

**BODICOTE PARISH COUNCIL**  
**MINUTES OF A PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 17<sup>TH</sup> JUNE 2026**  
**AT 7.15PM AT CHURCH HOUSE, CHURCH STREET, BODICOTE**

**PRESENT:** Cllrs. J. Washburn (Chairperson), A. Conley, K. Corrigan, C. Elmitt, P. Jackson, R. Pattenden, J. Sacha and J. Slade

Christine Coles (Parish Clerk), District Councillor G. Blakeway and one member of the public

**26/79. To receive apologies**

County and District Cllr D. Hingley (work)

**26/80. 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)*

The member of the public asked for an update on the transfer of land on the Cotefield Estate. Cllr Pattenden replied that the new solicitor at Cherwell District Council had chased Cala Homes for an answer to their last email. She also asked how the village will be affected by the new planning regulation which has just been announced. This will be covered under District Councillor reports.

**26/81. 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.

**26/82. Acceptance of the minutes of the last meeting held on 20<sup>th</sup> May 2026**

The minutes were approved and signed as a true record.

**26/83. Update on progress from the previous minutes (for information only)**

There was no progress to report.

**26/84. County Council and District Council matters**

- *To receive reports from County and District Councillors*

Cllr Pattenden spoke about Cherwell District Council (major planning applications) and government designation. Cherwell District Council has been designated by the Secretary of State under Section 62A of the Town and Country Planning Act 1990 in relation to its handling of major planning applications. This designation took effect from 15 June 2026 and will remain in place until it is formally withdrawn. The background to this comes from planning applications which are recommended for approval. CDC are obligated to agree with officers even if they do not agree. This has affected Bloxham whose housing has increased by 25% over the last two years. 330 more houses have been approved. The cumulative effect is not being looked at and the developer takes CDC to court and wins. This means the development goes through and costs have to be funded by the taxpayer. If there are too many appeals after a while the planning committee cannot be trusted. Looking at local developments and in Bloxham, not one development has started yet and cannot be included in the housing land supply.

Signed



Dated 15<sup>th</sup> July 2026

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10,000 houses have approval in the local area but work has not started and is not included until the first spade goes in the ground. This is because there are issues with power and sewage. If local opinion does not count what is the point of Parish Council's. Everyone understands that housing is needed but the infrastructure has to be there. The new designation means that larger developments can go straight to the Secretary of State.

Cllr Sacha asked if there are implications for Neighbourhood Plans (NP) and do they have any value? Cllr Pattenden replied that Bloxham is going to the next stage and it would have made a difference if the NP was in place. This period of designation is indefinite. Decision making is more towards a developer than Cherwell District Council. CDC had a 5.3 year housing land supply before the new government came in and made overnight changes. The housing land supply is now 2.5 years.

Cllr Pattenden gave an update on the sewage in the brook at Bloxham. 72 incidents of sewage overflow were reported in 12 months. This is far more than it should have been. Cllr Pattenden has had a response from the Environment Agency who are aware and looking to put changes in.

Although Cllr Hingley was not present, he has reported potholes in Weeping Cross.

- *OCC, Quiet Lanes pilot programme now open for Expressions of Interest.*

Quiet lanes aim to improve road safety and encourage active travel on suitable minor roads and lanes where they are used by walkers, cyclists, horse riders and local communities. Access is maintained for residents, landowners and emergency services. It was agreed there are no quiet lanes that fit this criteria to put forward in Bodicote.

- *OCC, Cherwell Street (Banbury) Improvements update.*

An update is on the village website. The work is due to be completed in the summer.

**26/85. To receive an update on work on the Neighbourhood Plan**

The consultation on policies and ideas has just started and will run until 17<sup>th</sup> July. Two drop in events have been arranged to take place at Church House and advertised. They are on Saturday 20<sup>th</sup> June from 10.30 to 1pm and Wednesday 24<sup>th</sup> June from 5.45pm to 8.15pm. Flyers have been distributed to each house.

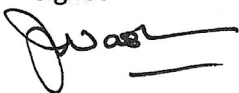
**26/86. To receive an update on the transfer of land south of Blackwood Place and Molyneux Drive and north west of Cotefield Farm**

This matter is still with Cherwell District Council and Cala Homes.

**26/87. Planning matters; New applications**

- *26/00990/F, Reinstatement of pedestrian access point and insertion of a hardwood garden gate at Virginia House, Church Street. Supported by the PC.*
- *26/01259/REM, Approval of reserved matters associated with planning permission ref. 19/01047/OUT dated 06 March 2025 (amended by planning permission ref. 25/02738/F dated 16 January 2026) for the construction of a spine road with associated drainage infrastructure, including sustainable drainage systems, pumping stations, and ancillary utilities to support the wider comprehensive development of the site on land North East of Oxford Road West of Oxford Canal and East of Bankside, Banbury. The Parish Council to give no comment.*
- *26/01102/REM, Approval of reserved matters associated with planning permission Ref: 19/01047/OUT (as amended by planning permission Ref: 25/02738/F) in relation to Residential Parcel 1 (Phase 1) for 200 dwellings and associated access and drainage infrastructure.*

Signed



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The application also seeks to discharge several planning conditions attached to the Outline Approval (and amended under planning permission Ref: 25/02738/F): Condition 10 (Ground and Floor Levels); Condition 11 (Energy Statement); Condition 13 (Footpath/Cycle path Specification); Condition 16 (Phasing Plan); Condition 18 (Construction Environmental Management Plan); Condition 19 (Arboricultural Method Statement); Condition 21 (Surface Water Management Strategy); Condition 24 (Road and Parking Specification); Condition 26 (Archaeological Evaluation and Mitigation); and Condition 28 (Noise) on Land North East of Oxford West of Oxford Canal and East of Bankside. The Parish Council to comment that they would like to see a much stronger planting scheme around the outer boundaries to protect the visual impact on the surrounding countryside.  
Action: The Parish Clerk to respond.

**26/88. Annual Governance and Accountability Return (AGAR) for year ending 31<sup>st</sup> March 2026**

- To receive the internal audit report, discuss recommendations and note the conclusion.

The internal audit has been done and signed off. The recommendations are:

1. To adopt a data protection policy. Agreed.
2. To adopt a records retention policy. Agreed.
3. To look at what baseline cyber controls are in place. Flotek have forwarded a copy of their security report and the main points. The report is detailed and Councillors were happy with the contents.
4. Onedrive is not sufficient to back up files. It was agreed to purchase a portable hard drive.
5. To consider moving away from spreadsheets to a sector specific software package. It was agreed to move to Scribe.

This noted the conclusion of the end of the internal audit.

- To approve and sign Section 1.

It was agreed to approve Section 1 which was signed by the Chair and Parish Clerk/RFO.

- To approve and sign Section 2.

It was agreed to approve Section 2 which was signed by the Chair and Parish Clerk/RFO.

- To note the dates of the Notice of Public Rights.

The notice will be put up on 19<sup>th</sup> June. The dates for the notice are 22<sup>nd</sup> June to 31<sup>st</sup> July.

Action: The Parish Clerk to place the notices on the website and noticeboards and send all the paperwork to the External Auditor before 30<sup>th</sup> June 2026.

**26/89. Governance**

To approve the following policies

- a) Data Protection and Privacy

The policy had been circulated and it was agreed to approve.

Action: The Parish Clerk to place the policy on the website.

- b) Records Retention

The policy had been circulated and it was agreed to approve.

Action: The Parish Clerk to place the policy on the website.

**26/90. Administration matters**

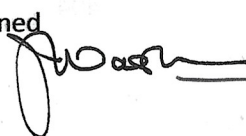
- a) To approve more admin users for the Facebook account.

There are currently two admin users (Cllr Elmitt and the Chair) and it was agreed to add a third which will be the Parish Clerk.

- b) To note the vacancy for a Councillor.

The notice is on the website, Facebook and the noticeboards.

Signed



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c) *To look at the burial regulations.*

The current regulations allow an ex-parishioner in the cemetery if they have at least three years residency in the parish of Bodicote. Proposed changes are to extend this to at least ten years with proof. The exact wording is to be clarified and discussed again at the next meeting.

*Action: Cllr Elmitt to circulate the proposed changes.*

**26/91. Financial report**

a) *To note up to date bank balances*

|                                    |                                     |
|------------------------------------|-------------------------------------|
| Total                              | £110,671.84 (excluding Bodfest a/c) |
| Business Premium Account           | £37,001.98                          |
| Community Account                  | £148.00                             |
| <u>Business Premium Account</u>    | <u>£73,521.86</u>                   |
| Business Premium Account (Bodfest) | £8,180.92                           |

b) *To consider moving to a sector specific software package for the accounts work.*

This recommendation has come from the Internal Auditor. The Parish Clerk has sought advice from other clerks and looked at Scribe. The package has many advantages. The cost is a set up fee of £299 and a monthly fee of £37.00 on a rolling subscription with no minimum term. It was agreed to accept the price.

c) *To consider a long term agreement with Flotek who manage the IT services and license agreements.*

Most councils benefit from agreeing to a longer term commitment. This provides greater stability, better long term value and platform performance and priority access to upgrades, support and new features. The spend is currently £97.40 per month. This could be lowered to £85.80 per month for a 36 month term saving £412.20. It was agreed to accept the long term agreement which will be a cost saving in the long run.

d) *To approve a donation of £1000.00 to Bodicote Welfare Fund from the Bodfest allocation for the purchase of a bike rack and boot washing equipment*

The payment was approved.

*Action: The Parish Clerk to process the payment.*

e) *To consider the quote to remove and stump grind the dead oak tree on Town Furlong.*

The quote to remove and stump grind the dead oak tree is £416.00 & VAT. It was agreed to accept the price. There is another dead cherry tree which the Parish Clerk will report.

f) *To consider the purchase of a portable hard drive to store documents.*

This has arisen from the internal audit as the Parish Clerk uses Onedrive. It can be unreliable as documents are stored for 90 days. It was agreed to purchase a 4TB portable hard drive costing £124.99.

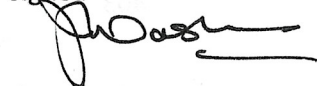
*Action: The Parish Clerk to purchase the portable hard drive.*

**26/92. 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:

- £116.88 to Microshade Business Consultants (emails June)
- £116.88 to Microshade Business Consultants (emails July)
- £78.75 to Mrs P Evett (litter picking May)
- £103.50 to Vision ICT (website June)
- £2313.18 to Thomas Fox Landscaping (grass cutting and strimming)
- £57.60 to Thomas Fox Landscaping (temporary fuel surcharge for May)

Signed



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- £462.00 to Prysebros Ltd (weed killing)
- £1187.54 to Clear Councils (insurance renewal). This is part of a fixed rate agreement until 8<sup>th</sup> June 2028.
- £866.80 to Parish Clerk (hours for June) and £87.40 to HMRC (for June)
- £142.82 to Parish Clerk (expenses)
- £255.00 to Office Elite Ltd (internal audit)

**26/93. Village matters**

- *To receive an update from Bodicote Welfare Fund.* Cllr Conley, the PC representative on Bodicote Welfare Fund gave the following update. The new committee are in the process of organising which jobs people do. An online booking system is being set up and a new groundsperson is in place. A tea party in the park is being arranged for 30<sup>th</sup> August. There is work to do in the village hall and three quotes are needed to obtain the S106 funding. There is a Parish Council filing cabinet in the hall but there is no rush to move it out.

**26/94. To receive the following correspondence**

- *Email from a villager about how decisions are reached and acted on.* The Chair spoke to the villager and explained how some of the decisions had been reached and the action taken. This included the tidying of the Weeping Cross Memorial and the planting work at Keyser Road.

**26/95. Matters for consideration at the next meeting**

Update on planned planting work on Keyser Road

Arrange a meeting with Thomas Fox

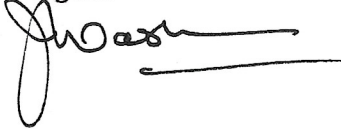
To consider the quote to sand two older benches in the cemetery and fix the damaged wall

**26/96. To note next meeting date and time**

15<sup>th</sup> July 2026 at 7.30pm

There being no other business the meeting finished at 8.11pm.

Signed



Dated 15<sup>th</sup> July 2026

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