

Minutes of the meeting of Nuneham Courtenay Parish Council held on Tuesday 4th November 2025 at the Village Hall

The Chair opened the meeting at 7.30pm.

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

Also present: Cllr Sam Casey-Rerhaye (SODC) and three parishioners. In attendance: Geoffrey Ferres (Clerk).

25/60 Apologies

Cllr Madhvi Saini and Cllr Robin Jones (OxonCC).

25/61 Declarations of interest

None.

25/62 Public participation

None.

25/63 Minutes of the Council's last ordinary meeting

The Council **approved** the minutes of the ordinary meeting held on 11th September 2025. The Chair then signed them and initialled each page.

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

25/64 Co-option to fill vacancy

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

25/65 County Councillor's report

Cllr Robin Jones (OxonCC) had sent his apologies.

25/66 District Councillor's report

Cllr Sam Casey-Rerhaye (SODC) introduced her latest monthly report which the Clerk had already published on the Council's website.

25/67 Planning matters

- a) Keepers Cottage: Single-storey rear and side extension to curtilage listed outbuilding to create additional family accommodation.
[P25/S2939/HH/P25/S2941/LB] [Consultation deadline: Wednesday 12th November 2025]
The Council **agreed** not to submit a comment.
- b) 5 Nuneham Courtenay: Remove ground floor chimney breast, install new rear French doors and two rear windows, relocate the kitchen to

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the rear. [P25/S3201/LB] [Consultation deadline: Wednesday 12th November 2025]

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

c) Land adjoining The Old Smithy: Land adjoining The Old Smithy. Communication from ACH Planning.

The Council **instructed** the Clerk to reply on its behalf. **Action: Clerk**

25/68 Finance

a) Bank reconciliation to end September 2025

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

b) Budget monitoring report to end September 2025

The Council **noted** a budget monitoring report to the end of September 2025 presented by the Clerk as Responsible Financial Officer.

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:

- £90.00, Bibby Commercial Finance Ltd, Playing Field September maintenance
- £720.20, Geoffrey Ferres, Clerk net pay 2025-26 Q2 and Q1 arrears
- £82.00, HMRC, PAYE tax deducted 2025-26 Q2.

d) Transfer from deposit account to current account

The Council **agreed** to transfer £4,000 from its deposit account to its current account. **Action: Clerk**

e) Payments

The Council **approved** the following payments:

- £45.51, Geoffrey Ferres, 2025-26 Q2 Clerk expenses
- £7,296.00, Creative Play, Goal, picnic tables, etc.
- £90.00, Bibby Commercial Finance Ltd, Playing Field October 2025 maintenance
- £241.00, Zurich Municipal, Insurance renewal.

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

Action for Clerk: send payments to Creative Play, Bibby Commercial Finance Ltd and Zurich Municipal

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f) Receipts

The Council **noted** the following receipt since the last ordinary meeting in September 2025:

- £75.11, Barclays, Quarterly deposit account interest September 2025
- £1,650.00, Nuneham Courtenay Sports and Playing Field Association, Picnic tables and games tops included in Creative Play invoice.

25/69 Correspondence

a) Arnold-Baker on Local Council Administration

The Clerk reported that a new, 14th edition of this book, indispensable to parish clerks, has just been published at a price of £225, but is available to members of Oxfordshire Association of Local Councils (OALC) for £180, a 20% discount.

The Council **agreed** that the Clerk may purchase a copy.

Action: Clerk

b) Website training

The Clerk reported that OALC is offering an online training course "Good Governance & Transparency: What Should be on Your Website?" which should assist him to deal with new legal requirements for parish councils' websites.

The course is on Monday 26th January and costs £50 (plus VAT).

The Council **agreed** that the Clerk may book a place. **Action: Clerk**

c) Mental health training for councillors

The Clerk reported that the County Council has awarded a contract to Oxfordshire Mind to offer free, two-hour online mental health training sessions to councillors.

The training is available on eight dates up to mid-March.

Action: Clerk to forward details to Chair

25/70 Conservation issues

a) Former Cockadoo/Harcourt Arms

The Chair reported that SODC's Planning Enforcement team is now investigating the condition of the property after the Chair visited the building and took photos showing its deterioration.

b) Village Guide

The Clerk reported that he has asked OALC's advice regarding the implications, if any, of the Council selling the remaining copies of the Village Guide and is awaiting their response,

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25/71 Playing Field

John Taylor reported on behalf of the Association that Creative Play installed the play equipment very well last month.

There remains a problem of unevenness of the ground and John believes there may be a final cutting of the grass outstanding.

John said he is investigating the kind offer of play equipment that may be available from Horspath Parish Council.

John said the Association does not intend to create a website.

The Council **agreed** that space on its website and in its noticeboard should be available to the Association.

Sam offered a folder of old photos of the Playing Field that belonged to her father.

25/72 Village Hall

Jenny Taylor reported on behalf of the Village Hall Committee that a lot of improvements have taken place since the Council's last meeting: sheds have been cleared away; the porch has been repaired; two rotten windows have been dealt with; all the radiators have been repaired except one.

Jenny said that a grant for activities will enable the Committee to provide a purpose-built cabinet for the local library.

She said the Committee has plans for more work planned at the back of the Hall and is aware work is needed on rotten timbers.

25/73 Grant application

The Council **agreed** to award a grant of £100 to Oxfordshire Mind.

The Chair and Vice-Chair signed the cheque.

Action: Clerk to send cheque to Oxfordshire Mind

25/74 Insurance

The Clerk reported that he had sought three quotations and the other two companies had not been able to match the price quoted by Zurich Municipal, so he had exercised his delegated authority and renewed the Council's insurance with that company.

25/75 Council laptop

Clerk visited Curry's Business in Oxford this morning and was given three options within the Council's limit of £500. The Council **agreed** the Clerk's recommendation that it accept the Curry's Business quotation for an Asus Vivobook 16" Ryzen5 512GB laptop.

Action: Clerk to purchase laptop

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25/76 Council Website

The Clerk reported that he had obtained three quotations. The Council **agreed** the Clerk's recommendation that it accept what appears to be the cheapest from Vision ICT, a company which had been used by a council for which he had worked previously. **Action: Clerk**

25/77 Community Governance Review

Nothing to report.

25/78 Solar Farms: Community Benefit

Nothing to report.

25/79 Community Safety

Nothing to report.

25/80 Speeding and other Highways issues

It was felt that Gigaclear's contractors had done a good job of making good the pavement after installing superfast broadband cables.

25/81 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.

25/82 Public Transport

The Clerk reported that the next meeting of Oxfordshire Passenger Transport Representatives is at 1.30pm on Tuesday 11th November.

25/83 Defibrillator

The Clerk reported that the defibrillator is in working order. The Council **agreed** to accept the welcome offer of a parishioner who is a GP to become the guardian of the defibrillator. **Action: Clerk**

The meeting closed at 9.58pm.

Signed:



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