

**HORSPATH PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held at Horspath Village Hall**  
**on 2<sup>nd</sup> September 2025 at 7.30pm.**

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

**Apologies** Mr S James-Lawrie (District Councillor), Mr B Igoe.

**Absent:** Mr Tim Bearder (County Councillor).

**Public:** 15

Mrs Oakley informed Councillors and members of the public that Mrs Heather Palmer sadly passed away on 9<sup>th</sup> August 2025. Mrs Palmer was previously a Parish Councillor, she set up the first village website and was the webmaster and was involved with many organisations in the village. A minutes silence was held to remember Mrs Palmer.

**183/25 APOLOGIES FOR ABSENCE.**

It was resolved to accept apologies from Mr Igoe and Mr James-Lawrie. Mr Bearder was absent from the meeting.

**184/25 DECLARATION OF INTERESTS.**

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

Mrs Franklin declared an interest in Planning Application P25/S2280/HH – 94 Gidley Way, Horspath.

Mr Hookham declared an interest in Planning Application P25/S2282/HH – 35 Manor Drive, Horspath.

**185/25 EMERGENCY BUSINESS. – None.**

**186/25 MINUTES FOR APPROVAL.**

The Minutes of the Parish Council Meeting held on Tuesday 5<sup>th</sup> August 2025 were agreed and signed by the Chairman.

**187/25 MATTERS ARISING. – None.**

**188/25 PLANNING APPLICATIONS.**

- |                           |  |                           |
|---------------------------|--|---------------------------|
| <b>P25/S0758/<br/>FUL</b> | <b>144 Gidley Way, Horspath</b><br>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 and 4 August 2025). – <b>Councillors agreed to leave the decision to SODC.</b> | <b>(Full Application)</b> |
| <b>P25/S2280/<br/>HH</b>  | <b>94 Gidley Way, Horspath</b><br>Erection of additional storey to bungalow, replacement single storey rear extension, part two-storey, part single-storey front extension, relocation of vehicle access. – <b>Councillors support this application and recommend approval.</b>  | <b>(Householder)</b>      |
| <b>P25/S2282/<br/>HH</b>  | <b>35 Manor Drive Horspath</b><br>Erection of single storey rear extension, enlargement of existing box dormer, addition of dormer window at front, conversion of 2 doors to windows at front. – <b>Councillors agreed to leave the decision to SODC.</b>  | <b>(Householder)</b>      |
| <b>P25/S2261/</b>         | <b>Overview Stud, Sandy Lane Horspath</b>  |                           |

**DIS** Discharge of condition 3 (contamination) on application P23/S2608/FUL (Conversion of barn to 1 x detached residential dwelling, including associated garden and parking provision). – **Councillors agreed to leave the decision to SODC.**

**PLANNING PERMISSIONS/REFUSALS/APPEALS.**

**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). - **Refused.**

**P24/S1076/ Land to the south of Glebe Retreat, Horspath**

**DA** Appeal A – Allowed, enforcement notice quashed.

**P24/S3862/ Land to the south of Glebe Retreat, Horspath**

**DA** Appeal B – Dismissed, enforcement notice upheld.

**P24/S0214/ Land to the south of Glebe Retreat, Horspath**

**HH** Appeal C – Allowed, planning permission granted.

**189/25 CLERK UPDATE.**

**Dog bins.** – The second dog waste bin will be installed at the bottom of Sandy Lane as soon as possible.

**Play Area Inspection** – The inspection report for the top play area was circulated to all Councillors. It was agreed that the Clerk will contact ODS for a quote to carry out the necessary repairs.

**Property on Oxford Road** – A second letter has been sent to the property owner regarding items encroaching on to the Recreation Ground. Mrs Oakley confirmed that the items have not been removed. A letter has been received from the resident regarding pollarding the two sycamore trees at the rear of the property. Councillors agreed that no further action will be taken on the trees until the fence and other items have been removed from the Recreation Ground.

**Property on the Green** – A letter has been sent to the property owner regarding the bricks that have been dumped in the ditch at the rear of the property. No reply has been received to date. Mrs Oakley confirmed that the bricks have not been cleared.

**Property at Manor Farm Road** – A letter has been sent to the property owner regarding the Silver Birch tree overhanging onto the road. It was agreed that the Clerk and Mrs Oakley will try to contact the resident. Mr Hookham stated that a passing lorry recently broke a large branch from the tree while passing.

**Greater Oxford Proposal** – Councillors agreed that the Clerk send the response drafted by Mr Harris.

**Letter regarding the Village Magazine** – Councillors agreed that this letter should be considered by Trustees of HSPC and not HPC. The Clerk will inform Mr Underdown.

**Email from resident on the Green regarding Trees** – It was agreed that the Clerk will forward the details to the insurance company. The Clerk will request a meeting with the Tree Officer at SODC.

Mr O'Brien asked for an update on the insurance claim for Mr Parker. Mr Parker has said that HPC are delaying the claim. The Clerk confirmed that she has previously notified Mr Parker that the Parish Council's insurance have stated that they have not received any response from Mr Parker's representative. The Clerk will contact the Parish Council's insurance company for an update and also update Mr Parker.

**190/25 EXTERNAL AUDIT REPORT 2024/2025.**

The External Audit has now been completed. There were no matters to raise.

**191/25 NEW PLAY AREA.**

Mrs Oakley reported that she will be meeting with Creative Play tomorrow to inspect some of the equipment. The invoice from Creative Play will be paid this week. The fencing will be installed next week.

#### **192/25 UPGRADE OF VILLAGE HALL - Update.**

Mr O'Brien and Mr Coolman met with the architect to discuss the options available for the parking. The architect has now revised the drawing which reduces the parking down to approximately 40 spaces. Mr O'Brien and Mr Coolman will review the drawing and circulate it to all Councillors and if approved it will be submitted to SODC Planning Department.

#### **193/25 PURCHASE OF NEW BENCH.**

Mrs Oakley stated that 3 benches and a table are required in the new play area. A resident has kindly offered to purchase one of the benches and an application for a grant to SODC will be submitted to purchase the others. Councillors agreed that if the grant is not successful, either CIL or HPC funds will be used to purchase the benches.

#### **194/25 BUS SHELTER.**

The Clerk circulated the four quotations received. Councillors agreed that the preference would be for a brick built bus shelter, similar size to the shelter at Gateley, which would be in-keeping with the other bus shelter on the Green. Quotations will be sought for a brick built bus shelter.

#### **195/25 MAINTENANCE IF ST GILES CHURCHYARD.**

Mrs Oakley stated that at the last meeting the Clerk circulated an email from St Giles Church stating that HPC is responsible for the upkeep of the churchyard when it is full. Mrs Drew has confirmed that the Church volunteers will maintain the area at front of the Church. St Giles Church receive a grant from HSPC for the upkeep the back part of the Church up to Fords Close which is currently carried out by AJ Landscapes. Mrs Drew reported that this year St Giles has paid for part of the wall to be replaced, but there are other parts of the wall that need repairing. Mrs Drew has received a new quotation from AJ Landscapes as the annual contract is due to end in October. Councillors agreed to accept the quotation from AJ Landscapes from October 2025. Mrs Oakley stated that the wall will need to be inspected.

#### **196/25 DISTRICT & COUNTY COUNCILLOR REPORTS. - No reports available.**

#### **197/25 CORRESPONDENCE.**

- a. RSN. – Weekly News. – 6/8/25, 13/8/25, 20/8/25, 27/8/25. – (Circulated via email).
- b. Open Spaces Society. – Come to our Open Spaces Member's Day 13/9/25. – (Circulated via email).
- c. East West Rail. – Summer Update. – (Circulated via email).
- d. Morland House Surgery. – August Newsletter. – (Circulated via email).
- e. SODC. – Please take your recyclables home campaign. – (Circulated via email). #
- f. NALC – Chief Executive's Bulletin. – 7/8/25, 14/8/25, 21/8/25, 28/8/25. – (Circulated via email).
- g. NALC. – Events Newsletter – 5/8/25, 12/8/25, 19/8/25. (Circulated via email).
- h. SODC. – Community Projects in South Oxfordshire can now apply for a financial boost. – (Circulated via email).
- i. SODC. – District Council website updates. – (Circulated via email).
- j. SODC. – Young stars and pantomime pooches to join Beauty and the Beast at Cornerstone. – (Circulated via email).
- k. Oxford University Hospital. – Invitation to NHS Foundation Trust's annual public meeting and members meeting 18/9/25. – (Circulated via email).
- l. OALC. – New Training Courses available to book. – (Circulated via email).
- m. Community First Oxfordshire. – August newsletter. – (Circulated via email).

- n. NALC. – Utility Aid – Expert energy support. – (Circulated via email).
- o. SODC. – South News August 2025. – (Circulated via email).
- p. Clear Councils. – Important notice for our customers. – (Circulated via email).
- q. SODC. – Cornerstone announces this year’s panto and it’s a beauty! – (Circulated via email).
- r. Open Spaces Society. – Celebrating 160 years of the Open Space Society. – (Circulated via email).
- s. SODC. – Economic growth on the Agenda at South & Vale. – (Circulated via email).
- t. Luke Ledwidge. – Email regarding Towersey Planning Application. – (Circulated via email).
- u. SODC. - £521.000 boost for community projects in South Oxfordshire. – (Circulated via email).
- v. Sharon Crawford, SODC. – Email regarding planning application P23/S3730/FUL – Oxford Burial Meadow. – (Circulated via email). – **Mrs Oakley stated that Mr Harris has been assisting HPC with this planning application. Councillors uphold their previous objections to this application. The Clerk will inform Sharon Crawford.**
- w. OCC. – Invitation to Highways Depot Open Day 27/9/25. – (Circulated via email).
- x. Mr & Mrs Pink. – Email regarding overhead cable line replacement and installation of new equipment adjacent to properties at Gidley Way. – (Circulated via email). – **Mrs Oakley stated that the work has been carried out without any consultation with HPC or the residents that will be affected. It was agreed that the Clerk will write to SSE and raise concerns over no consultation.**
- y. Ms Butlin. – Email regarding overhead cable line replacement and installation of new equipment adjacent to properties at Gidley Way. – (Circulated via email). – **Mrs Oakley stated that the work has been carried out without any consultation with HPC or the residents that will be affected. It was agreed that the Clerk will write to SSE and raise concerns over the lack of consultation.**
- z. SODC. – Division of property known as 76 Gidley Way to create a separate property known as 76A Gidley Way, Horspath. – (Circulated via email). – **Noted.**
- aa. Ms Ginette Camps-Walsh Chairman Beckley & Stowood Parish Council. – Email reply to Local Government Reorganisation: “Greater Oxford” Proposal. – (Circulated via email). – **Noted.**
- bb. ONPA. – August 2025 mailing. – (Circulated via email).
- cc. OALC. – August 2025 Newsletter. – (Circulated via email).  
*\* original held by the Clerk, copy available on request.*  
*# displayed on Village Hall & village noticeboards.*

#### 198/25 PAYMENTS.

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Mrs Hayley Kogel	Home Office August 2025		30.00
		Postage		7.20
BACS	Mrs Hayley Kogel	Salary 24/7/25 – 24/8/25		TBC
BACS	Moore	External Audit Fees	63.00	378.00
BACS	Outside Help	Email address fee (5.8.25)	1.10	6.62
BACS	Nest	Pension contribution		256.83
BACS	Demarcation	Architects Fees		1850.00
BACS	CLA Fabrication	Fencing for new play area	52.35	314.10
BACS	Mrs Oakley	Concrete for new play area		110.40
BACS	Mr Burgess	Diesel		5.00
BACS	Mr Surman	Clearing the footpath by the bridge		70.00
BACS	Mrs Franklin	Sundry items for play area		7.98
BACS	Mrs Oakley	Sundry items for play area		11.90
BACS	Ms Natalie Oakley	Signs for new play area	2.36	14.20

BACS	Shield Maintenance	Emptying Dog Hygiene Bins (9225)	15.47	92.82
		<b>TOTAL</b>	<b>134.28</b>	<b>3155.05</b>

**Bank balances as of 29.8.25 – £39,583.81**

Councillors approved the following payments:-

Creative Play - £143,999.93 and Playsafety - £96.00.

**HORSPATH RECREATION CHARITY.**

<b>Paid by</b>	<b>To Whom Paid</b>	<b>Details</b>	<b>Total £</b>
BACS	SSE	Power supply on Village Green	51.52
		<b>TOTAL</b>	<b>51.52</b>

**199/25 RECEIPTS. – None.**

**200/25 AOB.**

- a. Mr Walker asked for an update on the Fair. Mrs Oakley stated that Mr Pettigrove has requested a meeting. Mrs Oakley circulated an email to all Councillors to request that other Councillors also attend the meeting, but no replies were received. Mr Coolman has agreed to attend the meeting. The Clerk will arrange a meeting next week. Mr Coolman suggested that HPC break the 2 day Fair. Mr Parker stated that Mr Pettigrove should be advised that he cannot have two large rides opposite each other by the shop.

Public:-

- b. Mr Paul Dobson, 17 The Green asked if HPC is aware that his property is experiencing problems with tree roots outside his property, and he has builders working to rectify the problems. The Clerk will check the details and reply to Mr Dobson.
- c. Mrs Jane Dobson reported that there is a collection of cars in the Village Hall car park that have no an MOT and one car has flat tyres.
- d. Mr Hamlet stated that the tree overhanging the road at Manor Farm Road is very dangerous. Mr Hamlet witnessed the lorry that ripped off a large branch from the tree as it drove past, and if a pedestrian was there, they would have been hurt. The tree overhangs by 5 metres and is very close to an electric cable. Mr Hamlet suggested that HPC cut the tree down. Mr Parker stated that HPC cannot cut the tree down, we can only cut the over-hanging branches, but legal advice should be sought before any action is taken. Councillors agreed for Mrs Oakley to visit the property to discuss the issue with the property owner. Mr Hamlet asked how much money has been allocated in the Precept for the Conservation Area as there is maintenance work that needs to be carried out. Mrs Oakley will place advertisements for volunteers to join a working party.  
Mr Hamlet reported that Mr Harris is negotiating with OCC with regards to putting equipment in the bat tunnel as a bat survey has been refused. Mr Hamlet stated that they now have structural drawings to send to OCC.
- e. Mr Collins, 15 Oxford Road raised concerns about the traffic situation on Oxford Road that is getting progressively worse, and the 20mph speed limit has not made any difference. The road is like a race track and his neighbours who have small children are also very concerned. Mr Collins asked if HPC can pressure OCC about further traffic calming measures. Mr Collins stated that although the chicane works there are lots of near miss accidents. Mrs Oakley stated that she has also witnessed the speed of cars on Oxford Road and has previously asked for volunteers to carry out speed watch in the village but no volunteers have come forward. Mrs Oakley stated that speed pillows are required to slow the traffic. Another resident at Cuddesdon Road shares the same concerns about speeding cars.

Mrs Oakley stated that there a lot of people in the village who agree that 20mph speed limits are not working in the village. Mr Collins stated that in Garsington they have flashing speed cameras that do help slow the traffic. Councillors agreed that the Clerk will write to OCC Highways to raise concerns and also investigate speed indicator devices.

**201/25 DATE OF NEXT MEETINGS.**

- Parish Council Planning Meeting – Tuesday 16<sup>th</sup> September 2025 (To be confirmed).
- Horspath Stone Pit Charity Meeting – Tuesday 30<sup>th</sup> September 2025.
- Horspath Parish Council Meeting – Tuesday 7<sup>th</sup> October 2025 at 7.30pm.

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