

**Minutes of the Northmoor Parish Council Meeting
Held on Tuesday 4 November 2025 at 7:00pm in the Village Hall**

Attendees

Cllr Juliet Druce Chair
Cllr Lindsey Brangwin
Cllr James Florey
Cllr Stacey Reed

Mr Chris Isaac Clerk

WODC Cllr Steve Cosier, WODC Cllr Sandra Cosier.

No members of the public.

1. **Apologies for absence.** To receive apologies for absence.
Apologies were received from OCC Cllr Dan Levy.
2. **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.
3. **Public Participation.** To receive questions from members of the public relating to items on the Agenda.
There were no members of the public.
4. **Minutes.** To agree the minutes of the meeting held on 1 Oct 25 previously circulated.
It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chair.
5. **Reports.** To receive reports for information only from Councillors and Clerk.
 - a. OCC Cllr Levy sent a report, a copy of which was previously circulated to councillors and is included at the end of these minutes.
 - b. 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. They added that residents should be encouraged to have their say in the Local Plan Preferred Spatial Options consultation, and lend their support to the Tier 5 status that Northmoor Parish has been allocated.
 - c. Cllr Florey reported that he had been asked to reduce the waterflow to the brook as the moat at Northmoor Manor was almost overflowing. He had also installed new signs on the footpaths near the allotments.
 - d. Cllr Reed reported that a resident had enquired if a defibrillator training session could be arranged. Cllr Brangwin has contacted St John's Ambulance requesting a session be held in the Village Hall in the New Year but has yet to have a response.
 - e. The Chair reported that new pads would be ordered for both defibrillators this week, as they expire at the end of this month.
 - f. The Clerk reported the following points:

i. **Sandboxes.** The PC would like to provide some storage at Bablock Hythe for sand and sandbags as they flood far more frequently than Northmoor. After consulting with Green Wood Parks staff it was agreed that the best option would be two 400 litre black grit bins on the hard standing just over the bridge past Thameside Court. The PC also agreed that two more bins of the same type would be suitable to use in place of the old wooden bin that was removed from the playpark. WODC have yet to return the call enquiring if they will support the additional sand bins at Bablock Hythe, or just those named on their website at the Village Hall/Playpark. Cllr Florey added that he was storing the sand and bags until the new sand bins were in place.
Clerk to order 4 bins (2 for each location).

ii. **Noticeboards.** Both Parish Council noticeboards are in a poor state of repair, the one at Bablock Hythe being the worst. Initial enquiries had found replacement painted aluminium boards with two large sections would cost between £1,100 and £1,800 depending on the style and finish. Further details would be circulated to councillors so that a decision could be made on which model to purchase.

iii. **Playpark.** A resident had informed a member of the playpark committee that there was a large amount of bird droppings on the baby swings. It is proposed to put anti bird spikes on the top edges of the equipment to deter roosting birds, once the manufacturer has confirmed that it doesn't invalidate the warranty.

iv. **Laptop and software.** The best value laptop that is suitable for the Parish Clerk tasks is a 17.3" HP Laptop being sold by Argos for £329. It comes with a free 1 year trial of M365 Office and Microsoft Defender which is free. As it is being sold by Argos the Clerk will need to buy the Laptop and reclaim the money from the Parish Council's account.

Clerk to purchase laptop and reclaim from PC.

v. **14th Edition of Arnold-Baker on Local Council Administration.** The "Yellow Book" is the recommended reference book for clerks, and the Internal Auditor noted that the 7th Edition that we currently have should be updated. The latest edition is now available to order through OALC at a discounted price of £180 (standard price £225).
Clerk to place order with OALC.

vi. **Office Suite Trial.** Due to the limitation of the trial licence, the full utility of the Zoho tools can't be measured, and so difficult to see any advantage over the M365 office suite and storage. M365 also has the advantage of not tying us in to Parish Online should we wish to change website and email provider at a later date.

vii. **Planning: How to respond effectively to planning applications.** This was a useful course that gave an insight into the planning process and how to ensure any responses should be worded to ensure they are effective. It was also noted that the only recognised documents that the Parish Council can reference is WODC's Local Plan or their own Neighbourhood Plan if they have one. Neighbourhood Plans are not allowed to be more restrictive than Local Plans and as the funding has been withdrawn for the support for Neighbourhood Plan creation, it was unlikely that we would have the expertise or resource to create one and so would have to defer to the Local Plan. The previous PC's Planning Policy was invalid as it did not reflect the Local Plan and was not subject to a referendum.

6. **Policy Review.** To review and agree the IT Policy.
The Council reviewed the IT Policy and **RESOLVED** to agree to adopt it.

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

a. **Financial Report and Budget Monitoring Report.** To receive the reports for information.

As of 31 October 2025 the Accounts stood at:

- i. Barclays Community Account (Current Account) £21,078.36.
This includes £13,351.18 Bablock Hythe Flood Prevention Reserve for VAT to be repaid to OCC and Green Wood Parks.
- ii. Barclays Business Premium Account (Deposit Account) £25,862.11
This consists of £5,974.63 General Reserves, £4,128.00 Earmarked Reserves and £15,759.48 Ringfenced Reserves for Playpark Replacement / Maintenance.

Since the last meeting the following funds have been received and / or transferred.

- iii. £13,672.62 received from HMRC for the year to date's VAT refund (£13,030.74 for OCC, £320.44 for Green Wood Parks for their contributions to the Bablock Hythe Flood Prevention Works, and £321.44 for Northmoor PC).

The Clerk presented the Budget Monitoring Report a copy of which has been circulated to councillors and is included at the end of these minutes.

b. **Internal Financial Control.** To receive a report from the Councillor responsible for Internal Financial Control.

Cllr Brangwin reported that she had carried out the internal checks for the last quarter and all was in order. She noted that she was unable to save her report onto the shared area due to insufficient permissions.

Clerk to investigate and rectify if possible.

c. **Internal Draft Budget and Precept for 26/27.** To consider the proposed draft budget and precept for the next financial year a copy of which has been circulated to councillors and is included at the end of these minutes.

The Clerk explained that the 3% increase was lower than the 5% that most councils were applying, but this was mitigated by the fact that as per previous years he would not be drawing a salary which would enable the council to cover any unforeseen increases and potentially carry out improvements to parish assets.

It was noted that the allotment income and expenses were not included as separate lines in the calculations for the Precept as they are self-sufficient, however the plot rent would need to be increased to £25 per year for each half-plot (£50 for a whole plot) to cover the increased water usage and 30% increase in water charges.

The Council **RESOLVED** to approve the draft budget and precept as presented.

d. **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 below.

Reason/Description	Payee	Budget	Amount (inc VAT)
Payments to note that have been approved previously			
Grass cutting September	Scott Gillam	Grass cutting	£300.00
OALC Planning Course	OALC	Training	£78.00
Grass cutting October	Scott Gillam	Grass cutting	£450.00

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:
None received.

9. **Training.** To consider any further training offered by OALC, NALC and SLCC.
There was no training courses requested.

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

a. **WODC Local Plan Preferred Spatial Options Consultation.** West Oxfordshire District Council has today launched its Local Plan 2043 Preferred Spatial Options Consultation which will run for eight weeks, from 3 November to 22 December 2025.
There will be a drop-in session at 4-7pm on Tue 9 Dec Standlake Village Hall.

b. **Thames Water South East Strategic Reservoir Option Project Consultation.** Thames Water launched the statutory consultation for the SESRO Project. They're proposing a new reservoir near Abingdon in Oxfordshire, to help supply water to around 15 million people across the South East. It would play a critical role in tackling expected water shortages. The reservoir would also bring lasting local benefits, including new spaces for nature, leisure, and community use.
Northmoor PC is a statutory consultee under section 42 of the Planning Act 2008.

c. **Community Infrastructure Levy (CIL) Charging Schedule – Update.** On the 1st October 2025, West Oxfordshire District Council formally adopted a new Community Infrastructure Levy (CIL) Charging Schedule, with an effective charging date of 31 January 2026.
Cllr Steve Cosier informed the meeting that the PC could apply on the Village Hall's behalf for CIL funding to cover repairs and improvements.

11. **Items for information or next Agenda only.** All items for the next agenda to be submitted to the Clerk by Mon 29 Dec 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 6 Jan 26 commencing at 7:00pm.

13. There being no further business the meeting closed at 8:00pm.

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

OCC Councillor Report Dan Levy Nov 25

The Oxford Congestion charge started on 29 October. As mentioned lots of times, with the exception of a small area in the centre of Oxford, everywhere will be reachable by car without going past a camera. That includes the JR, which will still be reachable by the same routes people now use, ie either Marsh Lane or London Road.

Northmoor residents will get 25 free passes. You need to apply for these at <https://www.oxfordshire.gov.uk/transport-and-travel/oxfords-temporary-congestion-charge-cars-cars/apply-permit>

Blue Badge holders are exempt, as are van drivers.

Most people have been able to register easily, and 44,000 already have, but there is a helpline for those who need assistance.

Within the first three months of operation, buses from the Park and Rides will be free. It is still better to use the bus directly from Eynsham or Witney , whether going to the JR, Summertown or Headington (H2) or into Oxford (S1 and S2). A reminder that MyBusOxford gives a day's unlimited travel in Oxfordshire on all the operators for £6.50 for an adult.

The plan is to get buses moving again by reducing Oxford's notorious congestion. The Congestion Charge will be superseded by the Bus Filter Scheme, which is similar, when Botley Road reopens to motor vehicles.

Eynsham LCWIP

The Consultation on the Eynsham Local Cycling and Walking Plan (LCWIP) was open at <https://letstalk.oxfordshire.gov.uk/eynsham-and-the-surrounding-area-local-cycling-and-walking-infrastructure-plan-lcwip-consultation>

The closing date was 27 October - but if you do have comments feed them through me and I will ensure that they are taken into account in the process.

It would be wonderful if there was an easy and affordable way to fix the issues of getting between Stanton Harcourt. Standlake, Northmoor and Eynsham, but there is not.

Street Lights

There is a revised policy in place which encourages parish councils to request that some lights be switched off at night, to save money and create darker skies, but such a request must come from the parish council and the local county councillor. I would be pleased to discuss whether this might be of benefit in the village.

It is of interest to note that places without street lights are reluctant to have them, and those that already have them are reluctant to switch them off. I would be interested in your views.

Roads

Maintenance

98 of the 137 road resurfacing schemes identified in the budget of February have now been completed. People who have driven, cycled or got the E1 to Botley will have experienced what a huge difference this has made.

Nonetheless there will always be road deteriorations, and can I remind everyone to use <https://fixmystreet.oxfordshire.gov.uk> to report them.

We are instituting a “hit squad” to look at individual bits of road, so that where appropriate a whole section can be fixed rather than just reported holes.

Barnard Gate and Shores Green

The Barnard Gate “no right turn” order will come into effect shortly. It forbids right turns onto or off the A40 on the westerly Barnard Gate junction. There will be only minor road furniture to enforce this. We are expecting much reduced demand for this junction once Shores Green is fully open. And those of you who have been into Witney will see that this work is coming along quickly. It is ahead of schedule.

Fire Service

You may have seen that a consultation is open to comment on possible changes to the fire service provision in Oxfordshire. This is driven by significant changes in the demand for their services and in the availability of staff. There are many fewer fires than there used to be (for lots of reasons including the reduction in smoking and safer electrical goods) so most work now is related to fire prevention and to Road Traffic collisions. It is also harder to get on-call fire staff, which means that the on-call stations like Henley and Eynsham are sometimes not crewed.

That means that there is a plan to focus more on the fulltime stations, like Witney, and ensure that they are in the right place to cover the demands on their time. For instance the proposal is to build a new fire centre north of Kidlington. Call out times will be quicker in most of the county, and only a few seconds slower in the city.

It is obviously emotive to close some fire stations, including Eynsham, but already if there was a fire or traffic incident in the Eynsham area, the first tender to arrive would nearly always be from Witney. Northmoor is already covered almost invariably from Witney.

As ever, I can be contacted at dan.levy@oxfordshire.gov.uk

WODC Report Steve Cosier and Sandra Cosier Jun 25

Waste & Environmental Services Partnership (WESP)

I'm pleased to provide an update on the Waste & Environmental Services Partnership (WESP), a county-wide transformation programme currently under development across Oxfordshire. This initiative brings together four councils in a bold effort to improve the quality, sustainability, and efficiency of waste and environmental services. It responds directly to mounting environmental pressures, financial constraints, and the need for greater operational consistency across the county.

At present, Oxfordshire leads England in recycling performance, with a rate of 57.6%. However, we face significant challenges: residual waste disposal costs are among the highest in the UK, our infrastructure is aging—spread across 31 sites—and service delivery remains fragmented between councils. The WESP proposal aims to address these issues by creating a unified partnership model that builds on our strengths while preparing us for potential Local Government Reorganisation (LGR).

The programme is being developed collaboratively by over 20 officers and supported by external feasibility work. It includes eight mini business cases, all of which have been deemed viable. A three-year initial investment is proposed, with full benefits expected over a ten-year period. Notably, the programme is projected to break even by year three and is partially funded through Extended Producer Responsibility (EPR) mechanisms.

Governance structures are already in place, and delivery models are currently under evaluation. The commercial case reflects a contract value of £886 million across the county, with a mixed economy model and intelligent commissioning at its core. West Oxfordshire District Council (WODC) has provided detailed feedback on the business case, which has been largely incorporated. This includes clearer financial breakdowns, links to national legislation, and articulation of quick wins and pre-LGR deliverables.

For residents, the core purpose of WESP is to protect and enhance service quality. Future models must remain responsive to local needs, maintain or improve standards of cleanliness and reliability, and support environmental goals without compromising accessibility. This is a vital opportunity to future-proof our services—not just for the new Unitary authority, but for West Oxfordshire communities.

Key milestones include the WESP Board's business case sign-off on 30th October, followed by a second Task & Finish Group meeting on 7th December to review the Executive report. Final recommendations will be considered by the Executive on 12th December.

I will continue to work to ensure that our ward's priorities—especially around service quality, governance, and financial transparency—are fully represented. If the Parish Council has specific concerns or expectations regarding waste services, I welcome your input so we can feed it into the next phase of discussions.

A New Future for Local Government in Oxfordshire & West Berkshire

Our councils are changing, and we need your thoughts about how to change them for the best. As you District Councillors we need to hear from the residents of Stanton Harcourt, Sutton, Northmoor, Hardwick, Yelford, Standlake, Brighthampton, Aston, Cote, Shifford and Chimney.

Local government across England is being reformed by the Government. Five councils have come together to propose a new structure: two locally accountable unitary authorities that aim to improve services.

The plan would replace the County and District Councils with two new unitary councils:

- Oxford and Shires Council: covering Cherwell, Oxford City, and West Oxfordshire.
- Ridgeway Council: covering South Oxfordshire, Vale of White Horse, and West Berkshire.

Councils will review the proposal before submitting it to the government by 28 November. The government will consult with residents and stakeholders in 2026, with a final decision expected by summer 2026. New councils could be in place by 2028.

I urge you to read more about the change & share your views.

You can read the full proposal or a summary at <https://twocouncils.org/home>

Councillor Steve Cosier

If you would like to discuss anything in this report please ask.

Sandra.Cosier@westoxon.gov.uk

Steve.cosier@westoxon.gov.uk

Budget Monitoring Report to the end of September 2025

Last Year Actual Spend		This Year Budget	This Year Spend to end September	Remaining Budget
	Staff Costs			
£ -	Clerk's salary	£ 5,000.00	£ -	£ 5,000.00
	Meetings			
£ 245.00	Hall Hire	£ 260.00	£ -	£ 260.00
	Highways			
£ 2,175.00	Grass cutting	£ 2,250.00	£ 1,350.00	£ 900.00
£ 870.48	Dog bin emptying	£ 958.00	£ 870.48	£ 87.52
£ 90.00	Playpark Maintenance	£ -	£ 21.68	-£ 21.68
£ -	Village upkeep	£ 400.00	£ -	£ 400.00
£ 61.02	Allotment Water Charges	£ -	£ 331.65	-£ 331.65
£ 79.00	Allotment Field Rental	£ -	£ 100.00	-£ 100.00
	Insurance and Auditing			
£ 443.75	Insurance	£ 582.00	£ 633.38	-£ 51.38
£ 200.00	Audit	£ 615.00	£ 730.00	-£ 115.00
	Subscriptions			
£ 235.00	Subscriptions	£ 215.00	£ -	£ 215.00
	Charitable Donations			
£ 150.00	S137 Grants	£ 150.00	£ -	£ 150.00
	Sundries			
£ -	Admin Costs	£ 400.00	£ -	£ 400.00
£ 35.00	Information Commissioner Fee	£ 40.00	£ -	£ 40.00
£ 228.00	Domain, Website & Email	£ 325.00	£ 295.00	£ 30.00
£ 4,812.25	TOTAL	£11,195.00	£ 4,332.19	£ 6,862.81
Notes:				
All figures are Ex VAT				
£66,755.89 for Bablock Hythe Flood Prevention Work is not included as outside of the budget				

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Budget and Precept for 2026/27

	2025/26 Budget	2025/26 spend to date	This Year + / - on actual to year end	2026/27 Budget	Notes
Staff Costs					
Clerk's salary	£ 5,000.00	£ -	£5,000.00	£ 5,150.00	
Meetings					
Hall Hire	£ 260.00	£ -	£ 260.00	£ 260.00	
Highways					
Trees/Landscaping	£ -	£ -	£ -	£ -	General tree maintenance with any unspent to be put into the Tree Reserve around the village
Grass cutting	£ 2,250.00	£2,100.00	£ 150.00	£ 2,320.00	
Dog bin emptying	£ 958.00	£ 870.48	£ 87.52	£ 990.00	
Playpark Maintenance	£ -	£ 21.68	-£ 21.68	£ -	
Village upkeep	£ 400.00	£ 663.33	-£ 263.33	£ 416.00	Includes the general maintenance, weed spraying and a contingency
<i>Allotment Water Charges</i>	£ -	£ 348.48	-£ 348.48	£ -	Not included in next year precept figure as self sufficient
<i>Allotment Field Rental</i>	£ -	£ 100.00	-£ 100.00	£ -	Not included in next year precept figure as self sufficient
Insurance and Auditing					
Insurance	£ 582.00	£ 633.38	-£ 51.38	£ 600.00	
Audit	£ 615.00	£ 730.00	-£ 115.00	£ 635.00	£240 for internal Audit, £210 for External Audit
Subscriptions					
Subscriptions	£ 215.00	£ -	£ 215.00	£ 220.00	For OALC, CFO and SLCC
Charitable Donations					
S137 Grants	£ 150.00	£ -	£ 150.00	£ 150.00	
Sundries					
Training	£ -	£ 65.00	-£ 65.00	£ -	
Admin Costs	£ 400.00	£ 180.00	£ 220.00	£ 412.00	
IT Costs	£ -	£ 207.50	-£ 207.50	£ -	To pay for MS Office, anti-virus and any other IT contingency
Defibrillator	£ -	£ 105.00	-£ 105.00	£ -	To add to the Reserve to replace the battery / pads
Information Commissioner Fee	£ 40.00	£ 47.00	-£ 7.00	£ 42.00	Statutory
Election Costs	£ -	£ -	£ -	£ -	£250 for uncontested election.
Domain, Website & Email	£ 325.00	£ 295.00	£ 30.00	£ 335.00	
TOTAL	£ 11,195.00	£6,366.85	£4,828.15	£ 11,530.00	