

THE MONTHLY MEETING OF THE PARISH COUNCIL WILL BE HELD ON  
**WEDNESDAY 13 MAY 2026 AT 7.30 PM** IN THE LILAC ROOM, THE VILLAGE HALL. YOU  
ARE HEREWITH SUMMONED TO ATTEND THE ABOVE MEETING.  
THE BUSINESS WILL BE AS DETAILED BELOW

Mr Steve Smith, Clerk and Proper Officer

## **AGENDA**

- 1) Election of the Chairman** - see Briefing Pack
- 2) Election of the Vice-Chairman** - see Briefing Pack
- 3) Members Present**
- 4) Apologies**
- 5) Public Participation** - standing orders will be suspended for a period of up to 20 minutes to allow members of the public to address the Council in relation to the business on the agenda or request matters to be discussed at a subsequent meeting. Please note that this is limited to a maximum of 5 minutes per member.
- 6) To approve the Minutes of the Parish Council meeting of 1 April 2026**
- 7) County/District Council Matters**
- 8) Parish Councillors - Disclosure of interests on agenda items**
- 9) Review of delegation arrangements to committees and appointment of representatives to other organisations:**
  - a Review of the terms of reference for committees**
  - b Appointment of members to existing committees and representatives to other organisations**
  - c Appointment of members to new committees**

- see Briefing Pack
- 10) Annual Governance Statement 2025/26** - DD to report
- 11) Internal Audit Report 2025/26** - DD to report
- 12) Accounts for Year Ended 31st March 2026** - DD to report
- 13) The Annual Governance and Accountability Return (AGAR)** - DD to report

**14) Insurance Review** - see Briefing Pack

**15) PLANNING**

- a) Application No: **26/00508/HHD** - 21 Mill Meadow, Ducklington  
PROPOSAL: Erection of single storey side extension to garage, and associated works  
APPLICANT: Mr Gavin Shephard  
Town and Country Planning Act  
- see Briefing Pack
  
- b) Application No: **26/00750/HHD** - Oxlease Barn, Course Hill Lane, Ducklington  
PROPOSAL: Erection of single storey extension and conversion of existing garage to create extra living space. Construction of an oak framed carport along with addition of new vehicle access gateway. Replacement of existing rooflights, installation of an additional rooflight to east elevation, a Dormer window to west elevation and solar PV panels to south and west elevations.  
APPLICANT: Mr and Mrs Scott  
Town and Country Planning Act  
- see Briefing Pack
  
- c) Application No: **24/02878/RES** - Land East of Witney Rd, Ducklington (the Moors)  
PROPOSAL: Reserved Matters application for Appearance, Landscaping, Layout and Scale together with associated works for 105 dwellings.  
APPLICANT: Mr John Brooks  
Town and Country Planning Act  
- MB to report (also see Briefing Pack)
  
- d) Neighbourhood Plan - PL to report

**16) Matters Arising from Previous Meetings and Standing Items:**

- a) Hotel - SV to report
- b) Village Hall - SV/JG to report
- c) CCTV Camera Log - see Briefing Pack
- d) Village Newsletter - see Briefing Pack
- e) Projects Committee - MB to report (also see Briefing Pack)
- f) Nature Plan/Wild Ducks - JG to report
- g) Village Pond - JG to report
- h) Village Events Committee - MB/JG to report
- i) EV Microhubs - JG to report (also see Briefing Pack)
- j) Annual Parish Meeting - DD to report
- k) Unity Trust Bank Purchase Card Application - DD to report
- l) Grass Cutting Contract - DD to report

- m) Sycamore Tree at Peel Close - DD to report
- n) Annual Risk Assessment - DD to report
- o) Annual Review of Internal Controls - DD to report
- p) Annual Inspection of External Assets - DD to report
- q) Annual Investment Policy Review - DD to report
- r) Review of Financially Supported Bus Services - PL to report

#### **18) New Business**

- a) Noticeboard in Bus Shelter - see Briefing Pack
- b) 'Little Library' - see Briefing Pack
- c) Mickleton Against Inappropriate Development (MAID) - see Briefing Pack
- d) Cottsway Community Fund 2026–27 - see Briefing Pack
- e) OCC Community Transport Grants 2026-27 - see Briefing Pack
- f) Speed Indicator Device (SID) on A415 - see Briefing Pack

#### **19) Playgrounds / Cemetery / Litter / Open Spaces / Sports Pavilion / Sports Field / Allotments**

- a) Playgrounds - Inspection Report - DD to report
- b) Chalcroft Play Area - Safety Concerns - see Briefing Pack
- c) BBQs on Parish Land - MB to report (also see Briefing Pack)
- d) Cemetery Management - DD to report
- e) Litter Picker's Report - see Briefing Pack
- f) Village / School Car Park - Drainage Issues - see Briefing Pack
- g) Sports Pavilion - Changing Room and Toilet Project - DD/JG to report (also see Briefing Pack)
- h) Allotments - Renewal of Tenancy Agreement - see Briefing Pack
- i) Allotments - JD to report

#### **20) Finance**

- a) Account Balances/Bank Reconciliation/Debts - see Briefing Pack
- b) Invoices due for Payment - as per Payments Schedule in Briefing Pack

#### **21) Other comments/ matters for next Agenda**

- 22) Date of next meeting:** Annual Parish Meeting - Thursday 28 May 2026,  
Main Hall, Village Hall at 7.00 pm