

BODICOTE PARISH COUNCIL
MINUTES OF AN ANNUAL COUNCIL MEETING
HELD ON WEDNESDAY 21ST MAY 2025
AT 7.15PM AT CHURCH HOUSE, CHURCH STREET

PRESENT: Cllrs. J. Washburn, A. Conley, K. Corrigan, C. Elmitt, P. Jackson, J. Sacha, J. Slade and C. Watts
Christine Coles (Parish Clerk) and one member of the public

Before the meeting began, Cllr Washburn asked everyone to remember both Ray Phipps and Pat Cowan who had passed away recently. Ray was a previous Councillor and Chair of the Parish Council and Pat, a Councillor who was interested in planning matters.

25/46. Elections

Election of Chair

It was proposed by Cllr Slade and seconded by Cllr Conley that Cllr Washburn be Chair. She signed the acceptance of office form.

Election of Vice-Chair

It was proposed by Cllr Elmitt and seconded by Cllr Corrigan that Cllr Slade be Vice-Chair.

25/47. To receive apologies

Cllr Hingley (work), Cllr Pattenden (work) and District Cllr Blakeway (work)

25/48. Public session (*Members of the public are invited to address the council. The session will last for a maximum of ten minutes with any individual contribution lasting a maximum of 3 minutes*)
No matters were raised.

25/49. 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*)

Cllr Watts declared an interest as a member of the ex Bodfest committee.

25/50. Acceptance of the minutes of the last meeting held on 16th April 2025

The minutes of the last meeting were approved and signed.

25/51. County Council and District Council matters

- *To receive reports from County and District Councillors.*
There were no reports.
- *To receive an update on the transfer of land south of Blackwood Place and Molyneux Drive and north west of Coteheld Farm.*

Correspondence is ongoing between Cherwell District Council, Cala Homes and the Parish Council copied in. An explanation for a Deed of Variance was given. The current 'wording' of the S106 states that the Land Transfer will be undertaken from Cala to Cherwell DC. The 'Deed of Variation' seeks to change the S106 'wording' to enable a Land Transfer directly from Cala to the Parish Council. An invoice to cover CDC legal costs is listed under the payment section and CDC are waiting for this invoice to be paid. It was agreed it should be paid.

Action: The Parish Clerk to query the 'Deed of Variation' and why the land is being transferred direct from Cala to the Parish Council.

Signed

Dated 18th June 2025

353

25/52. To note progress to date of the Neighbourhood Plan

The two consultation events were held in May at Church House, during a day and one evening. Attendance was fair. The Chair thanked Cllr Sacha and Cllr Elmitt for hosting the consultation events. To date 54 surveys have been completed. The deadline is 31.05.25.

Action: Cllr Elmitt to put a note on Social Media about the deadline for responses to the survey.

25/53a. Planning matters; New applications

No new applications had been received.

25/53b. Planning matters; determined

- 25/00205/F, RETROSPECTIVE – Variation of Condition 2 (plans) of 23/03472/F – change of design to rear elevation size at 30 Blossom Field Road. Withdrawn by applicant.
- 25/00665/F, Replacement glazed roof to existing side extension, new windows and block up of existing door at 23 Sideleigh Road. Granted by CDC.
- 25/00665/F, Single storey side extension and a new front entrance porch at 31 Park End. Granted by CDC.
- 25/00443/F, Alterations to and conversion of garage to annexe at The Gables, Weeping Cross. Granted by CDC.

Councillors acknowledged that retrospective applications are on the increase.

25/54. Governance

- a) To review and agree the risk assessment for 2025/26
The risk assessment has been updated to include an IT policy. It was agreed to accept it.
Action: A copy to be attached to these minutes.
- b) To adopt Model Standing Orders 2025 and Financial Regulations 2025
An up to date version of Model Standing Orders and Financial Regulations were circulated. It was agreed to accept the new versions.
Action: The Parish Clerk to update the website.
- c) To adopt the following policies
 - I. Biodiversity – This is a new policy and it was approved.
 - II. Privacy – This is a new policy and it was approved.
 - III. Equality and Diversity – This is a new policy and it was approved.
 - IV. Councillor and Clerk Training – This is a new policy and it was approved.*Action: The Parish Clerk to place the new policies on the website.*
- d) To review dates and place of meetings for 2025/26.
Meeting dates for 2025 will be 18th June, 16th July, 17th September, 15th October, 19th November, 10th December, 21st January 2026, 18th February 2026 and 18th March 2026.
Meetings will take place in Church House, Church Street.

25/55a. Financial/administration report

a) To note up to date bank balances	
Total	£136,418.45 (excluding Bodfest a/c)
Business Premium Account	£82,523.22
Community Account	£218.00
<u>Business Premium Account</u>	<u>£53,418.45</u>
Business Premium Account (Bodfest)	£11,265.84

- b) *To approve the budget sheet for 2025/26*
A budget sheet for the coming year was circulated and approved. It is a working document and will be reviewed every quarter.
Action: A copy to be attached to these minutes.
- c) *To consider a debit card for council purchases.*
This came from the internal audit as personal debit cards were used to purchase Parish Council goods. It was agreed to order a debit card from the bank. A policy to be agreed at the next meeting.
Action: The Parish Clerk to contact Barclays.
- d) *To discuss the insurance renewal and consider a Fixed Rate agreement for 3 years with Clear Councils*
Insurance costs are increasing each year. Clear Council have offered a fixed rate agreement for 3 years. The premium for this coming year is £1182.54. It was agreed to approve the cost.
- e) *To approve the S137 spending limit for 2025/26.*
It was agreed to set aside £2K from Parish Council funds and £7K from the Bodfest allocation of money. To make a total of £9K.
- f) *To approve a new funding application from the Bodfest allocation.*
A new application was received from Bodicote Players to purchase new curtains for productions. It was agreed to give them £350.00.
- g) *Internal Audit*
i. *To receive and review the report from the Internal Auditor*
The internal audit has been completed and signed off. The following matters were noted:-
- The current Standing Orders and Financial Regulations are out of date. Newer versions have been approved.
 - Use of a debit card for purchases. Personal debit cards were used to purchase goods. It has been agreed to order a debit card and agree a policy in June.
 - Better internal control processes. The budget sheet is to be reviewed quarterly. It was agreed the budget sheet will be reviewed quarterly (June, September, December and March). Two Councillors to confirm the bank reconciliation ties up with the bank statement on a quarterly basis. The Chair and Cllr Slade will confirm the bank reconciliation on a quarterly basis.
 - Four policies were missing, Privacy, Biodiversity, Training and Development and Equality and Diversity. All policies have been approved and will be added to the website.
 - To investigate proper back up service provision from a third party for PC files.
- Action: The Parish Clerk to seek further advice.*
- e) *External Audit*
I. *Section 1 – To consider and respond.*
Section 1 was approved and signed by the Chair and RFO.
- II. *Section 2 – To consider and agree the figures*
Section 2 was approved and signed by the Chair and RFO.
- III. *Electors Rights – To note the dates for the Exercise of Public Rights*
The dates are 9th June to 21st July.
- IV. *Statement of Variance – To consider the Draft Statement of Variance*
This document was accepted.
Action: Notices will be put on the noticeboard and website. Documents to be returned to the External Auditor by 30th June 2025.

25/55b. Passing of invoices for payment

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

Signed

Dated 18th June 2025

355

- £52.00 to ICO (Data protection fee renewal)
- £70.00 to Community First (membership)
- £165.00 to Mr M G Rogers (NP banners)
- £13.98 to Parish Clerk (stationery for NP consultation events)
- £240.00 to Troy Hayes Planning Ltd (NP printing)
- £105.00 to Mrs P Evett (litter picking)
- £2086.18 to Thomas Fox Landscaping (grass cutting)
- £101.28 to Microshade Business Consultants Ltd (emails)
- £90.00 to Vision ICT (website)
- £807.76 to Parish Clerk (salary) and £72.60 to HMRC
- £90.34 to Parish Clerk (expenses)
- £2000.00 to Cherwell District Council (Deed of Variation fee for the transfer of the land south of Blackwood Place and Molyneux Drive and north west of Cotefield Farm)
- £302.40 to Account-Ant (Yorkshire) Ltd (internal audit)

25/56. To discuss setting up a community bike health check event and the promotion of local cycleways
This event will support the community and help the environment. Free bike health checks will be offered. The circular walk and national cycle ways will be promoted. £500.00 from the ex Bodfest money will be allocated. A date of 19th July has been discussed and Kingsfield and the village hall will be booked to hold the event.

25/57. To discuss the following environmental matters

- The quote to install a new dog bin on Wykham Lane (£150.04 & VAT), to install larger dog bins to replace smaller dog bins (£201.00 & VAT), to strim the verge on Water Lane every two weeks (£15.00 & VAT per visit) and to trim back overgrown vegetation at Weeping Cross on the footpath near the sign (£134.00 & VAT). The Parish Clerk to query the difference in price to install a new dog bin and replace small with big bins. The other prices for work at Water Lane and Weeping Cross were accepted.

Work in cemetery

- To re-edge the pathways and remove the spillover of soil and silt on the kerb lines. The quote is £536.00 & VAT. It was agreed to accept the price.
- To carry out an application of herbicide to the wall at the cemetery to keep the weeds at bay six times a year. The quote is £75.00 & VAT. It was agreed to accept and ask if six applications are necessary.

Action: The Parish Clerk to contact Thomas Fox.

25/58. To receive the following correspondence

- 4th Corner Landscaping, New Services. This is a local family business who are passionate about the countryside and offering dedicated litter picking services and biodiversity planting improvements. A litter picker is already in place but they will be considered for biodiversity projects.
- Villager, Anti social behaviour in the cemetery. A pot was recently damaged at the cemetery. The shelter is old but provides an area for people to sit or stand. Another solution will be considered.

25/59. Matters for consideration at the next meeting

- Overgrown vegetation on Lamp post in Wykham Lane
- Advice for the planting of plants/flowers near to the bee hive in the cemetery

Signed

Dated 18th June 2025

356

- Speedwatch – more volunteers are needed
- Faulty street light in Chapel Lane
- CDC sign missing from Broad Gap side

25/60. To note next meeting date and time
18th June 2025 at 7.15pm

There being no other business the meeting finished at 8.20pm.

Signed

Dated 18th June 2025

357

DRAFT

RISK MANAGEMENT-

May '25

Severity: L = Low, M = Medium, H = High

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTIONS
<i>Budget deviations</i> 1	Lack of planning Duty of care into Question	L	H	Prioritise expenditure Review quarterly Monitor reserve allocation
<i>Financial shortfall</i> 2	Inability to finance emergency events inability to finance service charges and wages mis-management	L	H	Proper Budget setting Accurate Precept request Adequate reserves Monitor Reserve allocation Expense monitoring
<i>Inadequacy of precept</i> 3	Services not provided Inability to carry out functions No funds for contingencies	L	H	Monitor progress with budget. Ensure sufficient reserves for contingencies Forward planning Monitor public concerns of facilities
<i>Failure to use grants for intended purpose</i> 4	Lack of sufficient funds for project s.137 may be claimed back Investigation into use of funds	L	M	Clear minutes/procedures Funds to be ring fenced Follow up on use separate s.137 record
<i>Keeping proper financial records</i> 5	Inadequate financial control	L	H	Regular scrutiny of records Proper expense process Clear Standing Orders signatures on cheques and stubs checked
<i>Poor quality Council Reporting</i> 6	Poor decision making Councillors ill informed	L	H	Agenda to councillors in time to allow information gathering on items. Councillors agree on requirements
<i>Loss of Key staff</i> 7	Failure of budgetary controls. Correspondence backlog. Reduced provision of services	L	H	Succession Plan Clear office procedures Clear budgetary process up to date job descriptions Appraisal system
<i>Failure to respond to electors' wish to right of inspection</i> 8	Loss of confidence Loss of respect Possible action against councillors	L	L	Clear standing orders Documented procedures to deal with enquiries from the public Minutes available to public

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTIONS
<i>Poor document control</i> 9	Information not passed on in a timely manner Deadlines missed Lack of achievement	L	M	Clear Standing orders Clear Job descriptions maintain up to date to do list
<i>Compliance with law</i> <i>Health & Safety</i> <i>Equal Opportunities</i> <i>Data Protection</i> <i>Human Rights</i> <i>Disability/Discrimination</i> <i>Employment</i> <i>PAYE</i> 10	Fines & Penalties Action for negligence Action for grievance Loss of reputation	L L L L	H H H H	Clear Policies and procedures. Regular review of current laws
<i>Provision of services</i> 11	Loss of reputation Poor public image	L	M	Statement of management for service Regular scrutiny
<i>Ensure all business is within legal powers</i> 12	Illegal expenditure or actions	L	H	Record in minutes precise power under which action/ expenditure approved eg.sec 137
<i>Proper, timely, accurate reporting of council business</i> 13	Confusion, misunderstandings, actions not reflecting councils intentions	L	M	Approval by council Minutes properly numbered Master kept in safe place
<i>Meeting deadlines/ timetables</i> 14	Reputation Ineffectual involvement	L	L	Documented procedures to deal requests enter onto to do list
<i>Lack of relevant skills and commitment</i> 15	Fail to achieve purpose Council's decision making by-passed Poor value for money	L	H	Training Monitor attendance and councillors activity on PC business
<i>Council dominated by individual</i> 16	Conflict of interest Decisions outside council Lack of democratic process Opportunity for all councillor to air views lost.	L	H	Clear standing orders for conduct of meetings Each councillor to respond to agenda items Business conducted within council
<i>Councillors personally benefiting</i> 17	Reputation Councillor may be reported	L	M	Clear standing orders Open system of payment Interests to be declared
<i>Failure to register interests</i> 18	Reputation Personal benefit	L	M	Procedures in place
<i>Lack of maintenance of council property</i> 19	High cost of eventual repair 3rd party injury Damage to 3rd party property	L	H	Regular survey Regular maintenance Insurance cover fixed entry on to do list
<i>Damage to council prop by 3rd party or act of god</i> 20	Legal liability as owner High repair cost Loss of asset Disruption Damage to person or other property	L	H	Insurance cover Alarm systems Maintain asset register physical review regularly adequacy of insurance fixed entry on to do list

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTIONS
<i>Damage to services</i> 21	Claim against council	L	L	Public liability Insurance
<i>Loss of cash</i> 22	No Cash held			
<i>Loans</i> 23	No loans in existence			
<i>Embezzlement</i> 24	Insufficient funds for commitments	L	H	Adherence to financial controls. All councillors to satisfy themselves of appropriateness of expenditure
<i>Data Protection</i> 25	Ensure we are in compliance with the GDPR	L	L	Following the advice provided by OALC
<i>Privacy</i> 26	Releasing of personal data	L	L	Minimum details held by the clerk only
<i>Pandemic</i> 27	Loss of revenue Ability to meet to make decisions	L	L	No rentals Legislation permitted virtual meetings Standing orders amended
<i>Newsletter</i> 28	Produce a newsletter Deadlines not met	L	L	Monitor and keep to agreed programme for publication and delivery PC to approve content
<i>Social Media</i> 29	Post notices and important information	M	H	Ensure information is correct
<i>IT Policy</i> 30	Keep council business secure and legal when using IT equipment and software	L	M	Using .gov.uk email addresses Backing up files in a secure way

**BODICOTE PARISH COUNCIL
2025-26 BUDGET SHEET**

2024-25 ACTUAL SPEND EXC VAT	EXPENDITURE	2025-2026 BUDGET
	Staff costs	
£10,564.00	Clerks salary	£11,000.00
£331.00	Home working and expenses	£350.00
	Highways/Village	
£10,754.00	Grass/Vegetation maintenance	£11,500.00
£17,072.00	Parish Maintenance/Repairs	£7,500.00
£17,581.00	Street Furniture	£4,500.00
£3,189.00	Churchyard Maintenance	£4,000.00
£3,424.00	Cemetery Maintenance	£4,000.00
	Charitable Donations	
£14,300.00	S137 grants (£7,000.00 Bodfest £2,000.00 PC)	£9,000.00
	Sundries	
£95.00	Merlin Close Play area	£1,000.00
£297.00	Church Clock	£600.00
£2,914.00	Admin Costs	£5,000.00
£1,439.00	Emails	£1,500.00
£1,235.00	Website	£1,400.00
£728.00	Newsletters	£1,000.00
£0.00	Election charges	£2,500.00
£0.00	Remembrance Day parade	£500.00
£6,607.00	Neighbourhood Plan	£12,600.00
£0.00	Bodicote Circular Walk	£1,000.00
£6,757.00	VAT	£6,000.00
£97,287.00		£84,950.00
	INCOME	
£38,772.00	Precept	£39,160.00
£2,140.00	Grass Cutting grant	£2,140.00
£978.00	Bank Interest	£500.00
£6,757.00	VAT Refund	£6,000.00
£3,957.00	Grants (NP)	£18,000.00
£1,340.00	Burial/Cemetery costs	£500.00
£80,000.00	Miscellaneous	£0.00
£133,944.00		£66,300.00
	Reserved Funds	
	6 months running costs	£25,000.00
	Neighbourhood Plan	£12,600.00
	Village gates (3 sets)	£15,000.00
	Merlin Close play area	£33,400.00
		£86,000.00