

Minutes of the meeting of Nuneham Courtenay Parish Council held on Tuesday 7th January 2025 at the Village Hall

The Chair opened the meeting at 7.30pm.

Parish Councillors present: John Peters, Judy Eden and Mandy Rigault (Chair).

Also present: Cllr Robin Bennett (OxonCC), Cllr Sam Casey-Rerhaye (SODC) and four parishioners.

In attendance: Geoffrey Ferres (Clerk).

24/109. Present/Apologies

Cllr Madhvi Saini (holiday).

24/110. Declarations of interest

None.

24/111. Parishioners' issues

No issues were raised apart from ones relating to flooding.

Sheila Barrett asked the Council to organise a meeting for villagers affected by the flooding.

Steven Appleby believed all members of the Council should take part in such a meeting so they all became as knowledgeable as the affected villagers.

Cllr Robin Bennett offered to investigate whether the OxonCC grant has to be spent by the end of March 2025.

24/112. Minutes of the Council's last ordinary meeting

The Council **approved** the minutes of the ordinary meeting held on 5th November 2024. The Chair then signed them and initialled each page.

Action: Clerk to publish signed minutes on Council's website

24/113. Vacancy

The Council **agreed** to defer the matter to a future meeting.

24/114. County Councillor's report

Cllr Robin Bennett (OxonCC) introduced his latest written report, which the Clerk has published on the Council's new website. He said he is attending a Scrutiny Committee meeting next week regarding the budget for 2025/26.

24/115. District Councillor's report

Cllr Sam Casey-Rerhaye (SODC) introduced her latest written report, which the Clerk has published on the Council's new website.

Initialled: AMR.

Date: Tuesday 4th March 2025

She said that the new Vale and South Joint Local Plan was submitted on 9th December 2024, three days before the Government published its new National Planning Policy Framework.

She said the plan would therefore be considered against the then-existing National Planning Policy Framework and would not be affected by the Government's new system of targets for building new homes.

24/116. Planning matters

- a) Whispering Cottages 3-4 Nuneham Courtenay: Change of use of rear building to independent dwelling house with associated curtilage and parking; alterations to building, including to opening/fenestration and provision of two dormers. [P24/S3932/FUL] [Consultation deadline: Saturday 11th January 2025]

The Clerk reported that the Planning Officer has already refused the application following a strong objection from an SODC Heritage Officer.

- b) FBZ788 – West Barn, Sandford-on-Thames: Dismantle eight existing poles and install five intermediate poles and three section poles; ten stays and blocks to be installed; uprate three spans to three-phase; uprate two LV overhead spans to 95BAC 3 phase; adding lame leg to allow for upgrade of PMT. [P24/S3965/OH] [Consultation deadline: Wednesday 15th January 2025]

The Council **agreed** not to submit any comments.

24/117. Finance

- a) Bank reconciliation to end Q3

The Clerk informed the Council that he has not yet received the December bank statement.

- b) Budget monitoring report to end Q3

The Council **agreed** the recommendations of the Clerk in his capacity as Responsible Financial Officer to amend the budget to:

- Increase the provision for Staff costs from £3,400 to £4,200
- Increase the provision for Bank interest from £10 to £300
- Reduce the provision for Audit from £450 to £310.

- c) Transfer

The Council **agreed** the recommendation of the Clerk in his capacity as Responsible Financial Officer to transfer £1,200 from its deposit account to its current account.

Initialled: AMR

Date: Tuesday 4th March 2025

The Chair and Cllr John Peters signed the transfer instruction.

Action: Clerk to take transfer instruction to bank

d) Payments

The Council **approved** the following payments:

- £16.73, Mrs A M Rigault, Village Guide launch expenses
- £1,831.03, Geoffrey Ferres, 2024-25 Q3 Clerk net pay and expenses
- £316.00, HMRC, PAYE tax deducted 2024-25 Q3.

The Chair and Cllr John Peters signed the second and third payments and initialled the supporting paperwork.

The Council **agreed** to waive the requirements of Financial Regulation 6.6 so that Cllr Madhvi Saini can sign the first payment in the presence of the Clerk.

Action: Clerk to arrange for Cllr Madhvi Saini to sign payment and pass the signed cheque to the Chair

e) Receipts

The Clerk reported the following receipt since the last ordinary meeting:

- £95.62, Barclays Bank, quarterly interest.

f) Budget 2025-26

The Council **agreed** to approve a budget for 2025-26 presented by the Clerk in his capacity as Responsible Financial Officer.

g) Precept 2025-26

The Council **agreed** to the recommendation of the Clerk in his capacity as Responsible Financial Officer to demand a precept of £7,320 from SODC for 2025-26, an increase of £476 on the existing precept so the Council can meet the annual running costs of the Playing Field.

The Clerk advised the Council this would result in an increase of 5% to the parish council element of residents' Band D Council Tax, the first increase in the parish council element for three years.

Action: Clerk to send precept demand to SODC

24/118. Correspondence

The Clerk brought the following items of correspondence to the Council's attention:

a) All Saints Church

The Clerk said he has received a message from the Churches Conservation Trust about a meeting at 2pm on Wednesday 22nd January to talk about plans for All Saints Church.

Initialled: AMR

Date: Tuesday 4th March 2025

The Chair said she has received a copy of the same message and will endeavour to attend the meeting.

- b) County-wide consultation on proposed Traffic Restriction Automatic Number Plate Recognition Camera Enforcement [Consultation deadline: Friday 31st January 2025]

The Clerk drew the Council's attention to the inclusion of Baldon Lane in the affected roads, the only village road affected in the whole county.

Cllr Judy Eden expressed her concern about the possible effect of the proposals on Marsh Baldon Church of England Primary School.

Action: Clerk to mention the consultation in the next Newsletter

Items deferred from last meeting

24/119. Review of Systems of Internal Control 2023-24

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/120. Standing Orders

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/121. Financial Regulations

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/122. Financial Risk Assessment

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/123. Community Safety

The Chair said she will speak to the two residents who had said they might be interested in establishing a Neighbourhood Watch group.

Action: Chair

24/124. Speeding and other Highways issues

- a) Footpath reconstruction

The Clerk reported that OxonCC's Carl Stallwood has informed the Council that OxonCC has placed an order to reconstruct the footways throughout the village of Nuneham Courtney starting on 26th January to be completed by April.

Initialled: AMR.

Date: Tuesday 4th March 2025

The work will include replacing the asphalt surface to the footways as well as kerb or edging repairs.

Carl Stallwood said OxonCC is currently looking at the condition of the drainage in advance of the works.

He has said that if it identifies any damage under or near to the footpaths, then it will undertake repairs to ensure that things don't get dug up again as soon as they are resurfaced.

He promised to share any findings following the investigations with the Council.

OxonCC has said permit conditions limit work to off-peak times from 9:30am until 3:30pm each day to minimise disruption, but the works will require traffic lights during this period and it acknowledged this will cause some disruptions for which it apologised in advance.

b) Traffic surveys

The Clerk reported that Thames Water had informed the Council that it was carrying out traffic surveys week commencing the 25th November for two weeks in the local area in connection with its South East Strategic Reservoir Option project.

Thames Water had said the purpose of the surveys was to understand the existing baseline traffic and pedestrian flows in the area to inform the transport and traffic assessments for the project.

The surveys would include counting traffic on local roads and junctions, alongside pedestrian and cycle counts. These would be undertaken using predominantly Automatic Traffic Counters, cameras and radar.

The Clerk said he believed the results of these surveys may be of wider use to the Council in relation to traffic issues in the village.

24/125. Housing Infrastructure Fund 1 Relief Road

Cllr Robin Bennett reported the Inspector's decision to approve the construction of the road. He said he would be attending a Councillor briefing later this week.

24/126. Succession Planning

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

Other business

24/127. Flooding

The Council **agreed** that its priority is the drainage, rather than the scheme originally designed by SODC's Leigh Travers.

Initialled: AMR

Date: Tuesday 4th March 2025

The Council also **agreed** there would be no need to purchase a camera to inspect the culverts as OxonCC is going to inspect the culverts and share its findings.

24/128. Conservation issues

The Chair gave a brief report of the launch event held on 14th December.

24/129. Playing Field

The Council was updated on the Nuneham Courtenay Sports and Playing Field Association's plans for the Playing Field.

24/130. Defibrillator

The Clerk said the defibrillator is in working order but will need a new electrode kit.

Action: Clerk to purchase new electrode kit

24/131. Public Transport


The Chair reported that the improved bus service via Oxford's Abingdon Road will not commence until Botley Road re-opens and traffic reduces on Abingdon Road.

The Chair reported that OxonCC has halted the Bus Stop Data Capture exercise.

24/132. Business Continuity

Nothing to report.

The meeting closed at 9.55pm.

Signed: 

Date: Tuesday 4th March 2025