled for 10/12/24 the asset register will be reviewed thereafter.</p> <p><b>Update 8/1/25:</b> The Council resolved to send the current asset register to both the PFC and the VH committee for their consideration in order to ascertain which items should be on the asset register and the Yarnnton Parish Council insurance policy. The Village Hall have confirmed that they have their own insurance policy which covers the Village Hall and the car park.</p>

## 18. Burial ground/St Bartholomew's churchyard

1	<p><b>Issue:</b> To consider removing the two tree saplings.</p> <p><b>Update 3/10/24:</b> Due to time constraints this item was not discussed at the meeting.</p> <p><b>Update 4/12/24:</b> The Council agreed that the saplings could be removed and the Clerk volunteered to identify them in the coming days. Quotations for removal will be presented to the council in due course.</p> <p><b>Update 8/1/25:</b> The Clerk has been unable to identify the two tree saplings but has not received quotations for their removal due to Christmas/New Year holidays. An update will be made in this respect at the next Council meeting.</p>
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2	<p><b>Issue:</b> To consider the quotes for the burial ground noticeboard.</p> <p><b>Update 3/10/24:</b> Due to time constraints this item was not discussed at the meeting.</p> <p><b>Update 4/12/24:</b> The Parish Council resolved to install a cemetery notice plaque rather than a noticeboard and will consider the wording at the next meeting.</p> <p><b>Update 8/1/25:</b> See item 4 below</p>
3	<p><b>Issue:</b> Council to consider revisions to the wording of the burial ground policy</p> <p>The Council resolved to update the burial ground policy, permitting artificial flowers.</p>
4	<p>Council to consider changing the cemetery gate latch to facilitate wheelchair access</p> <p><b>Update 8/1/25:</b> The Council resolved to change the cemetery gate latch to facilitate wheelchair access</p>
5	<p><b>Issue:</b> Council to consider the wording for the burial ground signage</p> <p><b>Update 8/1/25:</b> The Council agreed that the cemetery notice plaque should request that “Visitors to the Yarnton Parish Council Cemetery are requested not to bring dogs unless they are assistance dogs in to the cemetery, and that all graves should be treated with respect. Please contact the Parish Council or visit <a href="http://www.yarnton-pc.gov.uk">www.yarnton-pc.gov.uk</a> for information concerning Yarnton Parish Council policies.</p>
6	<p>Council to consider the updated cemetery fees</p> <p><b>Update 8/1/25:</b> The Council resolved to increase the 2025/26 cemetery fees in-line with the 2023/24-2024/25 increase.</p>

<b>19. Recent Correspondence</b>	No recent correspondence was discussed at the meeting.
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<b>20. Finance and general purpose</b>	
1	<p><b>Issue: Parish Council</b> to consider recurring payments for 2024/2025 (see attachment 1).</p> <p><b>Update 8/1/25:</b> The council approved all recurring payments from the preceding month(s).</p>
2	<p><b>Issue:</b> Council to consider payments (see attachment 2)</p> <p><b>Update 8/1/25:</b> The council approved all payments from the preceding month(s).</p>
3	<p><b>Issue:</b> Council to consider the appointment of a new Village Tidier.</p> <p><b>Update 4/9/24:</b> Add cemetery bins to the job description or the village tidier.</p> <p><b>Update 3/10/24:</b> The Council resolved to advertise the proposed village tidier position following recommendations by the Clerk to do so prior to making any new appointments.</p> <p><b>Update 4/12/24:</b> There has been a recent application for the role of Village Tidier, and the candidate will be interviewed in the coming weeks. The Council resolved that it would be preferable to use the services of an employee with responsibility for tidying the whole village rather than a paid contractor to empty the bins only at Rutten Lane Park, as this should be part of the tenants responsibilities.</p> <p><b>Update 8/1/25:</b> The Council has appointed Jack Clarke to the position of Village Tidier, with a start date of 1/1/25.</p> <p>Issue closed</p>
4	<p><b>Issue:</b> Council to consider Unity bank card for Council business</p> <p><b>Update 3/10/24:</b> The Council resolved to approve the acquisition of a Unity Corporate Multipay card for online transactions.</p> <p><b>Update 3/10/24:</b> The Council resolved that in accordance with the current financial regulations the Clerk will now be able to purchase sundry items under delegated authority, pending transaction approval by the</p>

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	<p>account signatories. with the amount subject to review of the NALC 2024 New model Financial Regulations at the next meeting.</p> <p><b>Update 4/12/24:</b> The Clerk has contacted Unity with regard an ETA of the outstanding bank card and will update the Council when a response is received.</p> <p><b>Update 8/1/25:</b> The Clerk is still waiting for Unity to approve and complete the bank card application, therefore any online purchases will need to be made by the Clerk using his personal credit card until the Unity card is received.</p>
5	<p><b>Issue:</b> Council to approve introduction of shared digital work space</p> <p><b>Update 6/6/24:</b> The purchase of Google Workspace cloud software was approved by the Council. DT to initiate and provide information to all Cllrs regarding how to use the new online shared document system.</p> <p><b>Update 3/7/24:</b> Due to time constraints, the Clerk has not been able to initiate the change to Google Workspace as yet, and will update the Council at the next meeting concerning how this will work with changes to the .gov email and website. The purchased and implementation of Google Workplace is intended to be undertaken in August.</p> <p><b>Update 4/9/24:</b> Due to time constraints this issue was not discussed at the meeting.</p> <p><b>Update 3/10/24:</b> This project will be combined with the future new YPC website project, .gov domain and email accounts once quotations for website design and hosting have been obtained.</p> <p><b>Update 4/12/24:</b> As the Council has approved the costs of the purchase of the .gov domain, new Councillor email accounts will be tied to new Google Workspace accounts on initial set up in order that there are no version control or access issues for Councillors. The Clerk will provide an update at the next meeting.</p> <p><b>Update 8/1/25:</b> The Clerk has arranged for the .gov domain purchase, and will be able to action the new Cllr email accounts and digital work space as soon as the Government issue the .gov account authorisation.</p>
6	<p><b>Issue:</b> The Community Service Team have been emailed to ask what The Parish Council needs to do to bring the team back to Yarnton.</p> <p><b>Update 9/5/24:</b> 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.</p> <p><b>Update 6/6/24:</b> 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.</p> <p><b>Update 3/7/24:</b> 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.</p> <p><b>Update 3/7/24:</b> 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.</p> <p><b>Update 4/9/24:</b> The Vice Chairman reported he is contact with the relevant person, but they have been on sick leave.</p> <p><b>Update 3/10/24:</b> Due to time constraints this issue was not discussed at the meeting.</p> <p><b>Update 4/12/24:</b> There was no update on this issue at the meeting.</p> <p><b>Update 8/1/25:</b> MG is away for several months, so will attend to this issue on his return.</p>
7	<p><b>Issue:</b> As nobody asked for an election to fill the vacancy for the post of Councillor this can be filled by co-option.</p> <p><b>Update 9/5/24:</b> There were no co-options at the Council meeting.</p> <p><b>Update 3/7/24:</b> There were no co-options at the Council meeting. Several members of the public have recently enquired about becoming Councillors, and were invited, but did not attend the Council meeting.</p> <p><b>Update 4/9/24:</b> Due to time constraints this issue was not discussed at the meeting.</p> <p><b>Update 3/10/24:</b> There were no co-options at the Council meeting. One member of the public had recently enquired about becoming a Councillor and was invited but did not attend the Council meeting.</p>

Signed as a correct record:

Date:

9/2025

	<p><b>Update 4/12/24:</b> Joe McEaney, Dorothy Walker and Lesley McLean were co-opted on to the Parish Council.</p> <p>Issue closed</p>
8	<p><b>Issue:</b> Council to discuss annual loan of Yarnton Bell to the Red Lion pub</p> <p><b>Update 9/5/24:</b> The Council agreed to write an agreement forming a long-term loan of the replica HMS Yarnton bell to the Red Lion pub. The Council also agreed to a long-term loan of the King's portrait to the Royal British Legion.</p> <p><b>Update 6/6/24:</b> DT will write the loan agreement, and following approval by the Council will deliver the bell and framed documentation to the Red Lion pub.</p> <p><b>Update 3/7/24:</b> DT has not yet undertaken to write the loan agreement, and intends to do so in August.</p> <p><b>Update 4/9/24:</b> Due to DT sick leave this item has not been actioned to date.</p> <p><b>Update 3/10/24:</b> DT will action this issue when time permits.</p> <p><b>Update 4/12/24:</b> DT will action this issue when time permits.</p> <p><b>Update 8/1/25:</b> DT has drawn up a loan agreement for the Yarnton Bell which will be presented to the Council for approval at the next meeting.</p>
9	<p><b>Issue:</b> Council to review current asset register</p> <p><b>Update 3/7/24:</b> The Asset register was reviewed in part, and the Council agreed that more time would be needed to fully consider the items on the asset register which are current property, and those items which need to be removed from the asset register, so this item will roll over to the next meeting.</p> <p><b>Update 4/9/24:</b> Due to time constraints this issue was not discussed at the meeting.</p> <p><b>Update 3/10/24:</b> The Council resolved to review the current asset register along-side conversations with the PFC which are to be held by the PFC working group in the coming weeks.</p> <p><b>Update 4/12/24:</b> The asset register will be considered at the next meeting.</p> <p><b>Update 8/1/25:</b> The Clerk has sent copies of the Asset register to the representatives from the PFC and the Village Hall committee, and is awaiting their confirmation of which assets that appear on the YPC asset register they consider to be theirs.</p>
10	<p><b>Issue:</b> Council to consider Councillor responsibilities:</p> <p><b>Update 4/12/24:</b> SS has accepted responsibility to liaise with Yarnton Manor. JM has accepted responsibility for highways and William Fletcher School liaison. DW has accepted responsibility to act as a part of the Staffing Committee with SS and FM. FM has accepted temporary responsibility for The Orchard.</p> <p>Areas with no Councillor responsibility are:</p> <ul style="list-style-type: none"> <li>• Playing Fields,</li> <li>• Cemetery,</li> <li>• Mapping,</li> <li>• Website,</li> <li>• Defibrillator – Park Close,</li> <li>• Annual litter picking,</li> <li>• Grass cutting.</li> </ul> <p><b>Update 8/1/25:</b></p> <p>JM has accepted responsibility for the defibrillator at Park Close, and has also accepted responsibility for Speedwatch activities in lieu of MG. DM has accepted responsibility for the website, and has offered to help review the YPC financial risk assessment. FM and DW have accepted shared responsibility for Yarnton Parish Council Cemetery.</p> <p>Issue closed</p>
11	<p>Council to consider paying Clerk's salary by Standing Order</p> <p><b>Update 4/12/24:</b> The Council resolved to pay the Clerk's basic salary by Standing Order on the 28th of each month, with any additional hours worked to be reviewed at the monthly Parish Council meeting.</p>

Signed as a correct record:

Date:

	Issue closed
12	<p>Council to consider costs for .gov email and website</p> <p><b>Update 4/12/24:</b> The Council resolved to accept the lowest costs that were presented for review for new .gov email and website and accepted the Clerk's recommendations to separate email and website design/hosting costs in order that autonomy and long-term service control and viability could be maintained at minimum cost to public funds. The Clerk will continue with the .gov domain purchase application and will present contracts for the new website design for consideration at the next meeting.</p> <p><b>Update 8/1/25:</b> The Council resolved to accept the contract for a 4 year term with Easyspace for the new YPC .gov domain and email. The Council resolved to accept the contract IYPC15125 for design and production of the new YPC website.</p> <p>Issue closed</p>
13	<p>Council to consider grant requests</p> <p><b>Update 4/12/24:</b> The Parish Council resolved to allocate a set fund for grants at the upcoming budget meeting that would allow for the total 2025-26 S.137 funds amount of £26,657.46 to a) not be exceeded by the total of the grants made unless another power is available while b) ensuring that the Council retained sufficient funds in the S.137 funds to be used by the Council in emergencies or other circumstances where another power to spend was not available.</p> <p><b>Update 8/1/25:</b> The Parish Council resolved to award grants to the following organisations: Our Bus Bartons £2,000.00, Oxfordshire Mind, £500.00, the Scouts £300.00, William Fletcher School £750.00. Grants will be paid in April .Further information is required for consideration from the Village Hall and the PFC concerning their grant applications.</p>
14	<p>Council to consider the Internal Audit quotations</p> <p><b>Update 4/12/24:</b> The Parish Council resolved to accept the quotation from D. O'Brien for Internal Audit services.</p> <p>Issue closed</p>
15	<p>Council to consider the Clerk's additional hours</p> <p><b>Update 8/1/25:</b> The Council resolved to pay the Clerks additional hours worked between December and January.</p> <p>Issue closed</p>
16	<p>Council to consider OALC training for new Councillors</p> <p><b>Update 8/1/25:</b> The Council resolved to approve the OALC training request for new Councillors x 2.</p> <p>Issue closed</p>
17	<p>Council to consider contracts for .gov email and website</p> <p><b>Update 8/1/25:</b> The Council approved the contracts and annual costs for .gov email and website domain with Easyspace for a 4 year fixed term. The Council approved to the design/build/hosting of the new YPC website with Thornhill &amp; Co.</p> <p>Issue closed</p>
18	<p>Council to consider training to attain GPC (CiLCA)</p> <p><b>Update 8/1/25:</b> The Council resolved to approve the OALC training to attain GPC (CiLCA).</p> <p>Issue closed</p>
19	<p>Council to consider VAT advisor's recommendations</p> <p><b>Update 8/1/25:</b> The Council resolved to undertake all of the VAT advisor's recommendations and also approved of the offer from the advisor to liaise with HMRC on behalf of the Council.</p>

Signed as a correct record:

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20	Council to consider reviewing the Clerk's job evaluation <b>Update 8/1/25:</b> The Council resolved to undertake a revised review of the Clerk's job evaluation.
21	Council to consider training in contracts of employment <b>Update 8/1/25:</b> The Council resolved to review employment contracts in light of additional training once completed.
22	Council to consider Clerk's annual leave entitlement <b>Update 8/1/25:</b> The Council resolved to bring the Clerk's annual leave entitlement in line with the 2022 NALC agreement and the statutory requirement.

The meeting ended at 10.00pm

Date of next meetings:

Wednesday 22nd January 2025 at 6.30pm at Yarnton Village Hall – budget meeting.

Wednesday 12th February 2025 at 6.30pm at Yarnton Village Hall – ordinary Parish Council meeting.

Attachment I	
<b>Recurring payments from 28/11 to 31/12:</b> <ol style="list-style-type: none"> <li>1. Scribe, direct debit</li> <li>2. Ricky Smith</li> <li>3. Village Hall – rental of office space</li> <li>4. Tetbury Accounting - Payroll Administration</li> <li>5. Function 28</li> <li>6. M Rudge Trees</li> <li>7. Nest, direct debit</li> <li>8. Clerk's salary</li> <li>9. Littlemarsh Groundsman's wages</li> </ol>	

Signed as a correct record:

Date:

## Attachment 2

### Payments (Inc-VAT) from 28/11/24 to 31/12/24:

Date	Description	Amount
30 Nov2024	Bank Service Charge	-11.10
06 Dec2024	B/P to: Steve Parkinson	-3156.00
06 Dec2024	B/P to: Castle Water	-172.89
19 Dec2024	Residents plants and bulbs	-100.00
19 Dec2024	B/P to: OALC	-72.00
19 Dec2024	B/P to: SLCC	-190.00
19 Dec2024	B/P to: M Rudge Trees	-480.00
19 Dec2024	B/P to: M Rudge Trees	-900.00
20 Dec2024	Direct Debit (EDF ENERGY)	-223.00
27 Dec2024	B/P to: FIONA MAWSON	-123.00
27 Dec2024	B/P to: L Whitley	-40.30
27 Dec2024	B/P to: Ian M Middleton	-98.40
31 Dec2024	Bank Manual Credit - Handling Charge	-0.30
31 Dec2024	Bank Service Charge	-8.25

### Receipts from 28/11/24 to 31/12/24:

Date	Description	Amount
16 Dec2024	Central England CoOp	950.00
27 Dec2024	Bank Credit	7.61

**24/2025**

### District Councillors Report:

District Councillor Report for Yarnton Parish Council Meeting 8 January 2025

### Major changes are planned for how local government will be structured.

Cherwell District Council is currently in discussions with Oxford County Council and other geographically adjacent Councils about the proposals contained in the recently published government White paper on Local Government reorganisation and devolution.

A very broad summary of the proposals:

there will be two strands of reform, which will not be simultaneous. The first strand is to be enacted before the second.

- Local Government Reorganisation (LGR)
  - Devolution
1. LGR will merge District and County councils to form Unitary Councils. (Town and Parish Councils will not be affected by the changes). This first wave of council reorganisation is expected to be completed within this parliamentary term.
  2. Devolution will see the creation of new higher tier authorities, under which groups of Unitary Councils will be combined.

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13/2025

These higher level Strategic Authorities (or in some cases, Mayoral Authorities) will have slightly varying titles, depending on their structure, and whether or not they have an elected mayor (most will have). Strategic Authorities will each oversee a population of around 1.5m

### **Cherwell Local Plan Review 2042**

The Proposed Submission Plan (designated a Regulation 19 Document) has been issued for public consultation. It sets out the strategies, policies, figures and plans that are proposed to guide the Council in meeting the District's needs and challenges in the coming decades. Residents can view the Submission Plan and comment on it up to 25 February online at <https://www.cherwell.gov.uk/local-plan-review-2042-submission> . Paper copies can be viewed at the Library. Residents with accessibility requirements can phone the Council on 01295 221779.

### **Local Area Coordinator**

Cherwell District Council, in collaboration with the County Council, is in the process of designing the role for this new appointment in Kidlington. In outline: the coordinator will act as a referral and advice/support interface between residents, the Councils and other bodies and external support agencies. Councillors are waiting for further details, in particular whether the role will cover Yarnton and Begbroke.

### **Dorothy Walker**

District Councillor Kidlington West

**24a/2025**

### **The County Councillor's Report:**

Happy New Year from all your local Green Councillors! Here's our report from January although due to the Christmas break there isn't too much to update on. As always this report covers the Kidlington East District ward and Kidlington South County Division (represented by Ian).

### **Local Government Reorganisation**

Central government issued a white paper on what they are saying is devolution of power to local authorities from Whitehall. This would essentially involve abolishing District Councils and reformatting the County Council into a Unitary Authority. It's then proposed that several Unitary Authorities would be combined into one strategic authority which may include an elected Mayor.

The haste with which these proposals have been announced only 6 working days before the Christmas break with the requirement for a response from County Councils by the 10<sup>th</sup> January has raised great concerns within all tiers of local government.

There is little clarity on exactly how any of this will work or what the true timetable would be. The idea that areas like Oxfordshire could accomplish the switch to a unitary authority where all local government responsibilities would be taken on, as well as then combining with other regional authorities is quite daunting. There is also some question as to if local government elections will be postponed this year and perhaps next year.

It seems that OCC will be the authority who has to take this decision on behalf of all the district councils and it remains to be seen which direction they will go in. It also remains to be seen if we would be looking at one huge

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Oxfordshire wide unitary or some other smaller divisions. This could open up the possibility of the City Council bidding to become a unitary on their own. The problem with that is that they would be too small which leads to concerns that they could seek to have their boundaries re-drawn which could mean areas like Kidlington and the surrounding villages absorbed into a Greater Oxford.

At the moment this is all unclear, which makes the government's timetable and deadlines for all this even more difficult to deal with. However it seems that we have little real choice over IF this goes ahead, just that we will need to do our best to make sure the final outcome is something we can all work with.

The other factor that would seem adverse to that outcome is the lack of local consultation as part of this process. This is something that deeply concerns us as Greens. We are keen to ensure that democracy remains at a local level rather than decisions being taken by large remote authorities or mayors. We also need to ensure that the connection that residents have with local representative remains.

Finally, in terms of parish councils there's nothing in the white paper to cover their future role. They may well end up responsible for a much larger set of functions or they could also be abolished. At this point no one knows. So this is something we all need to be concerned about at all levels.

## **Flooding**

Following a meeting of agencies involved in flood defence and drainage instigated by the County Council Cabinet member for the environment Cllr Pete Sudbury in November, The Oxfordshire strategic flood risk group has been set up to look at all the issues surrounding flooding and water management. The group will include representatives from the city and district councils, Thames Water, the Environment Agency, the Northeast Cotswold Farmer Cluster, landowners and community flood resilience groups.

More details are available on the OCC website <https://news.oxfordshire.gov.uk/new-flood-risk-group-set-up/>  
Section 19 flood investigation reports continue to being prepared by OCC as the Lead Local Flood Authority for Yarnton and Kidlington. As many people as possible should report flood damage to OCC so they have a complete picture of what is going on. Previous information suggests that only some areas are at risk but we know that there are more. The problem may be down to residents not wanting to report in case it impacts the value of their houses.

[www.oxfordshirefloodtoolkit.com/emergency/report-flood/](http://www.oxfordshirefloodtoolkit.com/emergency/report-flood/)

If they are not aware of the problem then people will get overlooked.

OCC Highways have started to clear more gullies and are looking at areas where drainage infrastructure has failed. Ian also asked a further question at the December full council meeting about the drainage system at Mill End in Kidlington and who is responsible for its upkeep. He is continuing to press for action to remedy problems there.

## **Campsfield House**

We are continuing to pursue this through the planning department at CDC although it seems clear that the government aren't really concerned to ensure that the local planning authority are kept properly informed.

## **Sports Survey Strategy**

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This has received a number of responses and a further targeted survey has been sent to sports groups in the area with an offer from Kidlington Councillors to meet with representatives from the club in due course.

### **2040 Draft Local Plan**

The Regulation 19 consultation is now underway. Residents can respond via the CDC website at <https://cherwell.citizenspace.com/planning-policy/cherwell-local-plan-review-2042/>

All comments must be submitted by 11:59pm on Friday 14 February 2025.

### **Begbroke Crossing A44**

Work has now begun on this project and should be completed within 6-8 weeks. This is great news for Begbroke after so many years of campaigning to get this vital crossing installed.

### **ANPR for Kidlington High Street**

Ian has been pressing for this to be installed for nearly 2 years to monitor parking in the area. This is to replace the rising bollard which has never worked. It now looks like this will go ahead in the next few months subject to agreement from the cabinet member due to there being a few objections raised during the consultation period.

### **Glebe House**

A formal planning application has now been lodged by Mcarthy Stone to redevelop this site into an assisted living and care home operation.

### **OUFC Stadium Proposals**

Just before Christmas OUFC lodged over 130 additional documents on the planning portal relating to this application. The official date for responses is the 16<sup>th</sup> January but it's understood that comments will still be accepted beyond that date until around the end of January.

There were meetings between Kidlington and Gosford Parish Councils and OUFC at the end of 2024. Nothing particularly new was revealed apart from further confirmation about road closures which are currently planned to be for 45 minutes either side of kick off and the end of games. The transport plan is being examined by OCC with respect to this. OCC has also engaged outside consultants to examine the proposal. Currently the National Highways Agency are objecting the proposals.

There is still apparently going to be an application for a bridge to access the proposed stadium site although no details have been made available about that.

It's likely that there will need to be a new consultation on all of the above which will be launched soon but that is yet to be confirmed.

Ian also tabled a question at OCC's December Full Council meeting asking why amount that OUFC say they will provide for the upkeep of Stratfield Brake Sports ground has been redacted in the Community Collaboration Agreement. The response was that OUFC were insisting on this for reasons of commercial confidentiality which Ian continues to dispute.

### **Budget setting**

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CDC and OCC are well into the budget setting process and both councils will be holding meetings in February to formally submit the budget for the forthcoming year. The public consultations on both budgets are now closed.

### **OCC bid to become Carbon Negative**

OCC has become the first local authority to set a target of going beyond net zero to look at carbon removal from its own estate meaning the council will actually be removing carbon from the environment as well as not producing any further carbon itself.

### **OCC citizen's assembly on central Oxfordshire Transport schemes**

This is planned for February and was the subject of a motion brought by the Labour group on OCC which called for a CA to be set up even though it was already in the pipeline.

### **Motion opposing the Badger Cull**

Ian's motion on opposition to the badger cull along with a proposal that the cull should not be permitted on OCC owned land was passed at the December full council meeting. It now needs to be ratified by the Cabinet.

### **New CDC Offices**

The new offices at Castle Quay Shopping Centre in Banbury are close to completion and the big move should happen around March.

### **CDC new Housing allocation scheme**

This was ratified by the Executive at the meeting on 6<sup>th</sup> January and includes new eligibility criteria including those who have suffered domestic abuse and armed forces veterans.

### **Ian Middleton**

Oxfordshire County Councillor

Signed as a correct record:

Date: