

WESTON ON THE GREEN PARISH COUNCIL

MINUTES

For the meeting of Parish Council, held in Village Hall on Wednesday 7th January 2026

Meeting Number 26.431

Note for information: Cherwell District Council – CDC, Oxfordshire County Council - OCC

Public Participation

There was nothing to note.

26.431.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davies (SD), Rowan (TR), Miller (JM) and Aldridge (MA) were in attendance.

Neither Councillor Coton (Cherwell District Council) or Councillor Gordon (Oxfordshire County Council) were in attendance.

No members of the public were in attendance.

26.431.2 To Receive: Declarations of Interest

There were no declarations of interest received.

26.431.3 To Receive & Approve: Minutes of the Parish Council meeting held on 3rd December 2025 (DB)

The minutes of the Parish Council meeting held on 3rd December 2025 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 3rd December 2025 was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to present minutes to Chair to sign, then file and upload to the web.

26.431.4 For Information: Chair report (DB)

DB firstly wished everyone a happy New Year. She went on to comment that the meeting is strongly focussed on governance issues with a number of resolutions detailed to continue to make the council compliant and to make it clear to the parish that we are an up to date Council. The clerk was thanked for the excellent work to bring these resolutions to the Council. Furthermore, the Council congratulated the clerk on completing the ILCA (Introduction to Local Council Administration) training course via SLCC (Society of Local Council Clerks).

There are still ongoing issues and efforts from all of us going on in the background and it will be important to reflect these over the next three meetings. These include:

- Heyford eco town: potential flooding, Rousham and Calcott teams liaison. Review during January for 4 February 2026 Parish Council meeting (JM & DB)
- Cumulative traffic issue led by Richard Allen of Stoke Lyne Parish Council. Do we want to be part of that campaign? Decision at 4 February 2026 Parish Council meeting (DB)

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- North Lane central pond: Ecologist summary/costs and work plan. Discuss and have a proposal for 4 February 2026 Parish Council meeting (JM)
- Bus shelter discussion: review JM’s bus shelter offer and check if this would be allowed based on conservation zone. If not, cost the construction of a wooden shelter as seen in Highways preferred brochure (GB)
- Traffic: Costs of first and potentially second stage of traffic mitigation proposals. Use figures for Tritax proposal (MA)
- Parish Online mapping analysis: proposal for 4 February 2026 Parish Council meeting. (SD/MA/DB)
- Footpath off North Lane: follow up on footpath ownership/potential gift to Parish Council. The width of the beginning of the path and potential insurance issues to be resolved (SD/TR)
- Neighbourhood Plan review: ongoing work plus three consultations ongoing for Bletchingdon/Hampton Poyle/Hampton Gay, Bloxham and Mid Cherwell Neighbourhood Plans (SD/DB)

Action: Clerk to add noted items above to 4 February 2026 Parish Council meeting.

26.431.5 For Information: Clerk report (Clerk)

The clerks report to the Council was noted which confirmed payments from the Parish Council bank account including payments relating to the monthly clerk salary. The Parish Council received a VAT return payment of £1,442.32 from HMRC and bank interest (£164.00) from Barclays Bank in December 2025.

With regard to other matters:

Road works - B430 Northampton Road and B430 slip road access to A34: the road has been scheduled for a surface dressing scheme and pre-patching will be undertaken between 7-9th January 2026.

SLCC ILCA Clerk Training: the clerk has completed the ILCA training course via the Society of Local Council Clerks.

Internal Audit Review 2025/26: The Council’s appointed internal auditor – Laura White – will undertake a review of the processes of the Parish Council in January 2026. The report will be circulated when received and actions can be undertaken ahead of the end of the year on 31st March 2026.

New dog bin: the Council thanked JM for installing a new dog bin at the rear of the playing field.

26.431.6 To Note: Playing field update and playground inspection report (Clerk)

The playground inspection report undertaken by the clerk was noted, no new major defects to the equipment were identified, apart from those items mentioned in the annual RoSPA report and previous monthly reports.

The contractor has been engaged to clean the playground, weather dependent.

26.431.7 For Discussion: Discuss recommendations from the Planning Group on planning applications (SD)

Key planning applications on the planning report were discussed by the Council.

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Building Applications

Decisions Received – Permitted

25/02908/DISC – Cruck Cottage, Northampton Road (doors and windows)

25/02909/DISC – Cruck Cottage, Northampton Road (doors, windows and floor samples)

25/02637/F – Bramley Cottage, Mill Lane (Single storey extension to side; Rear facing dormer)

Decisions Received – Refused; Withdrawn

None

Appeals

25/00041/REF – Reynards Lodge, North Lane – pending

Awaiting Decision

25/00139/F - Part of OS Parcel 0006 Adjacent and North of Normandy, North Lane

Demolition of existing buildings and the erection of five detached single and two-storey dwellings together with access, parking and garaging, amenity space, landscaping and drainage works. **Commented**

25/00418/F and **25/00486/LB** – The Manor Hotel, Northampton Road

Restoration and extension of Rupert's Cottage to provide additional guest accommodation and leisure facilities; re-instatement of the former outdoor swimming pool; construction of a new events pavilion; restaurant extension within the Manor's west courtyard; relocation of guest car parking away from the Manor's principal elevation; screening of the existing plant and biomass boiler area; restoration of wider landscape features including the historic moat and bridge.

OCC Transport – objection – reliance on car transport

Archaeology – need more information re excavation for Wedding Barn and Rupert's Cottage. **Commented**

25/01418/F - Family Farm House Part Of A34

Driver rest stop facility including the formation of a new entry and exit slip road adjoining the A34, parking area for cars and HGVs, erection of an amenity building (including toilets and catering area), EV charging station, solar PV array, battery storage facility, other ancillary structures/buildings and landscaped amenity area.

2037 earliest connection to National Grid for solar.

Commented

New Planning Applications

None

Tree Applications

25/03295/TCA – Newby Cottage, Northampton Road: 2 pine trees, 1 silver birch – remove

25/03246/TCA – Stonehouse, Northampton Road: 1 willow – pollard; horse chestnut – reduce and reshape; apple – fell; laurel and yew – reduce and reshape.

25/02991/TCA – 3 Oxford Court, Northampton Road: Silver Birch – fell

Action: SD/Clerk to send appropriate planning replies to Cherwell District Council.

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26.431.8 Resolution: To Approve Parish Council budget for FY 2026-2027 (TR)

TR confirmed that the budget for financial year 2026/27 was presented and discussed fully at the December 2025 Parish Council meeting.

The Council has since received the estimated tax base from CDC and a revised budget has been drafted which included some minor tweaks. TR highlighted that the budget has once again had to absorb increases in costs across the board.

At the end of a financial year the Council provides information on its reserve funds and allocates the reserves to specific projects in the parish e.g. traffic, bus stop works. Some of these projects take some time to be developed as they are reliant on input and work by external organisations including the District and County Councils but the money is held in reserve to be utilised when they can proceed.

It was noted that the budget will be reviewed again by the Council at the end of the 2025/26 financial year to take account of final reserve balances and project developments and budget lines can be amended as required.

The resolution to approve the Parish Council budget for FY 2026/27 was proposed by TR and seconded by MA. It was supported unanimously by the Council.

Action: Clerk to upload approved PC Budget FY 2026-27 to the Parish Council website.

Action: Clerk and finance group to review budget following agreement of reserve balances at end of FY 2025/26 and present to a Parish Council meeting.

26.431.9 Resolution: To Approve Parish Council precept request for FY 2026-2027 (TR)

Cherwell District Council have confirmed they would ideally like the precept request to be submitted by 11th January 2026.

The clerk informed the Council that the tax base information provided by CDC is currently in draft format and it could alter following approval by the CDC Executive.

The 2026/27 precept to be requested by Weston on the Green Parish Council is £29,909.46. According to the draft figures provided by CDC this would equate to a 4.3% increase (£0.37/month) in council tax paid by Tax band D households during the next financial year (2026/27).

The resolution to approve the Parish Council precept request of £29,909.46 for financial year 2026/27, based on the budget approved under item 26.431.8 was proposed by TR and seconded by SD. It was supported unanimously by the Council.

Action: Clerk to submit the precept request for Weston on the Green Parish Council to CDC by 11th January 2026.

26.431.10 For Discussion: Update on village works (JM)

Hedge cutting: JM confirmed that the hedge cutting in the village had been completed by the contractor.

Moles on playing field: a quote has been sourced from a contractor regarding the management of the moles on the playing field. This item will be discussed at the 4 February 2026 Parish Council meeting.

Action: Quote discussion on mole prevention at the playing field and spinney maintenance to be added to 4 February 2026 PC meeting agenda.

Milestone Lane salt bin: JM confirmed that he had placed a new salt bin at the Milestone Lane/B430 junction and JM will purchase some salt to part fill the bin.

Action: Salt to be placed in Milestone Lane salt bin and receipt to be provided to the Council.

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Playing field maintenance: JM is meeting Oxford Edens and Greenspace to provide additional quotes for the maintenance of the playing field and spinney.

Action: Quote discussion on playing field and spinney maintenance to be added to 4 February 2026 PC meeting agenda.

Village Gates: Council thanked JM for fixing the village gate which had fallen over at the Milestone Lane end of the village. There was concern over the ongoing rotten wooden posts for the village gates. JM has obtained a brochure from Duralock for an option of installing plastic village gates. A quote will be sourced and the information circulated ahead of a discussion at a future Parish Council meeting.

Action: JM to source Duralock quote and the clerk will circulate the information and add the discussion to a future Parish Council meeting agenda.

26.431.11 For Information: Update from Traffic Calming Action Group (MA)

The Senior Traffic and Safety Officer at OCC confirmed in December 2025 that they are currently building a sign schedule for the new speed limit changes and when compiled a quote from their contractors will be requested. The signs and lines will need to be changed/implemented at the same time to comply with the new speed limit changes but it would also be good to try and tie this work together with the resurfacing works, however, this may not be practically possible.

This will be discussed further by OCC with the surface dressing team and information provided to the Parish Council when available.

Work is ongoing in investigating equipment options and obtaining revised quotes on the speed indicator signs.

26.431.12 Resolution: To Approve Website Accessibility report (DB)

The resolution to approve the Website Accessibility report was proposed by DB and seconded by TR. The motion was supported unanimously by the Council.

Action: Clerk to upload the new version of the Website Accessibility report to the PC website.

It was noted that this report will be updated once a review of our current website provision has been undertaken.

26.431.13 Resolution: To Approve IT Policy (DB)

The resolution to approve the IT Policy was proposed by DB and seconded by MA. The motion was supported unanimously by the Council.

Action: Clerk to upload the new version of the IT Policy to the PC website.

26.431.14 Resolution: To Approve Internal Controls Policy (TR)

The resolution to approve the Internal Controls Policy was proposed by TR and seconded by DB. The motion was supported unanimously by the Council.

Action: Clerk to upload the new version of the Internal Controls Policy to the PC website.

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26.431.15 Resolution: To Approve the following invoices for payment (TR)

TR requested approval of the invoices detailed in the table below.

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2025-26 Budget Line
547^	Clerk (J Mullane)	14th Edition local Council Administration Book (SLCC)	£149.40	Contingency	£2,868.47
550*	Peter Collins	Ecologist report - North Lane Pond	£130.00	Village Works/General Village Maintenance	£915.17
551	Clerk (J Mullane)	Torch for defibrillator cabinet (Amazon)	£8.99	Village Works/Defibrillator Maintenance	£150.00
552	Clerk (J Mullane)	Printer ink (Amazon)	£29.59	Sundries/Administration & Printing	£133.97
553	Clerk (J Mullane)	Dog litter bin (Glasdon)	£185.97	Contingency	£2,719.07
554	SLCC	Membership Annual Renewal 2026	£200.00	Subscriptions/SLCC	£150.00
555	Graham Barnett	Fuel for community van (Tesco)	£80.01	Village Works/Community Bus	£1,787.18

* invoice already been paid ^ re-approve as wrong approval amount requested at 3 December 2025 PC Meeting

It was confirmed that invoice 550 had already been paid as payment was due before this meeting approval. Invoice 547 required re-approval at this meeting as the incorrect amount had been requested at the 3rd December 2025 Parish Council meeting.

The resolution to approve the invoices detailed in the table was proposed by TR and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to update invoice log with approvals.

Action: Clerk to initiative request for payments from Councillors and ensure payments authorised.

26.431.16 For Information: Oxfordshire County & Cherwell District Councillors updates (OCC & CDC Councillors)

There were no Councillors present to provide an update.

Councillor Gordon had provided a written update report covering various issues in the county which had been circulated to the Council and placed on the Parish Council website.

Noted after the close of the meeting: due to the finish time of this meeting Councillor Gordon arrived after it had ended as she was in attendance at another meeting.

26.431.17 For Information: Review of internal audit report 2024-2025 and Parish Council action comments (TR)

The clerk and finance group have undertaken the amendments required/suggested following the internal audit review for FY 2024/25. The Council reviewed the updated Parish Council actions report following presentation by TR and this will be sent to the internal auditor.

Action: Clerk to send the review of the internal audit report 2024-25 as an update to the internal auditor with the latest information.

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26.431.18 For Discussion and Resolution: To Approve: Parish Council review of effectiveness of internal audit report (TR)

The resolution to approve the Parish Council review of effectiveness of internal audit report was proposed by TR and seconded by JM. The motion was supported unanimously by the Council.

Action: Clerk to upload the Parish Council review of effectiveness of internal audit report to the PC website.

26.431.19 Resolution: To Approve Parish Council risk register update (TR)

The resolution to approve the risk register was proposed by TR and seconded by MA. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the risk register to the PC website.

26.431.20 Resolution: To Approve Parish Council asset register update (TR)

The resolution to approve the updated asset register was proposed by TR and seconded by MA. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the asset register to the PC website.

26.431.21 Resolution: To Approve Press and Media Policy (DB)

The resolution to approve the Press and Media Policy was proposed by DB and seconded by TR. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Press and Media Policy to the PC website.

26.431.22 Next Parish Council Meeting Date: Wednesday 4th February 2026, 7.30pm (DB)

Meeting closed: 20.35

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