

Minutes of the Northmoor Parish Council Meeting

Held on Tuesday 28 July 2026 at 7:00pm in the Committee room of the Village Hall

Attendees

Cllr Lindsey Brangwin Chair
Cllr Stacey Reed
Cllr Alison Waller

Mr Chris Isaac Clerk

WODC Cllr Steve Cosier and WODC Cllr Sandra Cosier.

Two members of the public.

1. **Apologies for absence.** To receive apologies for absence.
Apologies were received from Cllr Juliet Druce, Cllr James Florey, and 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.
As the questions were relating to speeding the chair agreed to receive them at that point in the agenda.
4. **Minutes.** To agree the minutes of the meeting held on 14 May 26 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 Sandra and Steve Cosier sent a joint report, a copy of which was previously circulated to councillors and is included in the separate reports document.
Cllr Steve Cosier added that since the report was submitted he had received further information regarding the rural mobile phone service, and he would reissue an updated report to reflect this new information.
 - c. Cllr Reed reported that the Village Hall AGM was held last night (27 Jul 26), all last year's trustees continued this year, and she would remain as the Parish Council representative on the Village Hall Committee. Further details can be found in the AGM minutes on the Village Hall website once published.
She had also been approached by Thameside Court residents concerned that there was not an up to date site operating licence on the noticeboard, the site manager had not received his notification of approval as a fit and proper person, and Green Wood Parks were waiting for the WODC's report regarding work required to bring the park up to date with current licencing requirements.

Cllr Reed to send details of these issues to Cllr Steve Cosier who will chase the relevant department in WODC.

d. Cllr Waller, reported that a large amount of clearance work had taken place in the fields surrounding the track that leads towards the river from the Northmoor to Bablock Hythe Road just before West View (Footpath 313/5/10, locally known as Fisherman's or Radgnoll's Track) which has left the area quite barren.

e. The Clerk reported the following points:

i. Planning Application Park Farm House. An extension to the planning comments deadline was requested but no response was received so the Parish Council could not respond.

Cllr Steve Cosier requested that we submit comments to him, and he would forward them on to the planning department for consideration. He said he would also enquire why they did not respond to the request for an extension.

Clerk to send councillors comments to Cllr Steve Cosier.

ii. External Audit. There were additional questions regarding the Bablock Hythe flood prevention work, which were answered but there have been no further communications. It is expected that the invoice may be higher than standard £315 flat fee that was budgeted for due to the additional questions, but there is £200 in the reserve to cover this.

iii. The Defibrillator battery at Bablock Hythe is getting low, (1 bar = ¼ left). Cllr Reed is conducting weekly checks, and a spare battery will be ordered this week.

iv. Public Space Protection Order (PSPO). There is a public consultation from WODC for controls relating to Dog Fouling across West Oxfordshire District. The consultation is open until September. Details will be published on the village emails and Facebook pages.

6. **Policy Review.** To review and adopt the Health and Safety Policy and Financial Regulations.

The Council considered the documents and **RESOLVED** to adopt them both.

7. **Annual playpark Inspection.** To note the cost of the annual RoSPA Play Safety playpark inspection, consider the report and agree any rectification actions.

The council **NOTED** the cost of £119 + VAT (£83 for 5 items + £36 for 9 additional items), considered the report and **RESOLVED** to rectify the issues as appropriate.

Cllr Brangwin to contact Proludic regarding the 2 items that should have been rectified after the installation inspection and have not.

Clerk to ask Scott Gillam to check all bolts and tighten where necessary, and rectify any other issues if possible (Gate closer and move bench away from litter bin).

Councillors to ensure that weekly inspections are covered in Cllr Druce's absence (Cllr Waller volunteered to be the primary cover).

8. **Allotments.** To discuss options for the unused allotment plots.

The council discussed the issues and suggested that we should advertise the allotments further afield and to approach Rev Jo Hurst and Northmoor Village Trust to see if they would be willing to sponsor an allotment for the community.

Clerk to readvertise spare allotments in village and surrounding area and contact NVT and Rev Jo.

9. **Speeding.** To discuss the Speed Limit Review, Quiet Lanes Proposal, and a resident's request for speed indicator signs.

- a. **Speed Limit Review.** This is a consultation running from July through to 18 September, but it does not cover any of the roads in our parish and has no obvious way of requesting that they are included.
- b. **Quiet Lanes Proposal.** The council does not believe the Quiet Lanes Proposal is appropriate for the roads in our parish as closing any one of them would cause increased traffic and a great deal of disruption to residents and an increase in traffic on the roads that remained opened, as has been experienced with the recent road closures.
- c. **Speed Indicator Displays (SID).** A resident has witnessed multiple vehicles not adhering to the 30mph speed limit near their property and asked if the council would consider erecting a SID on the verge by the speed limit signs, similar to those at Stanton Harcourt. The Clerk's preliminary investigations show the cost of each sign would be at least £2,500 (potentially £7,500 to cover the 3 approaches to the village). Additionally planning permission must be sought from the Highways Authority. One company contacted suggest that a speed survey should be carried out first to identify the seriousness of the speed issue, and the most effective way to carry out a speed survey is through a Community Speed Watch Team. It was noted that whilst only one person had approached the Parish Council this time, it was the number 2 issue highlighted in the 2023 Village Survey.

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

- a. **Financial Report and Budget Monitoring Report.** To receive the reports for information. A copy of the Budget Monitoring Report is included in the separate reports document.

As of 30 June 2026 the Accounts stood at:

- i. Barclays Community Account (Current Account) £932.55.
- ii. Barclays Business Premium Account (Deposit Account) £29,096.74
This consists of £7,916.82 General Reserves, £5,100.00 Earmarked Reserves, and £16,079.92 Ringfenced Reserves (£15,759.48 Playpark Replacement / Maintenance and £320.44 Bablock Hythe Flood Prevention).

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

- iii. £2,000.00 transferred from the Deposit Account to pay invoices.
- b. **Internal Financial Control.** To receive a report from the Councillor responsible for Internal Financial Control.
Cllr Brangwin reported that she completed the IFC checks for Apr to Jun (Q1 FY 26/27) and all was in order. She added that she has full access to the PC OneDrive folder again and so was able to upload the reports for Q4 FY 25/26 and Q1 FY 26/27.
- c. **Scribe accounting software package.** To consider and approve the purchase of the Scribe accounting software package.
The Clerk gave a brief description of the software package and its advantages, referring back to the demonstration slideshow and supporting documentation that had been shared with the councillors earlier in the month.

The council **RESOLVED** to approve the purchase of the Scribe accounting software at a one off cost of £199 with an ongoing support charge of £25 per month.

Clerk to place order and raise payments once invoice received.

d. **Invoices for Payment.** To note previously approved payments and consider and approve invoices for payment itemised on the Payment Schedule.

The Council **NOTED** the previously approved payments and **RESOLVED** to approve the payments below, which Cllr Florey would authorise.

Reason/Description	Payee	Budget	Amount (Ex VAT)	Amount (Inc VAT)
Payments previously approved via email				
CPR & AED Training Course	First For Safety Oxon Ltd	Defibrillator	£170.00	£204.00
Grass cutting April	Scott Gillam	Grass cutting	£535.00	£535.00
Erection of Noticeboard	Scott Gillam	Village Upkeep	£250.00	£250.00
Allotment water charges for March	Castle Water	Allotment Water Charges	£1.13	£1.13
Annual Insurance Renewal	Clear Insurance Management Ltd	Insurance	£611.80	£611.80
Allotment water charges for May	Castle Water	Allotment Water Charges	£5.96	£5.96
Parish Online Website & Email	Local Authority Tech CIC	Domain, Website & Email	£295.00	£354.00
Grass cutting May	Scott Gillam	Grass cutting	£190.00	£190.00
Allotment water charges for June	Castle Water	Allotment Water Charges	£34.38	£34.38
Grass cutting Jun	Scott Gillam	Grass cutting	£290.00	£290.00
Payments requiring approval				
Playpark RoSPA Inspection	PlaySafety Ltd	Playpark Maintenance	£119.00	£142.80

11. Planning

a. **Planning Applications.** To consider all recent applications received from West Oxfordshire District Council detailed below:

None

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

None

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

13. **Confidential Discussions.** To consider staffing related issues.

The Clerk's contract was considered and signed by the Chair and Clerk.

The council **RESOLVED** to agree that the clerk's salary should be based on the NJC Scale Range LC1 (7-12) and that they should also receive the full Home Working Allowance. Both salary and Home Working Allowance will be backdated to the start of employment on 1 Apr 2026.

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The confidential details are listed in the Clerk's contract, which is available for councillors to view.
Clerk to set up payments for Home Working Allowance, Salary and Income Tax once access to the HMRC system is obtained.

14. **Items for information or next Agenda only.** All items for the next agenda to be submitted to the Clerk by Mon 24 Aug 26.

15. **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 1 Sep 26 commencing at 7:00pm.

16. There being no further business the meeting closed at 8:40pm

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