

Minutes of the meeting of Nuneham Courtenay Parish Council held on Thursday 11th September 2025 at the Village Hall

The Chair opened the meeting at 7.31pm.

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

Also present: Cllr Dawn McGiveron (The Baldons PC), Cllr Robin Jones (OxonCC), Cllr Sam Casey-Rerhaye (SODC) and two parishioners.

In attendance: Geoffrey Ferres (Clerk).

25/27 Present/Apologies

Cllr Madhvi Saini (ill health).

The Council **agreed** to accept Cllr Madhvi Saini's reason for absence.

25/28 Declarations of interest

None.

25/29 Public participation

Cllr Dawn McGiveron informed the Council that The Baldons Parish Council intends to make a submission to the forthcoming Community Governance Review asking for the separate parishes of Marsh Baldon and Toot Baldon to be fully merged into a single council.

She said there will probably be a small increase in precept for residents of Toot Baldon, but they can see no other negative implication.

They do not, however, believe it would be a good idea at this late stage to consider incorporating Nuneham Courtenay into the merged parish.

John Taylor said he thought Nuneham Courtenay parishioners might prefer Nuneham Courtenay to continue to exist as a separate parish. He said he would even consider taking on the role of Chair of a Parish Meeting if that were the only way the parish could continue to exist.

Jenny Talor spoke on behalf of the Village Hall Committee. She said the Village Hall needs repairs to radiators and the front step which will cost approximately £2,000. She said it costs £3,000 per year to run the Village Hall, which far exceeds its annual income from hire charges.

The Vice-Chair mentioned the cost of improving parking to increase the chance of attracting outside bookings and the Clerk advised this would be realistic if the cost were spread over a long period, for example by a PWLB loan from the Government's Debt Management Office.

It was recognised that the first question was whether the Estate would agree to any improvements to the car park, which it owns.

The Council **instructed** the Clerk to include the Village Hall as an item on agenda of next meeting. **Action: Clerk**

Initialled: AMR

Date: Tuesday 4th November 2025

25/30 Minutes of the Council's annual meeting

The Council **approved** the minutes of its annual meeting held on 6th May 2025. The Chair then signed them and initialled each page.

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

25/31 Co-option to fill vacancy

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

Business deferred from the Annual Meeting

25/32 Employee Salary Procedure

The Council **adopted** the revised Procedure for the Payment of Salary of Council Employees drafted by the Clerk.

Action: Clerk to update Council's website

Audit 2024-25

25/33 End of Year Bank Reconciliation 2024-25

The Council **noted** the bank reconciliation at the end of the financial year presented by the Clerk in his capacity as Responsible Financial Officer and signed by Cllr Judy Eden.

25/34 Review of Systems of Internal Control 2024-25

The Council **noted** the Review of the Council's Systems of Internal Control for 2024-25 carried out by Cllr Judy Eden with the Parish Clerk.

25/35 Internal Auditor's Report 2024-25

The Council **noted** the reports received from the Internal Auditor and **instructed** the Clerk to investigate options for appointing an Internal Auditor in time for this year's audit. **Action: Clerk**

25/36 Annual Governance Statement 2024-25

The Clerk read each statement to the Council, and the Council **agreed unanimously** that the answer to:

- Statements 1 and 2 should be "No"
- Statements 3 to 8 should be "Yes"
- Statement 9 should be "Not applicable".

The Chair and the Clerk then signed Section 1 of the Annual Governance and Accountability Return 2024-25.

Action: Clerk to publish signed Annual Governance Statement on Council's website

Initialled: AMR.

Date: Tuesday 4th November 2025

25/37 Management Accounts 2024-25

The Council **noted** the unaudited Management Accounts for 2024-25 presented by the Clerk in his capacity as Responsible Financial Officer.

25/38 Reserves

The Council considered a Breakdown of Reserves held at the end of 2024-25 presented by the Clerk in his capacity as Responsible Financial Officer and **agreed** to amend it by:

- Creating a £750 earmarked reserve for purchase of a Vehicle Activated Sign
- Increasing the existing earmarked reserve for replacement of the Council's laptop from £400 to £500.

Action: Clerk to publish amended breakdown on Council's website

25/39 Accounting Statements 2024-25

The Council **approved** the unaudited Accounting Statements for 2024-25 presented by the Clerk in his capacity as Responsible Financial Officer.

The Chair then signed Section 2 of the Annual Governance and Accountability Return 2024-25.

Action: Clerk to publish signed Statement of Accounts on Council's website

25/40 Certificate of Exemption from External Audit for 2024-25

The Council **agreed** to certify itself as exempt from a limited assurance review by an external auditor for 2024-25. The Chair and the Clerk then signed the Certificate of Exemption.

Actions for Clerk: publish signed Certificate of Exemption on Council's website; and send copy to External Auditor

Other Business

25/41 County Councillor's report

Cllr Robin Jones (OxonCC) introduced his first written report, which the Clerk had published on the Council's new website.

The Vice-Chair raised the matter of Thames Water intending to dig up the new pavement and apparently not intending to make good properly. Robin offered to meet the Vice-Chair to take the matter further.

25/42 District Councillor's report

Cllr Sam Casey-Rerhaye (SODC) introduced her latest monthly report.

Action: Clerk to publish report on Council's website

Initialled: AMP.

Date: Tuesday 4th November 2025

25/43 Planning matters

- a) 39 Nuneham Courtenay: Internal demolition of dining room wall to hallway wall, demolition of hallway to kitchen wall, relocation of stairs. [P25/S2636/LB] [Consultation deadline: Thursday 25th September 2025]

The Council **agreed** not to submit a comment.

25/44 Finance

- a) Bank reconciliation to end August 2025

The Council **noted** a bank reconciliation to the end of August 2025 presented by the Clerk as Responsible Financial Officer.

- b) Budget monitoring report to end August 2025

The Council **agreed** the recommendations of the Clerk in his capacity as Responsible Financial Officer to amend the budget to increase the provisions for payments in respect of:

- Audit from £350 to £650
- Website from £300 to £450
- ICO registration from £35 to £50

and to increase the provision for receipts from Recoverable VAT from £300 to £400. **Action: Clerk**

- c) Ratification of the following payments made since the last meeting

The Council **ratified** the following payments made since the last meeting by the Chair and Vice-Chair:

- £690.00, Bibby Commercial Finance Ltd, Playing Field first and second cuts
- £681.70, Geoffrey Ferres, Clerk net pay 2025-26 Q1
- £72.20, HMRC, PAYE tax deducted 2025-26 Q1
- £330.00, Parish Council Websites, annual hosting
- £96.00, Moore, External Auditor, first two reminder letters
- £90.00, Bibby Commercial Finance Ltd, Playing Field July maintenance.

- d) Payments

The Council **approved** the following payments:

- £48.30, Geoffrey Ferres, 2025-26 Q1 Clerk expenses
- £90.00, Bibby Commercial Finance Ltd, Playing Field August 2025 maintenance
- £630.00, Auditing Solutions Ltd, Internal Audit 2024-25
- £344.50, Nuneham Courtenay Village Hall, hire of Village Hall since March 2024.

The Chair and Vice-Chair signed the payments and initialled the supporting paperwork.

Initialled: AMP.

Date: Tuesday 4th November 2025

Actions for Clerk: send payments to Bibby Commercial Finance Ltd and Auditing Solutions Ltd; make payment to Village Hall

e) Receipts

The Council **noted** the following receipts since the last ordinary meeting in March 2025:

- £88.66, Barclays, quarterly deposit account interest March 2025
- £3,660.00, South Oxfordshire District Council, precept – first half
- £118.27, HMRC, VAT refund 2024-25 Q2 Q3 Q4
- £75.15, Barclays, quarterly deposit account interest June 2025
- £115.00, HMRC, VAT refund 2025-26 Q1
- £3,660.00, South Oxfordshire District Council, precept – second half.

25/45 Correspondence

The Council **agreed** to defer this item until later in the meeting, but failed to reach it before the meeting closed.

25/46 Community Governance Review

The Council **agreed** to make a submission to SODC's forthcoming Community Governance Review advising SODC that the Council is on the verge of collapse and asking SODC to consult on possible solutions, including making Nuneham Courtenay a Parish Meeting or merging it with a neighbouring parish council. **Action: Clerk**

25/47 Insurance

The Council **agreed** to delegate to the Clerk the renewal of its insurance, which falls due at the beginning of November, and to permit him to spend up to £500. **Action: Clerk**

25/48 Council laptop

The Council **instructed** the Clerk to spend up to £500 on the purchase of a replacement for its laptop computer purchased almost 15 years ago for £314 which runs on Windows 10, for which Microsoft is about to withdraw support. **Action: Clerk**

25/49 Conservation issues

a) Former Cockadoo/Harcourt Arms

After discussion, the Council agreed to write to the owners.

Action: Chair

Initialled: AMR.

Date: Tuesday 4th November 2025

b) Village Guide

The Council **agreed** to sell remaining copies of the Village Guide, subject to the Council not having to register for VAT.

Action: Clerk to seek advice from OALC

25/50 Playing Field

Jenny Taylor and John Taylor reported on behalf of the Association that Creative Play will carry out a final survey on Tuesday 16th September and are due to install the first piece of play equipment in early October. It was generally felt that regular cutting of the grass has helped the appearance of the Playing Field.

25/51 Council Website

The Council **agreed** to delegate to the Clerk to decide on the future hosting of the Council's domain now that HCI Data Ltd has decided to cease hosting gov.uk domains and to authorise him to spend up to £100.

Action: Clerk

25/52 Solar Farms: Community Benefit

The Council **ratified** the Chair's action in co-signing with the Chair of The Baldons Parish Council a request to Verdant Energy to enter into a community partnership arrangement.

25/53 Community Safety

Nothing to report.

25/54 Speeding and other Highways issues

Nothing to report.

25/55 Annual Parish Meeting 2023

The Council **noted** the draft minutes of the Annual Parish Meeting for 2025 held on Tuesday 20th May 2025.

25/56 Flooding

It was reported that one house is experiencing an issue due to a problem with the new pavement recently laid by contractors for the county council.

Initialled:

AMR.

Date: Tuesday 4th November 2025

The meeting closed at 10.01pm without reaching the remaining items:

25/57 Public Transport

25/58 Defibrillator

25/59 Business Continuity

Signed: 

Date: Tuesday 4th November 2025

Initialled:

Date: Tuesday 4th November 2025