

**Minutes of the Northmoor Parish Council Meeting
Held on Tuesday 2 Sep 2025 at 7:00pm in the Village Hall**

Attendees

Cllr Juliet Druce Chair
Cllr Stacey Reed
Cllr Lindsey Brangwin

Mr Chris Isaac Clerk

WODC Cllr Steve Cosier and WODC Cllr Sandra Cosier.

3 members of the public.

Apologies for absence. To receive apologies for absence.

Apologies were received from. Cllr James Florey and OCC Cllr Dan Levy.

It was noted that Cllr Spilberg had resigned from the Parish Council on Mon 1 Sep 25. The Clerk will follow due process and inform WODC.

It was agreed that Cllr Druce would take over the Playpark Inspections, Cllr Brangwin Internal Financial Controls, and Cllr Florey Payment Authorisations.

1. **Requests for Dispensations, Declarations of interest, gifts and hospitality.** To receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda.

Nothing was declared.

2. **Public Participation.** To receive questions from members of the public relating to items on the Agenda.

A resident enquired why a particular planning application wasn't on the Agenda. The Clerk informed the meeting that the application in question had only been received that morning and as the Agenda is published a week before the meeting date it would not have been able to be included, however it is covered by the statement on the agenda "To consider all recent Applications received from West Oxfordshire District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting date".

3. **Minutes.** To agree the minutes of the meeting held on 1 Jul 25 previously circulated.

It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chair.

4. **Reports.** To receive reports for information only from Councillors and Clerk.

a. WODC Cllrs Steve and Sandra Cosier sent a joint report, a copy of which was previously circulated to councillors and is included at the end of these minutes.

b. Cllr Reed gave details of her and Lysette Nicholl's report on the Bablock Hythe flood prevention work, a copy of which was previously circulated to councillors and is included at the end of these minutes.

c. Cllr Druce reported that the defibrillators had been checked and that the purchase of new pads would be needed at the next meeting.

Cllr Brangwin asked if we should consider holding defibrillator training in the Village Hall. It was agreed to investigate this further.

- d. The Clerk reported the following points:
- i. **Playpark.** The Clerk read out Cllr Spilberg's playpark inspection report, a copy of which is included at the end of these minutes.
 - ii. **Office Suite Trial.** The Clerk has not had an opportunity to start the trial yet.
 - iii. **First and Last Mile.** The Clerk had written an email to David Miles from First and Last Mile thanking them for the service that they had been providing to the community. Since the West Oxfordshire Community Transport timetable was published for the 418 Service (Eynsham to Standlake), First and Last Mile announced that they would continue to run the 417 Shopper Service to Witney on both Wednesday and Friday.
 - iv. **Internal Financial Control.** At the last meeting Cllr Spilberg had noted that the latest Bank Statements were not in the shared drive and that the Total Asset Value figure on the Statement tab and Asset tab on the finance spreadsheet did not match. These issues have been resolved.
 - v. **Bablock Hythe Flood Prevention.** Further to Cllr Reed/Lysette report, the Extension Grant Application has been signed and returned, and we are now awaiting a Purchase Order from OCC in order to be able to raise an invoice to receive the additional money.

5. **Policy Review.** To review, the updated Standing Orders.
The Council reviewed the proposed updates to the Standing Orders, considered the changes and **RESOLVED** to agree to adopt them.

6. **Playpark Boundary and Equipment View.** To review the issues and agree any actions to be taken regarding the boundary between the playpark and The Old School, and the view of Zipwire post from the same property.
The resident explained their issues and proposed some potential solutions. There was a discussion followed by a 20-minute break in the meeting whilst a site visit was undertaken, after which it was agreed that further discussions would be required to reach a solution that was acceptable to all parties involved.

7. **Finance.** To consider the following items:

a. **Financial Report.** To receive the reports for information.
As of 31 August 25 the Accounts stood at:

- i. Barclays Community Account (Current Account) £3,094.53.
- ii. Barclays Business Premium Account (Deposit Account) £70,715.11
This consists of £9,863.02 Regular Reserves, £15,759.48 Playpark Replacement / Maintenance Reserve and £45,092.61 Bablock Hythe Flood Prevention Reserve.

b. **Internal Auditor Engagement.** To consider the Internal Auditor's Letter of Engagement.

It was agreed at the 6 May 25 Annual Meeting of the Parish Council (para 12.f.ii.) that we would continue with the current Internal Auditor for Continuity.
The Council **RESOLVED** to engage with Jane Olds as the Internal Auditor for this Financial Year (25/26). The Chair and Clerk signed the Letter of Engagement.

c. **External Audit.** To receive and review the report from the External Auditor. The Council **RESOLVED** to agree and accept the report, and note the points made in the covering letter.

d. **Allotments.** To consider and agree options to cover the increase in the allotment water bills.

The allotment water usage has increased from 45 units from 1 Apr 24 to 31 Mar 25 to 84 units from 1 Apr 25 to 1 Aug 25. In addition, the unit cost has increased by 29% from £2.003663 to £2.589500. (The fixed charge has increase from £0.179364 to £0.184986 to per day which is just over £2 a year. £65.47 to £67.52 per year). The Allotments are meant to be self-sustaining, however as there was no rent increase this year there are insufficient funds from the tenant rental to cover this increased cost.

The Council **RESOLVED** to recharge the additional water charges to the allotment holders. Cllr Druce to draft a letter to the allotment holders explaining the issue and advising them that they would receive invoices later in the year once the full usage was known.

e. **Invoices for Payment.** To note payments that have been previously approved, and to consider and approve invoices for payment itemised on the Payment Schedule.

The Council **NOTED** the payments that were previously approved and **RESOLVED** to agree the payment below and the transfer of £31,278.59 from the Bablock Hythe Flood Prevention Reserve held in the Barclays Business Premium Account (Deposit Account) to the Barclays Community Account (Current Account) to cover the BH Flood Prevention Work.

Reason/Description	Payee	Budget	Amount (Ex VAT)	Amount (Inc VAT)
Payments to note that have been approved previously				
Allotment water charges for June	Castle Water	Allotment Water Charges		£85.83
Table tennis table corner protectors	Core Leisure Limited	Playpark Maintenance	£21.68	£26.02
Grass cutting June	Scott Gillam	Grass cutting		£300.00
External Audit 24/25	Moore	Audit	£420.00	£504.00
Grass cutting July	Scott Gillam	Grass cutting		£150.00
Allotment water charges for July	Castle Water	Allotment Water Charges		£75.65
Payments requiring approval				
BH Flood Prevention Work - Invoice 2 of 3	Cooks Marine Services Limited	Bablock Hythe Flood Prevention Work	£26,065.49	£31,278.59

8. Planning

a. **Planning Applications.** To consider all recent Applications received from West Oxfordshire District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting:

- i. APPLICATION NO: 25/01603/FUL. PROPOSAL: Construction of an organic swimming pond. LOCATION: Meadow Barn, 17 Park Farm Place, Northmoor. No comments or objections.

Northmoor Parish Council Meeting Minutes - Tue 2 Sep 25

ii. APPLICATION NO: 25/01683/FUL. PROPOSAL: Erection of office building together with associated landscaping works and change of use from horticulture use to office use. LOCATION: Old Nursery Site South of Standlake Road, Northmoor. As this application was only received today there was insufficient time to read the documents and comment at this meeting, therefore an extraordinary meeting will need to be called once a suitable date is agreed upon.

b. **Responses between meetings.** To note responses made using the Clerk's delegation.

APPLICATION NO: 25/01686/HHD. PROPOSAL: Single storey rear extension. LOCATION: 11 Park Farm Place Northmoor Witney.

No comments or objections.

9. **Training.** To consider any further training offered by OALC, NALC and SLCC. The Clerk regularly distributes emails detailing training opportunities for Clerks and Councillors. One of particular interest is the WODC "Planning: How to respond effectively to planning applications" in November.

10. **Correspondence.** To note correspondence received not otherwise on the agenda where decisions are not required.

11. **Items for information or next Agenda only.** All items for the next agenda to be submitted to the Clerk by Mon 27 Oct 25.

12. **Date of Next Meeting.** To confirm the date of the next meeting. The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place in the Northmoor Village Hall on Tue 4 Nov 25 commencing at 7:00pm.

13. There being no further business the meeting closed at 8:27pm.

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

WODC Report Steve Cosier and Sandra Cosier Sep 25

I hope this report finds you well. We wanted to take a moment to share some important updates.

A New Chapter for Infrastructure Funding

After more than a decade of delay by the last Conservative Administration, WODC has finally reached a major milestone: the independent examination of our new Community Infrastructure Levy (CIL) Charging Schedule has concluded.

The examiner has confirmed that the CIL is sound, lawful, and based on solid evidence. This means that future development will now contribute directly to the infrastructure our communities need: school expansion, better bus services, flood defenses, biodiversity protection, and green space improvements.

For the first time, Town and Parish Councils will receive a direct share of development-generated funding, typically 15%, rising to 25% where a Neighborhood Plan is in place. That's real money, coming back to the places where it's needed most.

Concerning the Local Plan Review

The Local Plan Preferred Policy Options Consultation has now come to an end. Residents across the ward have engaged with compassion and clarity. The three largest parishes, Stanton Harcourt (including Sutton), Standlake and Aston have felt mounting pressures from housing developments. With approvals already stretching our infrastructure, the idea that Aston can absorb major new growth without harm is deeply flawed.

The three parish councils have submitted detailed, evidence-based responses to the Local Plan Review, setting out clear objections and drawing upon policy, precedent, and experience. Their work is a testament to local leadership, and it deserves recognition at district level.

Steve and I will continue to stand firmly alongside residents and the Parish Council. We will be scrutinizing every proposed site allocation, challenging the assumptions behind them.

Final deliberations, including decisions on which sites and policies to carry forward—are likely to begin in autumn 2025, with a Regulation 19 draft plan expected in early 2026, subject to council scheduling and further public input.

We thank residents and parish councillors for staying engaged, informed, and active. These processes may seem technical, but they shape the future of our villages, and your voice makes all the difference.

Business Grant – West Oxfordshire District Council

West Oxfordshire District Council is launching the *Business Boost Grant* to support rural enterprises with strategic capital investments that drive growth, innovation, and sustainability. Funded by the Rural England Prosperity Fund (REPF) under the UK Shared Prosperity Fund, the scheme aligns with the Council's net-zero ambitions and long-term economic goals.

Northmoor Parish Council Meeting Minutes - Tue 2 Sep 25

A total of £25,000 is available, with individual grants of up to £5,000. Applicants must provide at least 25% match funding, have traded for a minimum of six months, and be based within West Oxfordshire. Funding is restricted to capital projects with a lifespan of five years or more—such as equipment purchases, infrastructure upgrades, or construction. Operational costs are excluded.

The grant aims to boost productivity, support new products or services, strengthen supply chains, expand digital access, and create jobs and skills. Applications open 15 September 2025 and close 26 September 2025. Approved projects must be completed by 28 February 2026.

This is a targeted opportunity for rural businesses to invest in their future and contribute to a stronger, greener local economy.

If you would like to discuss anything raised in this report, please feel free to contact us.

Best Wishes

Steve and Sandra Cosier

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Lysette Nicholls Update on Bablock Hythe Bank Revetment Work Sep 25

We are pleased to confirm that the bank revetment work has started in Bablock Hythe. We would like to thank Justin Bury for being considerate and delaying putting in fencing so that there wasn't additional cost.

OCC called me two weeks ago to advise that they did some extra grant money so meeting the contractor on site we costed this, which is an additional property that is a double front that would complete the majority of the section where work is already taking place. This is one of the lower lying properties and the bank has collapsed in two places, and the water comes through these two access points causing water to affect other properties and the road.

Having visited the site the contractor checked if they could get additional stock which they could, and we approached the LFA to see if they would support doing this.

We are pleased to inform the Parish Council that we have secured additional money to do this section and would like to thank the clerk for his assistance with expediting this. We are now waiting for the final Purchase Order for this to proceed.

Many thanks

Lysette Nicholls and Stacey Reed

Cllr Spielberg's Playpark Inspection Report Sep 25

The equipment and grounds are generally in good shape.

The 3 missing corner protectors were added to table tennis table (there's 1 spare if needed in future)

One of the bolts holding the chain of the large round swing came loose but was subsequently tightened up by Graham Druce (Jules had cordoned it off while awaiting maintenance). Possibly due to expansion/contraction of the wood in very hot weather. Worth keeping an eye on this and other pieces of equipment in case other bolts have a tendency to work loose.

It would be worth clarifying to what extent this kind of ongoing maintenance is expected to be done (and who by - one of the councillors?) in order to maintain the manufacturer's and/or installer's warranty. The brief I was given was a weekly visual inspection of the playpark, but that would not have revealed the loose bolt on the swing, which was only apparent when a child was using it.