

Blewbury Parish Council

Clerk to the Council
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MINUTES of the meeting of the Parish Council held on **Wednesday 17th June 2026** at 7.00 pm in the Melland Room at the Blewbury Clubhouse.

In attendance:

Cllr. Julia Saunders (Chair)
Cllr. Anne Millman (Vice Chair)
Cllr. Andrew Calder
Cllr. Lee Robinson
Cllr. Sarah Parkin
Cllr. Shelia Austin
Cllr. Mark Shayler
Parish Clerk: Michelle Taylor
Lengthman: Iain Wood
Members of the Public: 1

1. Apologies for Absence

To receive and record apologies from members unable to attend.

- Cllr. Benedict Scott
- Cllr. Andy Evason
- District Councillors Hayleigh Gascoigne, Debra Dewhurst and Andy Cooke

2. Declarations of Interest

Councillors are reminded to declare any interests relating to agenda items. None.

3. Public Participation

The public may speak during the first 15 minutes. Each speaker is limited to 3 minutes. Please inform the Clerk at least 48 hours in advance. Councillors may listen but not respond during this time unless invited by the Chair.

A local resident spoke about his up-and-coming planning application (pre-application circulated to all Council members prior to the meeting for information) outlining the proposed plans and drawings that would be included. The pre-application announced was for short term lettings within Blewbury. Vista, design, materials, parking and utilities were also raised, all of which are included in the pre-application.

Planning Matters

4. Planning Updates

4.1 Planning Application – for review and comments

- [P26/V1350/HH](#) Duncan & Natasha's House Downside Farm Woodway Road Blewbury Didcot OX11 9EX

Proposal: First floor extension over existing ground floor

BPC had no objections to this planning application.

4.2. Planning Decisions from Vale of White Horse DC-None

Reports & Updates

5. County Councillor-June report received and circulated to Council. Appendix 3 (BPC Website) Cllr. Fletcher announced three roads within our divisions are due to be highlighted for refurbishment, London Road through Upton, High Street in Harwell and Hagbourne Hill. Cllr. Fletcher gave an update on the gullies at Sheencroft corner following further investigation works, which resulted in the gullies being 60% unfunctional, and scheduled for repaired. Parish Council members raised ownership of lanes within Blewbury which have extreme potholes. Cllr. Fletcher confirmed she would investigate ownership and report back to Council and request action. Disability Allowances in Oxfordshire was also raised, stating if an individual's disability expenditure is more than 25% of their current allowance, to then please ask for your disability allowance to be reviewed. Cllr. Fletcher also reported that the County Councillor Priority fund still has money available for community projects.

6. District Councillor- June report not received.

7. Lengthman's Report – Iain Wood

7.1. Repair works on small slide and playhouse equipment – KAP. Iain updated Council members on the repairs required to the platform in the KAP area. To be resolved under item:12.2.

7.2. 'No Mow May' update. Iain announced the grass areas within the village will be cut in the coming weeks as we have a current 'No Mow May' policy in place.

7.3. Action on cemetery paths. Iain announced the gravel piles in TFF car park will be placed on the cemetery paths.

Clubs and Societies

8. Clubhouse

8.1. Council to note Hall Administrator Report. May report circulated to Council. Noted. Thanks were given to Evi Holroyd (Hall Administrator) for her input on the challenges that arose from a recent Clubhouse event. Council noted the high income from bookings during the month of May.

8.2. Roof Repairs. Update on the repair to the Clubhouse roof ahead of the Cricket Season. (AM & SA) -To be deferred until the next meeting of Full Council.

9. Traffic & Safety

9.1. Update on installation of traffic calming measures; Wig Wags, informal bollards, crossing at Savages (AM) -No further updates to report at present.

10. Environment (AM)

10.1. Cob Wall Ownership/Maintenance/Village Fund (AC & JS)-To be deferred to a later meeting in the year.

10.2. A417 London Road flood alleviation (AE & BS)- No further updates to report at present.

10.3. Church End flood alleviation (AE & BS)- No further updates to report at present.

10.4. The Cleve / Spring Lane (AC, JS & LR)-Cllr. Saunders announced a request had been received with regards to access to the general public once the lane had been cleared. Council agreed not to allow the general public access to the lane due to security issues of neighbouring properties. Council to continue to obtain quotations to purchase and install a gate and combination lock as previously agreed.

10.5. To receive an update on installing a bench at the bus stop near Savages A417 (AC/MS)-Cllr. Calder announced the bench has now been collected from the manufacturer and is awaiting installation.

Administrative Items

11. Approval of Minutes

11.1. The minutes of the Annual Parish Council meeting held on 20th May 2026 were approved.

11.2. To review the effectiveness of Communications (AM/ SP)-Cllr. Saunders gave an update of the Annual Meeting of the Parish, reporting the attendance and participation from other societies and clubs within the village. Thanks were given to all involved.

12. Finance

12.1. The May payments were approved (**Appendix 2**)

12.2. To approve the Kids at Play replacement part for the small slide and playhouse equipment at a cost of £228.48 plus V.A.T-Council agreed to approve a spend of £228.48 plus VAT for the replacement part required for the KAP play equipment.

12.3. To approve to purchase a replacement waste bin on the Pound. It was announced that the front door of the bin is broken and an easy repair is probable. To report back on the progress at the next meeting of Full Council.

13. Annual Approvals

13.1. To approve and adopt the following policies:

- Biodiversity Policy
- Information & Data Protection Policy
- Data Breach Policy
- Data Retention & Disposal Policy
- Email Use Policy
- Website Security or Digital/ICT Policy

-To be deferred to a later meeting in the year.

14. General Power of Competence

14.1. To confirm the General Power of Competence- It was announced the criteria is met for the General Power of Competence.

15. Annual Governance Accounting Statement (AGAR)

15.1 Review of Internal Auditor Report- Circulated to Council members prior to the meeting. Council reviewed the recommendations from the internal auditor noting email addresses, the Parish Council website and policies moving forward.

15.2 Receive IA AGAR Report- Circulated to Council prior to the meeting. Received and noted.

15.3 To approve and sign Section 1 of the Governance Statement-Council approved for the Chair and Clerk/RFO to sign section 1 of the Governance Statement yearend 31st March 2026.

15.4 To approve and sign Section 2 of the Accounting Statement-Council approved for the Chair and Clerk/RFO to sign section 2 of the Accounting Statement yearend 31st March 2026.

Projects & Ongoing Matters

16. Skatepark Update (SA, AE & AC)

16.1. To receive an update from Skatepark Working Group to include Comms. Cllr. Calder announced the skate park is due to be completed ready for use in the next two weeks, ahead of schedule. The Clerk confirmed a bench had been included within the original quotation, and Council members agreed for a concrete bench to be installed. Cllr. Austin reported that the sign for the skate park is in the final stages and will be ready for installation next week. Council agreed to add 'Blewbury Parish Council and The People of Blewbury' in a box next to the current logos.

Correspondence & Reports

17. Action Points

See **Appendix 1** for update on actions.

18. Chairman's Report

For information only – any additional updates. Cllr. Saunders announced a recent request had been received for a toilet to be installed on Tickers Folly Field. Council agreed not to pursue this due to antisocial behaviour, maintenance, insurance and cost.

19. Councillors' Reports

Other updates from Parish Councillors (not listed on agenda)-Cllr. Parkin reported she is now the Chairman of the Malthus Trust. Cllr. Parkin announced that the Malthus Trust has a fund for educational needs for under 21's of which local residents can apply for.

20. Future Agenda Items

- Neighbourhood Plan Review – (Following the adoption of the OCC Local Plan)
- Skate Park Official Opening Event
- Clubhouse Event Deposit
- Cob Wall Ownership/Maintenance/Village Fund
- Approval and Adoption of Policies

21. Date of Next Meeting

Wednesday, 15 July 2026.

Appendix 1

Actions from June Meeting, table 1

Item	Action	Ownership
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7.3	To infill cemetery paths with the gravel pile in TFF Car park.	Cllr. Shayler/Iain
10.4	Request for access of Spring Lane response	Cllr. Saunders/Clerk
12.2	To order new replacement part for the KAP play equipment	Clerk
16.1	To finalise sign and bench installation for the skate park.	Clerk
18	Request for toilet at TTF response.	Cllr. Saunders/Clerk
22	To update the Lengthman's Contract	Cllr. Millman/Cllr. Parkin/Clerk

Outstanding Actions from previous meetings - table 2

Item	Mtg	Action	Ownership	Update on action
8	December	Clubhouse roof tile repair	Cllr. Austin	Ongoing
10.2	December	Clubhouse Roof Repair- Research into preventive measures to protect the Clubhouse Roof from further damage during the Cricket season.	Cllr. Millman and Cllr. Austin	Ongoing
16	January	Transfer of email accounts to gov.uk	Clerk	Ongoing
12.2	February	Cob Wall Ownership/Maintenance- To set a date for a workshop day for residents	Cllr. Saunders/Clerk	Ongoing
10.6	April	Arrange installation of Bench- A417 Bus Stop	Cllr. Calder/Cllr. Shayler	In Progress
9.3	May	Installation of Dishwasher at Clubhouse- To write to the Cricket Club with terms of an agreement.	Cllr. Millman/Clerk	In Progress
12.3	May	Church End flood alleviation- To obtain quotations to carryout investigation works.	Cllr. Evason/Cllr. Scott	Ongoing
12.4	May	Clearing of Spring Lane- To obtain quotations for the installation of the gate and clear the lane of debris.	Cllr. Shayler/Iain	Ongoing

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.

22. Lengthman's appraisal (AM & SP)

Cllr. Millman announced the Lengthman's appraisal went well, but the current hours have increased from the original contract. Council agreed to amend the Lengthman's contract in line with last year's analysis.

Appendix 2

Finance May 2026			
Inv Date	PAYMENTS TO APPROVE IN MEETING	Payee	Amount
28.05.2026	Play Park Inspections	ROSPA-Play Safety	528.00
29.05.2026	Skatepark Refurbishment Stage 1	Bendcrete	7,680.00
29.05.2026	Clubhouse Fire Risk Assessment	Red Box	510.00
31.05.2026	Annual Maplink Support	Pear Technology	114.00
31.05.2026	Clerk Travel Expenses May 2026	M Taylor	24.64
02.06.2026	Grass Cutting Blewbury Graveyard-May	J.J Woodage	200.00
15.06.2026	Annual Rent for KAP Land	Oxfordshire County Council	210.08
17.06.2026	Yearend Internal Audit	Ms Wilkinson	300.00
18.06.2026	Refund to benefice Office Ref-Memorial Subscription	The Churn Benefice HUB Fund	120.00
	PAID: Salaries for May Month, Paid on 29.05.2026		
29.05.2026	May Cleaning Clubhouse & Village Hall	Jayne Newman	366.40
29.05.2026	M Taylor, May	M Taylor	1,432.85
29.05.2026	Expenses, Working from home allowance, May	M Taylor	26.00
29.05.2026	Village Hall and Clubhouse Administrator Salary, May	Helen Evi Holroyd	1,149.94
29.05.2026	Expenses, Working from home allowance, May	Helen Evi Holroyd-(Two months paid)	52.00
29.05.2026	Lengthman Service Salary, May	Iain Wood	1,105.48
29.05.2026	Employer/ee Tax/Ni Contributions, May	HMRC	891.50
29.05.2026	Payroll, May	SME Accounting Services Ltd	20.00
	PAID: Direct Debits/Standing Order		
19.05.2026	Bank Charges	Lloyds	4.25
19.05.2026	Clerk and Lengthman's Pension Contributions	NEST	205.49
26.05.2026	Waste Collection	Biffa	174.78
26.05.2026	Electric Supply	Scout Hut	391.74
	PAID: Since previous meeting		
19.05.2026	Clerks Mobile	EE	19.85
	Total Expenditure		15,527.00
	RECEIPTS		
22.05.2026	Skatepark Donation	Savages, Blewbury	400.00
17.05.2026	Skatepark Donation	Blewbury WI	200.00
	Total Income		600.00

Appendix 3

County Councillor report

Date: June 2026

Author: Cllr Rebekah Fletcher

Parishes: Blewbury, Chilton, Harwell, Upton, Western Valley

Contact details: rebekah.fletcher@oxfordshire.gov.uk

Dear Parish Councillors and residents,

I returned from half-term break to a flurry of roadworks in and around Harwell and have spent a good deal of time over the last week trying to get clearer information. I apologise if some of my other queries have slipped down the list as a result.

I'm pleased that progress is being made on several issues that residents have been raising for some time. However, the concentration of all this work has understandably led to frustration, particularly where scheduling seems to overlap. From discussions with officers, that frustration is largely shared. While the council has limited control over utilities works, and multiple utilities projects have leapt in front of planned works, there is nonetheless a recognition that we need better co-ordination where possible.

Over the past week, I have met with a senior officer to review overlapping works in both Blewbury and Harwell, and liaised with the relevant cabinet member to discuss safety and remedial measures in Harwell and Upton. I really hope that these conversations will help to ensure that local concerns are reflected in how works are managed and mitigated on the ground.

The new cabinet has been announced, and one of the changes is the separation of responsibility for road maintenance and network management; this should allow for more granular oversight of highways. I am using this opportunity to highlight to colleagues the areas where improvements are needed across both functions.

Following the reshuffle, I have taken on responsibility for Adult Social Care and have therefore spent much of the past fortnight in briefings. The portfolio includes Adult Social Care, carers' services, mental health and homelessness. While I am still getting fully up to speed, I want to be open that the council is facing the need to make significant savings, amounting to tens of millions of pounds, over the next three years. This is due to a combination of reduced funding and increasing demand. Adult Social Care has a budget of £330 million, the vast majority of which is committed to statutory (obligatory) services. This leaves very limited flexibility, with savings needing to be found in areas where we are providing discretionary services. Cabinet is entering a period of detailed consideration of council-wide savings, and I will be advocating as strongly as I can for those who rely on Adult Social Care services. I'm therefore particularly keen to hear from anyone affected by the consultation on [changes to Adult Social Care contributions](#), which is open until 21st June. Please do get in touch.

Best wishes

Bekah

Transport update

There is a huge amount going on over the summer; to give you an idea of how complicated the plans are, this is a screenshot of the active applications in the area over the next three months:

I will do my utmost to keep people informed via Facebook, as many of these change on a weekly basis as permits are altered or traffic management plans are adapted. Below I've listed the most urgent:

A4130 Steventon Lights scheme – 8th – 17th June, daytime surfacing work on the south side of the A4130. Most of this will be done without traffic management, but there will be some traffic lights. Update is here: [Steventon lights scheme](#)

High St, Harwell – 10th – 13th June there will be a full closure for road surfacing, overnight only 20:00-6:00. Please note, this is for three nights, so will finish at 6am on Saturday 13th.

A417 Blewbury - Streatley – 12th – 16th June, 04:00-18:00 there will be a full closure for surface sealing. There is an overlap with a Thames Water full closure in East Hagbourne so please expect delays.

Burr St/Blenheim Hill, Harwell – 15th June – 10th July there will be a full closure for gas pipe replacement works. Please note, these works, once finished, will continue up the hill and towards Didcot (mainly under traffic lights rather than closure).

Jennings Lane, Harwell 17th – 19th June there will be a street closure for Openreach works. It looks to be blocking Brookside, so I've asked for more information.

Reading Road, Upton – 20th June is Uptonogood! There will be stop/go boards so cyclists can cross safely, so please watch out (and also come to Upton for the day, it's a great day out!

Boham's Road, Blewbury – 22nd – 23rd June they will be sealing the new road surface between 07:00 and 19:00, so there will be full closure.

Please continue to report any highway defects on www.fixmystreet.com.

Other news and information

Cabinet reshuffle – As mentioned, I'm now cabinet member responsible for adults, but other positions and post-holders have also changed. You can read about the [new Oxfordshire cabinet responsibilities](#) online.

Adult Social Services Contributions Policy - We are asking for your views on some suggested changes to charges for some statutory and non-statutory Adult Social Care services. [The consultation](#) closes on 21 June, although we have also written to those affected.

Shared Lives Carers – If you might be interested in opening up your home to an adult who needs additional support to be independent, please do consider becoming a [Shared Lives Carer](#). It's a paid role, our carers describe it as hugely rewarding, and it can genuinely change lives for people with additional support needs.

Local Government Reorganisation - Three different unitary models have been proposed for Oxfordshire. A 'minded-to' decision on whether there will be one, two or three unitary authorities for

Oxfordshire is expected on or shortly after 16 July.

HWRC Booking System – You now need to book a slot to visit any of the Household Waste Recycling Centres. When visiting, you will need to bring proof of address. If you're unable to sort your recycling in advance, you will be asked to do so onsite in the designated sorting areas. For more information or to book your slot, go to:

<http://www.oxfordshire.gov.uk/hwrcbooking> or call 01865 519800.

Carers Phone Friends – This service from Carers Oxfordshire offers support to unpaid carers by connecting them with trained volunteers who understand the challenges of caring. You can find out more, make referrals or volunteer here:

<https://www.carersoxfordshire.org.uk/carers-phone-friends/> or by calling 01295 234 850.

Councillor Priority Fund – All County Councillors have access to a pot of funding to support local community projects. Applications are open until November 2026, and I still have around 50% of my fund remaining so any local charity or parish council, please do apply! The minimum grant is £500, and there are rules regarding eligibility of applicants and projects. You can read more at <https://www.oxfordshire.gov.uk/residents/communities/councillor-priority-fund>

Councillor queries

Recent and ongoing queries raised on behalf of residents and Parish Councils include: Ticket description	Status	Outcome/latest information
Traffic calming Harwell village	IN PROGRESS	The agreements have all been completed and we are expecting the permits application this week. I've been advised that the work could take 8 or 9 weeks, so

		scheduling will be vital. Ideally it would take place over the school holidays as much as possible, but with all the other works going on, this may be too disruptive.
GWP adoption	ONGOING	Spine roads adoption currently stuck in negotiations between Leap Utilities, SODC and Taylor Wimpey. We can't adopt any estate roads until the spine roads are adopted. Latest update: the required remedial works at Didcot Road last year weren't up to standard and had to be redone in places. Highways Agreements have therefore imposed another 3-month review on Taylor Wimpey before adoption.
Damage to electrical unit at skate park, GWP	ONGOING	Repeated damage to the electrical unit at the skate park – Taylor Wimpey is in discussions with SSE on providing a more robust housing unit. Latest update; consideration of whether the unit should go underground, but no decision communicated.
Blewbury road safety	IN PROGRESS	Scheduled for October-December 2026!
Harwell roadworks: to become "Network Management concerns"	IN PROGRESS	As a result of several concerns raised re: works in and around Harwell, the Network Management team is undergoing a reconfiguration that should improve planning in the future; however, I'm still in regular contact as the continued disruption is

		causing understandable frustration.
Road safety issues on A417	IN PROGRESS	Crossing confirmed at the Winnaway, with other speeding measures to be included as part of the works. Latest update: scheduled to start July-September, but given other concurrent works this may be too disruptive.
Coffin Way cycle path	IN PROGRESS	Requested briefing on previous work re: footpath/potential cycle route between Blewbury and Upton – relevant officer on leave. Latest update: team looking to reopen conversations with landowner; with countryside access, but have offered a walkaround
Harwell – High St. flooding	IN PROGRESS	Visit undertaken 6th Jan – waiting list for drain maintenance c. 10 months – have followed up with colleagues on interim measures. Latest update: Have now seen gully reports from January gully cleansing; silt had been between 25% and 75% and now all cleared; will monitor whether this improves situation
Harwell – pavement repairs and maintenance	IN PROGRESS	Footway slurry treatments in progress. Additionally, Didcot Road, Blenheim Hill, and Burr Street are marked for footway reconstruction, while Westfield Road is set for carriageway surface inlay. Have also reported High St/Wantage Rd as particularly bad

Rat infestation	COMPLETE?	Have had no further complaints, but also no confirmation all is clear. Please let me know if issue recurs
Blewbury Road signs	COMPLETE?	Repair visit should now have been completed – will confirm once I see them!
Grove Road flooding	COMPLETE	Problem identified: tree roots penetrating into culvert. Since then, landowner has removed one tree, with further removals planned. Also excavated a grip through the verge into their field to allow floodwater to drain away from the highway and onto their land. Sincerely hope this will solve the longstanding issue
Blewbury flooding	IN PROGRESS	Sheencroft corner flooding problems – identified more than 50% of gullies non-operational. Now chasing to get action on fix.
OFS reorganisation	COMPLETE	As result of firefighters' concerns, all proposals dropped
Reading Road - flooding	AWAITING RESPONSE	Flooding query - now that the weather has turned, asked for flooding sites to be re-investigated.
Flooding Frank Williams Way	IN PROGRESS	District has cleared road, but almost immediately problem has recurred. Drainage improvements due on A4130; trying to get entrance to GWP included in programme
Hagbourne Hill improvements	AWAITING RESPONSE	Stagnated due to problems with funding and utilities; I am chasing regularly

London Road resurfacing	COMPLETE	Contractor had to return at own cost to put right incomplete/poorly completed works
Harwell High St SGN works	IN PROGRESS	Currently running two weeks behind schedule. Have requested shuttle bus during 3-week closure of Burr St.
20 mph signs Harwell	COMPLETE	Query about odd location of some 20mph signs, blocking pathways; confirmation received these will be moved
Steventon Lights; impact on traffic	COMPLETE (albeit not very satisfactorily)	Response re: traffic queuing back onto A34: traffic lights only during off-peak hours, traffic from A34 given priority, extended greens to release queuing traffic. Monitored on site using camera systems, to mitigate queuing towards slip road.
Traffic concerns re: Esso site N. of Rowstock	COMPLETE	Impact on highways has been considered and mitigations required from applicant – will continue to keep me updated, but officers “keenly aware”
Upton-W.Hagbourne one-way route	ONGOING	Query as to whether the road from W.Hagbourne to Upton could be southbound only, with Upton-W.Hagbourne diverted via roundabout.