

**BODICOTE PARISH COUNCIL**  
**MINUTES OF A PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 19<sup>th</sup> FEBRUARY 2025**  
**AT 7.15PM AT CHURCH HOUSE, CHURCH STREET**

**PRESENT:** Cllrs. J. Washburn, A. Conley, D. Hingley, P. Jackson, R. Pattenden, J. Slade and C. Watts

Christine Coles (Parish Clerk) and two members of the public

**25/12. To receive apologies**

Cllr Sacha (personal) and Cllr Elmitt (personal)

**25/13. Co-option of new Councillor**

Khym Corrigan was co-opted onto the Parish Council and signed the Acceptance of Office form.

**25/14. Public session** *(Members of the public are invited to address the council. The session will last for a maximum of fifteen minutes with any individual contribution lasting a maximum of 3 minutes)*

Two residents of the Cotefield Estate were at the meeting. They have been in contact with Remus who are the managing agent. Cala instructed Remus to maintain the conveyed areas as outlined in the TP1. They are not involved in discussions between Cala and CDC regarding which areas are adopted. Currently the land is still owned by Cala. Owners are responsible for maintenance until the adoption process has taken place. This matter is with Cherwell District Council to process the Deed of Variation and land transfer to the Parish Council. Cllr Hingley agreed to chase CDC.

**25/15. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda** *(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business)*

No interests were declared.

**25/16. Acceptance of the minutes of the last meeting held on 15<sup>th</sup> January 2025**

The minutes of the last meeting were approved and signed.

**25/17. County Council and District Council matters**

- *To receive reports from County and District Councillors*

District Cllr Hingley gave the following report. A budget meeting of CDC will be held on Monday 24<sup>th</sup> February. It is a balanced budget without cutting major services. The move to Castle Quay is happening and almost complete. Options are being considered for Local Government reorganisation. An option is to merge with West Oxfordshire and Mayoral Strategic Authorities in Oxfordshire, Buckinghamshire and Berkshire are being considered.

The 5 year land supply was discussed. Due to the changes in the National Planning policy Framework, the local figure has changed. Action is needed to meet this supply. Cherwell's need has increased from 706 homes to 1118. Recent decisions by the Planning Inspectorate means that sites planned to help Oxford's housing needs must be factored into an overall assessment of housing land supply. The result is the district can only demonstrate a forward supply of 2.3 years. There are lots of homes with planning permission and awaiting construction. This does not count towards the land supply.

The findings from Banbury Vision 2050 consultation are being reviewed. OCC passed their budget last week. There will be increased funding for flooding and potholes. District Cllr Pattenden sits on the Health Improvement Board which is part of the Health and Wellbeing Board. They are looking at three local wards included in the top 10% impoverished areas. There is a disparity of physical outcomes. One metric being looked at is the children who are overweight and this is linked to poverty. Cllr Watts asked if 'Too Good to Go' could be promoted but this is a service that connects customers to restaurants and stores that have surplus unsold food.

- *To receive an update on the Transfer of the Cotefield Site.* There is no update.
- *To discuss the Proposed Submission (Regulation 19) Cherwell Local Plan Review December 2024 and agree a response.* A response has been drafted and it was approved.

*Action: The Parish Clerk to forward the response to CDC.*

- *Neighbourhood Plan (NP) matters*
  - To approve the costs to proceed, receive an update on the grant funding and note next steps.* The fee for work on a Neighbourhood Plan comes to £30,638.00. The Parish Council will be eligible for full grant funding from Locality for £18,000.00. This will reduce the cost to £12,638.00. Costs can be reduced if the PC prepare consultation material and summary reports. A grant of £3957.00 has been received for work to take place in February and March. It was agreed to continue working on a NP. Having a plan in place would help generate additional receipts from the Community Infrastructure Levy (CIL) on development in the parish.
  - To consider becoming members of ONPA to help with the Neighbourhood Plan.* The cost is £25.00 and it was agreed it would be beneficial to become a member.

#### **25/18a. Planning matters; New applications**

- *25/00087/F, Proposed single storey front extension at 33 Blackwood Place.* It was agreed to support.
- *24/03042/F, Removal of existing first floor chalet roof and erection of full second storey on existing footprint and new 55 degree double gable roof with solar pv panels. Erection of front porch, replacement of rear facing windows, new rooflights to front and rear, and new side facing window at Glen Barry, 19 Broad Gap.* Supported with comments.

#### **25/18b. Planning matters; determined**

- *24/03270/F, Variation of condition 2 (Approved drawings) and removal of conditions 3 (Bricks), 4 (Schedule of materials), 5 (Driveway details), 6 (Cycle Parking) and 7 (Replacement tree) of 23/01419/F at Silverdale, Weeping Cross.* Granted by CDC.
- *24/03232/NMA, Maintain the vertical glazed separation and replace the horizontal glazing with an EDPM flat roof. The flat roof section will still be set 150mm lower than the main roof section to re-create the impression of separation. The overall roof height has been raised by 95mm to allow for a minimum 150mm gap between structures for ease of maintenance (proposed as non-material amendments to 24/00177/F) at Reapers Cottage, 15 High Street.* Approved by CDC.

- 24/03339/F, Pergola within garden to North and West of main house and small infill section to existing site boundary wall to North side of the site at Sunset, 3 Malthouse Lane. Granted by CDC.

#### 25/19a. Financial/administration report

- *To note up to date bank balances*  

Total	£124,768.39 (excluding Bodfest a/c)
Business Premium Account	£82,232.37
Community Account	£218.00
<u>Business Premium Account</u>	<u>£42,318.02</u>
Business Premium Account (Bodfest)	£14,016.44
- *To consider new S137 funding requests.* Two new requests had been received. The first request was from ARCh (Assisted Reading for Children). They provide support to help children read at Bishop Loveday School. The second request was from Volunteer Driver Service/Citizens Advice West Northants & Cherwell. They offer community transport for people who have no means to get to medical appointments and deliver food parcels. It was agreed to support both requests.  
*Action: The Parish Clerk to process the payments.*
- *To consider an increase in burial/memorial fees.* The latest burial/memorial fees were circulated. It was agreed to increase by 4% and they will take effect from 1<sup>st</sup> April 2025.  
*Action: The Parish Clerk to update the new fees and send to Humphris Funeral Partners and Edd Frost.*
- *To consider the services of a Data Protection Officer.* The data protection scheme would include obtaining specialist advice for the council on matters such as how to handle Freedom of Information requests, subject access requests and loss of sensitive information. This is an opt-in service with an additional charge of £50.00 depending on the level of uptake. It was agreed to express an interest.
- *To approve the content of the next newsletter.* A proof had been circulated and the content agreed.  
*Action: Cllr Slade to send the newsletter to the printers.*
- *To process four new funding applications from the allocation of ex Bodfest money.* Four new applications had been received. Arts & Crafts Kids Club/Longford Park Community Centre (£500.00), Banbury Cricket Club (£500.00), 1<sup>st</sup> Banbury Brownies at Chasewell Community Centre (£300.00) and the Grange PTFA (£500.00). It was agreed to process the payments.

#### 25/19b. Passing of invoices for payment

Cllr Slade proposed that the following accounts be approved for payment, seconded by Cllr Conley and carried unanimously. **IT WAS RESOLVED** that these payments be made:

- £90.00 to Mrs P Evett (litter picking)
- £90.00 to Vision ICT (website February)
- £807.76 to Parish Clerk and £72.60 to HMRC (February)
- £90.19 to Parish Clerk (expenses)
- £436.61 to Thomas Fox Landscaping (vegetation work on The Rydes, Weeping Cross)
- £93.63 to Microshade Business Consultants Ltd (emails)

**25/20. Environmental matters/quotes**

- *To discuss maintenance of the alleyway between Chapel Lane and The High Street (opposite the Plough).* There are large tree branches from a property overhanging the alley which obscure the streetlight within the alleyway. This creates a dark and gloomy passageway, especially in the winter. It was agreed to send a letter to the homeowner.  
*Action: The Parish Clerk to send a letter.*
- *To discuss the repair of the broken fencing on the flyover and quote from Thomas Fox Landscaping.* The broken fencing by the flyover was reported on Fix My Street. The land is not public highway and is a private unadopted area. Thomas Fox did quote to repair the fencing but it was agreed to remove the fencing and not replace it.
- *To consider the quote from Thomas Fox Landscaping for the work on the shrubbery at Keyser Road.* This matter has been discussed over the last eighteen months following an email from a local resident to consider planting more trees. A meeting was held with Thomas Fox. The plan is to remove the shrubs which are overgrown and choked with weeds. Once the green is opened up a large specimen tree of a native species would be planted with a circular bench below the tree. The cleared shrub areas would be laid to grass with spring bulbs. The quote is in two parts. The first cost, to cut down the three shrubs and lay turf, is £1953.00 & VAT. The second cost, to remove the slabs and old bench and lay turf is £998.30 & VAT. It was agreed to accept both costs. The work will be carried out w/c 24<sup>th</sup> February and be complete before the bird nesting season starts.

**25/21. To receive the following correspondence**

- *CDC, Increase in dog bin emptying charges.* The prices are increasing from 1<sup>st</sup> April 2025 from £1.80 to £1.90 per bin.
- *CDC, Spring Clean 2025.* Contents noted.
- *Villager, Land on the Cotefield estate.* Already discussed.
- *OCC, Proposed parking restrictions on White Post Road.* The Parish Council support the proposed restrictions but they require proper enforcement. The PC will ask if a further discussion can take place.

**25/22. Matters for consideration at the next meeting**

Progress on white gates

**25/23. To note next meeting date**

Wednesday 19<sup>th</sup> March 2025 at 7.15pm

There being no other business the meeting closed at 8.15pm.

Signed

Dated 19<sup>th</sup> March 2025

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