

HORSPATH PARISH COUNCIL
Minutes of the Parish Council Meeting held at Horspath Village Hall
on 2nd June at 7.30pm.

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

Apologies Mr I Harris, Mr B Igoe.
Absent: Mr James-Lawrie (District Councillor), Mr Tim Bearder (County Councillor).
Public: 8

92/26 APOLOGIES FOR ABSENCE.

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

93/26 DECLARATION OF INTERESTS. - None.

94/26 EMERGENCY BUSINESS.

The Clerk circulated an email received from a resident regarding a tree on the Green that is making it difficult for delivery drivers. It was agreed that the Clerk contact SODC to check if the tree is covered by a TPO and if necessary submit a planning application to remove lower branches and reduce the height of the tree. The Clerk will also contact the resident to provide an update.

95/26 MINUTES FOR APPROVAL.

The Minutes of the Parish Council Meeting held on Tuesday 5th May 2026 were agreed and signed by the Chairman.

96/26 MATTERS ARISING. – None.

97/26 PLANNING APPLICATIONS.

P26/S1186/ 25 Cuddesdon Road, Horspath (Householder)
HH Single storey rear and side extension. New pitched roof dormers added to existing loft bedroom on front elevation, new flat roof dormer added to rear elevation of existing loft room. – **Councillors recommend approval of this application.**

PLANNING PERMISSIONS/REFUSALS/APPEALS. – None.

98/26 CLERK UPDATE.

Play Area Inspection – Waiting for a quotation to carry out repairs. The Clerk has now made an online enquiry as it has not been possible to make contact via telephone. The next play area inspection is due in July 2026. Mrs Oakley stated that following the request for a slow closing gate, a quotation has been received for £120.00. Councillors agreed not to purchase slow closers for the gates but will purchase two signs requesting that the gates are closed. Mrs Oakley stated that Creative Play will carry out the inspection on the new play area on 22nd June 2026. Mrs Oakley stated that the Cricket Club used to cut the grass in the old play area, so they will be asked to carry out the grass cutting in the new play area and the old play area, if not Mr Surman is prepared to do it.

Handyman Leaflets – Mrs Oakley reported that residents should be aware that the recent leaflet distributed around the village for a handyman is not Bob Surman.

Property on the Green – No further correspondence has been received.

Meeting with John Beale, OCC – The Clerk sent an email to Mr Beale regarding several issues raised at the last meeting. Mr Beale is due to return to work 2/6/26.

SODC Tree Officer – A planning application to remove the English Oak tree has been submitted.

HVHMC Financial Transactions – HVHMC now have their own new bank account, so HPC is no longer carrying out the financial transactions. HVHMC have now paid the difference between receipts & payment back to HPC which totalled £2814.73 up to 31st March 2026. Mr Parker will change the direct debit from HPC to HVHMC for the last two contractors.

99/26 INTERNAL AUDIT REPORT 2025/26.

The Clerk circulated the Internal Audit Report and recommendations. The following matters were raised:-

Recommendation that Councillors contact details are published on the website. – Councillors agreed that email addresses will be published for both the Chairman and the Vice Chairman.

Recommendation for a nominated Councillor to report on Horspath Recreation Charity. – It was agreed that Mr Burgess will take this role.

Recommendations for a nominated Councillor to report on Horspath Village Hall. – It was agreed that Mr Parker will take this role.

The operations and decision making for HPC and HVHMC must be kept separate. – HPC agreed to take over the financial transaction on a temporary basis to ensure that the village hall could still operate, as the previous members of the committee resigned and the bank closed the bank account. A new bank account has now been opened so the two organisations will be completely separate.

Governance policies to be reviewed. – To be reviewed later in the Agenda.

Bank reconciliations and expenditure V budget to be presented and minuted on a quarterly basis. – The Clerk will implement.

Bank reconciliations to be approved by two Councillors. – The Clerk will implement.

A Review of Risk Assessments has not taken place. – The Clerk reported that the previous Internal Auditor advised that the risk assessments should be reviewed every two years, which has been actioned, with the next review due in November 2026. Councillors agreed that the review term will remain at every two years.

Councillor email addresses. – The current email addresses are not “owned” by the Parish Council. Recommend that all email addresses have the suffix .gov.uk. Councillors agreed not to change the email addresses.

Recommendation for computerized financial records. – The Clerk will obtain further information.

Councillor information held by SODC is not correct. – The Clerk has provided the information but will contact SODC to ensure that the details are updated.

Recommend that SODC is informed that Councillors are also Trustees of HVHMC, Horspath Recreation Ground and HSPC. – Councillors agreed that this information is already in the public domain and listed on the Charity Commission website, so agreed no further action.

All interests to be declared including HVHMC, Cricket Club, Horspath Recreation Charity, Cycle Speedway and HSPC at the beginning of the meeting. – Councillors declare their interests at the start of the meetings where applicable.

Recommendation that members of the public are dealt with after apologies, absence and emergency business. – Councillors agreed that for transparency purposes the order of the meetings will remain the same so that members of the public are able to stay for the duration of the meeting.

Annual appraisal for the Clerk has not taken place. – Mrs Oakley and Mrs Cook will arrange for the appraisal to take place.

Quotations discussed at meetings must include the value and outline of products/service, and when accepted the value recorded in the Minutes. – All details of quotations are discussed at meetings. The Clerk will include all details in the Minutes in future.

Reserves, allocations, CIL money. – The Clerk will include this information in future.

Asset Register – recommend a current price is listed as well as a purchase price. – Councillors agreed that the current asset register is sufficient, therefore no further action to be taken.

100/26 APPROVAL OF STATEMENT OF ACCOUNTS & BANK RECONCILIATION 2025/2026.

Councillors approved the revised accounts & bank reconciliation 2025/2026.

101/26 APPROVAL OF AGAR SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2025/26.

Councillors approved Section 1 of the AGAR 2025/26. Signed by the Chairman and the Clerk.

102/26 APPROVAL OF AGAR SECTION 2 – ACCOUNTING STATEMENTS 2025/26.

Councillors approved section 2 of the AGAR 2025/26, including the restated value in Box 9. Signed by the Chairman and the Clerk.

103/26 REVIEW OF BURIAL GROUND RULES.

Councillors reviewed the rules and fees and agreed that no changes would be made.

104/26 REVIEW OF COUNCIL POLICIES.

The following policies were reviewed by Councillors. No changes were made.

FOI Scheme

Data Protection Policy

Diversity & Inclusion Policy

Data Breach Policy

Data Erasure Policy

Privacy Notice

SAR Policy

Health & Safety Policy

105/26 BURIAL GROUND MAINTENANCE.

Councillors agreed that the Clerk obtain a quotation from AJ Landscapes to clear the brambles in the burial ground and also at the Pound.

106/26 UPGRADE OF VILLAGE HALL.

Mr O'Brien stated that the information on the new ruling on planning, which was expected in April is now expected late summer. Mr O'Brien stated that Councillors need to decide if the planning application should be registered or deferred until more information on the new ruling is received. Councillors agreed to submit the planning application with the existing car park facilities including disabled parking. Mr O'Brien will instruct the architect.

107/26 NEW BUS SHELTER. - Mr O'Brien stated that SODC has now registered the planning application.

108/26 DISTRICT & COUNTY COUNCILLOR REPORTS. –

Report from Cllr James-Lawrie – (District Councillor) – No report available.

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

Mrs Oakley reported that some villages are going to have quiet roads where all traffic will be restricted, although some residents will still have access.

109/26 CORRESPONDENCE.

- a. SODC. – Support for residents struggling with oil heating costs. – (Circulated via email).
- b. OCC. – Immediate road closure alert – Wheatley, Littleworth Road (T18169). – (Circulated via email).
- c. Bioabundance. – Invitation to submit evidence to Environmental Audit Committee by 21/5/26. – (Circulated via email).
- d. Breakthrough Communications. – May 2026 Bulletin. – (Circulated via email).
- e. RSN. – Weekly News. – 7/5/26, 13/5/26, 20/5/26, 28/5/26. - (Circulated via email).
- f. NALC – Chief Executive’s Bulletin. – 7/5/26, 14/5/26, 21/5/26, 28/5/26 – (Circulated via email).
- g. NALC. – Utility Aid – Smarter Solutions. – (Circulated via email).
- h. NALC. – Events Newsletter – 5/5/26, 12/5/26, 19/5/26, 26/5/26. - (Circulated via email).
- i. Open Spaces Society. – April Updates. – (Circulated via email).
- j. SODC. – Councils’ new residential waste collection contract announced. – (Circulated via email).
- k. SODC. – Council invites community groups to help nature recovery on their land. – (Circulated via email).
- l. SODC. – Cow Lane in Didcot gets a makeover. – (Circulated via email).
- m. Morland House Surgery. – May 2026 Newsletter. – (Circulated via email).
- n. Bioabundance. – New campaign carbon reckoning launches today. – (Circulated via email).
- o. Bioabundance. – Environmental audit committee – nine days left. – (Circulated via email).
- p. ONPA. – 16th May 2026 event. – (Circulated via email).
- q. Age UK. – Upskill your team to support older people across Oxfordshire. – (Circulated via email).
- r. OCC. – TTRO (T17253) Temporary road closure Garsington/Horspath Wheatley Road OX44 9ER. – (Circulated via email).
- s. OCC. – TTRO (T18194) Temporary emergency road closure Littleworth Road running through Littleworth. – (Circulated via email).
- t. OCC. – Annual community payments from renewable energy – Help shape Oxfordshire’s new policy. – (Circulated via email).
- u. SODC. – Local charities supported as South Ox’shire elects new District Council Chair. – (Circulated via email).
- v. Steven Corrigan, SODC. – Retiring. – (Circulated via email).
- w. SODC. – Over £300,000 in grant funding available to improve the lives of residents in South Oxfordshire. – (Circulated via email).
- x. SODC. – Get active this half term with free family fun, shows and exciting activities for all ages. – (Circulated via email).
- y. SODC. – Council seeks to defend Healthwatch and strengthen fairer decision making at busy May meeting. – (Circulated via email).
- z. CPRE. – The latest from CPRE. – (Circulated via email).
- aa. SODC. – Improvement works planned at Kings Road car park in Henley. – (Circulated via email).
- bb. Matthew Barber, TVP. – My update for you May 2026. – (Circulated via email).
- cc. OCC. – TTRO – Temporary emergency road closure at Littleworth, 43 Road through Littleworth OX33 1TR. – (Circulated via email).
- dd. OCC. – Important consultation on a local Oxfordshire policy for community benefit contributions and community shared ownership. – (Circulated via email).
- ee. Cllr Tim Bearder. – Councillor Report. – (Circulated via email).
- ff. Cllr Tim Bearder. – Fly tipping deterrent trial. – (Circulated via email).

- gg. Mr Evans. – Email regarding pipe blocking footpath. – (Circulated via email). – **The pipe has now been removed.**
- hh. OALC. – June training courses with OALC. – (Circulated via email).
- ii. OCC. – The latest news for your communities. – (Circulated via email).
- jj. OALC. – Help wanted by Local Government Boundary Commission. – (Circulated via email).
- kk. Mrs Dobson. – Clarification regarding statement at Parish Council meeting on 5/5/26. – (Circulated via email). – **Noted.**
- ll. SODC. – Cost of living support and advice on offer at the Community Hub roadshows. – (Circulated via email).
- mm. OCC. – TTRO (18078) – Temporary emergency road closure Wheatley, Littleworth Road & High Street. – (Circulated via email).
- nn. SODC. – May edition of South News. – (Circulated via email).
- oo. NALC. – Help shape the future of the sector. – (Circulated via email).
- pp. OCC. - TTRN – S14 Road Traffic Regulation Act 1984 Temporary Road Closure, No Loading & No Unloading at Garsington, Denton Lane 13/8/26. – (Circulated via email).
- qq. OCC. - TTRN – S14 Road Traffic Regulation Act 1984 Temporary Road Closure at Garsington, Denton Lane 13/8/26. – (circulated via email).
- rr. Eugene Blackmore. – Some Local History.* - **The Clerk circulated a copy to all Councillors. The original will be held by Mrs Oakley and filed with the village scrapbook when completed.**
** original held by the Clerk, copy available on request.*
displayed on Village Hall & village noticeboards.

110/26 PAYMENTS.

Paid by	To Whom Paid	Details	Vat	Total £
BACS	Mrs Hayley Kogel	Home Office May 2026 Postage		30.00 14.10
BACS	Mrs Hayley Kogel	Salary 24/4/26 – 24/5/26		1635.43
BACS	Shield Maintenance	Emptying Dog Hygiene Bins (10259)	20.80	124.80
BACS	Graham’s Gas Services	Repair to urinals in village hall		186.00
BACS	Nest	Employee pension contribution 14.5.26		98.28
BACS	AJ Young	Maintenance of Churchyard		120.00
BACS	Clear Council	Annual insurance policy renewal		5267.81
BACS	Outside Help	Email Address fee (5.5.26)	1.10	6.62
		TOTAL	£21.90	£7,483.04

Bank balances as of 28.5.26 – £98,144.82

Councillors approved payment of £762.68 to Clear Councils Insurance for the renewal of the Agricultural Policy.

HORSPATH RECREATION CHARITY.

Paid By	Paid To	Details	Total £
BACS	SSE	Electricity supply to Village Green	49.20
		TOTAL	£49.20

111/26 RECEIPTS.

Date	Received from	Details	Total £
18.5.26	D L Hancock Funeral Directors	Burial	500.00
22.5.26	HMRC	VAT Repayment	30,683.42
		TOTAL	31,183.42

The Clerk stated that a large sum of the VAT repayment will be repaid to HSPC for the purchase of the new play area and the new mower.(Amount to be confirmed).

112/26 AOB.

- a. Mrs Oakley stated that she has kept records of potholes that have been reported, one of which is next to the chicane on Cuddesdon Road which was reported on 31st March 2026 and has still not been repaired. OCC has stated that they will investigate as this is an oversight.
- b. Mr Hookham has informed the Chairman and the Clerk of his resignation with effect from 2nd June 2026 and thanked Councillors for their support during his time as Parish Councillor.

Public:-

- c. Mr Hamlet stated that recently our local MP stated that he was tackling the surface water drains. Today all of the drains at Manor Farm Road were blocked.
Mr Hamlet reported that a street light on the corner of College Way is on 24 hours a day and has been for the last four years. The Clerk will report to OCC.
Mr Hamlet asked why not just revamp the existing village hall, why do we need a bigger hall. If the hall was refurbished, it would be a much nicer place for a fraction of the cost, and no need to remove any trees. Mrs Oakley stated that one of the reasons is so that the cricket club facilities are completely separate. Mr Hamlet stated suggested that the Doctors surgery is incorporated into the village hall to make it bigger. Mr Hamlet stated that HPC has wasted three years with this project and he has not seen an artist impression of the new village hall.
Mr Hamlet asked if an agreement has been reached with the Cricket Club. Mrs Oakley stated that no agreement has been made to date.

113/26 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 16th June (To be confirmed).
Horspath Parish Council Meeting – Tuesday 7th July 2026 at 7.30pm.
Horspath Stone Pit Charity Meeting – Tuesday 30th June 2026

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