

BODICOTE PARISH COUNCIL
MINUTES OF AN ANNUAL PARISH COUNCIL MEETING
HELD ON WEDNESDAY 20TH MAY 2026
AT 7.15PM AT CHURCH HOUSE, CHURCH STREET, BODICOTE

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

Christine Coles (Parish Clerk), one member of the public, Mr M Bell of Power On and Mr T Howe of Rogers Civil Engineering (RCE)

26/61. Elections

Election of Chair and signing of Acceptance of Office

It was proposed by Cllr Sacha and seconded by Cllr Jackson that Cllr Washburn be Chair. She signed the Acceptance of Office form.

Election of Vice-Chair

It was proposed by the Chair and seconded by Cllr Conley that Cllr Slade be Vice-Chair.

26/62. To receive apologies

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

26/63. 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*)

A member of the public spoke about the noticeboard by the village hall which has rotten legs. This noticeboard is shared between the village hall and Parish Council but is not on the Parish Council's asset register.

26/64. 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*)

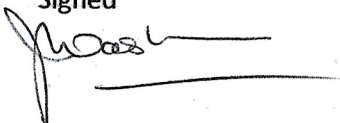
No interests were declared.

26/65. To receive an update from Power On on the electrical project for housing behind Banbury Rugby Club

The Chair first said that feedback from residents about their work had been positive. Their work was tidy and the workmen were polite. Mr Bell went on to say they have tried to get the work done as quickly and tidily as possible and are ahead of schedule. Work on the Oxford Road was challenging and they were in the local news. They planned their work around the school times and tried their best not to cause any issues. They have received more compliments than complaints. The worst time was the multi way lights at Weeping Cross and traffic lights being in place in Adderbury at the same time which caused delays for drivers.

Work has started on Ells Lane and Wykham Lane and both roads are closed. Work started on Ells Lane on 18th May and the road will reopen on 27th May. The garden centre is open. The team are liaising with the Warriner School and Tudor Hall School. The schedule will be amended so that exam times are not interrupted at Tudor Hall School. Wykham Lane will be shut during the day and access to the farm shop is via the A361. Collaborative work is ongoing as National Grid are doing upgrade work and MV Kelly have built a balancing pond to take drainage to a jetty.

Signed



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Two teams are working on Wykham Lane and the road will be shut for four weeks. They will need to return to carry out some minor works. Work to resurface Wykham Lane was planned separately by Highways but this will be rescheduled after this work has been done. The road near the cemetery was mentioned which is dangerous for drivers. RCE will patch the road where they are working and if they can. Consideration was given to this work being carried out across fields but it is all private land. The utility companies would rather use highways for access and safety. Health and safety is important. Traffic lights will go back on Broad Gap. The traffic lights being jumped was mentioned which causes further issues and causes more delays with timings.

Mr Bell and Mr Howe thanked the Parish Council for being allowed to speak and they left the meeting.

26/66. Acceptance of the minutes of the last meeting held on 15th April 2026

The minutes were approved and signed as a true record of the last meeting.

26/67. Update on progress from the previous minutes (for information only)

There were no updates to give.

26/68. County Council and District Council matters

- To receive reports from County and District Councillors. The Councillors were not present due to other work commitments.

26/69. To receive an update on work on the Neighbourhood Plan, agree consultation dates and drop in event dates

Work continues on producing a Neighbourhood Plan. Local green spaces have been identified which acknowledges their character and importance and landowners have been contacted. The owners of Cotefield Farm and Banbury Cricket Club both said they did not want to be included. There will be a consultation on Policy Ideas. The consultation will run from 15th June to 17th July. A flyer will be distributed to each property and two drop in events will be held at Church House in June.

Action: The Parish Clerk to ensure the drop in event detail is prominent on the flyer.

26/70. To receive an update on the transfer of land south of Blackwood Place and Molyneux Drive and north west of Cotefield Farm

A new solicitor at Cherwell District Council is working on the transfer of land and they are currently liaising with Cala Homes.

26/71. Governance

- a) *To review and agree the risk assessment.*

An updated risk assessment was circulated and was accepted.

Action: The Parish Clerk to update the website.

- b) *To review dates and place of meetings*

Meetings will take place in Church House on the third Wednesday of the month, excluding August. The December meeting will take place on the second Wednesday.

- c) *To review the asset register*

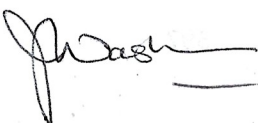
The asset register had been circulated. Three bus shelters are to be removed and it was noted that only the cemetery extension is included.

Action: The Parish Clerk to find out the value of the whole of the cemetery. The register is to be updated.

Signed

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d) *To review the bank signatories and mandate.*

Current signatories are the Chair, Parish Clerk and Cllr Sacha. Two people have to approve each payment.

e) *To confirm eligibility to use the General Power of Competence (GPOC) and consider adoption*

The meeting was informed that with the Clerk holding a recognised professional qualification (Certificate in Local Council Administration) and the Council meeting the electoral mandate of having at least two thirds of the council elected, the Parish Council is eligible to use the General Power of Competence. Resolved - that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965. The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the council adopts the General Power of Competence from 20th May 2026 until the next relevant Annual Meeting of the Council. Proposed by Cllr Elmitt and seconded by the Chair.

Action: The Parish Clerk to place a briefing note on the website.

26/72. Planning matters; New applications

- *26/00921/LB, Variation of Condition 2 (Approved drawings), Condition 4 details of doors & windows) and Condition 5 (Cross Section) of 22/00119/F. Condition 2 - Approved drawings - slight design changes resulting in revised drawings. Condition 4, Details of doors and windows, condition to be removed by way of discharging the condition. Condition 5, 1:20 Cross Section, condition to be removed by way of discharging the condition at The Hermitage, 8 High Street. It was agreed to support.*

26/73. Financial report

a) *To note up to date bank balances*

Total	£109,726.13 (excluding Bodfest a/c)
Business Premium Account	£36,004.20
Community Account	£200.00
<u>Business Premium Account</u>	<u>£73,521.86</u>
Business Premium Account (Bodfest)	£8,180.92

b) *To approve a payment of £1000.00 from the Bodfest allocation to Bodicote Welfare Fund.*
This payment will cover maintenance of the grounds equipment and was approved.

c) *To receive the Year End Budget Monitoring report*

A full report for the whole year was circulated. It was agreed to accept.

Action: A copy to be attached to these minutes.

d) *To agree the budget for 2026/27.*

The budget was circulated and agreed for this new financial year.

Action: A copy to be attached to the minutes.

e) *To consider the list of regular payment*

A list of regular monthly and quarterly payments was produced. It was agreed to approve and will cover invoices that can be paid in between meetings.

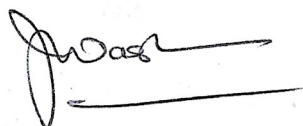
26/74. Passing of invoices for payment

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

Signed

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- £116.88 to Microshade Business Consultants (emails April)
- £301.86 to Vision ICT (website support and hosting)
- £116.88 to Microshade Business Consultants (emails May)
- £87.00 to Mrs P Evett (litter picking April)
- £103.50 to Vision ICT (website April)
- £3540.00 to Troy Hayes Planning Ltd (NP work)
- £103.50 to Vision ICT (website May)
- £57.60 to Thomas Fox Landscaping (Temporary fuel surcharge for April)
- £2313.18 to Thomas Fox Landscaping (Grass cutting and strimming)
- £126.32 to Glasdon UK (new pole for dog bin on Broad Gap)
- £222.00 to Thomas Fox Landscaping (installation of pole for bigger dog bin)
- £1664.97 to Parish Clerk (hours for April and May) and £243.43 to HMRC (tax for April and May)
- £52.00 to ICO (Data Protection Fee)
- £90.00 to J Gardner (bedding plants)

26/75. Cemetery matters

- *To consider adding a new plaque to the new bench and accepting a family donation.* A family have asked if a new plaque can be put on the new memorial bench and have offered a donation of £500.00. To ensure the warranty is not compromised, the family will have to buy the plaque from Glasdon. The donation was kindly accepted by Councillors.
Action: The Parish Clerk to reply to the family.
- *To discuss whether people are allowed to be buried/cremated in the cemetery who have family members in the churchyard.* The enquiry is from a couple who do not reside in Bodicote now but lived here a long time ago. The current regulations are not clear about how long people have had to live here. They will be looked at and updated.
Action: The Parish Clerk to send the burial regulations to Cllr Elmitt.

26/76. To receive the following correspondence

- Thomas Fox Landscaping, Temporary Fuel surcharge update. Thomas Fox have been charging this since 30th March 2026 due to the ongoing global conflict. They are closely monitoring the fuel costs and although there has been a small reduction in price, this has not been significant. They will continue to monitor fuel prices on a weekly basis.
- South Central Ambulance Charity, Thank you email.
- Opus Works, Minor amendment to Parameter plan submission of updated Design Code – Land North East of Oxford Road, West of Oxford Canal and East of Bankside. Noted.

26/77. Matters for consideration at the next meeting

Highway matters including village gates and a site meeting
Councillor vacancy

To add more administrators for the Facebook account

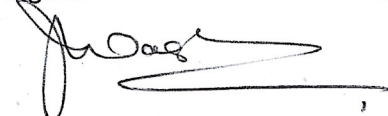
To receive an update from Bodicote Welfare Fund (charity who administer the hall, field and play area)

26/78. To note next meeting date and time

Wednesday 17th June 2026 at 7.15pm

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

Signed



Dated 17th June 2026

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

2024-25			2025-26	2025-26	2025-26	2026-27
ACTUAL SPEND	EXPENDITURE	2025-2026	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	£8,354.00	£11,138.00
£331.00	Home working and expenses	£350.00	£90.00	£191.00	£250.00	£359.00
	Highways/Village					
£10,754.00	Grass/Vegetation maintenance	£11,500.00	£2,565.00	£7,129.00	£8,661.00	£12,569.00
£17,072.00	Parish Maintenance/Repairs	£7,500.00	£1,325.00	£2,171.00	£9,106.00	£16,577.00
£17,581.00	Street Furniture	£4,500.00	£1,485.00	£1,485.00	£2,081.00	£2,781.00
£3,189.00	Churchyard Maintenance	£4,000.00	£1,239.00	£2,478.00	£2,803.00	£3,510.00
£3,424.00	Cemetery Maintenance	£4,000.00	£676.00	£2,240.00	£3,510.00	£3,492.00
	Charitable Donations					
£14,300.00	S137 grants	£9,000.00	£510.00	£934.00	£1,914.00	£3,000.00
	(£7,000.00 Bodfest £2,000.00 PC)					£3,214.00
	Sundries					
£95.00	Merlin Close Play area	£1,000.00	£0.00	£1,210.00	£1,210.00	£1,210.00
£297.00	Church Clock	£600.00	£0.00	£924.00	£924.00	£924.00
£2,914.00	Admin Costs	£5,000.00	£1,613.00	£2,163.00	£2,528.00	£3,100.00
£1,439.00	Emails	£1,500.00	£253.00	£422.00	£591.00	£1,076.00
£1,235.00	Website	£1,400.00	£400.00	£665.00	£965.00	£1,190.00
£728.00	Newsletters	£1,000.00	£0.00	£0.00	£0.00	£383.00
£0.00	Election charges	£2,500.00	£0.00	£0.00	£0.00	£0.00
£0.00	Remembrance Day parade	£500.00	£0.00	£0.00	£0.00	£0.00
£6,607.00	Neighbourhood Plan	£12,600.00	£379.00	£377.00	£3,527.00	£3,527.00
£0.00	Bodicote Circular Walk	£1,000.00	£0.00	£0.00	£0.00	£0.00
£6,757.00	VAT	£6,000.00	£1,824.00	£4,034.00	£6,459.00	£9,222.00
£0.00	Other	£500.00	£0.00	£2,000.00	£2,080.00	£2,107.00
£97,287.00		£85,450.00	£15,000.00	£31,944.00	£54,963.00	£79,379.00
	INCOME					
£38,772.00	Precept	£39,160.00	£19,580.00	£39,160.00	£39,160.00	£39,160.00
£2,140.00	Grass Cutting grant	£2,140.00	£0.00	£0.00	£0.00	£2,140.00
£978.00	Bank Interest	£500.00	£158.00	£846.00	£1,088.00	£1,622.00
£6,757.00	VAT Refund	£6,000.00	£8,742.00	£13,346.00	£13,346.00	£13,346.00
£3,957.00	Grants (NP)	£18,000.00	£0.00	£0.00	£0.00	£0.00
£1,340.00	Burial/Cemetery costs	£500.00	£1,469.00	£1,587.00	£2,204.00	£2,952.00
£80,000.00	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
£133,944.00		£66,300.00	£29,949.00	£54,939.00	£55,798.00	£59,220.00
	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				

PC
Bodfest

**BODICOTE PARISH COUNCIL
2026-27 BUDGET SHEET**

2025-26		2026-27	2026-27	2026-27	2027-28
ACTUAL SPEND	EXPENDITURE	2026-2027	Spend to end	Spend to end	Spend to year
EXC VAT		BUDGET	June (Q1)	September (Q2)	December (Q3)
	Staff costs				
£11,138.40	Clerks salary	£11,450.00			
£358.69	Home working and expenses	£375.00			
	Highways/Village				
£12,569.42	Grass/Vegetation maintenance	£12,947.00			
£16,576.53	Parish Maintenance/Repairs	£7,500.00			
£2,781.49	Street Furniture	£3,500.00			
£3,491.63	Cemetery Maintenance	£3,596.00			
£3,509.99	Churchyard Maintenance	£3,615.00			
	Charitable Donations				
£6,214.14	S137 grants (£5,000.00 Bodfest £2,000.00 PC)	£7,000.00			
	Sundries				
£1,210.00	Merlin Close Play area	£1,000.00			
£924.00	Church Clock	£0.00			
£3,100.26	Admin Costs	£3,193.00			
£1,075.65	Emails	£1,108.00			
£1,190.00	Website	£1,226.00			
£383.00	Newsletters	£1,000.00			
£0.00	Election charges	£1,500.00			
£3,526.64	Neighbourhood Plan	£15,000.00			
£0.00	Bodicote Circular Walk	£500.00			
£9,222.20	VAT	£9,222.00			
£2,107.00	Other	£2,000.00			
£79,379.04		£85,732.00			
	INCOME				
	Precept	£40,139.00			
	Grass Cutting grant	£2,140.00			
	Bank Interest	£1,500.00			
	VAT Refund	£10,000.00			
	Burial/Cemetery costs	£500.00			
	Miscellaneous	£0.00			
£0.00		£54,279.00			
	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			

