

**BODICOTE PARISH COUNCIL
MINUTES OF A PARISH COUNCIL MEETING
HELD ON WEDNESDAY 17TH SEPTEMBER 2025
AT 7.15PM AT CHURCH HOUSE, CHURCH STREET**

PRESENT: Cllrs. J. Washburn (Chairperson), A. Conley, C. Elmitt, D. Hingley, P. Jackson, J. Slade and C. Watts

Christine Coles (Parish Clerk) and two representatives from Barrett Redrow.

25/97. To receive apologies

Cllr K. Corrigan (personal) and Cllr J. Sacha (personal), Cllr R. Pattenden (personal) and District Cllr G. Blakeway (personal)

25/98. 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*)
There were no members of the public present.

25/99. 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*)
The Parish Clerk declared a pecuniary interest in item 25/108 as a Trustee of Bodicote Welfare Fund.

25/100. Acceptance of the minutes of the last meetings held on 16th July 2025 and 4th September 2025
The minutes of the last two meetings were approved and signed.

25/101. Update on progress from the previous minutes

- *Tree work around the village following the tree survey.* The following dates have been given for tree work to be carried out. 14th-16th October (The Rydes and Cemetery), 22nd-23rd December (Town Furlong) and 12th-14th January 2026 (Bodicote Flyover).
- *Landscape management at Keyser Road.* The Parish Council are waiting for a work date from Thomas Fox. Once this is received a letter drop will be prepared and posted. Cllr Sacha agreed to attend on the day when the initial work is being done. Then Cllr Sacha will draft a planting plan in consultation with the residents.
- *Neighbourhood Plan* – The Parish Clerk has asked CDC for a redesignation of the neighbourhood area based on current parish boundaries.

25/102. To receive an update on the emerging housing-led development at land north east of Oxford Road, West of Oxford Canal and East of Bankside (ref 19/01047/OUT) from representatives of Barrett Redrow

Jonathan Walton and Stuart Grant attended the meeting on behalf of Barrett Redrow. Mr Walton will be looking after community engagement. Archaeological digging work will start in late October. Stuart Grant is the External Project Manager. They will be updating the parameters plan which is not a major change and looking at the Design Code and what everything will look like. There are reserved sites for a secondary school and Banbury United Football Club. There will be sports pitches and pavilions and a Public Right of Way will be maintained as it is.

Signed

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Construction access was going to be at the T-junction at Weeping Cross but this has been changed. It is now going to be further along the Oxford Road, nearer to a layby going towards Adderbury. The public access for the sales office will be via Longford Park. Further detail is currently being developed and there will be a website for the project. The developers have reached out to all affected local areas such as Bodicote, Banbury, Adderbury and Longford Park and relevant County Councillors. Councillors noted concern about traffic but this application has already been passed and a transport assessment has been done.

Action: Mr Walton will pass contact details for Mr Grant to the Clerk.

Mr Walton and Mr Grant left the meeting at 7.30pm.

25/103. County Council and District Council matters

- *To receive reports from County and District Councillors.*

Cllr Hingley gave the following County and District report. The recycling bins by the Bodicote House entrance are well used. However glass is often seen on the floor which is dangerous. Councillors to let Cllr Hingley or Cllr Pattenden know if this continues to be a problem. CDC are working on their budget. There is a substantial funding gap and a lot of work is being done on inefficiencies and savings. Business rates will be reset and CDC will lose out substantially. They are lobbying central government. Work continues on Local Government Reorganisation and Devolution. A decision will be made by Central Government in Spring 2026. A new Cultural Strategy is coming out which will support work at the Mill, Banbury Museum and the library. Cllr Hingley sits on the Oxfordshire Nature Partnership. Parking outside local schools continues to be a problem and Cllr Hingley met Bloxham Primary School recently to discuss their concerns. The County Cllr Priority Fund is open to fund suitable projects. The new speed limit on Oxford Road has been approved. 9000 houses have been agreed at Heyford Park. Cherwell District Council's refuse lorries are making a shift to more environmentally friendly Hydrotreated Vegetable Oil (HVO), which will power approximately 90 vehicles starting in autumn 2025. Other general matters included a demolished barrier near to the pedestrian lights by Canal Lane. Cllr Hingley to pass this to a different Councillor. Part night lighting was discussed. Tramway Industrial Estate is extremely dark. There has been an improvement to local bus services but some timings could be improved to get passengers to Oxford earlier in the morning. The underground car park by the Mill was mentioned as it is empty most of the time. It could be used for public parking.

- *To receive an update on the transfer of land south of Blackwood Place and Molyneux Drive and north west of Cotefield Farm. There is no update.*

25/104a. Planning matters; New applications

- *25/01982/F, The conversion of the garage and link to the main house to form an annexe for permanent carer and additional alterations to extend and alter the layouts for disabled access in and around the property at Saint Brannock, 11 Sideleigh Road. No objections by PC.*

25/104b. Planning matters; determined

- *25/01710/TCA, Cedar (T1) - Re-reduction of the cedar by approximately 1.5 metres back to previous sycamore (T2) - Re-pollarding of the sycamore to approximately 2.5-3 metre above ground level. cherry (T3) - Re-reduction of the cherry by the garage by approximately 1.5 metres back to previous. plum (T4)- Reduction to approximately 4 metres in height. pear (T5) - Reduction to approximately 4 metres in height.*

Signed

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Cherry (T6) - Reduction to approximately 4 metres in height. Cherry (T7) - Reduction to approximately 4 metres in height at Hornton End, Broad Gap. No further comments or objections by CDC.

25/104c. Other planning matters

- Case No 25/00331/ENF, Land levels to plot 11 on land at Tappers Farm, Oxford Road. A site visit has been carried out and CDC are assessing the information. An assessment will be made on appropriate next steps.

25/105. Financial/administration report

a) To note up to date bank balances

Total	£122,828.63 (excluding Bodfest a/c)
Business Premium Account	£82,797.35
Community Account	£200.00
Business Premium Account	£39,831.63
Business Premium Account (Bodfest)	£10,820.31

- b) To approve a payment under S137 expenditure, £500.00 to 1st Bodicote Guides. The payment was agreed.

Action: The Parish Clerk to process the payment.

- c) To receive the External Audit report and note the closure of the audit. The audit is complete and a report received. Some matters were raised by the Internal Auditor including Bank Reconciliations and review of policy documents and these have been addressed. Insufficient information was provided with the supporting data with regards to significant variances. This should be provided with the annual submission. Box 11A was not completed. The form was resubmitted. The report was accepted and the closure approved.

- d) To approve the advertising of the availability of S137 funds. The advert would be displayed on the noticeboards and website from 1st October until 31st December 2025. Applications will be reviewed in January/February 2026.

- e) To review Q2 spend versus budget. An updated budget sheet was circulated. The Parish Council are working to budget.

Action: The Parish Clerk to attach a copy to these minutes.

- f) To approve engagement of the Internal Auditor for 2025/26. It was agreed to accept the engagement of SD Audit and Consulting for 2025/26.

Action: The letter will be signed by the Clerk and returned.

25/106. Village matters

- a) To discuss setting up a youth forum. Younger people were at the bike event in July and showed an interest in attending a future meeting to discuss ideas for youth provision.

Action: Cllr Watts to invite them to a future meeting.

- b) To discuss Speedwatch and the handing back of equipment. 5 volunteers have signed up to help but this is not enough volunteers to carry out regular checks. The equipment will be handed back to Thames Valley Police. Thanks was given to Cllr Elmitt for her work.

- c) To approve the purchase of winter bedding plants for the bed on Wykham Lane. It was agreed to approve the cost of £18.00.

- d) To start discussing Christmas preparations. Costs for a pre-lit Christmas tree will be looked at. Locations were discussed and whether the shop is the right place for the tree. It could be placed near the Millennium sign.

Action: The Chair to speak to the shop owners.

e) *To discuss the purchase of a maypole.* Maypole dancing is a traditional European folk dance and any village organisation would be able to use the maypole if purchased. The school have offered to store it. The purchase cost is £461.59 & VAT.

Action: The principle was agreed. The Parish Clerk to contact the ex Bodfest committee to ask if they can apply for a grant.

25/107. 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:

£1356.00 to WGT Fencing (repair of damaged fence in Merlin Close play area)

£124.80 to Parish Online (mapping software)

£90.00 to Vision ICT (website)

£101.28 to Microshade Business Consultants (emails July)

£101.28 to Microshade Business Consultants (emails August)

£101.28 to Microshade Business Consultants (emails September)

£101.28 to Microshade Business Consultants (emails October)

£1108.80 to Smith of Derby Ltd (three year church clock service)

£96.00 to Playsafety Ltd (play inspection at Merlin Close)

£241.20 to Thomas Fox Landscaping (cutting at the front of the cemetery)

* £662.45 to Thomas Fox Landscaping (installing one new dog bin and changing three)

£748.80 to Cotefield Treecare (removal of dead cherry tree on Town Furlong)

£93.75 to Mrs P Evett (litter picking July)

£535.50 to Moore (external audit)

£2122.18 to Thomas Fox Landscaping (mowing and strimming in July)

£643.20 to Thomas Fox Landscaping (work to tidy path in cemetery)

£117.99 to Mrs P Evett (litter picking August and new litter picker)

£2212.18 to Thomas Fox Landscaping (mowing and strimming in August)

£78.00 to Vision ICT (Biennial fee for .gov.uk domain renewal)

£60.00 to Vision ICT (SSL certificate renewal)

* £600.00 to Vergobee (annual beehive rental)

* Payment to Thomas Fox. A new pole is needed to hold the larger dog bin on Broad Gap.

Action: The Parish Clerk to order from Glasdon UK.

* Payment to Vergobee (annual beehive rental)

Action: The Parish Clerk to query how many visits and what work was carried out over the last year before payment is made.

The Parish Clerk left the meeting whilst this agenda item was discussed.

25/108. To receive an update on the closed play area at Kingsfield and damaged gym equipment

The play area has been closed off whilst funds are found to repair the damaged floor. The charity are asking for £40,000.00 to carry out the repairs. Cllr Hingley has offered to speak to CDC about the \$106 money from Arbor Park which is currently allocated to the village hall. The Parish Council would like to see three quotes for the repair to the surface floor. They are allowed to give an interest free loan which must be paid back.

Action: The Parish Clerk to get more details about a loan and possible implications.

Signed

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The Parish Clerk re-entered the meeting and informed Councillors about the damaged gym equipment which they had purchased in 2014. One sit up board is cracked and parts cannot be obtained any more. A replacement unit would cost £2034.00. It was agreed to put this on hold as other urgent work in the play area is needed. The sit up boards will be removed. The cross walker requires repairing and the combi unit will be repaired under warranty.

25/109. Environmental matters

To discuss updating the specifications for maintenance of the grassed areas. The specifications for the cemetery, churchyard, flyover land, Keyser Road, flower bed on Wykham Lane and walkways from the Rydes were last updated in 2021.

Action: Cllr Sacha and the Parish Clerk to meet and review the specifications. They will be updated and sent to Thomas Fox.

To approve the quote to clean the Millennium sign. The cost is £280.00 & VAT. It was agreed to accept the cost.

Action: The Parish Clerk to confirm this with Thomas Fox.

To discuss winter preparations and extra salt bins. It was agreed to not purchase any more salt bins.

25/110. The following correspondence was circulated.

CDC, The Duchess of Kent – Book of Condolence. Noted and on the website.

CDC, Cherwell Local Plan Review 2042 – Submission. Noted.

25/111. To note next meeting date and time

Wednesday 15th October 2025 at 7.15pm

There being no other business the meeting closed at 9.05pm.

Signed

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BODICOTE PARISH COUNCIL

2025-26 BUDGET SHEET

2024-25			2025-26	2025-26	2025-26	2025-26
ACTUAL SPEND	EXPENDITURE	2025-26	Spend to end	Spend to end	Spend to end	Spend to end
EXC VAT		BUDGET	June	September	December	March
	Staff costs					
£10,564.00	Clerks salary	£11,000.00	£2,641.00	£3,521.00		
£331.00	Home working and expenses	£350.00	£90.00	£191.00		
	Highways/Village					
£10,754.00	Grass/Vegetation maintenance	£11,500.00	£2,565.00	£7,129.00		
£17,072.00	Parish Maintenance/Repairs	£7,500.00	£1,325.00	£2,171.00		
£17,581.00	Street Furniture	£4,500.00	£2,585.00	£3,185.00		
£3,189.00	Churchyard Maintenance	£4,000.00	£1,239.00	£2,478.00		
£3,424.00	Cemetery Maintenance	£4,000.00	£676.00	£2,240.00		
	Charitable Donations					
£14,300.00	S137 grants (£7,000.00 Bodfest £2,000.00 PC)	£9,000.00	£510.00	£934.00		
	Sundries					
£95.00	Merlin Close Play area	£1,000.00	£0.00	£1,210.00		
£297.00	Church Clock	£600.00	£0.00	£924.00		
£2,914.00	Admin Costs	£5,000.00	£1,613.00	£2,163.00		
£1,439.00	Emails	£1,500.00	£253.00	£422.00		
£1,235.00	Website	£1,400.00	£400.00	£665.00		
£728.00	Newsletters	£1,000.00	£0.00	£0.00		
£0.00	Election charges	£2,500.00	£0.00	£0.00		
£0.00	Remembrance Day parade	£500.00	£0.00	£0.00		
£6,607.00	Neighbourhood Plan	£12,600.00	£379.00	£377.00		
£0.00	Bodicote Circular Walk	£1,000.00	£0.00	£0.00		
£6,757.00	VAT	£6,000.00	£1,824.00	£4,034.00		
£0.00	Other	£500.00	£0.00	£2,000.00		
£97,287.00		£85,450.00	£16,100.00	£33,644.00		
	INCOME					
£38,772.00	Precept	£39,160.00	£19,580.00	£39,160.00		
£2,140.00	Grass Cutting grant	£2,140.00	£0.00	£0.00		
£978.00	Bank Interest	£500.00	£158.00	£846.00		
£6,757.00	VAT Refund	£6,000.00	£8,742.00	£13,346.00		
£3,957.00	Grants (NP)	£18,000.00	£0.00	£0.00		
£1,340.00	Burial/Cemetery costs	£500.00	£1,469.00	£1,587.00		
£80,000.00	Miscellaneous	£0.00	£0.00	£0.00		
£133,944.00		£66,300.00	£29,949.00	£54,939.00		
	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 (commuted sum)	£32,227.00				
		£84,827.00				