

Blewbury Parish Council

Clerk to the Council
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MINUTES of the meeting of the Parish Council held on **Thursday 17 July 2025** at 7.00 pm in the Melland Room at the Blewbury Clubhouse.

In attendance:

Cllr. Dermot Mathias (Chair)
Cllr. Anne Millman
Cllr. Shelia Austin (from Agenda item 5)
Cllr. Mark Shayler
Cllr. Andy Evason (from Agenda item 4.1)
Cllr. Andrew Calder
Iain Wood, Lengthman
Parish Clerk. Kim Lloyd
District Councillor: Hayleigh Gascoigne
County Councillor: Rebekah Fletcher
2 x Members of the public.

1. Apologies for Absence

Lee Robinson and Julia Saunders sent apologies.

2. Declarations of Interest

None raised.

3. Public Participation

No members of public wanted to raise anything.

Planning Matters

4. Planning Updates

4.1 One new Planning Application was reviewed.

- [P25/V1235/LDP](#) The Cottage South Street Blewbury Didcot OX11 9PR
Installation of an Electric Vehicle (EV) charging point.
BPC- no objections.

4.2. Planning Decisions from Vale of White Horse DC – **for information only**

- **P25/V1281/LDP** Certificate of Lawful Development for proposed use of development
Convert attached garage to accommodation.
At, Pembroke Westbrook Street Blewbury Didcot OX11 9QB
- The following application has been **Withdrawn**
P25/V0963/LDE Yard adjacent to Coffin Way with driveway servicing Street's Westbrook Street Blewbury OX11 9QB
Certificate of lawfulness for the use of land for open and closed storage (containers) of materials and vehicles.

Reports & Updates

5. County Councillor

5.2 The report for July was received and circulated to Council, the Clerk noted that it would be good to add the reports to the website.

5.2 Cllr. Rebekah Fletcher has requested a revisit of traffic calming ideas, including a potential crossing for the London Road.

6. District Councillor

Cllr Hayleigh Gascoigne reported that ongoing discussions are taking place regarding proposed amendments to the structure and powers of planning committees, as outlined in the Planning Infrastructure Bill. She noted that under the government's proposals, certain decisions may be determined automatically, bypassing committee scrutiny. Hayleigh expressed concern, stating that such changes would destroy democracy in the planning process. She highlighted that smaller developments, those comprising fewer than ten homes, and reserved matters may no longer be subject to call-in procedures. In light of these concerns, Hayleigh recommended that Parish Councils consider writing to the Secretary of State to formally object to the proposal.

7. Action Points

See Appendix 1 for update on actions.

- Shelia expressed ongoing concerns of playground equipment failure at Chailey Gardens. The Clerk will pursue with Trinity the management company.

8. Lengthman's Report – Iain Wood

8.1 Travellers' Encampment at TFF and Associated Repercussions

The meeting discussed recent issues arising from the presence of a traveller's encampment at TFF, which has resulted in damage to community property and heightened security concerns.

The large swing platform was severely damaged and rendered unsafe. It has since been taped off and marked as out of use. Repairs are scheduled for 20th July, although new supports will be required. Materials have been dumped in the woodland area. A cherry tree was cut down, potentially for use as a washing line post. Floorboards from the pagoda were pulled up and damaged.

Mark approached the group and asked them to vacate the site. During the exchange, one child reportedly snatched his phone. Police attended and took a statement. A three-day notice was subsequently issued to the group. It was proposed to install a raised bund around the woodland perimeter to deter vehicle access. Mark obtained quotes for installing two-point barriers. Each barrier kit is expected to cost £2,000 (£4,000 total for both) excluding the installation. The barriers would prevent vehicle access for those exceeding 2 metres in height. The Parish Council agreed to investigate installing barriers. Iain had also cleared up human waste following their departure.

Several vans have also remained on site for extended periods, with some present for over three weeks. Concerns were raised regarding lack of sanitary facilities and hygiene issues. A suggestion was made to consult the Police regarding overstayed vehicles.

Padlocks have proven ineffective, with reports of tampering and removal. A heavy-duty chain was recommended as a more secure alternative, requiring unbolting for removal. It was agreed by Parish Council to install signs reading "No Overnight Parking" with two freestanding signs required for each entrance.

A vote of thanks was given to Iain and Mark for all their help and efforts during and after the travelling encampment and the overnight vehicles.

8.2 A cricket ball went through a tile on the Clubhouse roof. A temporary plastic fix has been applied. Consider permanent repairs at the end of the cricket season

8.3 Clubhouse car park sign has been damaged. Suggestion to set the sign into the bank on a plinth instead of on a post. This would protect it from being hit by footballs.

8.4 Iain rescued a dilapidated bench that had been displaced into the stream. Suggestion to replace it with a better quality, stable bench.

8.5 July internal equipment inspection checks were carried out and circulated to Council.

- Iain reported, that a dead **ash tree on path 24 is a potential hazard**. It is approximately 30ft tall and near houses and gardens. This will be reported to OCC, fix my street.

- **Andy E updated on the Water Usage and Irrigation Updates**

The cricket club is currently using water from the borehole and monitoring usage with a meter to ensure it remains below the 20m³/day threshold, avoiding licensing requirements. The system is timer-controlled.

A new water supply is being explored on the far side of the recreation area. The proposed line would run from the croquet lawn, past the cemetery, to the clubhouse. Horizontal drilling is being considered to avoid disturbing graves. The Croquet Club has offered to fund the supply.

Due to increased water restrictions, urgency around irrigation improvements has grown. A preliminary quote has been received; a formal version is pending. The council is responsible for permits. If the irrigation upgrade proves more costly than installing a borehole, the borehole option will be reconsidered.

9. Parish Benches (AC)

Iain will audit the benches when he can and report back if any need maintenance. It is asked if any residents see that parish benches need maintenance to report them to Parish Council.

Clubhouse

10. Designated Alcohol Licence Supervisor for Clubhouse

It was reported that there had been two requests to sell alcohol this year, one from the annual charity football event and one from a party. With this in mind it was resolved to not pursue a premises licence and for the Cricket Club and any one-off users of the Clubhouse to obtain a temporary licence when needed for events.

Clubs and Societies

11. History Group Premises (AM)

11.1 The history group has a stay of execution until the end of the year for archives and objects. They are grateful for the suggestions at the last meeting, which they will follow up with the scout hut.

12. Tennis Club (AM)

12.1 This new lease is still being worked on.

12.2 The tennis club is proposing a gravel pathway with wooden borders instead of planting the border alongside the tennis courts. The path is not flat and would need levelling. There is a question of who pays for the levelling and pathway. A previous council agreed to spend money on replanting and tidying it up. This needs further discussion with the Tennis Club.

13. Traffic & Safety

13.1 July, SID data report circulated from Wendy Carless and forwarded to Council, with no further questions.

13.2 Cllr. Rebekah Fletcher the new County Councillor is working on the A417 issues.

14. Environment (AM)

14.1 Flooding and Drainage

Andy E discussed the flooding and drainage issues at Church End. A VOWH engineer will be visiting on the 4th of August at 9:30 to assess the water levels and drainage. The issue outside one house is that the pipes were laid the wrong way, causing the chamber to be full of water. The visit may also address concerns related to Watts Lane. It was also noted that filling in a ditch at the bottom of Ladycroft and building homes on it has worsened the problem in this area.

14.2. Sustainable Blewbury

The Sustainable Blewbury launch was successful.

Sadly, due to the drought, approximately 20% of the trees have died, and they are hand-watering the remaining ones.

14.3. Other areas

It was also raised that Sustainable Blewbury will underwrite the cost of parish EV chargers, covering fixed costs like insurance, software, and maintenance (approximately £700). If the chargers don't generate enough revenue, Sustainable Blewbury will cover the shortfall. Andrew Foreman is the contact person for the village Hall proposed EV charges.

Administrative Items

15. Approval of Minutes

The minutes were approved for the meeting held on [18 June 2025](#)

16. Finance

16.1. The July payments were approved, as shown in Appendix 2. It was noted:

- Quaker Wood charge: Sustainable Blewbury will be charged £250 for extra work done by Iain.
- A digger was hired for concrete removal for a bench base with additional work for Sustainable Blewbury- the cost will be split between the parish council and Sustainable Blewbury.

16.2. The bank reconciliation as of **30 June 2025** was approved as shown in Appendix 2.

17. Code of Conduct review

The Code of Conduct policy was reviewed and adopted.

Projects & Ongoing Matters

18. Skatepark Tenders

Update from Skateboard Working Group. Skate Park Tenders are still in progress, and fundraising efforts are underway with the help of Paul Whitehead.

- They are hoping to raise £100,000, with £50,000 potentially coming from existing funds.
- The focus is on a concrete skate park to minimize maintenance.

19. Armillary Sphere – Play Close (MS, JS)

The Sphere is scheduled to be reinstated on Monday 22nd July.

Correspondence & Reports

20. Clerk's Correspondence

Grit bins were checked, and most were full, ready for the winter.

21. Chairman's Report

No further information to report.

22. Councillors' Reports

No further updates from Parish Councillors.

23. Future Agenda Items

- Neighbourhood Plan Review – (following adoption of OCC Local Plan) - October
- To investigate a permanent repair to Clubhouse Roof following Cricket Season – October
- Consider formulating a response to the planning consultee proposed structure, re. Cllr. Rebekah Fletcher, agenda item, 6 above - September

24. Date of Next Meeting

Wednesday, 17 September 2025

Actions from this Meeting, table 1

Item	Action	Ownership
7	To continue to pursue Trinity Management for Chailey Gardens playground repairs	Clerk to chase and Cllrs to send in pictures of faulty equipment
8.1	To investigate Barriers at TFF	Mark
8.1	To order 2 x signs – no overnighters	Clerk /Iain
8.3	To order new clubhouse signage	Clerk/Iain
8.4	To consider replacing old bench	Clerk/Iain
8.5	Ash Tree Hazard on Footpath to report to OCC	Clerk

Outstanding Actions from previous meetings - table 2

Item	Mtg	Action	Ownership	Update on action from July meeting
13	April	Repair to Zip Wire	Iain /Mark	To be repaired weekend 20-21 July, weather dependent.
9.2	April	Blind spot mirror	Andy Evason	Only waiting to be installed
8	April	Clubhouse, meter installation.	Lee and Andy Evason	Awaiting a date to install meter from Octopus.
10.2	May	Play equipment future Maintenance Budget Plan	Clerk/Mark/Iain	Requires a walkabout valuation with <i>NEW</i> Clerk, Iain and Mark, to gauge all items maintenance needs.
10.2	May	Add Big Swing parts to internal inspection sheets	Clerk	Completed
10.1	May	TTF Sign replacement	Clerk	WIP, sizes to be confirmed to Clerk Wording confirmed: “USE IT AT YOUR OWN RISK”
17	May	Update Asset Register	Andrew/Clerk	Andrew and <i>NEW</i> Clerk need to meet to review.
6	June	To send Road Traffic data to		Completed

		CC for Action tracker		
9	June	Research suitable designs and practices from other halls for ashtrays	Clerk	Action: to buy metal bucket and sand
10.2	June	Contact RoSPA regarding equipment height inspection concerns		During Rospa next (July) inspection, David, from RoSPA, the head of safety will inspect the high equipment and meet with Dermot, Iain & Mark afterwards for free. Clerk to co-ordinate meeting.
13	June	Response on government two unitary consultation		Completed
14	June	Thank you Emails to Parish Meeting Speakers		Completed

PART 2

Exclusion of Press and Public

To resolve that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

1 The Clerk's resignation was received. She expressed her appreciation for BPC, noting that it is a highly supportive council whose members genuinely care for their village and work diligently to maintain and enhance it. The Clerk is moving to a Town Clerk position.

2 It was agreed the last day of the outgoing Clerk is Friday 1st August 2025 with a handover to the new Clerk.

Michele Taylor who had clerked for Blewbury in the past was resolved to appoint starting 1st August 2025.

Appendix 2

Finance July 2025				
Scribe Voucher Number	Inv Date	PAYMENTS TO APPROVE IN MEETING	Payee	Amount
38	11.07.2025	Quarterly Rental towards Post Office, BPC-005	Blewbury Hall Executive	300.00
39	30.06.2025	Churchyard Cut for June	White Horse Horticulture	200.00
40	25.06.2025	High Tip Dumper Hire, 340063	Didcot Plant Ltd	159.84
41	30.06.2025	One Man Auger Hire (note:25/06 not charged due to breakdown)	Didcot Plant Ltd	86.94
42	30.06.2025	Routine Maintenance for Intruder Alarm at Clubhouse, 274412	BWS Group	164.42
44	02.07.2025	Annual Licence for Clubhouse, HM-8902	Hallmaster Ltd	265.00
PAID: Salaries for June Month, Paid on 12.07.2025				
43	02.07.2025	June Cleaning Clubhouse	Jayne Newman	252.00
45	05.07.2025	Kim Lloyd, June	Kim Lloyd	1,003.91
47	05.07.2025	Expenses, Working from home allowance, June	Kim Lloyd	26.00
46	22.05.2025	Expenses, Refreshments for Annual Parish Meeting	Kim Lloyd	13.15
48	05.07.2025	Village Hall and Clubhouse Administrator Salary, June	Helen Evi Holroyd	1,045.85
49	04.07.2025	Expenses, Working from home allowance, June	Helen Evi Holroyd	26.00
50	05.07.2025	Lengthman Service Salary, June	Iain Wood	1,599.60
51	30.06.2025	Lenghtman Expenses, Diesel	Iain Wood	139.69
52	05.07.2025	Employer/ee Tax/Ni Contributions for June	HMRC	1,256.50
53	04.07.2025	Payroll, 2435	SME Accounting Services Ltd	20.00
PAID: Direct Debits/Standing Orders				
54	02.06.2025	Clubhouse Electricity, 309023262	Octopus Energy	49.18
55	06.05.2025	Clubhouse Electricity, 309023262	Octopus Energy	49.18
56	20.06.2025	BT Boadband, payment taken 4 July	BT	39.77
PAID: since previous meeting				
57	09.07.2025	Toilet roll (60 pack) for Clubhouse, GB503BKMA8A571	Amazon	23.99
58	09.07.2025	12 x centre feed rolls blue tissue paper roll, GB505B8GVVP9PI	Amazon	17.35
59	10.07.2025	Security chain and combination padlock, GB5560NPKAEUI	Amazon	18.98
60	09.07.2025	Flash All Purpose 5ltr for Clubhouse, GB50005W9T06Z1	Amazon	16.75
61	09.07.2025	Carex hand wash 5litre, GB554USU4AEUI	Amazon	18.98
62	20.06.2025	Annual Microsoft 365 subscribtion, 6388593416363190295	Microsoft	19.99
Total Expenditure				6,813.07
RECEIPTS				
9	June	Lloyds Deposit Account Interest for June	Lloyds	150.36
8	07.07.2025	Income from Melland room and Tickers Folly rents 28.03-27.06.2025	Blewbury Hall Executive	4,653.13
Total Income				4,803.49

	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		
	ADD		
	Receipts 01/04/2025 - 30/06/2025		86,984.73
			86,984.73
	SUBTRACT		
	Payments 01/04/2025 - 30/06/2025		31,133.63
A	Cash in Hand 30/06/2025 (per Cash Book)		55,851.10
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2024	0.00
	Lloyds Bank	30/06/2025	106,953.81
	Lloyds Bank 32-day notice deposit	30/06/2025	85,621.22
			192,575.03
	Less unrepresented payments		0.00
			.00
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		192,575.03