

Minutes of the meeting of Nuneham Courtenay Parish Council held on Tuesday 4th March 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).

In attendance: Geoffrey Ferres (Clerk).

24/133. Present/Apologies

Cllr Madhvi Saini (health).

The Council **agreed** to accept her reasons for absence.

24/134. Declarations of interest

None.

24/135. Parishioners' issues

None.

24/136. Minutes of the Council's last ordinary meeting

The Council **approved** the minutes of the ordinary meeting held on 7th January 2025. The Chair then signed them and initialled each page.

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

24/137. Vacancy

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

24/138. 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 reported that the County Council had last week approved the installation of Automatic Number Plate Recognition cameras on Baldon Lane.

24/139. 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.

She offered to enquire about how the forthcoming garden waste changes might affect the bin the Council pays for at the churchyard.

Initialled: 

Date: Tuesday 6th May 2025

24/140. Planning matters

- a) Burcot Solar Farm [P23/S4132/FUL]: The Clerk reported that he had been informed this afternoon that an Inspector has allowed the developer's appeal against SODC's refusal of planning permission.

24/141. Finance

- a) Bank reconciliation to end February 2025

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

- b) Budget monitoring report to end January 2025

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 £4,200 to £4,300
- Add a provision for the Playing Field of £550
- Remove the £500 provision for Grants.

The Clerk expressed concern about the lack of Village Hall invoices and offered to compile a list of the sums he believed the Council should have been invoiced. **Action: Clerk**

- c) Transfer

The Council **agreed** the recommendation of the Clerk in his capacity as Responsible Financial Officer to transfer £2,000 from its deposit account to its current account.

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:

- £216.00, Oxfordshire Association of Local Councils, Annual membership subscription
- £525.00, Pyramid Consulting, Playing Field tree survey.


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

Action: Clerk to send payments to Oxfordshire Association of Local Councils and Pyramid Consulting

24/142. Correspondence

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

- a) SODC Charity Collections Policy [Consultation deadline: 11.59pm on Wednesday 26 March 2025]

Initialled: 

Date: Tuesday 6th May 2025

The Clerk reported SODC is consulting on a new joint policy for South Oxfordshire and Vale of White Horse districts related to charity collections.

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

- b) Great British Spring Clean, Friday 21st March – Sunday 6th April

The Clerk asked if the Council intended to take part in this annual event organised by Keep Britain Tidy.

The Council felt litter is not a major issue and **agreed** not to take part.

At 9.07pm the Council **agreed** to adjourn the meeting to 11am on Tuesday 11th March in the Village Hall having considered the agenda items above and items 148, 151 and 155 below.

Present at the reconvened meeting:

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

In attendance: Geoffrey Ferres (Clerk).

Madhuri Saini *AMR*

Items deferred from last meeting

24/143. 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**

24/144. Standing Orders

The Clerk advised the Council that the model Standing Orders published by the National Association of Local Councils (NALC) have not altered in any substantial way since it last re-adopted its current Standing Orders.

The Council **agreed** to re-adopt its existing Standing Orders without amendment. **Action: Clerk to update Council's website**

24/145. Financial Regulations

The Clerk advised the Council that the model Financial Regulations published by NALC in April 2024 represented a rewrite with almost no substantial changes in the practical requirements.

The Council **agreed** to the Clerk's proposal to adopt the Financial Regulations tabled by the Clerk, which adapted the new NALC model Financial Regulations to the Council's current requirements.

Action: Clerk to update Council's website

24/146. Financial Risk Assessment

The Clerk had recirculated the amendments he first circulated for the Council's June 2024 meeting.

Initialled: *AMR*

Date: Tuesday 6th May 2025

The Council **agreed** to the amendments proposed by the Clerk.

Action: Clerk to update Council's website

24/147. Community Safety

Nothing to report.

24/148. Speeding and other Highways issues

The County Council's contractors have almost finished the footpath reconstruction work. Members agreed that most parishioners are satisfied with the work, but felt the standard of the contractors' work had been better at the beginning of the work than more recently.

The Chair will speak to OxonCC's Carl Stallwood about a Vehicle-Activated Sign and may contact colleges with art students about a sculpture. **Action: Chair**

The Council **agreed** to find out from Thames Valley Police about the renewal of the current speed camera. **Action: Clerk**

24/149. Housing Infrastructure Fund 1 Relief Road

Nothing to report.

24/150. Succession Planning

The Council **agreed** to record its thanks to the Clerk for his work but not to begin seeking to recruit a successor.

Other business

24/151. Annual Parish Meeting 2025

The Council **agreed** to hold the Annual Parish Meeting for 2025 on Tuesday 20th May, starting at 7.30pm.

24/152. Flooding

SODC's Leigh Travers has confirmed the sum available for work is £25,000 and that this sum will just cover the work that has been identified.

He has informed the Council that grants will be available again in 2025/26, but the deadline for applications is 18th April.

Cllr John Peters offered to contact OxonCC's Carl Stallwood.

Action: Cllr John Peters

24/153. Membership subscriptions

The Council **agreed** to pay the Clerk's annual membership subscription to the Society of Local Council Clerks, £110.

Initialled: 

Date: Tuesday 6th May 2025

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

Action: Clerk to send payment to Society of Local Council Clerks

24/154. Conservation issues

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

The Clerk reported that since the first part of the meeting, a firm that specialises in the leisure and hospitality sector had contacted the Council on behalf of a pub company interested in the former Cockadoo/Harcourt Arms.

Mr Paul Date of Ainsty Development Consulting Ltd said he had visited the site on 5th March. He had written: "The site potentially ticks a few boxes for us, and I am contacting you to try to find out some of the recent history relating to the site."

Cllr John Peters has contacted Mr Dale. Councillors said they were familiar with the Oxfordshire pub that the pub company already runs and were pleased with it.

Action: Chair to contact SODC's Samantha Allen

24/155. Playing Field

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

- A tree survey has identified works required to various trees
- The Association has been awarded grants, which will be paid into the Association's bank account
- Improvements will take place in three phases and the first phase will be completed in time for the summer holidays
- The Association has agreed that the Council should become a corporate trustee – the actual councillor attending meetings can vary from one meeting to another
- One longstanding Trustee has stood down.
- The Association is looking into obtaining a secure postbox.

The Clerk drew attention to the Oxfordshire Playing Field Association's offer of a visit.

The Council **agreed** to take responsibility for maintenance and insurance of the Playing Field, and to delegate to the Clerk in consultation with the Chair to arrange insurance and engage a maintenance contractor

Initialled: 

Date: Tuesday 6th May 2025

24/156. Defibrillator

The Clerk said the defibrillator is now back in working order but will soon need a replacement electrode tray.

Action: Clerk to purchase new electrode tray

24/157. Public Transport

Nothing to report.

24/158. Business Continuity

Nothing to report.

The meeting closed at 12.17pm.

Signed: 

Date: Tuesday 6th May 2025

Initialled:

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