

**HORSPATH PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting held at Horspath Village Hall**  
**on 6<sup>th</sup> May 2025 at 7.30pm.**

**Present:** Mrs B Oakley (Chairman), Mrs P Cook (Vice Chairman), Mr L Coolman, Mrs H Franklin, Mr P Hookham, Mr B Igoe, Mr P O'Brien, Mr E Parker, Mr G Walker, Mrs H Kogel (Clerk).

**Apologies** Mr R Burgess, Mr I Harris, Mr S Lawrie-James (District Councillor).  
**Absent:** Mr Tim Bearder (County Councillor).

**Public:** 4

**88/25 ELECTION OF CHAIRMAN.**

Mrs Cook proposed that Mrs Beverley Oakley continue in this position, seconded by Mr Igoe. In Favour – Unanimous. Mrs Beverley Oakley accepted the position of Chairman.

**89/24 ELECTION OF OFFICERS.**

**Vice Chairman** – Mrs Oakley proposed that Mrs Cook is elected as Vice Chairman, seconded by Mrs Franklin. All Councillors voted in favour. Mrs Cook accepted the position of Vice Chairman.

**Village Hall Committee** – Councillors agreed that all Parish Councillors will remain on the Committee.

**Feast Money Collection** – Councillors agreed unanimously for Mr Burgess to continue in this position and arrange collection.

**Stagecoach Sub Committee** – Councillors agreed that Mr O'Brien, Mr Coolman and Mr Parker will be the representatives to carry out the annual site visits.

**HR Committee** – Councillors agreed that Mrs Oakley and Mrs Cook will be the representatives.

**90/25 APOLOGIES FOR ABSENCE.**

It was resolved to accept apologies from Mr Burgess, Mr Harris and Mr James-Lawrie.

**91/25 DECLARATION OF INTERESTS.** – None.

**92/25 EMERGENCY BUSINESS.**

Mrs Oakley informed Councillors that new pads are required on the two defibrillators. Councillors agreed for the pads to be purchased.

**93/25 MINUTES FOR APPROVAL.**

The Minutes of the Parish Council Meeting held on Tuesday 4<sup>th</sup> April 2025 were agreed and signed by the Chairman.

The Minutes of the Parish Council Planning Meeting held on Wednesday 23<sup>rd</sup> April 2025 were agreed and signed by the Chairman.

**94/25 MATTERS ARISING.** – None.

**95/25 PLANNING APPLICATIONS.**

**P25/S0763/ 10 Manor Drive, Horspath**

**(Householder)**

**HH** Erection of single oak garage for parking of a vehicle, proposed hardstanding to driveway and external LED lights to structure (Retrospective). - **Councillors object to this planning application and recommend refusal on the grounds that the garage restricts the view from the driveway to the road on exit. It also sets a precedent for other properties.**

**P25/S1112/ PDH 5 Cuddesdon Road Horspath**  
Single storey rear extension. Depth – 6.00m, Height – 3.90m, Height at the eaves – 2.90m. – **Councillors object to this planning application and recommend refusal as they have concerns with the height of the extension and the lack of storm water drainage. Does this extension comply with the 45 degree rule? Councillors support the concerns raised by the neighbour at 1 Gidley Way.**

**P25/S1323/ DIS Overview Stud, Sandy Lane, Horspath**  
Discharge of condition 3 (contaminated land) on application P23/S2608/FUL (Conversion of barn to 1 x detached dwelling, including associated garden and parking provision).  
- **Councillors object to this application and recommend refusal on the grounds that there are too many houses at this location on a rural bridleway where vehicles are only permitted for access only.**

#### **PLANNING PERMISSIONS/REFUSALS/APPEALS.**

**P25/S0642/ HH 7 Manor Farm Road, Horspath (Householder)**  
Proposed 1.5 side extension. – **Granted.**

#### **96/25 CLERK UPDATE.**

**Email Addresses** – Lemoneye are still working on the new email addresses.

**Replacement tree on Village Green** – A new tree (liquidambar worplesdon) has been purchased and will be planted on the village green next week.

**Dog bins.** – 2 new dog bins have been purchased.

**Sustrans** – Sustrans have confirmed that they can apply to central government for funding to design and install the pedestrian crossing if the Parish Council approve the location. Councillors do not support the proposed location for the crossing which is on a bend by the Hub which is considered to be dangerous. The concerns about this location were raised at the two consultations held in the village by Sustrans.

Councillors agree in principle to the installation of the crossing but consider the only viable location that would be visible from both directions would be from the Chequers Inn across to the village green.

#### **97/25 APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2024/25.**

Councillors agreed and approved the Annual Governance Statement for 2024/25.

#### **98/25 STATEMENT OF ACCOUNTS AND ANNUAL RETURN (AGAR) 2024/25.**

Councillors agreed and approved the accounts and the (AGAR) for 2024/25. The Clerk will arrange for the Internal Audit to be carried out.

#### **99/25 STATEMENT OF ACCOUNTS FOR HORSPATH RECREATION CHARITY 2024/25.**

Councillors agreed and approved the accounts for 2024/25.

#### **100/25 UPDATED MODEL STANDING ORDERS.**

Councillors agreed to adopt the new standing orders with immediate effect.

#### **101/25 UPGRADE OF VILLAGE HALL - Update.**

The two quotes for the BNG assessments have been circulated to all Councillors. Mr Rob Gray has been instructed to go ahead but has advised that a tree impact survey will also be required. Mr Coolman stated that as it is unlikely that the project will be ready to start in July. Mr O'Brien stated that as soon as planning permission is granted the project can move forward. Mrs Cook stated that there was a lot of rubbish left

scattered around the village hall after the weekend booking. It was agreed that the deposit amount needs to be increased and make hirers aware that the deposit will not be returned if the hall is not left clean and tidy.

**102/25 NEW PLAY AREA.**

Mrs Oakley and Mr Coolman will meet the third playground company on 14<sup>th</sup> May 2025.

**103/25 BUS SHELTER.**

Mrs Oakley now has a contractor to install the bus shelter. Mr Hookham agreed to provide a plan of the services in that area. Mrs Oakley stated that a skip will be needed. The pole will also need moving.

**104/25 CONSERVATION AREA.**

The Clerk circulated a recent email received from Mr Harris regarding the Conservation Area. Two quotations have been received for the work on the trees. The village handyman stated that he could carry out the work but he is concerned about the ground condition. Mrs Oakley and Mr O'Brien have recently inspected the trees. Mr O'Brien stated that both trees are still alive and the work could wait until the autumn. Mr Parker stated that the trees are a risk so the work should be carried out as soon as possible. Mr Coolman suggested that the trees are cut down and the wood stacked and left on site. Mrs Oakley and Mr O'Brien will meet with Mr Webb to discuss when the work can be carried out.

**105/25 PUMPING STATION – Mr Burgess.**

Mr Burgess is concerned about the pumping station and suggests that the area should be cleared and new fencing put up. Councillors agreed that as no one needs access the area doesn't need clearing and no further action will be taken.

**106/25 GOAL POSTS – MUTTON FIELD – Mr Burgess.**

Mr Burgess has suggested that new goal posts are put up on the top field. Mrs Oakley stated that around 2 years ago new goal posts were purchased and put up and within 3 months one of them had been broken. Mr Burgess would like to see substantial posts installed. Mr Hookham asked what posts are recommended and are safe. Councillors agreed that Mr Burgess research the recommended posts and report back with costs.

**107/25 POSSIBILITY OF INSTALLING A POST BY THE HEIGHT BARRIER. – Mr Burgess.**

When the barrier is open it is level with the top of the hedge and Mr Burgess is concerned that a cyclist will hit it. Mr Coolman suggested that a restriction chain is fitted to the barrier so that it only opens 90degrees. Mrs Oakley will ask the handyman to weld a chain/plate onto the barrier.

**108/25 NEW MOWER TRACKER. - Councillors agreed that Mr Coolman purchases a tracker with life cover.**

**109/25 WATER METERS.**

Mrs Oakley stated that the water bills for the village hall are very expensive and it was thought that it may be due to a leak, but it is due to the Cricket Club watering the cricket pitches. Mr Hookham stated that a 30% refund could be sought from Castle Water but it is very unlikely as they purchase water from Thames Water. Mr Coolman stated that the village hall has been paying the water bills for the Cricket Club to water the pitches. Mr Parker stated that when the village hall is refurbished, the Cricket Club will have their own water meter. Mr Hookham stated that the second pitch can be metered immediately separately from the burial ground. It will be more difficult to meter Cycle Speedway as they have two outlets. As part of the on-going work, Tusso would need to find the feed to the pitch one, Cycle Speedway, Scout Hut. Mr Coolman proposed that if there is a meter chamber in for pitch 2, install a meter now so that we can monitor the water usage. Mr Hookham will arrange for a meter to be installed.

## 110/25 COUNTY COUNCILLOR.

A copy of the email from Anita Bradley, OCC was circulated to all Councillors. Mrs Bradley recommended that the Parish Council write to Mr Bearder explaining what we expect from our County Councillor. Mrs Bradley will speak with Mr Bearder.

## 111/25 CYCLE SPEEDWAY – Draft Lease for signing now received.

It was agreed that Mr Parker will check the lease before it is signed at the next meeting.

## 112/25 DISTRICT & COUNTY COUNCILLOR REPORTS.

**Mr Sam James-Lawrie – (District Councillor)** – Sent the following report:- With regards to why the garden waste service is so expensive – The answer is that it is just that it is expensive, the contract when put out to tender was set at a price and the winning bidder breakdown needed us to cover the costs and that passes on to the payers.

**Mr Tim Bearder – (County Councillor)** – No report available.

## 113/25 CORRESPONDENCE.

- a. SODC. – South News April 2025. – (Circulated via email).
- b. NALC – Chief Executive’s Bulletin. – 10/4/25, 17/4/25, 24/4/25, 1/5/25 – (Circulated via email).
- c. NALC. – Events Newsletter – 8/4/25, 15/4/25, 22/4/25 (Circulated via email).
- d. ONPA. – April Mailing. – (Circulated via email).
- e. CPRE. – Rooftop Renewables Project. – (Circulated via email).
- f. Bioabundance. – Land Use Consultation. – (Circulated via email).
- g. RSN. – Weekly News. – 4/4/25, 16/4/25, 24/4/25, 29/4/25. – (Circulated via email).
- h. Morland House Surgery. – April 2025 News. – (Circulated via email).
- i. SODC. – Conversion of barn to one residential dwelling to be named:- Overview Barn, Sandy Lane, Horspath. – (Circulated via email). – **Noted.**
- j. Gigaclear. – The Green, Oxford Road, Horspath – Fibre connection. – (Circulated via email).
- k. Mr Bridges. – Garden Services. – (Circulated via email). – **Noted.**
- l. Mr Harris. – Concern about managing the fire risk in Shotover Country Park. – (Circulated via email). – **Noted.**
- m. Play Source. – Playground Repairs. – (Circulated via email).
- n. Playdale Playgrounds. – Stock Rota Bounce. – (Circulated via email).
- o. OALC. – Upcoming Training Courses. – (Circulated via email).
- p. TVP. – Update from Matthew Barber, Police & Crime Commissioner. – (Circulated via email).
- q. OCC. – Community Transport Grants 2025/26 – Applications Invited. – (Circulated via email).
- r. Mr Clements. – Gardening tools. – (Circulated via email). – **Mr Coolman will obtain a quotation for the tools and report back at the next meeting.**
- s. OALC.- Important Updates. – (Circulated via email).
- t. Mrs Cotton. – Litter Clearance. – (Circulated via email). – **Mrs Oakley stated that Councillors will monitor the litter in this area.**
- u. Freddie Van Mierlo MP. – Email regarding Thames Water. – (Circulated via email).
- v. SODC. – Didcot’s trees take root in new Artweeks Exhibition at Cornerstone. – (Circulated via email).
- w. Bioabundance. – Land Use Framework Consultation. – (Circulated via email).
- x. TVP. – Police & Crime Bulletin April 2025. – (Circulated via email).
- y. Community First Oxfordshire. – April 2025 Newsletter. – (Circulated via email).
- z. Open Spaces Society. – April Updates. – (Circulated via email).

- aa. SODC. – 49,000 new garden waste permits purchased by green fingered residents this spring. – (Circulated via email).
  - bb. Bioabundance. – Land Use – Final Email. – (Circulated via email).
  - cc. Bioabundance. – Bioabundance Community Interest Company response to Land Use Framework Consultation. – (Circulated via email).
  - dd. CPRE. – Double your impact for a greener Oxfordshire. – (circulated via email).
  - ee. ONPA. – April reminder. – (Circulated via email).
  - ff. Sobell & Katherine House Hospices. – NHS are asking for help/support. – (Circulated via email).#.
  - gg. Post Office. – Closure of Horspath Post Office Outreach Service. – (Circulated via email). – **Noted.**
  - hh. Mr Foster. – Email regarding Westhill Farm. – (Circulated via email). – **The Clerk will inform Mr Foster that this area is part of Shotover and suggest that he contacts Oxford City Council.**
  - ii. Shotover Preservation Society. – AGM 18/6/25. – (Circulated via email).
  - jj. OALC. – April 2025 Update. – (Circulated via email).
- \* original held by the Clerk, copy available on request.*  
*# displayed on Village Hall & village noticeboards.*

#### 114/25 PAYMENTS.

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Shield Maintenance	Emptying Dog Hygiene Bins (8787)	15.47	92.82
BACS	Mrs Hayley Kogel	Home Office April 2025 Stationery		30.00 49.98
BACS	Mrs Hayley Kogel	Salary 24/3/25 – 24/4/25		1563.57
BACS	Talboys Utility Services	Repair water leak & install stop-taps at Village Hall	268.00	1608.00
BACS	Tetbury Accounting	Payroll services Yr Ending March 2025	53.00	318.00
BACS	Information Commissioner	Annual Subscription		52.00
		<b>TOTAL</b>	<b>321.00</b>	<b>3714.37</b>

**Bank balances as of 1.5.25 – £69,192.32**

#### 115/25 RECEIPTS.

Date	Received from	Details	Total £
3/4/25	SODC	1 <sup>st</sup> Instalment Precept	30,000.00
23/4/25	SODC	CIL Payment	108.98
		<b>TOTAL</b>	<b>30,108.98</b>

#### 116/25 AOB.

Public:-

- a. Mrs Walker reported that OCC have a new contractor for drainage.

#### 117/25 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 20<sup>th</sup> May 2025 (To be confirmed).  
Horspath Parish Council Meeting – Tuesday 3<sup>rd</sup> June 2025 at 7.30pm.

Signed..... Date.....

Horspath Annual Parish Council Meeting – Tuesday 6<sup>th</sup> May 2025 - Minutes