

# Blewbury Parish Council

**Clerk to the Council**  
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## **MINUTES** of the meeting of the

Parish Council held on **Wednesday 17<sup>th</sup> December 2025** at 7.00 pm in the Melland Room at the Blewbury Clubhouse.

### **In attendance:**

Cllr. Anne Millman  
Cllr. Lee Robinson  
Cllr. Julia Saunders- Chair the meeting  
Cllr. Shelia Austin  
Cllr. Mark Shayler  
Cllr. Andrew Calder  
Parish Clerk: Michelle Taylor  
County Councillor: Rebekah Fletcher  
3 x Members of the public

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### **1. Appointment of Chairperson**

To appoint a Chair for the remainder of this municipal year. **Council unanimously agreed** to appoint Cllr. Julia Saunders as Chairperson.

### **2. Apologies for Absence**

- Cllr. Andy Evason  
- Cllr. Sarah Parkin  
- District Councillor-Councillor Hayleigh Gascoigne.

### **3. Declarations of Interest**

- Cllr. Robinson raised an interest in item: 15.1- Approval of November payments.

## **Council members agreed to move item: 10.2 and item: 13.2.1 forward**

### **4. Public Participation**

- A member of public enquired if there were any updates on the repairs to the Clubhouse roof. Outcome under item:10.2.
- Two further members of the public raised queries and concerns over the ownership and upkeep of the land know as Spring Lane adjacent to the Cleve. Outcome under item: 13.2.1.

### **Planning Matters**

#### **5. Planning Updates**

5.1. Planning Applications – for review and comments

##### **No new planning applications**

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

[P25/V1792/HH](#) -May Cottage London Road Blewbury Didcot OX11 9PD

**Proposal:** Replace existing shed with shed of similar size but to include a veranda and pent roof.

**BPC NOTED-Planning Permission Granted.**

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### **Reports & Updates**

**6. County Councillor-** Cllr Rebekah Fletcher. December report received and circulated to Council. **Appendix 1 (BPC Website)** Cllr. Fletcher highlighted the Redbridge recycling centre closure which will result in the implementation of a booking system coming into force in January for all other recycling centres in Oxfordshire. All bookings can be made online from January 14<sup>th</sup>, which will give residents a 15-minute time slot at the recycling centres. Cllr. Fletcher also announced the up-and-coming road repairs at Milton Interchange that will commence at the end of Feb, start of March for a long weekend. The remaining amount of Councillor priority fund is still available, and that the criteria for the funding can be found on the website.

**7. District Councillor –** Cllr. Hayleigh Gascoigne and Cllr. Debra Dewhurst-Apologies acknowledged. December report not received.

## **8. Action Points**

See **Appendix 2** for update on actions.

Iain Wood (Lengthman) announced there is a broken tile on the Clubhouse roof which needs replacing. Cllr. Austin-Noted to be raised as the next Clubhouse meeting.

## **9. Lengthman's Report-Iain Wood**

9.1. To update Council member on tractor repairs. The Lengthman reported the tractor required a new battery and repairs are now complete.

9.2. ROSPA Inspection Report-Circulated to Council. It was announced a further visit from ROSPA would be carried out as agreed to investigate works on the extent of the wood decay on the right-hand wood support for the Play Space entrance sign to TFF that RoSPA had noted on their report.

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## **Clubs and Societies**

### **10. Clubhouse**

10.1. Council noted the Hall Administrator Report. November report circulated to Council.

10.2. Roof Repairs. Update on the repair to the Clubhouse roof following the Cricket Season. **(AM & SA)** Cllr. Millman announced that following the Clubhouse working group meeting it was agreed to research preventive measures to stop any future damage to the Clubhouse roof occurring and to involve the Cricket Club members for their insight and recommendations.

#### **10.3. Car Park Maintenance**

Council to consider the repainting of the parking lines in the Clubhouse Car Park and the removal of the shrub area to allocate two extra parking bays. **(MS) Council agreed** not to repaint the parking lines within the carpark at this stage, but to remove the existing shrubs at the end of the parking row to allocate extra parking.

### **11. Tennis Club**

11.1. To receive an update on the Tennis Club lease. (AM) Cllr. Millman announced the Tennis Club lease is now in the final stages of completion.

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### **12. Traffic & Safety**

12.1. Speedwatch data report for November and data trends over time. November report received and circulated to Council.

12.2. Update on installation of traffic calming measures; Wig Wags, informal bollards, crossing at Savages **(AM)** Cllr. Millman circulated an update to Council members prior to the meeting which outlined the developments moving forward.

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### **13. Environment (AM)**

13.1. Cob Wall Ownership/Maintenance **(AC & JS) Council agreed** to write to all Cob Wall residents to ask if they can arrange repairs on their damaged Cob Walls, and for Council to look into the now redundant Cob Wall fund which was originally set up in the Village to help with outstanding maintenance repairs to Cob Walls.

#### **13.2. The Cleve**

13.2.1. Ownership of land know as Spring Lane **(JS & MS) Cllr. Shayler** announced BPC has written correspondence that the land is owned by the Parish Council. **Council agreed** to review the land registry to ensure the land rights have not changed. If this is the case, to then write to all neighbouring residents to inform them of the Council's proposal to remove the current gates and install a new gate and lock ensuring access to all neighbouring properties. **(AM)** to supply Sustainable Blewbury's management plan for the Cleve and to put this on the agenda for SB's next Trustee meeting.

13.3. Designation of the Neighbourhood Plan **(JS)** -To be reviewed

13.4. EV Chargers- Blewbury Village Hall **(AE & LR)**- Cllr. Robinson announced quotations have now been received to review further.

13.5. A417 London Road flood alleviation **(AE/AM)**- The Clerk announced plans have now been located and is now awaiting confirmation that they show the correct section of concern.

13.6. Church End flood alleviation **(AE/AM)** – Cllr. Millman announced the working party would be meeting in January and an update will be given at the next meeting of Full Council.

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### **Administrative Items**

#### **14. Approval of Minutes**

The minutes were approved for the meeting held on the 19th of November and signed by the Chairman.

#### **15. Finance**

15.1. The November payments were approved by Council-**Appendix 3**

15.2. To approve the Budget for 2026-27. -To be deferred until the meeting of Full Council held in January due to the review of salaries. **Council agreed** that the budget for 2026-27 should be an increase of no more than 10% based on last year's figures.

15.3. **Council agreed** to approve the transfer of S106 funding at a value of £9,435.73 from the BPC Current account to the Deposit account. **(LR)**

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### **Projects & Ongoing Matters**

#### **16. Skatepark Tender Update (AE & AC)**

To receive an update and a recommendation of preferred supplier from Skatepark Working Group. Cllr. Austin announced that all tender bids have now been received,

reviewed and scored thoroughly by the Skatepark Working Group and a preferred supplier had been agreed unanimously by all members. Their recommendation, along with an overview of all participating suppliers had been circulated to all Council members for review.

Council to agree the preferred supplier following recent interviews and recommendation from the Skatepark Working Group. **Council agreed** to appoint the recommended supplier put forward by the Skatepark Working Group following extensive review of all documentation circulated to Council members.

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## **Correspondence & Reports**

### **17. Chairman's Report**

For information only – Cllr. Saunders announced the date of the celebration of the Sphere on the Playclose has been set for Friday 20<sup>th</sup> March 2026-The Spring Equinox.

### **18. Councillors' Reports**

Other updates from Parish Councillors (not listed on agenda) Cllr. Millman highlighted the induction process for all new Councillors and asked who would be taking on the responsibility for the Blewbury bulletin entries from BPC. It was announced Cllr. Parkin has confirmed that she is happy to take over this task moving forward. Cllr. Shayler raised the ownership of the trees adjacent to the Tennis Courts-To be investigated.

### **19. Future Agenda Items**

- Neighbourhood Plan Review – (Following the adoption of the OCC Local Plan)
- BPC Annual Budget 2026-27
- Transferring of email accounts to gov.uk
- Church End and London Road flood alleviation

### **20. Date of Next Meeting**

**Wednesday, 21 January 2026**

## **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.

### **21. December Payroll**

21.1. Council to agree date of December payroll. **Council agreed** for the Clerk to arrange for the payroll in December to be paid on the 22<sup>nd</sup> of the month due to annual leave over the festive period.

21.2. Council to review salary scale increase for Blewbury Parish Council employees. **Council agreed** to increase both the Lengthman's and Hall Administrator salaries to commence on the 1<sup>st</sup> of April 2026. The Clerks salary will be reviewed once the SCP levels have been received by NALC.

## Appendix 1

## Appendix 2

### Actions from December Meeting, table 1

Item	Action	Ownership
8	Clubhouse roof tile repair	Cllr. Austin-Noted
10.2	Clubhouse Roof Repair-Research into preventive measures to protect the Clubhouse Roof from further damage during the Cricket season.	Cllr. Millman and Cllr. Austin
10.3	Removal of shrubs in Clubhouse Car Park to allocate extra parking	Iain/Cllr. Shayler
13.1	Cob Wall Ownership/Maintenance-To write to all Cob Wall Residents and to investigate the now redundant Cob Wall fund	Clerk/Cllr. Saunders/ Cllr. Millman
13.2.1	To review land registry for Spring Lane	Clerk
13.2.1	To write to all neighbouring residents of Spring Lane	Clerk/Cllr. Saunders
13.4	EV Charger-Quotations to be reviewed	Cllr. Robinson
16	Skatepark Tender-To contact all suppliers with the outcome of the tender bid	Clerk/Cllr.Evason
18	New Councillor Induction	Cllr. Millman/ Cllr. Saunders/ Clerk
18	Trees adjacent to the Tennis Court. Establish ownership	Clerk

### Outstanding Actions from previous meetings - table 2

Item	Mtg	Action	Ownership	Update on action
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8	April	Clubhouse, meter installation	Lee and Andy Evason	Awaiting a date to install meter from Octopus. Ongoing
17	May	Update Asset Register	Iain/Clerk	Reviewed-In Progress of updating. Ongoing
9	June	Research suitable designs and practices from other halls for ashtrays	Clerk	To be discussed at the next Clubhouse meeting on Monday 24 <sup>th</sup> November-Agreed for the Clerk to order ashtray up to the value of £200.
8.3	July	To order new clubhouse signage-Stone engraving	Clerk/Iain/Mark	Contact local suppliers for quotations. Ongoing.
10.1	September	To draw up a temporary term agreement between the Parish Council and the History Group for storage at the clubhouse.	Clerk/Cllr. Millman	In Process
11.1	September	To update the Tennis Club lease with suggested amendments by Council.	Clerk/Cllr. Millman	In Process
18	September	To investigate the process and timings of the transfer current Gmail addresses to Gov.uk	Clerk/Cllr. Robinson	In Process
15.1	October	Upkeep and maintenance of Cob Walls within Blewbury Village	Cllr Calder and Clerk	Ongoing

12.1.1	November	A417 Flooding	Clerk	Ongoing. Clerk awaiting response from Cllr. Evason
12.1.2	November	Church End Flooding, Blewbury- Formation of Working Group	Cllr. Millman and Cllr. Evason	Ongoing

### Appendix 3

Finance November 2025			
Inv Date	PAYMENTS TO APPROVE IN MEETING	Payee	Amount
17.11.2025	Machinary Expense	Travis Perkins	4.68
21.11.2025	Quarterly Safety Inspections for Play Areas Blewbury	ROPSA	510.00
24.11.2025	Transfer from Current Account to Deposit Account	Lloyds	9,435.73
08.12.2025	Title Plan and Register of Hall Barn Blewbury	L Robinson	20.00
09.12.2025	Councillor Training-S Parkin	OALC	78.00
10.12.2025	Tractor Repairs	W Denton	409.00
15.12.2025	Clubhouse Annual Fire Extinguisher Service	Red Box	95.22
<b>PAID: Salaries for September Month, Paid on 06.11.2025</b>			
06.11.2025	November Cleaning Clubhouse	Jayne Newman	234.00
06.11.2025	M Taylor, November	M Taylor	1,285.72
06.11.2025	Expenses, Working from home allowance, November	M Taylor	26.00
06.11.2025	Village Hall and Clubhouse Administrator Salary, November	Helen Evi Holroyd	1,045.85
06.11.2025	Expenses, Working from home allowance, November	Helen Evi Holroyd	26.00
06.11.2025	Lenghtman Service Salary, November	Iain Wood	595.36
06.11.2025	Employer/ee Tax/Ni Contributions fof November	HMRC	563.32
06.11.2025	Payroll, November	SME Accounting Services Ltd	20.00
<b>PAID: Direct Debits/Standing Order</b>			
01.11.2025	Octopus Energy-Ref: 38KQSQY PAID 01.11.2025	Octopus Energy	70.00
04.11.2025	BT Group PLC-Internet (Clubhouse)	Bt Group PLC	39.77
06.11.2025	Clerk and Lenghtmans Pension Contributions-October	NEST Pensions	253.48
11.11.2025	Loan Repayment	Public Works Loan	4,050.00
21.11.2025	Clerk and Lenghtmans Pension Contributions-November	NEST Pensions	162.74
18.11.2025	Bank Charges	Llloyds	8.50
27.11.2025	Electricity-Scout Hut	SSE Energy	350.31
<b>PAID: Since previous meeting</b>			
21.11.2025	Clerk's Mobile Phone	Mobile Top Up	23.10
	Clubhouse-Drain Cleaner	Amazon	21.37
	<b>Total Expenditure</b>		<b>19,328.15</b>
<b>RECEIPTS</b>			
31.11.2025	Lloyds Deposit Account Interest for November	Lloyds	129.06
03.11.2025	VAT Return Q4 2024-25	HMRC	990.95
04.11.2025	VAT Return Q1 2025-26	HMRC	1,174.66
20.11.2025	Cemetery Income	Ridgeway Funeral Servies & Set In Stone	610.00
	<b>Total Income</b>		<b>2,904.67</b>