

# WESTON ON THE GREEN PARISH COUNCIL

## MINUTES

For the meeting of Parish Council, held in Village Hall on Wednesday 3<sup>rd</sup> December 2025

Meeting Number 25.430

*Note for information: Cherwell District Council – CDC, Oxfordshire County Council - OCC*

### Public Participation

There was nothing to note.

#### 25.430.1      **To Receive:** Apologies for non-attendance

Councillors Bohm (DB), Davies (SD), Rowan (TR), Miller (JM) and Aldridge (MA) were in attendance.

Councillor Coton (Cherwell District Council) was in attendance and Councillor Gordon (Oxfordshire County Council) attended for part of the meeting.

No members of the public were in attendance.

#### 25.430.2      **To Receive:** Declarations of Interest

It was noted that the clerk currently has a tree application ([25//02990/TCA](#) – Oak View, North Lane) under consideration by CDC.

#### 25.430.3      **To Receive & Approve:** Minutes of the Parish Council meeting held on 5<sup>th</sup> November 2025 (DB)

The minutes of the Parish Council meeting held on 5<sup>th</sup> November 2025 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 5<sup>th</sup> November 2025 was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

**Action:** Clerk to present minutes to Chair to sign, then file and upload to the web.

#### 25.430.4      **For Information:** Chair report (DB)

DB attended a cheque presentation event on 21<sup>st</sup> November 2025, where the Parish Council received a £6,650 grant for traffic mitigation measures from the Thames Valley Police Community fund. Grants were awarded to a wide range of community and social service projects, all funded through proceeds of crime. The Thames Valley Police Chief Constable Jason Hogg expressed his sincere appreciation for all of the grant winners hard work and commitment to the community.

The Chair noted upcoming priorities for the Council, including strengthening governance documents, planning, agreeing the 2026/27 budget and increasing council membership to support workload. Members were encouraged to consider potential residents who may be willing to join the Council.

The Chair thanked councillors for their hard work over the past year, it does not go unnoticed and is greatly appreciated by the community, and wished all a happy Christmas.

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**25.430.5 For Information:** Clerk report (Clerk)

The clerks report to the Council was noted which confirmed payments from the Parish Council bank account including payments relating to the monthly clerk salary, and the latest loan repayment to the Public Works Loan Board. The Parish Council have been granted £6,650.00 to help fund the implementation of speed indicator signs on B430 and have also received a VAT return of £1,906.00 from HMRC.

The clerk confirmed that a VAT claim for £1,442.32 had been submitted to HMRC to cover the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> June 2025 (Q1 & Q2 FY 2025/2026).

The donation payment of £55.00, to the Weston on the Green Memorial Village Hall, has been paid; it was noted that this was at a lower amount as the tree guard was purchased on an offer.

With regard to other matters:

**Road works - Church Road to Bletchington:** the road has been scheduled for a surface dressing scheme, the work that is due to be carried out shortly (from 5<sup>th</sup> December 2025) will be the pre-patching for this. This will focus on restoring the worst areas where there are structural issues and will be followed up by surface dressing next financial year.

**Oxfordshire County Council Asset Team:** Oxfordshire County Council have launched a new initiative aimed at enhancing their reactive highways maintenance service and deepening their engagement with local communities. The clerk has sent through a list of known issues in the village.

**Parish Council Elections 2026:** a briefing is to be held on Thursday 29<sup>th</sup> January 2026 to provide an overview of the elections timetable and arrangements for the nomination period, including the submission of nomination forms. Further information will be provided but it was noted that all Councillors will be required to submit a nomination form if they wish to be considered for re-election.

**Action:** Clerk to try and place an election advert in a Village News edition before May 2026.

**ILCA training course:** the clerk has started the training course via SLCC (Society for Local Council Clerks), to be completed before the end of 2025.

**2026 Annual Village Litter Pick Date:** agreed to set the date as Saturday 21<sup>st</sup> March 2026, 9.30am to allow for advertising in the next Village News edition.

**Action:** Clerk to try and place an advert for the annual village litter pick in the February 2026 Village News edition.

**Parish Online Mapping Subscription:** the free subscription has started and will run until 24<sup>th</sup> February 2026.

**25.430.6 To Note:** Playing field update and playground inspection report (Clerk)

The playground inspection report undertaken by the clerk was noted, no new major defects to the equipment were identified, apart from those items mentioned in the annual RoSPA report.

It was noted that moss was starting to build up on the playground surfacing and it was agreed that a request for cleaning of the playground should be made to the contractor who provided the quote previously.

**Action:** Clerk to contact contractor regarding cleaning of the playground for an updated quote and request it to be undertaken when possible.

The Council thanked JM for undertaking repairs to the playground fencing; further works are ongoing.

Following the items noted in the annual RoSPA playground inspection report, the clerk has received confirmation from Playdale that structural bolts on the basket swing should be removed after 10 years to enable inspection for excessive corrosion.

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**Action:** Clerk to add the maintenance advice and a 10 year inspection notice for the basket swing to the playground inspection spreadsheet.

JM will inspect the rear fence and front hedge and consider what works are required on the boundaries.

**Action:** JM to advise the Council on potential works to the rear fence and front hedge of the playing field.

The Council thanked JM for installing a wooden post at the rear of the playing field in order to locate a new dog litter bin.

**Action:** Clerk to purchase a new dog bin for the rear of the playing field.

**25.430.7 For Discussion:** Discuss recommendations from the Planning Group on planning applications (SD)

Key planning applications on the planning report were discussed by the Council.

## **Building Applications**

### **Decisions Received – Permitted**

#### **25/02287/F – Weston Community Shop**

Alter existing openings in front elevation, revise external paving (ramp and wider door for wheelchair access).

#### **25/02908/DISC – Cruck Cottage, Northampton Road**

Discharge of conditions (windows, doors and flooring samples).

### **Decisions Received – Refused; Withdrawn**

None

### **Appeals**

**25/00041/REF** – Reynards Lodge - pending

### **Awaiting Decision**

#### **25/00139/F - Part of OS Parcel 0006 Adjacent and North of Normandy, North Lane**

Demolition of existing buildings and the erection of five detached single and two-storey dwellings together with access, parking and garaging, amenity space, landscaping and drainage works. **Commented**

#### **25/00418/F and 25/00486/LB – The Manor Hotel, Northampton Road**

Restoration and extension of Rupert's Cottage to provide additional guest accommodation and leisure facilities; re-instatement of the former outdoor swimming pool; construction of a new events pavilion; restaurant extension within the Manor's west courtyard; relocation of guest car parking away from the Manor's principal elevation; screening of the existing plant and biomass boiler area; restoration of wider landscape features including the historic moat and bridge.

Archaeology – need more information re excavation for Wedding Barn and Rupert's Cottage.

OCC Transport – objection – reliance on car transport.

**Commented**

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**25/01418/F - Family Farm House, Part Of A34**

Driver rest stop facility including the formation of a new entry and exit slip road adjoining the A34, parking area for cars and HGVs, erection of an amenity building (including toilets and catering area), EV charging station, solar PV array, battery storage facility, other ancillary structures/buildings and landscaped amenity area.

2037 earliest connection to National Grid for solar.

**Commented**

**25/02637/F – Bramley Cottage, Mill Lane**

Single storey extension to side. Rear facing dormer.

**Commented**

**Tree Applications**

**25/02990/TCA** – Oak View, North Lane

Purple Plum – fell

**25/02991/TCA** – 3 Oxford Court

Silver Birch – fell

**25/01429/TCA** – Old Shoemakers Cottage, Church Lane

Cypress – fell (still on the portal as under consultation)

**Action:** SD/Clerk to send appropriate planning replies to Cherwell District Council.

**25.430.8 For Information:** Heyford Park proposed new town application (DB/SD)

DB highlighted the additional concern raised by a team at Rousham House regarding the proposed Heyford Park new town. They have noticed that potentially the development aims to deal with excess water flows by sending it down Gallowsbrook. As a village we were aware of the traffic concern but not the drainage element.

JM and DB will discuss this further and obtain additional information from the Rousham team and Caulcott area and provide further information to the January Parish Council meeting.

**Action:** Clerk to add Heyford Park proposed new town discussion onto January PC meeting agenda.

**25.430.9 For Discussion:** Update on village works (JM)

JM advised that the hedge cutter contractor will visit the village next week and detailed the areas he will work on.

**North Lane Pond:** Ecologist, Peter Collins, has visited the central North Lane pond site and provided a report detailing the works required. JM will obtain quotes for the work. The clerk will investigate the potential of applying for a TOE grant.

**Action:** Clerk to circulate North Lane ecologist report to the Councillors when received.

**Action:** JM to obtain quotes for works at the central North Lane pond. Clerk to investigate grant option with TOE.

**Bus shelter:** JM presented the option of a green, second hand bus shelter which had never been used, at a requested cost of c£1000. A concrete panel could be placed underneath and the shelter bolted down on it. If the shelter became redundant, due to the bus route being stopped, it could then be easily unbolted and moved to another location e.g. playing field.

Stuart Kocan-Payne, Technical Lead on Bus Infrastructure at OCC, has sent an email outlining requirements and options for placing bus shelters at the bus stops on B430. A photo of the potential shelter and discussion on suitability and location would be required with Stuart Kocan-Payne.

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**Action:** Clerk to contact Stuart Kocan-Payne from OCC to arrange a meeting or to confirm requirements (including if an application is required) so the Council can plan what is achievable with regards to bus shelters on B430.

JM has very kindly been clearing and sweeping the B430 pavement in the village, which has made a vast improvement. JM also asked the Cherwell road sweeper when he saw him in Wendlebury if he could come again to Weston on the Green and he has visited since to undertake additional road sweeping. The Council were extremely grateful and asked Councillor Cotton for the thanks to be passed onto the team at CDC.

**25.430.10 For Information:** Update from Traffic Calming Action Group (MA)

The Council are awaiting clarification from OCC regarding the process and timings for the approved speed reduction on B430.

The clerk has highlighted the planned surface dressing works on Church Road/Lane and B430 to OCC to see if white line re-painting works could be co-ordinated. It was also noted that it would be an ideal time to discuss and implement any revisions to white lines on Church Lane.

Work is ongoing in investigating equipment options and obtaining revised quotes on the speed indicator signs.

**25.430.11 Resolution: To Approve** quote by contractor Slade Estates to undertake monthly playing field maintenance during 2026, at a monthly rate of £364.57+VAT (TR)

This item will be deferred for discussion to a future meeting.

**Action:** Clerk to add approval for a playing field maintenance quote to a future PC meeting agenda.

**Resolution: To Approve** quote by contractor Oxford Edens to undertake required grass cutting in the village during 2026, at rates detailed in the presented quote (cutting frequency varies due to the area and weather) (TR)

The resolution to approve the quote by contractor Oxford Edens to undertake required grass cutting in the village during 2026, at rates detailed in the presented quote (cutting frequency varies due to the area and weather) was proposed by TR and seconded by SD. The motion was supported unanimously by the Council.

**Action:** Clerk to advise Oxford Edens of approval of grass cutting quote for 2026 by Council.

**25.430.12 For Discussion:** Review of draft Parish Council Budget 2026/2027 (TR)

TR presented an overview of the draft budget for FY 2026-27 and provided additional guidance on certain budget lines. Key village initiatives were discussed and the level of precept increase was considered by the Councillors.

The draft budget will be updated when the tax base figures are received from CDC in mid-December. The amended budget will be circulated to the Councillors for consideration.

Councillors were advised to inform the clerk of any amendments or additions to the Council budget by the end of the year as the budget for 2026/27 would require approving at 7<sup>th</sup> January 2026 Parish Council meeting in time for the precept request to be submitted to CDC by 11<sup>th</sup> January 2026.

**Action:** Clerk to amend budget and circulate ahead of proposed approval at January 2026 PC meeting.

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**25.430.13 For Information:** Oxfordshire County & Cherwell District Councillors updates (OCC & CDC Councillors)

Councillor Gordon provided a verbal update report covering various issues in the county:

- **Briefing on Road Adoptions:** the briefing provided to Councillor Gordon lacked much of the necessary detail. A more comprehensive briefing has been promised for January 2026. A spreadsheet will be made available outlining roads that remain unadopted in the county and the stage each is currently at in the adoption process. There is a wider issue of unadopted roads across the county and Councillor Gordon stressed the need to identify existing blockages and undertake joint troubleshooting work. A county-wide approach is to be developed.
- **Household Waste Recycling Centres (Tip):** it was reported that a booking system for use of the tip has been approved and will be formally announced in January 2026. Clarification is required on whether residents will still be able to turn up without a booking. Charges for the use of the tip by vehicles not registered in Oxfordshire will also be introduced.
- **Consultation on Fire Service Model:** a consultation on proposed changes to the fire service model is open until January 2026. Councillors were encouraged to review the proposals and submit comments.
- **Illegal Landfill Site:** while there is an intention for it to be removed, no funding is currently available; removal costs would need to be met by central government. A sandbag wall has been installed to prevent material flowing into the river. A 24-hour watch is maintained on site on the advice of the Fire Brigade, with staffing provided by OCC and funded by the Environment Agency. A petition calling for the clearance of the site is to be presented by MP Calum Miller to Parliament.
- **Councillor Priority Fund:** the clerk has sent an email request with the bus shelter project suggestion for an application to the Councillor Priority Fund, which Councillor Gordon will respond to accordingly.
- **B430 Speed Reduction Scheme:** concerns were raised regarding unknown timescales for the speed limit reduction. Councillor Gordon will follow this up to obtain an update.

Councillor Coton provided the following report from CDC:

- **Glass recycling:** it was confirmed that verge-side glass recycling will commence in January 2026. This forms part of the wider forthcoming recycling changes planned into 2027, including proposed bottle collection schemes. Further updates will be provided as implementation timetables are finalised.
- **CDC Full Council Meeting – Local Government Reorganisation:** CDC’s official position is to support a two-unitary model for local government reorganisation. Relevant submissions have now been submitted to the government.
- **Milestone Lane Development:** the matter is currently in the hands of the court. A response has been received from the solicitor acting for the bankruptcy group, who has objected to Milestone residents securing places on the management committee. DB considered that responsibility for issues at the development sits with CDC. Councillor Coton advised residents to consider contacting MP Calum Miller regarding ongoing concerns as this is a national concern.

**25.430.14 Resolution: To Approve** the appointment of Internal Auditor, Laura White – Albry Audits, to review FY 2025-26, at a total quoted cost of £350.00 (TR)

The resolution to approve the appointment of Internal Auditor, Laura White – Albry Audits, to review FY 2025-26, at a total quoted cost of £350.00 was proposed by TR and seconded by DB. The motion was supported unanimously by the Council.

**Action:** Clerk to inform Laura White of the appointment of her as internal auditor for FY 2025/26.

**25.430.15 Resolution: To Approve** the appointment of an independent reviewer of Parish Council accounts for FY 2025-2026 (TR/DB)

Councillor Miller agreed to be appointed the independent reviewer of the Parish Council accounts for FY 2025/26.

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The resolution to approve the appointment of the independent reviewer as Councillor Miller, for the Parish Council accounts for FY 2025-2026 was proposed by TR and seconded by MA. The motion was supported unanimously by the Council.

**Action:** Clerk to present the financial accounts during FY 2025/26 to Councillor Miller for review.

The Council thanked JM for undertaking this role.

**25.430.16 Resolution: To Approve** the following invoices for payment (TR)

TR requested approval of the invoices detailed in the table below.

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2025-26 Budget Line
543*	Oxford Edens	Grass cutting 31/10/25 (playground, stocks/Ben Jonson, Church Close, Bletch Rd bollards, village gates)	£833.30	Village Works/Grass Cutting	£335.69
544	WotG Memorial Village Hall	Village Hall hire for PC meetings (Jan-Mar 26)	£45.00	Meeting Costs/Hire of Village Hall	£180.00
545	Clerk (J Mullane)	Key cutting - playing field gate	£5.90	Village Works/General Village Maintenance	£940.99
546	Graham Barnett	Fuel for community van (Tesco)	£80.94	Village Works/Community Bus	£1,868.12
547	Clerk (J Mullane)	14th Edition local Council Administration Book (SLCC)	£148.50	Contingency	£2,868.47
548	Clerk (J Mullane)	Planter plants (Bicester Avenue Garden Centre)	£19.92	Village Works/General Village Maintenance	£935.09
549	Clerk (J Mullane)	SLCC - ILCA Training Course	£144.00	Staff Costs/Training	£180.00

It was confirmed that invoice 543 had already been paid as payment was due before this meeting approval.

The resolution to approve the invoices detailed in the table was proposed by TR and seconded by DB. The motion was supported unanimously by the Council.

**Action:** Clerk to update invoice log with approvals.

**Action:** Clerk to initiative request for payments from Councillors and ensure payments authorised.

**25.430.17 Resolution: To Approve** Anti-bullying and Harassment Policy (DB)

The resolution to approve the Anti-bullying and Harassment Policy was proposed by DB and seconded by JM. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Anti-bullying and Harassment Policy to the PC website.

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**25.430.18 Resolution: To Approve** Equality and Diversity Policy (DB)

The resolution to approve the Equality and Diversity Policy was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Equality and Diversity Policy to the PC website.

It was noted that Councillors TR, MA and SD had undertaken equality and diversity training via their work companies.

**25.430.19 Resolution: To Approve** Scheme of Delegation (DB)

The resolution to approve the Scheme of Delegation was proposed by DB and seconded by MA. The motion was supported unanimously by the Council.

**Action:** Clerk to upload the approved Scheme of Delegation to the PC website.

**25.430.20 Resolution: To Approve** Biodiversity Policy, action plan and audit (DB)

The resolution to approve the Biodiversity Policy, action plan and audit was proposed by DB and seconded by JM. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Biodiversity Policy, action plan and audit to the PC website.

**25.430.21 Next Parish Council Meeting Date:** Wednesday 7<sup>th</sup> January 2026, 7.30pm (DB)

**Meeting closed:** 21.37

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