

HORSPATH PARISH COUNCIL
Minutes of the Parish Council Meeting held at Horspath Village Hall
on 4th November 2025 at 7.30pm.

Present: Mrs B Oakley (Chairman), Mr R Burgess, Mrs P Cook (Vice Chairman), Mrs H Franklin, Mr B Igoe, Mr P O'Brien, Mr E Parker, Mrs H Kogel (Clerk).

Apologies Mr L Coolman, Mr I Harris, Mr P Hookham, Mr G Walker.

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

Public: 7

221/25 APOLOGIES FOR ABSENCE.

It was resolved to accept apologies from Mr Coolman, Mr Harris, Mr Hookham and Mr G Walker. Mr James-Lawrie and Mr Bearder were absent from the meeting.

222/25 DECLARATION OF INTERESTS. – None.

223/25 EMERGENCY BUSINESS. – None.

224/25 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on Tuesday 7th October 2025 were agreed and signed by the Vice Chairman.

225/25 MATTERS ARISING. – None.

226/25 PLANNING APPLICATIONS.

P25/S3024/ 144 Gidley Way, Horspath

DIS Discharge of condition (s) 5 (Biodiversity enhancements), 7 (Ecology – Construction method statement), 8 (Tree protection (General)), 17 (Car Parking Provision), 18 (Cycle Parking Facilities), 19 (Refuse & Recycling Storage (Details required)), and 20 (Contaminated land) on application ref P25/S0758/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 and 4 August 2025). –

Councillors agreed to leave the decision to SODC.

P23/S3730/ Land to the north of Oxford Road, near Horspath (Full Application)

FUL 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 17th 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 and amended plan received 18th September 2025 and further amended by revised Highway plans accompanying Agent's letter dated 7 October 2025). - **The position and size of two slim bus shelters proposed on Oxford Road are now shown on these amended plans, and while it is recognised that bus shelters are desirable for public access to such a burial meadow by bus, it should also be recognised that this burial meadow will be visited only during daylight hours, and so the slim bus shelters should not be provided with electric lighting because additional artificial lighting in the Green Belt so close to the Shotover Site of Special Scientific Interest could cause harm to the protected species of nocturnal wildlife in this location. It is worth noting that the drawings of the site included with these Highways amendments also show that water from the proposed drainage system for the burial meadow is to be discharged into the local watercourse, which is within the catchment of Northfield Brook.**

P25/S3096/ 59 Gidley Way, Horspath

DIS Discharge of condition(s) 7 (cycle facilities) and 10 (material change) on application ref P23/S4227/FUL (Proposed demolition of existing garage and erection of dwelling with internal and external associated works). – **Councillors agreed to leave the decision to SODC.**

PLANNING PERMISSIONS/REFUSALS/APPEALS.

P25/S2822/ Land at Glebe Retreat, 129 Cuddesdon Road, Horspath

PIP Erection of a minimum of 7 and a maximum of 9 residential units. – **Granted.**

P25/S2126/ 29 Manor Drive, Horspath) (Full application)

FUL Replacement self-build dwelling and detached garage workshop with associated works. (Additional information received 29th August 2025). – **Granted.**

P25/S0763/ 10 Manor Drive, Horspath

HH Erection of single oak garage for parking of a vehicle, proposed hardstanding to driveway and external LED lights to structure. (Retrospective). – **An appeal has been lodged to the Secretary of State.**

227/25 CLERK UPDATE.

Play Area Inspection – A quotation has been requested from ODS.

Property on the Green – The property owner has reported to SODC that the wall has fallen due to subsidence caused from the tree in the Recreation Ground. This is not correct, the roots of the tree are nowhere close to the wall and a neighbour witnessed the builders dumping the bricks in the ditch. Mrs Oakley stated that there is a resident in the village who has agreed to remove the bricks for his own use.

Sycamore trees on Oxford Road – Work has been completed on one tree as recommended by the Tree Surgeon.

Tree in Colcutt Close – Work on the tree has been completed.

Manor Drive –OCC Highways Dept have agreed to inspect Manor Drive next month.

Simple Survey Surveyors. – Councillors have no questions.

2 New Dog Bins – Shield Maintenance have added the new bins to the schedule.

OCC Highways – Update on 20mph & Speed Indicator Devices. The estimated cost of a SID is £5,000.00.

Correspondence Unit, Ministry of Housing, Communities & Local Government. – Reply circulated.

Gigaclear – Mrs Oakley confirmed that Gigaclear have not made contact with her recently regarding the installation of cables on the Village Green. Mr Burgess stated that Gigaclear has stated that there is a problem with a blockage in the cable duct on the Village Green.

228/25 NEW PLAY AREA.

The Clerk will add the new play area equipment to the insurance policy and check that public liability insurance is covered.

229/25 UPGRADE OF VILLAGE HALL.

Mr O'Brien reported that he received an email from the architect today stating that it a year ago that HPC applied for the extension to the Village Hall.

230/25 PURCHASE OF NEW BENCHES.

A second resident has kindly offered to sponsor one of the benches in the Play Area. Councillors agreed that the preference would be for coloured benches/table. The Clerk will place the order.

231/25 SEDGEWICK INTERNATIONAL UK. – Property claim on the Green.

The Clerk circulated the report received. Mr Burgess stated that one of the roots identified in the report is a prunus root that comes from a bush/hedge that is present on the boundary of the neighbouring property. The trees owned by HPC are Horse Chestnut and Oak trees. The Clerk will advise the insurance company as there is no information in the report of roots from a Horse Chestnut tree.

232/25 STAGECOACH LEASE/RENT REVIEW.

Mr O'Brien reported that the request for the sub-station is no further forward. Mr O'Brien and Mr Coolman carried out an inspection around 18 months ago. Mrs Oakley stated that the rent review is due in March 2026 and she has obtained a quotation from a Commercial Agent. Mr Parker stated that the rent review negotiations need to start now, and a copy of the sub-lease with Hansons is required. It was agreed that the Clerk will write to Stagecoach to request a copy of the sub-lease.

Mr Igoe stated that Councillors recently agreed that Mr Parker, Mr O'Brien and Mr Coolman would be responsible for dealing with the rent review. Mr Parker stated that a valuation on the property is required before the rent review can take place.

Mrs Oakley stated that HPC needs to obtain costs from Companies to carry out the rent review and although Mr O'Brien has been in contact with one company, additional quotations are required. Mr O'Brien stated that he has previously put forward a Commercial Agent to deal with this on behalf of HPC and has since met on several occasions over the last 18 months and is satisfied that they are qualified to deal with it. Mr O'Brien also asked Councillors for permission to proceed with this Commercial Agent, and gave Councillors the opportunity to put forward another company. Mr O'Brien has verbally agreed this proposal with the Agent. Mrs Oakley stated that for transparency purposes other quotations are also required. Mr O'Brien will request a quotation.

Mr Parker stated that HPC needs to clarify from an account point of view whether an audit is required, so an estimate value of the land is required. The rent review must be carried out formally on a professional basis and more than one quotation is required. Councillors agreed that the quotation sought from Mrs Oakley and also Mr O'Brien will be sent to Mr Parker, and he will obtain a third quotation. When all three quotations have been received further discussions will take place.

233/25 HORSPATH CRICKET CLUB – Update from meeting.

Some Councillors met with representatives to discuss the refurbishment of the Village Hall. The Cricket Club has put forward some suggestions to be considered. It was agreed at the meeting that Mr O'Brien will forward the plans to the Cricket Club and they will outline their suggestions, but no details have been received from them to date. Mr Parker stated that a lease with the Cricket Club will need to be drawn up.

234/25 NEW BUS SHELTER. - Mrs Oakley is waiting for one more quotation.

235/25 DISTRICT & COUNTY COUNCILLOR REPORTS. –

Report from Cllr James-Lawrie – (District Councillor) – Council passes a motion to take on DVLA powers to tackle un-mot'd and untaxed vehicles. Vehicles are under many different authorities abandoned is the District. Parked illegally is under the County and previously untaxed and un-mot'd was DVLA, we hope with this change, we will be able to manage collection and disposal of these cars faster with the powers taken on by the Council.

A new waste contract has been awarded to Biffa after a successful tender process. We are happy to be working with Biffa again as they have a strong track record for our area. LGR was taken into account with the contract and both parties are happy to continue working together.

Councillor community grants are now open, this year we have £7,500 to allocate, please apply and I will do my best to make sure I can put money towards as many as I can.

Thames water have launched their consultation for the south east strategic reservoir option, I have spoken against this with my belief fixing the under maintained areas they already operate would help the situation more, I have also voiced my concern over their ability to construct the reservoir. They will be hosting drop in events around the district running until the 13th of January.

The Joint Local Plan submitted by the SODC has had a request to be withdrawn, due to failure to co-operate with Oxford City, we have asked the inspectors to think again on this as we have proved co-operation. We have not withdrawn the application and strongly challenged them on this.

Mrs Oakley reported that she has recently attended two meetings regarding Unitary Authorities and Northfield development. Mr James-Lawrie was in attendance and was very impressive at both meetings.

Cllr Bearder – (County Councillor) – No report available.

236/25 CORRESPONDENCE.

- a. NALC. – Events Newsletter – 7/10/25, 14/10/25, 21/10/25. (Circulated via email).
- b. SODC – Council Cabinet to discuss progress report on net zero. – (Circulated via email).
- c. Morland House Surgery. – October Newsletter. – (Circulated via email).
- d. SODC. – Council Leisure Centre on track to replace end-of-life gas boilers with solar panels and air source heat pumps. – (Circulated via email).
- e. CPRE Oxfordshire. – October 2025 Newsletter. – (Circulated via email).
- f. SODC. – Safety boost as town centre CCTC goes fully digital across South Oxfordshire. – (Circulated via email).
- g. NALC – Chief Executive's Bulletin. – 2/10/25, 9/10/25, 16/10/25, 23/10/25, 30/10/25. – (Circulated via email).
- h. OCC. – Temporary Traffic Regulation Notice – S14 Road Traffic Regulation Act 1984, Temporary Road Closure at Oxford, Eastern By-Pass Road 10/11/25 – 14/11/25. – (Circulated via email).
- i. OCC. – A40 London Road, Eastbound Layby (Forest Hill) – Proposed experimental closure. – (Circulated via email).
- j. OCC. – Horspath Footpath No, 17 Modification Order 2025. – (Circulated via email). – **Noted.**
- k. Elsfield Residents Group. – Meeting – Unitary Authorities 27/10/25. – (Circulated via email).
- l. SODC. – Could your community benefit from the Food & Warmth grant. – (Circulated via email).
- m. Community First Oxfordshire. – AGM 6/11/25. – (Circulated via email).
- n. Bioabundance. – Rivers Event Abingdon 29/10/25. – (Circulated via email).

- o. SODC. – Five frightfully good ways to save waste this Halloween. – (Circulated via email).
 - p. SODC. – Roadshows celebrate equality and diversity across the Districts. – (Circulated via email).
 - q. Charity Commission. – News Autumn 2025. – (Circulated via email).
 - r. SODC. – Man ordered to pay over £2,300 for abandoning damaged car. – (Circulated via email).
 - s. RSN. – Weekly News. – 1/10/25, 8/10/25, 18/10/25, 22/10/25, 29/10/25. – (Circulated via email).
 - t. Bioabundance. – Climate briefing for MP’s. – (Circulated via email).
 - u. SODC. – Brown bin permit holders can have extra garden waste collected this Autumn. – (Circulated via email).
 - v. OALC. – Training courses for 2025. – (Circulated via email).
 - w. Mr Montgomery. – Road Closure – Gidley Way. – (Circulated via email). – **Mrs Oakley has spoken to Mr Montgomery on several occasions and has explained that bridleways/footpaths are the responsibility of OCC. Mrs Cook stated that the lane is not in a mess and the contractor has done a good job with the surface, being better now than previously. Mr Peter Dobson stated that due to the new pylons being installed, he has been agreed that some machinery can be stored in the Poors Land.**
 - x. SODC. – Thousands of visitors help make the Riverside summer season a sizzler. – (Circulated via email).
 - y. SODC. – New property numbers 144 & 144a Gidley Way, Horspath. – (Circulated via email).
 - z. Bioabundance. – South Oxfordshire over-development – Inspectors scrap plan. – (Circulated via email).
 - aa. Bioabundance. – The Councils’ response to the Planning Inspectors’ findings on the Joint Local Plan. – (Circulated via email).
 - bb. SODC. – South News October 2025. - (Circulated via email).
 - cc. SODC. – The Councils’ response to the Planning Inspectors’ findings on the Joint Local Plan. – (Circulated via email). – **Noted.**
 - dd. OCC. – Invitation to November Community Climate Adaptation Workshops. – (Circulated via email).
 - ee. Oxford City Council. – Additional call for sites for Oxford Local Plan 2045. – (Circulated via email).
 - ff. Oxfordshire Mind. – Free mental health training for Councillors. – (Circulated via email).
 - gg. SODC. – Community investments and enforcement on untaxed vehicles discussed at packed October Council meeting. – (Circulated via email).
 - hh. Matthew Barber TVP. – My local update for you October 2025. – (Circulated via email).
 - ii. SODC. – Councils ask Inspectors to think again about Local Plan after Minister letter. – (Circulated via email).
 - jj. NALC. – Nominations are open for our 2025 governance elections. – (Circulated via email).
 - kk. Cllr. James-Lawrie. – Community Grants. – (Circulated via email).
 - ll. Breakthrough Communications. – Council Hive. – (Circulated via email).
 - mm. SODC. – Five Councils launch ambition plan for local government reform. – (Circulated via email).
 - nn. SODC. – Deadline for Community Grant only weeks away. – (Circulated via email).
 - oo. TVP. – Vehicle crime & tool theft campaign launched by PCC. – (Circulated via email).
 - pp. Citizens Advice Oxfordshire. – Grant Aid. – (Circulated via email). – **Councillors agreed a donation of £50.00.**
 - qq. Oliver & James Funeral Directors. – Interment request. – (Circulated via email). – **Councillors approved the request.**
 - rr. SODC. – Breach of condition notices. – (Circulated via email).
 - ss. OALC. – October 2025 Newsletter. – (Circulated via email).
 - tt. Age UK Oxfordshire. – Could home sharing be for you? – (Circulated via email).
- * original held by the Clerk, copy available on request.**
- # displayed on Village Hall & village noticeboards.**

237/25 PAYMENTS.

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Mrs Hayley Kogel	Home Office October 2025		30.00
BACS	Mrs Hayley Kogel	Salary 24/9/25 – 24/10/25 & Salary increase back pay to April 2025		2045.71
BACS	Shield Maintenance	Emptying Dog Hygiene Bins (9466)	16.68	100.10
		TOTAL	16.68	2,175.81

Bank balances as of 30.10.25 – £72,371.71

Councillors also approved the following payments:-

£44.81 – Plants – Mrs Cook

£18.99 – Printer cartridge – Mr Burgess

£120.00 – Maintenance of churchyard – AJ Landscapes

£7.98 – Postcrete for installation of dog bin – Mrs Franklin

HORSPATH RECREATION CHARITY

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Mr Robert Surman	Repairs to the Village Green		100.00
		TOTAL		100.00

238/25 RECEIPTS. – None.**239/25 AOB.**

- a. Mrs Oakley stated that HPC has previously agreed to take responsibility of the maintenance of the churchyard. The Clerk will make contact with AJ Landscapes to arrange payment.
Armistice Day will be held on Tuesday 11th November at 11am.
Mrs Oakley stated that a resident has asked why all correspondence is not discussed at meetings. All Councillors have been copied into correspondence but due to the high volume it is not possible to discuss all items received.
The Scarecrow Trail was very well attended.
Mrs Oakley has received four requests for the bus service to stop at Tesco. The Clerk has previously requested this but the bus company was not able to do it. It was agreed that the Clerk will make another request as the bus service is due to be reviewed with the service being slightly reduced.
Mrs Oakley and Mrs Franklin attended a meeting at Wheatley regarding Unitary Councils. Mr Bearder led the meeting and there were three suggestions discussed. The suggestions were for OCC to take over as a Unitary Council, SODC are proposing to amalgamate with the Vale Council and West Berks Council and the third suggestion is for Oxford City Council to become the Unitary Council taking over 48 parishes. The only option to safeguard the green belt is from OCC, who state that they will try and protect the green belt. All three proposals will go to Central Government who will make a decision in the spring.
Mrs Oakley reported that the parts for the new tractor will be delivered next week.

Public:-

- b. Mr Hamlet asked for clarification that three quotations will be sought for companies to assist with the Stagecoach rent review. Mr Burgess proposed that three quotations will be sought. Councillors agreed. Mr Hamlet stated that the planning application for the Burial Meadow states that there will be priority parking spaces, and asked how many spaces will be available. Mrs Oakley stated that there will be priority parking with all other cars parked in the athletics ground.

At the last meeting Mr Coolman stated that he was going to visit 59 Gidley Way to find out more information on the proposed wall, is there an update. Mr Parker stated that the planning application is for a discharge of conditions only.

Mr Hamlet stated that last year HPC obtained a cost from SEB to move the electricity poles for the refurbishment of the village hall, is there any update. Mr O'Brien stated that he has a quotation for the work but before any work can be carried out, planning permission from SODC for the refurbishment of the village hall is required. There is currently a delay with the plans as the car park area has now changed due to the installation of the play area, which will now mean that some trees will have to be taken down. Mr O'Brien is hoping to arrange a meeting with Mr Gray in the near future to discuss the options for where the 96 new trees will be planted. Mr Hamlet asked if refurbishing the village hall is going to happen, and if it is being held up by bureaucracy then this needs to be exposed. Mr O'Brien stated that SODC will not register the plans until they have received all information requested. The staff at SODC are not working from the office, so it is difficult to contact them and when emailed the automated reply states that they will reply in 10-15 working days. SODC & OCC are not providing a service to Parish Councils. Mr O'Brien stated that the Chief Executive of SODC has previously stated that he does not want people to return to the office to work.

- c. Mrs Dobson asked why HPC had to pay for the repairs to the village green that was caused by a lorry driver. Mrs Oakley stated that the lorry driver refused to give insurance details to the Police and Mr Burgess stated that it was a Romanian lorry driver and the Police were keen to move the driver on.
- d. Mr Peter Dobson asked if the 20mph road sign will be put back up. Mrs Oakley stated that Mr Pettigrove removed the sign temporarily for the Fair and Mr Surman has put the sign back up at no charge to HPC. Mr Peter Dobson asked about the pumping station as the gates can no longer be seen. Mr Burgess stated that the gates are still there but the area is overgrown.
- e. Mrs Gray asked if all of the trees in the car park are being taken down. Mr O'Brien stated that there are currently 22 trees and it is possible that 10 may have to be removed. Mrs Oakley stated that it is so that the car park can be extended. Mr O'Brien stated that this is due to the play area being sited closer to the car park than planned. Mrs Cook asked if the 10 trees could be replanted in a different location. Mr O'Brien stated that this is possible but there may still be a need to plant an additional 96 new trees, but he will check this with Mr Gray.

240/25 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 21st October 2025 (To be confirmed).

Horspath Parish Council Meeting – Tuesday 4th November 2025 at 7.30pm.

Signed.....

Date.....