

BLEWBURY PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Wednesday 12th March 2025 at 7.00 pm in the Melland Room at the Blewbury Clubhouse.

In attendance: -

Vice Chairman	Lydia Inglis (LI)
Councillors	Sheila Austin (SA), Mark Shayler (MS), Anne Millman (AM), Andy Evason (AE)
Clerk	Liz Cooper (EC/Clerk)
Lengthman	Iain Wood (IW)
District Councillor	Hayleigh Gascoigne (HG)
Members of the public	Wendy Carless

1. To receive & approve apologies for absence
Apologies received & approved for the following Councillors: - D Mathias, L Robinson, J Saunders, A Calder
2. To record any declarations of interests relating to matters in this meeting
None.
3. To receive a report from the County Councillor
None supplied & County Councillor not present.
4. To receive a report from the District Councillor
 - 4.1 Report received & circulated in advance of the meeting. Cllr Gascoigne joined the meeting at 8pm.
Cllr Gascoigne reported that the Great Western Park surgery planning consultation had closed, & that she had asked Planning to change the consultation date to reflect the current planning & not the original from 2018. Cllr Millman asked that a timeline for the surgery to be known as soon as possible, together with the effects this will have on the village surgery.
 - 4.2 Cllr Gascoigne expanded a little on the possibilities of a unitary council.
 - 4.3 Cllr Gascoigne also stated that she is involved in the Didcot Power House launch event (31st March).

Cllr Inglis stated on behalf of the Council how much everyone appreciates how much Cllr Gascoigne does on behalf of the Parish Councils.
5. To cover action points from previous meetings – All
Action points covered & recorded appropriately at Appendix A.
6. To receive the Lengthman's report from Iain Wood
 - 6.1 KAP inspections & repairs
 - 6.1.1 Work at KAP entrance (MS)
Cllr Shayler confirmed that he had completed the work at the KAP entrance. IW will obtain & apply top soil to the mats at the entrance. IW will also tidy up the space just outside of the fence.
Clerk to ask contractor to collect Heras fencing.
 - 6.1.2 Other work carried out (IW)
IW also reported more work required to the tractor following the service.
IW to move loose kerb stones to a safe place.

6.2 Play Space & Trim Trail inspections & repairs

IW reported that minor repairs to various items as per the last inspection will be carried out & BlewShed are happy to help. IW will also obtain a suitable padlock for the gate from the car park into TFF. AM had spoken to Mike Wrottesley of BlewShed to ensure they are not being overloaded with work requests from the Council. Mike confirmed BlewShed were happy to help.

6.3 General work & observations

Cllr Shayler asked that a thank you letter be sent to R Napper for the loan of a telehandler for work on the zip wire structure. Clerk to action.

IW reported that Will Denton, who fixed & then carried out a service on the tractor, was interested in the old Ferris machine, which is out of use. Council agreed that Mr Denton could remove the machine.

7. Open Forum

Wendy Carless attended the meeting & read out a statement on 20mph Vision Zero / Transformation Project in reference to the main roads through Blewbury. The Clerk requested an electronic copy to forward to the Council.

8. To approve previous minutes & report on any matters arising – All Cllrs

8.1 Minutes of the BPC meeting held on 12th February 2025

Council agreed the minutes to be a true record.

9. To hear the Planning Committee Report & Planning Responses – L Inglis

9.1 To agree or ratify the Council's response to the following consultations

9.1.1 P25/V0338/HH 19 London Road, Blewbury

Two storey rear extension & front porch.

Deadline 14.3.25. BPC no objections. Returned 27.2.25

9.1.2 P25/V0264/S73 Oak Hall House, Nottingham Fee, Blewbury

Variation of condition 2 on P24/V1678/HH – extend depth of extension.

Deadline 7.3.25. BPC no objections. Returned 19.2.25

9.1.3 P24/V02620/S73 – amendment. Fieldside Farm. Westbrook Street, Blewbury

Variation of condition 2 & 7 on P24/V1397/FUL. Self-build replacement dwelling.

Deadline 27.2.25. BPC no objections. Returned 24.2.25

9.1.4 P24 V2404/HH & P24/V2405/LB Millbrook Cottage, Berry Lane, Blewbury

Retrofitting of energy efficiency measures, inc. air source heat pump & solar panels in rear garden.

Deadline 3.3.25. BPC no objections. Returned 13.2.25

9.1.5 P18/V1826/RM GP Surgery on Great Western Park, Didcot

Council agreed 'to fully support' this development. Comments returned 19.2.25.

9.1.6 P24/V2671/HH & P24/V2673/LB St Michaels, Church Road, Blewbury

Demolition of rear porch etc.

Deadline 13.3.25. Council agreed no objections. Returned 13.3.25.

9.2 To note planning permissions or refusals received during the month

9.2.1 P24/V0956/FUL & P24/V0958/LB Abners, Church Road, Blewbury
Planning permission & LB consent 28.2.25.

10. To hear an update on Speed Watch & Speed Reduction Measures (Speed Watch representatives)

10.1 Speed Watch report for February

Provided in advance of the meeting & sent to Council.

Data included at Appendix B.

10.2 Speed Reduction Measures update

10.2.1 Mark Francis (Senior Officer - Traffic & Road Safety, OCC), had applied for Road Safety funding in relation to a crossing near Savages on the London Road, but there was not enough funding available. He will still quote for a bollard crossing & wigwag signal. Cllr Inglis suggested waiting for a new OCC Councillor to be appointed after elections in May, & make this a priority with them. The Clerk suggested that a formal case be ready to be submitted to the new County Councillor.

10.2.2 Wendy Carless reported that a group of ten children had created road safety drawings that could be turned in to posters, & that some had already been posted in the village. Wendy stated a second session would be run later in the year to keep momentum going.

11. To hear an update on Finance & Administration from the Clerk

11.1 Financial updates

11.1.1 Bank Reconciliation

The end of month reconciliation for February was sent in advance of the meeting to the Cllr Inglis. This was agreed & signed at the meeting.

11.1.2 Lloyds Bank account funds as of 28.02.25 were: -

Current Account £65,533.25, with receipts for the month totalling £155.00

Deposit Account Reserves £105,607.20. Interest for February £186.16

11.1.3 To hear an update on Business Rates for the Old Scout Hut & Clubhouse

There was no update on this matter. All information is with District Cllr H Gascoigne to investigate.

11.1.4 To hear any other Financial updates

i. Review the transfer of Reserves from the 32-day account

In the last meeting Council agreed to transfer funds of less than £10,000 to the current account, but the Clerk subsequently reported that any transfer must be £10,000 or more. Therefore no transfer had taken place.

ii. Council to agree to transfer funds in excess of £10,000 (as required by 32-day account)

In light of i. above, Council agreed to the transfer of funds from the 32-day account, to the current account as follows: -

- £1,100 reserved for KAP maintenance

- £3,480 of CIL funds to cover the purchase of the new trailer
 - £16,029 of CIL funds to cover the installation of solar panels on the Clubhouse
- Total funds to be transferred £20,609.

Clerk's note: - Transfer of funds requested 13.3.25. Transaction should take place on 14.4.25.

11.2 Administrative updates

11.2.1 Update on the recruitment of a new Clerk – L Inglis/A Millman

Cllr Millman stated that the new Clerk was experienced, qualified & had accepted the role offered. The new contract was being drawn up & a start date was to be agreed. Cllr Millman also stated that there would be slight adjustments to other elements of work as the new Clerk was not from the village.

11.2.2 Council to RESOLVE to move the monthly full council meetings to the third Wednesday of the month with effect from 16th April 2025.

Cllr Inglis stated she had contacted the District Council & OALC regarding moving the meetings dates, & this was not a problem. Council agreed unanimously to resolve to move full Council meeting dates from the second Wednesday to the third Wednesday of the month, with effect from April.

11.2.3 Council to RESOLVE to pay employee salaries on the second working day of the month, immediately following the running of Payroll, which is carried out on the first working day of the month. With effect from 2nd April 2025.

In light of moving the meeting dates on a week, Council unanimously agreed to resolve that employee salaries should be paid the day after payroll, on the second working day of the month.

11.2.4 To hear any other Administrative updates

i. Following the successful installation of the solar panels at the Clubhouse, Cllr Evason, suggested a review of the electricity supplier (Scottish Power) to obtain the best deal on rate of return of electricity. Cllr Evason to follow up.

Cllr Inglis extended thanks on behalf of the Council to Cllr Robinson for overseeing the solar Panels installation & to Cllr Evason for his help.

ii. IW reported that keys had been left in the Old Scout Hut. These were handed to the Clerk.

11.3 To agree two authorisers for payments as detailed below

Cllr Inglis was the only bank signatory present. As all Councillors had received details of the Payments in advance of the meeting, Cllr Inglis would request another signatory to authorise payments.

11.4 To approve payments to be made under the general power of competence and within budgeted amounts as detailed in the table below - All Councillors

Councillors agreed unanimously to all payments as detailed below. Councillors also agreed to delay the payment to SolarKW for the Clubhouse solar panels until Cllr Robinson had confirmed that the whole system was in fact up & running.

Clerk's note: - Cllr Robinson confirmed on 13.3.25 that the whole solar panel system was up & running & the payment to SolarKW was made on 13.3.25.

PAYEE	Description	Amount (inc VAT)
E Cooper/ E Holroyd/I Wood	Clerk, Lengthman, & Hall Administrator salaries & expenses for February	£2990.71
NEST DD	Clerk's pension February*	£140.31
HMRC	PAYE Clerk, Lengthman, Hall Admin & Employer NIC contributions February	£714.19
Biffa Waste Services Ltd DD	Waste services February*	£165.26
BT DD	Clubhouse digital fibre package February*	£36.86
Scottish Power DD	Clubhouse electricity 01.03.25*	£233.00
J Newman	Clubhouse cleaning February	£216.00
Lloyds Bank	Service charge*	£8.50
SSE DD	8.10.24 – 4.2.25 (80% BlewShed to be x-charged / 20% BPC)	£263.32
Blewbury Village Hall	Hire of Vale Room for interviews	£47.50
EE	Clerk's mobile top-up 10.2.25*	£30.00
ICO DD	Annual data protection fee from 22.3.25	£52.00
PPL/PRS	Melland Room music licence fee	£393.54
OALC	Annual membership 25/26	£405.64
Upvolt Oxfordshire Ltd T/A SolarKW	Clubhouse Solar panel installation deposit*	£4007.36
Didcot Plant	Hire of equipment for KAP entrance	£221.71
*Paid to be ratified	Total	£9,925.90
Receipts	Description	Amount
Cemetery fees	Memorial inscription	£60.00
Cemetery fees	New memorial	£95.00
	Total	£155.00

12. To receive an update from VHEMC if available

12.1 EV charger update – LR

Cllr Robinson reported via email that the company who were considering the Village Hall as a host location for an EV charger, decided the investment was not worth their while & declined to proceed. This means the Council may need to pay for the installation themselves, & there are also operational, service & insurance costs to consider. Cllr Robinson to look at new options & consult with the village Hall committee later in the month.

12.2 To hear any other updates – DM

Cllr Mathias not present, so no further updates.

13. To receive an update on all things relating to the operation of the Clubhouse, recreation ground & other concerns in this area – E Holroyd, I Wood, L Robinson

13.1 Clubhouse update

13.1.1 Council to agree to proposed Clubhouse booking fee increases with effect from 1.4.25

Council reconfirmed its agreement to the hire charge increases, with the Residents Daytime Fee being £85.

13.1.2 Clubhouse Admin & income report for February – EH

Received in advance of the meeting & sent to Council. Income for February £806.33.

13.1.3 Clubhouse solar panels update – LR

Installation completed 5.3.25. System fully operational.

13.1.4 Water filters in the Plant Room of the Clubhouse

IW reported that the Council is responsible for the replacement of the filters, but it is not known when this last happened or how often it should happen. IW & Cllr Evason to take a look as spare filters are already held. Also to raise via the next Clubhouse working group meeting.

13.2 Recreation ground update – D Mathias, I Wood

13.2.1 Creation of Recreation Ground Maintenance Working Group

Cllr Inglis reported that the Amazons representative did not want to sign any recreation ground maintenance agreement. Cllr Mathias to meet with Amazons representative to discuss further. The working group should be made up of sports team representatives & one or more members of the Council (including the Lengthman).

13.3 Old Scout Hut & Tractor Shed update – A Calder / D Mathias

No further updates as all moves were complete.

13.4 To hear any other updates

None.

14. To receive an update on all aspects of TFF & car park – M Shayler / I Wood

14.1 Play area / trim trail update

- Zip wire repair update, inc. timescale & inspection

Cllr Shayler stated he needed to make some modifications to the repairs & reinstatement of the zip wire & would work on this when time allowed, with assistance from IW.

14.2 New Skate Park / Cycle Track update - A Calder

The Clerk stated that three tenders were returned by the deadline & had been shared with the Councillors concerned for examination. As none had appeared to have received the tenders, the Clerk would send out again via email.

14.3 Old Skate Park removal alternative – L Inglis

Cllr Inglis had received an enquiry regarding the removal of the old skate park separate to the tenders mentioned above. This is on hold until the tenders have been examined.

15. To receive an update on Risk Management & Compliance – A Calder

15.1 Update on Asset List review

The asset list review was almost complete. The Clerk confirmed to Cllr Calder the office equipment held, & IW had checked all equipment held by the Lengthman.

16. To receive an update on issues relating to the Environment – A Millman

16.1 Information from Sustainable Blewbury (SB)

16.1.1 Cllr Millman stated that the community litter pick would take place on Saturday 15th March.

16.1.2 Cllr Millman stated that the Nature Reserve would now be open all year round, based on Thames Water recommendation. Dogs would not be allowed in the nature reserve.

16.1.3 Cllr Millman said a Quaker Wood launch & community event is being planned in conjunction with the BVS.

16.2 Any other environmental & bio diversity issues

16.2.1 To hear any updates on: -

i. Highways Engagement activity

- a. Cllr Millman reported that Thames Water were providing tankers at the pumping station frequently to alleviate sewerage/water problems particularly in the Berry Lane area. Cllr Millman had written to residents regarding this work & awaited any responses.
- b. Cllr Austin also reported severe sewerage problems at the bottom of the Ladycroft estate. Residents here are in touch with the County Council, but with little response. Cllr Austin requested support from the Council to get action & Cllr Millman will assist.
- c. Cllr Millman also reported that the corner of Westbrook Street, Heather Way & Church End was dry once again. Cllr Millman has written thanks to the people concerned.
- d. Cllr Millman confirmed that flood alleviation work by OCC on Church End, now consisted of the installation of a pipe across Berry Lane from the vicinity of the bridge on Church End. Information had been requested by both the Clerk & Cllr Millman as to the full works intended, & why this was different from original discussions. No further information was available at the time of this meeting.
- e. Cllr Millman reported flood alleviation work stemming from Boham's Road to the London Road & top of Westbrook Street, had money allocated in the OCC budget for 25/26. OCC have already carried out investigations in this area. Cllr Millman suggested organising a face to face meeting with OCC & BPC to re-establish what works were planned & when.

Cllr Austin proposed & Council agreed, to a vote of thanks to Cllr Millman for all her continued hard work on flood alleviation measures in the village.

ii. Fixmystreet super users

There are now 2 fixmystreet superusers in the village, who can mark-up & report problems within the village only (not on main roads).

16.2.2 To hear any other updates

Cllr Inglis stated that the previously fenced off footpath up Cow Lane (to protect sheep) was now open again.

17. To receive an update on any issues relating to Footways, Footpaths, rights of way and open spaces – M Shayler, I Wood, L Inglis

17.1 Footpath gravelling update – MS

Cllr Shayler stated that footpath gravelling would take place when his time allowed & he would let Cllr Inglis (& others) know in order for notices to be issued to the village in advance, & for volunteers to help to come forward.

17.2 Any other update on Footways, Footpaths, Rights of Way & open spaces in & around the village – All

17.2.1 Replacement bench in Play Close

Cllr Saunders provided an update via email in her absence. The person requesting a replacement bench in the Play Close would now approach the PCC for permission. Cllr Saunders recommended this bench should be firmly fixed to the ground.

17.2.2 Armillary Launch

Cllr Saunders suggested this take place during the summer.

18. To receive an update on any outstanding consultations – All Councillors

None.

19. To agree actions from this meeting – All

Agreed.

20. To agree the date/venue of the next meeting(s) of the Council – All Councillors

Next full council meeting is on Wednesday 16th April 2025 at 7.00pm in the Melland Room at the Clubhouse.

As this was the Clerk's last Council meeting, Cllr Inglis, on behalf of the Council, thanked the Clerk for all her hard work & diligence on keeping the Councillors on the straight & narrow, & for being outstanding in her role as Clerk. She will be missed very much & the Council wished her well for the future.

The meeting finished at 8.25pm.

NO.	ACTIONS FROM MARCH MEETING	WHEN BY
1.	Clerk to ask contractor to remove Heras fencing from KAP	Actioned
2.	IW to carry out minor repairs (with help from BlewShed) as per last RoSPA report	April meeting
3.	IW to obtain padlock for TFF gate	ASAP
4.	Clerk to write thank you to R Napper re loan of telehandler for zip wire work	Actioned
5.	Clerk/IW to ask Will Denton to remove old Ferris & see if any parts can be saved for other Ferris	Actioned
6.	Clerk to request copy of information from W Carless & forward to Council	Actioned
7.	IW & AE to look at replacing water filter in plant room	April meeting
8.	DM to look at formalizing a recreation ground maintenance working group	ASAP
9.	MS / IW to carry out work on zip wire as time allows	ASAP
10.	Clerk to re-send skate park tenders	Actioned
11.	AC to confirm updated Asset List to new Clerk	April meeting
12.	MS to provide date for footpath gravelling	ASAP
NO.	ACTIONS FROM FEBRUARY MEETING	WHEN BY
1.	MS to carry out work at KAP entrance	Actioned
5.	AM & LI to schedule neighbourhood plan review for summer 2025.	Summer 2025
6.	AM to arrange for Vision Zero representative to attend a Parish Council meeting	March meeting
NO.	ACTIONS FROM JANUARY MEETING	WHEN BY
9.	AE to pursue suitable blind spot mirror for junction of Westbrook St, Heather Way/ Church End	Carried forward

Appendix B

Speedwatch update 12th March 2025

We have chased Mark Francis of OCC for an update regarding the approval of unofficial bollard crossing locations and quoting for work to be carried out.

Illuminated Sign at Savages that has not worked for a long period of time may be re-sited as it has been knocked into, OCC highways to advise.

An application to the Community Fund has been made, we now wait to see if we (BPC) are awarded anything, up to £10k. Decision expected at the end of March 2025.

Several parents and their children met on Sunday 9th March to design the posters to be displayed around the village. Members of the Speedwatch group will put a flyer through doors on the main roads and the roads within the village to ask if they are prepared to design a poster, display a poster and or give a donation for the poster production.

There should be more Speedwatch sessions in March and April, hopefully with better weather and longer daylight hours and we will confirm when these will take place and invite members of the Parish Council to attend a session, even if only for 20 minutes.



Town/Parish Council Report for Didcot Blewbury Speedwatch Group.

Reporting between 01-02-2025 and 28-02-2025

Current Volunteers	=	18
Summary for this Period		
Number of Sessions this period	=	2
Total Vehicles exceeding limit	=	20
DVLA Valid vehicles	=	19
Accuracy	=	95%
Maximum Speed recorded in 30 limit	=	51 mph(+70%)
Police Actions this Period		
Reported to TVP	=	19
From all Group records		
My group started Recording* on	=	31-07-2021
Number of Sessions since start date	=	255
Vehicles recorded exceeding limit since start date	=	2944
Maximum Speed recorded in 20 limit	=	27 mph(+35%)
Maximum Speed recorded in 30 limit	=	68 mph(+126%)
Maximum Speed recorded in 40 limit	=	53 mph(+32%)

Date	Time	Type	Location Traffic Heading	Recorded	Letters	All Vehicles	Percent
26-02-2025	07:30 -> 08:00		Bessels Way-grass area at junction of Bessels Lea/ Bessels Way Traffic Heading North	7		39	17%
16-02-2025	13:30 -> 14:30		Bessels Way-grass area at junction of Bessels Lea/ Bessels Way Traffic Heading North	13		69	18%
Totals				20	0		

The type field shows if the Session was
 Ad-Hoc - one not booked using the Campaign Calendar.
 Booked - one in the Campaign Calendar awaiting results or with zero offenders (shown in yellow).
 Scheduled - one in the Campaign Calendar with records booked to this session.

NOTE:- Recorded column is the total number of vehicles recorded during this session.
 Letters column is the total number of Offence letters sent for this session.
 All vehicles column shows the count of vehicles passing if recorded by group.
 Percent column shows the percentage of offending vehicles vs total passing.
 * Start Date is date of first recorded internal batch id not necessarily your groups original start date.