

Minutes of the meeting of Nuneham Courtenay Parish Council held on Tuesday 13th January 2026 at the Village Hall

The Chair opened the meeting at 7.30pm.

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

Also present: Cllr Robin Jones (OxonCC) and one parishioner.

In attendance: Geoffrey Ferres (Clerk).

25/84 Apologies

None.

25/85 Declarations of interest

None.

25/86 Public participation

None.

25/87 Minutes of the Council's last ordinary meeting

The Council **approved** the minutes of the ordinary meeting held on 4th November 2025. The Chair then signed them and initialled each page.

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

25/88 Co-option to fill vacancy

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

25/89 County Councillor's report

Cllr Robin Jones (OxonCC) gave a verbal report.

25/90 District Councillor's report

Cllr Sam Casey-Rerhaye (SODC) had sent a written which the Clerk had already published on the Council's website.

25/91 Planning matters

5 Nuneham Courtenay: Formation of new dropped kerb to facilitate safe vehicular access; within the front garden, driveway surfaced in permeable gravel. [P25/S3897/HH & P25/S3898/LB]

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

Initialled: AMR

Date: Tuesday 3rd March 2026

25/92 Finance

a) Bank reconciliation to end December 2025

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

b) Budget monitoring report to end December 2025

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

The Council **agreed** to amend the following payments provisions:

- Increase Staff Costs from £3,500 to £4,300
- Increase Office & Stationery from £250 to £400
- Reduce Travel & Subsistence from £250 to £100
- Reduce Training from £150 to £50.

The Council also **agreed** to increase the provision for Receipts from Bank Interest from £10 to £200.

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:

- £60.00, Oxfordshire Association of Local Councils, Governance and Transparency training for Clerk
- £180.00, RELX (UK) Ltd, Arnold-Baker 14th edition
- £90.00, Bibby Commercial Finance Ltd, Playing Field November maintenance.

d) Transfers from deposit account to current account

The Council **agreed** to:

- Ratify the Clerk's decision to arrange for Cllr Saini to countersign a transfer of £1,000 from its deposit account to its current account since the last meeting (in line with Financial Regulation 6.9 iii)
- Transfer £1,000 from its deposit account to its current account.

Action: Clerk

e) Payments

The Council **approved** the following payments:

- £1,707.68, Geoffrey Ferres, 2025-26 Q3 Clerk pay and expenses, plus hours adjustment and holiday pay for 2025
- £318.40, HMRC, PAYE tax deducted Q3
- £18.80, G J Peters, Expenses.

Initialled: AMR

Date: Tuesday 3rd March 2026

The Chair and Vice-Chair signed the first two payments and initialled the supporting paperwork. Cllr Saini and the Clerk signed the third payment and initialled the supporting paperwork.

Action: Clerk to make payment to HMRC

f) Receipts

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

- £62.20, Barclays, quarterly deposit account interest December 2025.

g) Budget 2026-27

The Council **agreed** to approve a budget for 2026-27 presented by the Clerk in his capacity as Responsible Financial Officer.

h) Precept 2026-27

The Council **agreed** to the recommendation of the Clerk in his capacity as Responsible Financial Officer to demand a precept of £8.004 from SODC for 2026-27, an increase of £684 or 9.3% on the existing precept so the Council can meet the annual costs of the anticipated installation of children's play equipment on the Playing Field.

The Clerk advised the Council this would result in an increase of £5.84 in the parish council element of residents' Band D Council Tax, equivalent to 11p per week.

Action: Clerk to send precept demand to SODC

25/93 Correspondence

a) Mental health training for councillors

The Clerk reminded the Council that the County Council has awarded a contract to Oxfordshire Mind to offer free, two-hour online mental health training sessions to councillors on eight dates up to mid-March.

Action: Clerk to forward details to Chair

b) Oxfordshire Street Design Code

The Clerk reported a message saying the County Council is in the process of developing an Oxfordshire Street Design Code, which is intended to be a clear, rule-based, county-wide reference that brings its street design guidance into one place and sets consistent standards for both new developments and retrofit schemes.

Action: Clerk to forward message to Vice-Chair

25/94 Conservation issues

a) Former Cockadoo/Harcourt Arms

Nothing to report.

Initialled: AMR

Date: Tuesday 3rd March 2026

b) All Saints Church

The Chair said she is attending a Churches Conservation Trust church plan meeting on Wednesday 21st January.

c) Village Guide

The Clerk reported that the Oxfordshire Association of Local Councils had advised him there would be no VAT implications of selling the remaining copies of the Village Guide.

25/95 Playing Field

John Taylor reported the grass wasn't cut in November or December.

Action: Clerk to challenge December and November invoices

John said the Association is interested in taking several of the pieces of play equipment kindly offered by Horspath Parish Council.

25/96 Village Hall

Jenny Taylor had sent the Chair an update in writing.

25/97 Grant application

The Council **agreed** to award a grant of £100 to Citizens Advice Oxfordshire. The Chair and Vice-Chair signed the cheque.

Action: Clerk to send cheque to Citizens Advice Oxfordshire

25/98 Financial Risk Assessment

The Council **agreed** to re-adopt its existing Financial Risk Assessment without amendment. **Action: Clerk to update website**

25/99 Council laptop

The Clerk said he had gone to Curry's the day after the last Council meeting and been told the laptop selected by the Council was no longer available at the price quoted.

He had negotiated a new price within the Council's limit, but since then he has experienced persistent difficulties getting the Microsoft Office programmes purchased with the laptop to work on it and Curry's have yet to resolve the problems.

Action: Clerk to continue to press for resolution of Microsoft Office issues

25/100 Council Website

The Clerk reported Vision ICT has taken over the hosting of the Council's domain, but is now trying to charge the Council a domain fee for 2026, a year for which the Council has already paid HCI Data Ltd.

Action: Clerk to resolve issue with Vison ICT

Initialled: AMR

Date: Tuesday 3rd March 2026

25/101 Community Governance Review

The Clerk reported that SODC's Community Governance and Electoral Issues Committee is meeting this evening. The Clerk said he had read the following in the papers for the meeting regarding the submission from Nuneham Courtenay Parish Council:

"Officers recommend that this review is taken forward to establish whether the parish could be grouped with a neighbouring parish council or become a parish meeting." (Agenda Item 6, para 23)

25/102 Solar Farms: Community Benefit

Nothing to report.

25/103 Community Safety

Nothing to report.

25/104 Speeding and other Highways issues

The Chair said she has raised concerns with Cllr Robin Jones regarding FixMyStreet and Highways Asset Response Teams, which supposedly carry out minor repairs, cleaning, and other work in towns and villages where they are most needed.

The Chair will speak to Cllr Robin Jones about obtaining a Vehicle Activated Sign and propose that the Council might repay the County Council over a number of years. **Action: Chair**

25/105 Flooding

It was reported that the issue one house experienced as a result of the new pavement laid by contractors for the County Council has been resolved, but that one house has faced a sewage issue due to a blocked Thames Water pipe.

The Clerk suggested writing to the local MP to try to get Thames Water to release the telemetric data it has been unwilling to release. **Action:**

Chair

The Chair reported she has been in contact with SODC's Leigh Travers.

25/106 Public Transport

Cllr Madhvi Saini said she will attend the next meeting of Oxfordshire Passenger Transport Representatives at 1.30pm on 10th March.

25/107 Councillor Allowances

The Council **agreed** not to introduce allowances for parish councillors.

Initialled: AMR

Date: Tuesday 3rd March 2026

25/108 Records Management

The Council **agreed** to accept recommendations from the Clerk for deleting or disposing of records that the Council is no longer required by law to keep. **Action: Clerk**

25/109 Defibrillator

The Chair reported that the defibrillator is in working order. The Chair will speak to the parishioner who has offered to become the guardian of the defibrillator. **Action: Chair**

The meeting closed at 9.40pm.

Signed: AM - Rogault

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