

**HORSPATH PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held at Horspath Village Hall**  
**on 5<sup>th</sup> August 2025 at 7.30pm.**

**Present:** Mrs B Oakley (Chairman), Mr R Burgess, Mr L Coolman, Mrs H Franklin, Mr I Harris, Mr P Hookham, Mr B Igoe, Mr P O'Brien, Mr G Walker, Mrs H Kogel (Clerk).

**Apologies** Mrs P Cook (Vice Chairman), Mr E Parker

**Absent:** Mr S James-Lawrie (District Councillor), Mr Tim Bearder (County Councillor).

**Public:** 11

**164/25 APOLOGIES FOR ABSENCE.**

It was resolved to accept apologies from Mrs Cook and Mr Parker. Mr Bearder, James-Lawrie and Mr Bearder were absent from the meeting.

**165/25 DECLARATION OF INTERESTS.**

Mr O'Brien declared an interest in Planning Application P25/S0758/FUL – 144 Gidley Way, Horspath.

**166/25 EMERGENCY BUSINESS.**

Mrs Oakley stated that HPC received a grant from HSPC to cover the cost of the new play area, but there are several other expenses that need to be paid for sundry items required for the installation of the fence. Mrs Oakley authorised for the footpath by the bridge to be cleared as it was difficult for pedestrians to use. Councillors approved all payments.

**167/25 MINUTES FOR APPROVAL.**

The Minutes of the Parish Council Meeting held on Tuesday 1<sup>st</sup> July 2025 were agreed and signed by the Chairman.

**168/25 MATTERS ARISING. – None.**

**169/25 PLANNING APPLICATIONS.**

- |                   |   |                           |
|-------------------|---|---------------------------|
| <b>P25/S2126/</b> | <b>29 Manor Drive, Horspath</b>   | <b>(Full Application)</b> |
| <b>FUL</b>        | Replacement self-build dwelling and detached garage workshop with associated works. –<br><b>Councillors recommend approval of this application.</b>   |                           |
| <b>P23/S3730/</b> | <b>Land to the north of Oxford Road, near Horspath</b>  | <b>(Full Application)</b> |
| <b>FUL</b>        | Change of use of agricultural land to a 7.34 hectare low impact, landscape-led meadow burial space, with a naturalistic character. One new vehicle access to the site to be constructed and a new footpath link to be provided from the existing council owned car park (in front of athletics track) to the burial ground. A small, open-sided shelter, a number of benches, signs and hard access ways to be created. Headstones to be limited to 80cms in height and made from non-glossy stone or hardwood. Access to the site to be provided for hearse vehicles, maintenance vehicles and onsite priority parking spaces. (As clarified by updated ecological assessment dated December 2023 which includes a dormouse survey and Agents email dated 17 <sup>th</sup> April 2024 with accompanying plan, as amended by revised landscape and visual impact addendum and as clarified by applicant's response to OCC Highways comments received on 14 March 2025 and revised Archaeological Evaluation dated May 2025 rec'd 10 June 2025). As further clarified by |                           |

Agent's cover letter dated 4 July 2025 and accompanying updated flood risk assessment and ground water monitoring documents and updated transport assessment). –

**Councillors object to this planning application for the reasons submitted on 6/12/23, 4/9/24, 2/10/24, 6/11/24.**

**P25/S0758/ 144 Gidley Way, Horspath**

**(Full Application)**

**FUL**

Demolition of existing dwelling. Erection of two four/five-bed detached self-build houses. Provision of private amenity space with off street parking utilising existing highway access. Provision of enclosed bin & bike store. (Additional information received 21 July 2025). - **(Mr O'Brien left the room and took no part in discussions or voting). Councillors agreed to leave the decision on this application to SODC.**

**PLANNING PERMISSIONS/REFUSALS/APPEALS.** – None.

#### **170/25 CLERK UPDATE.**

**Email Addresses** – The email addresses for all Councillors have now been set up.

**Dog bins.** – One of the bins has been installed by the kissing gate in the Village Hall car park, and Councillors agreed that the other bin will be installed at the end of Sandy Lane.

**Play Area Inspection** – Will take place July/August.

**Replacement Tree** – SODC's Tree Officer has stated that a new tree must be planted before the winter. Mrs Oakley will check the progress of the existing new tree in December/January.

**Burial Request** – Mrs Oakley stated that Mrs Powell's funeral will take place on 26<sup>th</sup> September 2025.

**Email from Mr Harris** – Councillors agreed that the Clerk send the email drafted by Mr Harris regarding Unitary Government option.

**NALC 2025/26 Pay Award** – Councillors approved the Clerk's salary increase.

**Horspath Feast** – Councillors confirmed that the Feast will be held on 15<sup>th</sup> & 16<sup>th</sup> September 2025 subject to the fair only being located on one side of the road and not two sides. Councillors requested that the shop side is kept clear.

**Creative Play** - Councillors agreed that the invoice will not be paid until installation has been completed and signed off.

**Property on Oxford Road** – It was agreed that the Clerk will send another letter to the resident.

#### **171/25 EXTERNAL AUDIT REPORT 2024/2025.** – Deferred as not yet received.

#### **172/25 NEW PLAY AREA.**

Mrs Oakley is meeting with the Surveyor on Thursday to address a few minor problems. The feedback from residents about the play area is very positive. Two residents requested that adult exercise equipment is installed, but this cannot be done next to a play area, and until the village hall refurbishment and the car park has been completed there are no plans for any other projects. Mrs Oakley stated that 3 benches, a table and a litter bin are required for the play area, and will ask local businesses or individuals if they would like to donate any of the items required.

Mrs Oakley stated that additional new fencing, a double gate and a single gate is on order. The posts in the old play area where the fencing has been removed were concreted in, which now needs to be removed. Mr O'Brien will look at the concrete tomorrow. Mr Walker agreed to dispose of the concrete. Mr Burgess suggested that the remaining fence in the old play area should be left in place to stop any issues with cars parking. Mr Coolman stated that the existing fencing is needed in the new play area. Mrs Oakley suggested that as a temporary measure, tables can be put there to stop cars parking. Mr Coolman suggested that if necessary post and rail fencing could be installed. Mrs Oakley stated that a skip will be required to dispose

of the equipment in the old play area. Mr Coolman stated that the old play area should be disposed of as soon as possible. Mr Walker agreed to assist with disposing of the old equipment.

The Clerk circulated an email from Mrs Cook before the meeting regarding parking on the Mutton field. Mrs Cook believes that parking on the Mutton field should be stopped as it is an accident waiting to happen, and she would like it minuted that she is against parking in this area. Mrs Oakley stated that there are two new goal posts either end of the field and some people park in this area when Cycle Speedway/Cricket is on. There are other people who are elderly and infirm also park in this area to watch the cricket from their cars. Mrs Oakley stated that she does understand Mrs Cook's concerns, and suggests that when Cycle Speedway meet, the parking needs to be policed. Mr Burgess stated that the goal posts are well away from where the cars are parked and does not see a risk. Mr Coolman suggested that Cycle Speedway are asked to ensure that at least one goal area is kept clear from parking. Mr O'Brien stated that the village groups need to police the parking.

Mr Igoe asked if a safety certificate has been issued for the new play area. Mrs Oakley will obtain the certificate when the work has been completed.

Mrs Oakley stated that she has received several thank you letters from several children in the village for the new play area along with an email from a resident.

#### **173/25 UPGRADE OF VILLAGE HALL - Update.**

Mr O'Brien stated that he has been saying for several months that the new play area is in the wrong place with regards to the new car park and was told that Creative Play had measured the area and there was plenty of room for the car park. Mr O'Brien had previously measured and sprayed the new car parking area. Mr O'Brien recently circulated an email to all Councillors advising that the new play area is encroaching the new car park. A further email was sent along with a drawing which also confirmed that the new play area has encroached on the new car parking area. Mr O'Brien forwarded the comments from Councillors to the architect, who stated that it is a mis-use of the car parking area. Mr O'Brien read the reply from the architect to all Councillors. Mr O'Brien stated that SODC will insist that there is adequate parking provision, and if we submit the existing planning application it will fail. The architect advised that the Highways Department are statutory consultees on all applications, and their design criteria is very specific. It may be possible to table slightly reduced parking spaces as the proposed layout of the area is not feasible. The planning application for the village hall and car park cannot be separated as they are fundamentally linked. HPC needs to accept that trees will need to be removed. Mr O'Brien has shared this information but Councillors didn't listen to him. Mr Coolman stated that he previously questioned the architects plan for the parking spaces as he hasn't taken into consideration the tree line. Mr O'Brien stated that we had a plan that was submitted to SODC in November 2024, that hasn't been worked to. Mrs Oakley stated that the car park was measured yesterday and there is sufficient space for parking. Mr O'Brien stated that the planning application has been submitted to SODC and when Councillors have sorted things out let him know and he will contact the architect. Mr O'Brien left the meeting.

Mr Coolman stated that there 28 metres available for parking and we need 22 metres. The consequence of taking the trees out is that they take the girth of the trees to calculate how many sapling trees have to be planted. Also, we will have to enhance the grassland somewhere else which is all an extra cost. Mr Burgess stated that there is no criteria that states how many parking spaces are required. It was agreed that Mr Coolman will contact the architect to try and accommodate the parking spaces, and also contact SODC Planning Department for guidance on the amount of parking spaces required.

#### **174/25 BUS SHELTER.**

Deferred until the September meeting for Councillors to consider the 4 quotations received.

#### **175/25 HORSPATH WILDLIFE CONSERVATION AREA – Maintenance required.**

The Clerk circulated an email from Mr Harris regarding maintenance in the Conservation Area. Mrs Oakley and Mr O'Brien recently inspected the area and a tree has been taken down and the root ball has left a large shallow hole on a slope. Mrs Oakley stated that there is no way that a machine could get up there to remove the soil, it would have to be done by hand. Mr Harris has also stated that there is another tree that has fallen. Mrs Oakley stated that the tree hasn't fallen, it has formed an arch and is nowhere near where people are walking. Mrs Oakley and Mr O'Brien didn't feel that the tree needed to be removed as it is a wildlife area. Mrs Oakley stated that we have previously asked for volunteers to carry out maintenance but very few people came forward. It was agreed that Mrs Oakley will advertise for volunteers on social media and also display notices in the Conservation Area.

#### **176/25 OVERGROWN HEDGE, OXFORD ROAD. -**

Mrs Oakley confirmed that the hedge has now been cut back.

#### **177/25 DISTRICT & COUNTY COUNCILLOR REPORTS. - No reports available.**

#### **178/25 CORRESPONDENCE.**

- a. OALC. – AGM 18/7/25. – (Circulated via email).
- b. NALC. – Events Newsletter – 1/7/25, 8/7/25, 15/7/25, 22/7/25. (Circulated via email).
- c. Age UK. – Our latest issue of EngAGE magazine. – (Circulated via email).
- d. OCC. – Winter Preparedness 2025/26. – (Circulated via email). – **Councillors agreed that no salt is required.**
- e. OSEP. – New support for impact enterprises. – (Circulated via email).
- f. Oxford City Council. – Invitation to public drop in events: Local Government Reorganisation. – (Circulated via email).
- g. OALC. – June 2025 Update. – (Circulated via email).
- h. TVP. – PCC's report shows wide range of work done to make Thames Valley safer. – (Circulated via email).
- i. SODC. – Community Governance Review 2025/26. – (Circulated via email). – **Noted.**
- j. Morland House Surgery. – July Newsletter. – (Circulated via email).
- k. SODC. – Book now for free South & Vale summer holiday activities. – (Circulated via email).
- l. NALC – Chief Executive's Bulletin. – 3/7/25, 10/7/25, 17/7/25, 24/7/25, 31/7/25. – (Circulated via email).
- m. SODC. – South News July 2025. – (Circulated via email).
- n. RSN. – Weekly News. – 2/7/25, 9/7/25, 17/7/25, 23/7/25, 30/7/25. – (Circulated via email).
- o. CPRE Oxfordshire. – July newsletter. – (Circulated via email).
- p. SODC. – Work starts on the two new studios at Didcot Wave. – (Circulated via email).
- q. Bioabundance. – Biodiversity Net Gain Consultations close 24/7/25. – (Circulated via email).
- r. SODC. – Local Government Reorganisation event 14/7/25 4-6pm. – (Circulated via email).
- s. Bioabundance. - Congestion Charge Consultation. – (Circulated via email).
- t. SODC. – Have your say on our proposed two new Councils. – (Circulated via email).
- u. ONH. – Important consultations and changes to planning appeals that Parishes need to know about. – (Circulated via email).
- v. SODC. – Father & Son fined for Shotover fly-tip. – (Circulated via email).
- w. SODC. – Culture & Heritage Network Event brings local groups together. – (Circulated via email).
- x. Open Spaces Society. – June newsletter. – (Circulated via email).

- y. Gigaclear. – The Green, Oxford Road, Horspath. – (Circulated via email). – **Councillors agreed that the existing footpath must be used. Mrs Oakley agreed to meet with Gigaclear.**
- z. Garsington Parish Council. – Footpath. – (Circulated via email). – **Councillors agreed that no funding will be provided.**
- aa. OCC. – Part-night lighting consultation. – (Circulated via email).
- bb. SODC. – Deep Cleanse Service. – (Circulated via email). – **Suggested locations submitted.**
- cc. SODC. – Charitable Lottery Funds give boost to local Charities. – (Circulated via email).
- dd. SODC. – Council’s lettings service helps hundreds of people stay local. – (Circulated via email).
- ee. Charity Commission. – July 2025 Newsletter. – (Circulated via email).
- ff. SODC. – Waste removal failure land man £1500 cost. – (Circulated via email).
- gg. TVP. – My local update for you – July 2025. – (Circulated via email).
- hh. SODC. – Huge investment approved for community organisations and local authority owned housing at busy July Council meeting. – (Circulated via email).
- ii. SODC. – Local authority owned housing in South Oxfordshire gets £10 million boost. – (Circulated via email).
- jj. Oxford City Council. – Local Government Reorganisation: A three Unitary proposal – Greater Oxford. – (Circulated via email).
- kk. OCC. – Help shape Oxfordshire’s Tobacco Control Strategy. – (Circulated via email).
- ll. SODC. – Second round of Performing Arts grant now open. – (Circulated via email).
- mm. SODC. – Local Government Reorganisation Event. – (Circulated via email).
- nn. SODC. – Community Governance Review 2025/26 (Extended until 19/9/25). – (Circulated via email).
- oo. Shotover Preservation Society. – Some requests for help and dates for your diary. – (Circulated via email).
- pp. OCC. – Horspath Footpath No. 17 Modification Order 2025. – (Circulated via email) #. – **Noted.**
- qq. OALC. – We’ve launched a new website. – (Circulated via email).
- rr. Beckley & Stowood Parish Council. – Take action now together to oppose your Parish becoming part of Greater Oxford – Local Government Reorganisation “Greater Oxford” proposal. – (Circulated via email).
- ss. TVP. – Update from the Police & Crime Commissioner. – (Circulated via email).
- tt. OALC. – July 2025 Newsletter. – (Circulated via email).
- uu. Gigaclear. – The Green, Oxford Road, Horspath. – (Circulated via email).
- vv. St Giles Parochial Church Council – St Giles Churchyard. – (Circulated via email). – **St Giles Church has advised that it is legally HPC’s responsibility to maintain the Churchyard. The Churchyard is currently being maintained by a group of residents. A grant from HSPP covers the maintenance of the top part of the churchyard. Mrs Oakley confirmed that it is the responsibility of HPC. It was agreed that a quotation for the maintenance will be obtained and Mrs Oakley will speak with Mrs Drew and Mrs Gray for more information. The cost of the maintenance will be included in the Precept.**

*\* original held by the Clerk, copy available on request.*

*# displayed on Village Hall & village noticeboards.*

#### 179/25 PAYMENTS.

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Mrs Hayley Kogel	Home Office July 2025		30.00
		Stationery		71.68
		Postage		3.60
BACS	Mrs Hayley Kogel	Salary 24/6/25 – 24/7/25 + holiday pay 2024/2025		3380.72

BACS	Shield Maintenance	Emptying Dog Hygiene Bins (9120)	15.47	92.82
BACS	Outside Help	Email address fee (5.8.25)	1.10	6.62
BACS	Outside Help	Email address fee (7.7.25)	1.10	6.62
BACS	Nest	Pension contribution		90.90
BACS	Mr R Burgess	Printer paper		6.28
BACS	CLA Fencing	New fence & gate for play area	539.60	3237.57
		<b>TOTAL</b>	<b>557.27</b>	<b>6926.81</b>

**Bank balances as of 31.7.25 – £46,662.32**

Councillors approved an invoice for £314.10 for additional fencing for the play area.

## **180/25 RECEIPTS. – None.**

### **RECEIPTS - HORSPATH RECREATION CHARITY.**

<b>Date</b>	<b>Received from</b>	<b>Details</b>	<b>Total £</b>
10.7.25	ST Properties Ltd	Quarterly rent for Car Park	712.50
		<b>TOTAL</b>	<b>712.50</b>

The Clerk reported that a reminder letter was sent to ST Properties as the payment was late this quarter.

## **181/25 AOB.**

- a. Mr Walker reported a silver birch tree at a property in Manor Farm Road that is overhanging on to the road which causes an obstruction to motorists. The Clerk will write to the property owner and request that the tree is cut back.

Public:-

- b. Mrs Dobson asked if installing an EV charger in the village hall car park will be considered as part of the refurbishment project. Mrs Oakley confirmed that this will be considered.
- c. Mr Peter Dobson stated that the new play area looks very nice and suggested that “No Dog” signs are put up in the new play area. Mrs Oakley confirmed that signs will be put up. Mr Coolman stated that the new fencing will be completed within two weeks.
- d. Mr Mutton stated that Oxford City Council have already destroyed the centre of Oxford over the last few years and asked if they are now proposing to move in and destroy villages surrounding Oxford.  
Mr Mutton stated that years ago he attended a meeting to look at creating a car park. With the current plans for the village hall and car park project, Mr Mutton suggested that the car park project should be done before the village hall and then there would be no argument that we haven’t got the parking facilities for the refurbished village hall. The concrete from the old play area should not be disposed of as it could be used as hardcore for the new car park.  
Mr Mutton stated that the 20mph speed limits in the village are not being adhered to and are causing more accidents as there are lots of cars that are speeding and suggested that villages should revert back to 30mph. Mrs Oakley stated that Oxfordshire County Council said that Horspath village would need to install 20mph speed limits before removing the chicane would be considered. Mrs Oakley has made requests in the past for volunteers to assist with TVP Speedwatch, but no volunteers have come forward.
- e. A resident stated that he disagrees with the comments on 20mph. People do adhere to the speed limits and they do respond to traffic notices. The resident asked if there is any update on the traffic calming measures in Horspath. Mrs Oakley stated that OCC were going to review the traffic calming six months after the 20mph speed limits were installed.
- f. A resident commented that the new play area is a bit hit with the children.
- g. A resident stated that on the flat stretch of Gidley Way, 20mph is very helpful.

- h. A resident reported that there is a lot of litter in the hedges at Gidley Way by the fields as a result of the hedges being cut.
- i. Mrs Brown stated that she is grateful for the 20mph speed limits in the village. Mrs Brown thanked HPC for the new play area.
- j. Mr Hamlet asked why more parking spaces are required at the village hall and asked if HPC has informed SODC that we are increasing the car parking. Mr Coolman will speak with SODC to obtain more information on the parking requirements.  
Mr Hamlet stated that HPC does not have any specifications for the village hall yet, so if more funds are required, a further application will need to be made to HSPC. Mr Coolman stated that we need to sort out the details of the project. Mr Hamlet suggested that Mr James-Lawrie should be contacted for assistance in contacting the SODC Planning Department as staff are all working from home.
- k. Mr Peter Dobson stated that the refurbishment of the village hall is not likely to happen until spring/summer next year as the planning consent has not been received. Mr Coolman stated that the planning application was submitted in November 2024 and SODC waited 6 months before requesting an Ecology Report along with other reports. Mr Dobson asked if bookings for the village hall are going to be accepted. Mrs Oakley stated that bookings are going ahead at the moment.

**182/25 DATE OF NEXT MEETINGS.**

Parish Council Planning Meeting – Tuesday 19<sup>th</sup> August 2025 (To be confirmed).  
Horspath Parish Council Meeting – Tuesday 2<sup>nd</sup> September 2025 at 7.30pm.

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