

## **Draft Minutes – Subject to Approval**

### **Present**

Cllr Megan Hanson (**MeH**) Chair

Cllr Jonnie Bradshaw (**JB**) Vice Chair

Cllr Nigel Meadows (**NM**)

Cllr Richard Pullen (**RP**)

Cllr Marina Hamilton (**MaH**)

Clerk Andy White (**AW**)

District Cllr Sue Cooper (**SC**)

Cllr Gavin Mcglaughlin (**GMC**)

8 Members of the public

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## **2026/083 Apologies for Absence**

Apologies for absence were received from Cllr Alan Lamb

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## **2026/084 Parish Council Vacancy**

The Council noted that a vacancy remained on the Parish Council and encouraged interested residents to contact the Clerk for further information.

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## **2026/085 Declarations of Interest**

A declaration of interest from Cllr Marina Hamilton was made in relation to planning application P26/S1092/S19.

The Council confirmed its usual approach that the member concerned could remain for discussion and provide factual information if required but would take no part in the decision-making or vote.

## **2026/086 Approval of Minutes**

### **Parish Council Meeting – 6 May 2026**

**RESOLVED:**

That the minutes of the Parish Council Meeting held on 6 May 2026 be approved and signed by the Chairman.

Proposed by **MeH**, seconded by **JB** Approved unanimously.

### **Annual Parish Meeting – 1 April 2026**

**RESOLVED:**

That the minutes of the Annual Parish Meeting held on 1 April 2026 be approved.

Proposed by **MeH**, seconded by **JB** Approved unanimously.

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## **2026/087 Actions Arising from the Previous Meeting**

The Council reviewed the action log and received updates on outstanding matters.

The Clerk confirmed that Chris Grace had accepted the position of Parish Handyman and had been taken on an initial site inspection. A schedule of estimated times and costs for approved works was awaited.

The Council reviewed progress on allotment parking discussions, the public house valuation grant application, transfer of parish communications to a dedicated council email address, playground repairs and Community Fit enquiries. Several actions remained outstanding and were carried forward.

The Council noted that the FCC grant authorisation had already been completed.

**ACTION:**

Outstanding actions to remain on the action log.

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## **2026/088 District Councillor's Report**

The District Councillor **(SC)** reported on:

- Infrastructure funding through Section 106 and Community Infrastructure Levy arrangements;
- The need for infrastructure provision to accompany housing growth;
- Responses being prepared to wider Oxfordshire growth proposals;
- Progress relating to local government reorganisation; and
- Uncertainty affecting future local authority structures and decision-making.

The report was noted and the full report will be on the website.

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## **2026/089 County Councillor's Report**

The County Councillor **(GMC)** reported on highways matters, road maintenance programmes, pothole repairs and wider infrastructure investment proposals.

Members discussed ongoing concerns regarding highway defects and the challenges posed by increased traffic volumes and vehicle weights.

The report was noted.

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## **2026/090 Update on Future Plans for Upper Farm**

Representatives of Hall Hunter attended the meeting and outlined their intentions for Upper Farm following its recent acquisition.

The presentation covered:

- Proposed berry production operations;
- Biodiversity enhancement opportunities;
- Environmental initiatives associated with the River Thames;
- Potential renewable energy and heat recovery opportunities;
- Future public access arrangements and permissive routes; and
- Staffing and operational requirements.

The representatives emphasised that proposals remained at an early stage and that engagement with the Parish Council and residents would continue as plans developed.

The Council welcomed the early engagement and thanked the representatives for attending.

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## 2026/091 Purchase of New Goalposts and Nets

The Council considered proposals for replacement football goalposts and nets.

Members discussed the condition of the existing equipment and the importance of maintaining recreational facilities for village users. Members also considered the potential availability of grant support but agreed that replacement should proceed if required.

### **RESOLVED:**

To proceed with the purchase of replacement goalposts and nets up to an agreed value of £1500

Proposed by **JB** seconded by **MaH** Approved unanimously

**ACTION:** **JB** to progress procurement arrangements, whilst also following up on the grant application

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## 2026/092 External Audit Report

The Council considered the External Auditor's report for 24/25.

The Responsible Financial Officer advised that the Council had received an unqualified audit opinion and that the Council had effectively received a clean bill of health. The auditor had nevertheless made a number of recommendations:

- a) To ensure that the signing of the sections of the AGAR were done in the right order and minuted as such.
- b) To review general reserves in relation to ring fenced reserves to ensure that there is sufficient general reserves to cover at least 3 months expenditure.
- c) To note that due to the high value of grants the internal audit for 25/26 should be done on an income/expenditure basis.

Members discussed the recommendations and agreed that they represented sensible improvements to existing processes.

### **RESOLVED:**

To accept the auditor's recommendations and implement the proposed improvements where appropriate.

Proposed by **JB** seconded by **MeH** Approved unanimously

**ACTION:** RFO to incorporate agreed recommendations into future governance and financial procedures, to inform the internal auditor of the instruction to do the audit on income and expenditure and to post a notice of conclusion for the 24/25 audit report.

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## 2026/093 Sylva Report

The Council considered the annual tree survey report.

Members noted that 23 of the Council's 146 trees had been identified as requiring works in order to discharge the Council's duty of care. The majority of the affected trees were located within the Conservation Area and would require the submission of applications before work could commence.

The Council discussed the proposed programme of works, associated costs and the practical benefits of obtaining quotations for the full programme at the same time.

### **RESOLVED:**

To proceed with submission of the necessary tree works applications and obtain quotations for the recommended programme of works.

Proposed by **JB** seconded by **MeH** Approved unanimously.

**ACTION:** **NM** to submit planning applications and obtain quotations for consideration at the September meeting.

It was suggested that in the next year's report Sylva be asked to photograph the trees as they document them to aid identification, this might cost more but would be a valuable addition.

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## 2026/094 Working Group Reports

### **Communications**

Members agreed that concise summaries of key meeting highlights should again be produced for parish communications and publication, distinct from the formal minutes.

**ACTION:** **MaH** to produce this and talk to Duocall.

### **Infrastructure – Roads**

It was noted that some highway repairs had been completed, although concerns remained regarding outstanding pothole repairs.

### **Infrastructure – Other**

The Council received an update regarding the Parish Handyman and future maintenance works. Quotations were being prepared for various repainting and maintenance projects.

### **Environment trees**

This was covered in **2026/93**

### **Environment other**

The quotes for road repairs from TLGO to repair the crescent, the diagonal and the allotment parking has been updated, the work will proceed in due course.

### **Recreation & The Green**

There was discussion about the play park and the problems with getting people to repair it but now we have Chris Grace that problem may be solved. There was discussion about insurance and it was confirmed the insurance in place was adequate.

### **Greet Hall**

The council discussed the situation with the two refurbishment quotes that have been received so far, these are currently not detailed enough for a decision to be made either way.

**ACTION: JB** to reconstitute the working group

There was a further discussion regarding the ongoing water run off from the Greet Hall, this issue is still ongoing.

**ACTION: JB** to meet with home owners

### **Pavillion**

Nothing to report

### **Events**

The council discussed the need for entertainment licences, but the understanding is that now the pub would be open for the summer and so these would not be needed. However the information regarding this would be retained in the event that circumstances changed with the opening times.

## Capital Projects

The council discussed the previous plans for two Pétanque tracks, the opinion was that this would be a good use of CIL money.

**ACTION: NM** to provide details of the size and specification to create these.

**ACTION: Clerk** to discuss with Chris Grace whether this is something he could do to a satisfactory standard or whether we need to look for specialist contractors

## Allotments

The Council discussed concerns regarding the condition of a number of allotment plots and compliance with tenancy obligations, the council agreed to send a termination letter to the allotment holder.

### RESOLVED:

Proposed by **NM** seconded by **MeH** Approved unanimously.

**ACTION: Clerk** To circulate a termination letter in accordance with the allotment tenancy agreements for approval by the Council.

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## 2026/095 Representations from the Public

There was no representation from the public

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## 2026/096 Planning

### a) P26/S1455/HH – Russetts, 2 St Johns Lane, Shillingford

The Council considered the proposal to replace the existing 6-foot fence with an 8-foot acoustic fence.

Members expressed concern regarding the lack of supporting information and considered that the proposed fence would be out of keeping with the surrounding area and create an enclosed environment adjacent to the public footpath.

### RESOLVED:

To object to application P26/S1455/HH on the grounds of insufficient supporting information and concerns regarding the scale and appearance of the proposed fence.

Proposed by **RP** seconded by **MeH** Approved unanimously.

### **b) P26/S1092/S19 – Cobbs Cottage, North Warborough**

The Council considered the proposed revisions to approved doors and glazing arrangements.

Members considered the amendments acceptable.

#### **RESOLVED:**

To support application P26/S1092/S19.

Proposed by **RP** seconded by **MeH** Approved unanimously.

**MaH** who had declared an interest took no part in the decision.

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## **2026/097 Community Pub Project**

The Council received an update on progress towards establishing a Community Benefit Society and discussions relating to the future of the village public house.

Members discussed community engagement arrangements and the potential need for temporary "pop-up pub" events during the summer period.

**ACTION: MeH** To organise a public engagement event regarding the future of the public house.

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## **2026/098 Responsible Financial Officer's Report**

The Council received the RFO's report.

- a) May payment and receipt schedule for review and authorisation  
Approved and authorised by **JB** and **MeH**
- b) To note reconciled bank balances as at 31st May  
Approved by **MaH** with **NM**
- c) Confirmation that a VAT reclaim has been submitted

The **Clerk** reported that a VAT claim of £15,685.15 has been submitted

- d) To discuss the proposal to create a schedule for reviewing policy documents and governance

The council approved of this suggestion

**ACTION:** Clerk to produce a working document and circulate.

- e) To approve the annual accounts for 2025/2026, including:

- 1) Variances Report.

This is work in progress

- 2) Statement Of Accounts

Viewed and approved by **MeH**

- 3) Reserve Balances

This is work in progress

- 4) Report on Restated Values

This is work in progress

- 5) To approve the S137 Report, and note no CIL Report applicable to this Council this year.

Viewed and approved by **MeH**

- 6) To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement"

This cannot be signed until the IA is completed

- 7) To approve the Annual Governance and Accountability Return (AGAR) Section 2 "Accounting Statements"

This cannot be signed until the IA is completed

- 8) To note a request for an extension from the external auditor for submission this year, until after the July 2026 council meeting

This was noted

**RESOLVED:**

To defer consideration of AGAR Section 1 and AGAR Section 2 until completion of the Internal Audit.

**RESOLVED:**

To adopt a rolling programme for governance and policy review.

## 2026/099 Height Restriction Barrier – Allotment Car Park

The Council considered installation of a height restriction barrier at the allotment car park in response to concerns regarding overnight occupation and inappropriate vehicle use.

Members reviewed indicative costs and installation requirements.

### RESOLVED:

To approve expenditure of up to £2,000 for the purchase and installation of a height restriction barrier at the allotment car park.

Proposed by **JB** seconded by **MeH** Approved unanimously.

The Council also considered associated signage for the allotment car park and the Wharf.

**ACTION:** **JB** to progress procurement and installation.

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## 2026/100 Correspondence

The Council considered correspondence suggesting that local schoolchildren might contribute designs for bus stops associated with the new bus service.

The suggestion was noted for future consideration.

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## 2026/101 Matters for Report and Inclusion on the Next Agenda

The Council received updates on ongoing projects and noted matters for future agendas.

No further decisions were taken.

The next meeting will be held on July 1<sup>st</sup> 2026 at 7:30 in the Greet Hall

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### Payments for June meeting 2026

Supplier	Description of Goods	Value	SCRIBE CODE	DD/BACS

Minutes of the Annual General Meeting of Warborough Parish Council  
Wednesday 3 June 2026, 7.30pm @ The Greet Hall

<b>Andy White</b>	<b>Clerks Salary</b>	<b>xxx</b>	4010	BACS
<b>HMRC</b>	<b>Clerks Tax</b>	<b>xxx</b>	4010	BACS
<b>Andy White</b>	<b>Expenses</b>	<b>224.11</b>	4040	BACS
<b>Grace Eakin</b>	<b>Cleaning services (Mar/Apr)</b>	<b>£324</b>	6060	BACS
<b>Peter Cox</b>	<b>Work on the phonebox</b> <b>2 invoices paid by P Cox</b>	<b>£53.32</b>	5130	BACS
<b>P Nickson</b>	<b>Greet Hall consumables</b>	<b>£8.50</b>	6070	BACS
<b>TLGO</b>	<b>Grass Cutting</b>	<b>£1185.00</b>	5020	BACS
<b>Shield Maintenance</b>	<b>Dog bins</b>	<b>£171.60</b>	5130	BACS
<b>W&amp;SS</b>	<b>Plough Field</b>	<b>£35000</b>	4280	TO NOTE ONLY ALREADY PAID
<b>British Gas</b>	<b>Pavilion Electric</b>	<b>£78.29</b>	6110	DD
<b>Scribe</b>	<b>Accounting Software</b>	<b>£42.00</b>	4130	DD
<b>Gigaclear</b>	<b>Pavilion Internet</b>	<b>£36.00</b>	4115	DD
<b>Gigaclear</b>	<b>Greet Hall Internet</b>	<b>£67.26</b>	4110	DD
<b>Duocall</b>	<b>IT Services</b>	<b>£268.93</b>	4130	DD
<b>EDF</b>	<b>Greet Hall Electric</b>	<b>£306.54</b>	6010	Information only, in credit
<b>Everflow</b>	<b>Water rates Allotment/Greet Hall/Pavilion</b>	<b>£96.11</b>	6310/6020/6 120	Information only, in credit

Meeting closed at 22:25