

**Minutes of the Northmoor Parish Council Meeting  
Held on Tuesday 6 January 2026 at 7:00pm in the Village Hall**

**Attendees**

Cllr James Florey                      Chair  
Cllr Lindsey Brangwin  
Cllr Stacey Reed

Mr Chris Isaac                      Clerk

OCC Cllr Dan Levy, WODC Cllr Sandra Cosier.

No members of the public.

1.    **Apologies for absence.** To receive apologies for absence.  
Apologies were received from Cllr Juliet Druce and WODC Cllr Steve Cosier.
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 4 Nov 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 in the separate reports document.
  - b.    WODC Cllrs Steve and Sandra Cosier sent a joint report, a copy of which was previously circulated to councillors and is included in the separate reports document.
  - c.    The Chair asked who owns the grit bin at Cow Lane Corner. Cllr Levy said they are usually owned and maintained by the Parish Council, but they should only be used for pavements. Roads should be gritted by OCC and if a road needs gritting it can be reported on Fix My Steet. Cllr Levy said he would make enquiries in to why the road through the village hadn't been treated during the latest cold weather.
  - d.    Cllr Brangwin reported that there are some issues with the playpark equipment (the roundabout base warping and some of the posts on other equipment starting to split). These issues aren't currently a hazard to the public, but they will be regularly monitored through the Parish Council inspections. The issues have also been reported to Produlic to check if they can be repaired under Warranty.

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e. Cllr Reed has made enquiries about Defibrillator training, and has found the most cost-effective course is an Emergency Defibrillator Course for a maximum of 20 people at a cost of £170 +VAT. It is planned to get volunteers from all the local community groups (Parish Council, Village Hall Committee, Church, Pub, and the Bablock Hythe Emergency Committee) to attend the training to give as wide coverage as possible.

The Council **RESOLVED** to hold a course once a suitable date, time and confirmed attendees are found.

f. Cllr Druce reported by email that new pads were ordered for both defibrillators and were fitted before the end of Nov 25.

g. The Clerk reported the following points:

i. **Precept.** The Precept form for £11,530 was submitted to WODC on 16 Dec 25. This is an increase of 3% from last year's Precept. The Precept must be to the nearest £1 and so the individual lines in the draft 26/27 Budget that was presented at the last meeting had been rounded up or down to the nearest £1 whilst keeping the total the same.

ii. **Sandboxes.** Cllr Florey had very kindly delivered the four 400 litre black grit bins to the agreed positions, filled them all with sand and ensured they all had sandbags. At Bablock Hythe there are 2 on the hard standing just over the bridge past Thameside Court, and in Northmoor there are 2 in the furthest corner of the Village Hall car park. All 4 Grit Bins are registered with WODC and so should be checked and restocked when required. They are now on the Parish Council Asset Register

iii. **Noticeboards.** Due to the range of materials, finishes and guarantees available the clerk requested further guidance to narrow down the search. The councillors agreed that metal would be preferable and that if cost effective a longer guarantee would be preferable.  
*Clerk to investigate further and present options before the next meeting.*

iv. **Playpark.** Produlic advised that cable ties were a cost-effective method to deter birds from roosting on the equipment. The playpark committee members are sourcing and fitting them.

v. **Laptop and software.** A 17.3" HP laptop was purchased from Argos for £249 (reduced from £329), with a free 1-year trial of M365 Office software. As Argos require card payment it was purchased by the Clerk and reclaimed from the Parish Council's account. The invoice is in Northmoor PC's name so VAT can be reclaimed. The laptop is now on the Asset Register

vi. **14<sup>th</sup> Edition of Arnold-Baker on Local Council Administration.** The "Yellow Book" has been purchased and is now on the Asset Register.

vii. **Northmoor Clerk Facebook Page:** The Clerk has created a Northmoor Parish Clerk Facebook profile for posting items onto the local parish groups that may be of interest to residents. The account won't be accepting friend requests.

viii. **Road Repair, Grit Bin and Shooting on a Sunday.** A resident had 3 questions for the council:

(1) Was there anything that could be done regarding the state of the road outside Red Lion Cottages, which is collapsing and was due for a complete rebuild almost 2 years ago?

This has already been escalated to OCC by the clerk and Cllr Levy will investigate further.

(2) Who is responsible for grit bins.

This was covered earlier in the meeting by the chair and Cllr Levy.

(3) Can anything be done about the shooting that is regularly occurring on a Sunday morning.

Cllr Levy advised that there was nothing that could be done about shooting if they were not shooting game or causing a danger to the public.

ix. **Sewer Issues.** Thames Water have had to unblock the main sewer at least twice over the past month. The Parish Council has been asked to remind residents to be mindful of what they are putting into the sewerage system, and particularly not to flush baby wipes down the toilet.

*Clerk to put reminder out on email and Facebook pages.*

x. **Christmas Tree.** A resident had asked if the Parish Council would consider providing a Christmas Tree for the grass area outside of the Parish Church. Cllr Florey said that he would see if he could provide one in future years.

xi. **Potential Road Closure.** There was due to be a complete road closure in March at the east end of the village by Causeway Cottage, but it is being rescheduled to avoid term time and if possible, on a Monday and Tuesday to avoid affecting the 418 First & Last Mile service (Wed & Fri). Unfortunately, it will still affect the 471 West Oxfordshire Community Transport service which usually runs on weekdays.

6. **Brook Clearing Working Group.** To consider organising a group of residents to clear the brook. A resident had asked if the Parish Council could organise a works party to clear the brook through the village. The councillors thought that judging by the limited support the litter pick attracted it was unlikely that they would volunteer to clear the brook. Additionally, the brook was mainly on private land and so was the riparian owners' responsibility to clear.

Cllr Cosier suggested that it may be possible to ask for support from those that organise Community Service activities.

Cllr Levy said that he would pass details of the scheme to the Clerk.

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

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

As of 31 December 2025, the Accounts stood at:

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- i. Barclays Community Account (Current Account) £6,182.79.  
This includes £320.44 Bablock Hythe Flood Prevention Reserve for VAT to be repaid to Green Wood Parks.
- ii. Barclays Business Premium Account (Deposit Account) £25,949.67  
This consists of £5,290.19 General Reserves, £4,900.00 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. £87.56 interest received on the Barclays Business Premium Account (Deposit Account).

The Clerk presented the Budget Monitoring Report a copy of which has been circulated to councillors and is included in the separate reports document.

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 there were no anomalies found. It was still not possible to save the reports to the Parish Council One Drive so they will be emailed for the clerk to save them there.

c. **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 which was an increase to the amount that had been previously budgeted.

Reason/Description	Payee	Budget	Amount (Ex VAT)	Amount (Inc VAT)
<b>Payments to note that have been approved previously</b>				
Transfer money for payment of PC Laptop	Mr Chris Isaac	IT Costs	£207.50	£249.00
Transfer money for payment of Defib Pads	GJ JB Druce	Defibrillator	£105.00	£126.00
Repayment of VAT portion of Flood Prevention Grant	Oxfordshire County Council	Bablock Hythe Flood Prevention Work	£13,030.74	£13,030.74
Qty 4 400litre Grit Bins	Aldea Group UK Limited	Village Upkeep	£663.33	£796.00
Arnold-Baker on Local Council Admin 14th Ed	RELX (UK) Ltd - T/A LexisNexis	Admin Costs	£180.00	£180.00
Allotment water charges for November	Castle Water	Allotment Water Charges	£16.83	£16.83
<b>Payments requiring approval</b>				
ICO (Direct Debit)	ICO	Information Commissioner Fee	£47.00	£47.00

d. **Citizens Advice Oxfordshire - Request for Financial Support.** To consider providing financial support for Citizens Advice West Oxfordshire through a Section 137 grant.

After considering the amount of help that they have given to our community the council **RESOLVED** to donate £500 to Citizens Advice West Oxfordshire.

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.

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

i. APPLICATION NO: 25/02824/HHD (Town and Country Planning Act) and 25/02825/LBC Planning (Listed Building and Conservation Areas) Act.  
PROPOSAL: Construction of detached oak framed carport with gym and siting of freestanding sauna. LOCATION: The Dun Cow, Standlake Road, Northmoor.  
There were no comments or objections raised by the councillors.

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.

11. **Items for information or next Agenda only.** All items for the next agenda to be submitted to the Clerk by Mon 23 Feb 26.

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 3 Mar 26 commencing at 7:00pm.

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

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