

Minutes of the Annual General Meeting of Warborough Parish Council
Wednesday 1 July 2026, 7.30pm @ The Greet Hall

Present:	Cllr Megan Hanson (MeH) (Chair) Cllr Jonnie Bradshaw (JB) (Vice-Chair) Cllr Richard Pullen (RP) Cllr Alan Lamb (AL) Cllr Marina Hamilton (MaH) Clerk Andy White (AW) District Cllr Sue Cooper (SC) 2 Members of the public were present.
2026/102	Apologies for Absence Apologies for absence were received from Cllr Nigel Meadows (away) County Cllr Gavin McGlaughlin also submitted apologies.
2026/103	Parish Council Vacancy The Council noted that one vacancy remained on the Parish Council and encouraged interested residents to contact the Clerk.
2026/104	Declarations of Interest No declarations of interest were made.
2026/105	Approval of Minutes The minutes of the Parish Council Meeting held on 3 June 2026 were considered. RESOLVED: That the minutes of the meeting held on 3 June 2026 be approved and signed by the Chair. Approved unanimously.
2026/106	Actions Arising from the Previous Meeting The Council reviewed the outstanding actions from the previous meeting. Updates were received on: • replacement football goalposts; • implementation of internal audit recommendations; • reconstitution of the Greet Hall Working Group; • allotment tenancy matters; • the Community Pub Project engagement event; • governance review documentation; and • other ongoing actions. Several actions remained in progress and would continue on the action log. ACTION:

	Outstanding actions to remain on the action log until completed.
2026/107	District Councillor's Report SC reported on: - the proposed extension of business rates support for public houses within the district; - progress on the Joint Local Plan; - emerging work associated with local government reorganisation; and - forthcoming national planning reforms. Members discussed proposed changes to planning procedures, including the increased delegation of smaller planning applications to planning officers and the removal of previous call-in arrangements. The Council noted the report.
2026/108	County Councillor's Report Apologies had been received from the County Councillor. The written report would be circulated to Members and published through the Council's website. The report was noted.
2026/109	Representations from the Public Representations were received regarding the forthcoming Feast of St Lawrence event on 9 August 2026. Requests were made for: - attendance by the Chair to give a short address; - the loan of Parish Council chairs; and - assistance in identifying a volunteer to provide the barbecue. The organiser also requested assistance in contacting the Benson & Ewelme Fund regarding grant enquiries. Members confirmed that the Parish Council would continue its usual support for the event. ACTION: Clerk to arrange payment of the barbecue costs on receipt of an invoice.
2026/110	2025/26 Internal Audit, Annual Accounts and AGAR (a) Internal Audit Report The Council considered the Internal Auditor's Report and noted the recommendations. Members agreed that governance improvements would be implemented where appropriate and proportionate to the size of the Council. RESOLVED:

To receive the Internal Auditor's Report.

(b) Annual Governance Statement (AGAR Section 1)

The Council considered the Annual Governance Statement.

RESOLVED:

To approve Section 1 of the Annual Governance and Accountability Return (AGAR).

Approved unanimously.

(c) Accounting Statements (AGAR Section 2)

The Council considered the Accounting Statements for 2025/26.

The Responsible Financial Officer explained a minor rounding adjustment required within the return following advice from the external auditor.

RESOLVED:

To approve Section 2 of the Annual Governance and Accountability Return (AGAR).

Approved unanimously.

(d) Notice of Public Rights

The Council noted that:

- the Notice of Exercise of Public Rights would be published on 2 July 2026;
- the inspection period would commence on 3 July 2026; and
- the inspection period would end on 13 August 2026.

(e) Variances Report

The Council considered the Variances Report accompanying the Annual Accounts.

The Responsible Financial Officer explained the principal movements between financial years, including:

- the reduced precept;
- grant income relating to the Greet Hall project;
- exceptional payments in the previous financial year;
- balances held for specific projects; and
- other one-off financial transactions affecting year-on-year comparisons.

RESOLVED:

To approve the Variances Report for submission with the Annual Accounts.

(f) Reserve Balances

The Council reviewed the reserve balances held at the year end.

Members noted that the reserves represented funds earmarked for specific approved projects and future expenditure.

The report was noted.

(g) Report on Restated Values

	The Council considered the report on restated values and noted the accounting treatment required for the year-end accounts. The report was noted.
2026/111	Working Group Reports Communications (MaH,MeH) The Council noted that updates relating to Parish Council business and the Community Pub Project had continued through the Council's communication channels. The report was noted. Infrastructure – Roads (AL,JB) The Council received an update on highway matters and noted that an OCC review of the Thame Road was due to take place on July 13th. AL is continuing with the audit of road signs and has been in contact with the sign officer who gave some useful advice once the audit is complete. The report was noted. Infrastructure – Other (MaH,JB) The Council received an update on ongoing infrastructure maintenance matters. The Council noted that several areas of Parish Council land were no longer included within TLGO's maintenance schedule following changes to maintenance responsibilities, it was felt that a review of works was needed. The report was noted. ACTION: JB to liaise with TLGO Environment – Trees (NM,RP) (NM) sent via email:- for July meeting I'm able to confirm the planning application for work on 23 trees in the conservation area was submitted in the portal last week & has been acknowledged by tree team @ SODC. Usually it takes up to 6 weeks for approval at this time of year. The report was noted. Environment – Other (RP,NM) The Council received an update on the status of the allotment carpark refurb and the ground clearance in that area. ACTION: RP to again engage with TLGO to get a firm agreement of the work that needs doing for the ground clearance. RESOLVED: The quote of £2196 for the car park resurfacing was agreed. Approved unanimously. Recreation and The Green (JB)

	The plan to erect a height barrier on the allotment parking was discussed, the original quote for the barrier doubled when installation was included, it was felt that this wasn't appropriate at this time, there is a plan to put up signage saying overnight parking is not allowed and the council will see if this addresses the problem. The discussion on installing Petanque courts was deferred. The plan to get a grant for the new goalposts has failed, so the council agreed to buy new goalposts as per a previously discussed quote. RESOLVED: To purchase and install new goal posts. Approved unanimously. Greet Hall (JB) Discussed later in the meeting Pavilion (JB) There was a statement by Amanda Cooper thanking the Council for the work done on the Pavillion which has led to the regeneration of women and girls cricket. Events (MaH, MeH) The Council noted the forthcoming Community Pub engagement event and arrangements for the Feast of St Lawrence. The report was noted. Capital Projects (JB,RP) Discussed later in the meeting Allotments (NM,JB) Nothing to report Planning (MeH, RB) Nothing to report The quotes from the new handyman were discussed across a range of projects and felt to be too high. ACTION: MeH to discuss the quotes with the handyman.
2026/112	Planning Application P26/S1531/S73 The Old Vicarage, 5 The Green, North Warborough

	Variation of Condition 3 (Materials) relating to the replacement of approved Crittall windows with painted hardwood windows to the garage building. Members considered the proposed amendment and agreed that the revised materials would remain appropriate to the building and its setting. RESOLVED: That the Parish Council raises no objection to the application. Approved unanimously.
2026/113	Community Pub Project The Council received an update on progress with the Community Pub Project. Members noted that a public engagement meeting had been arranged for 8 July 2026 and discussed recent developments affecting the project, including the announcement of additional District Council business rates support for public houses. Members noted that the public house has now been registered as an Asset of Community Value. The update was noted.
2026/114	Responsible Financial Officer's Report (a) June Payment and Receipt Schedule The Council reviewed the June schedule of payments and receipts. RESOLVED: To approve the June payment and receipt schedule, payments to be authorised by JB and MaH Approved unanimously. (b) Bank Reconciliation The reconciled bank balances as at 30 June 2026 were received and signed off by AL. (c) VAT Reclaim The Responsible Financial Officer confirmed receipt of the VAT reclaim of £15,685.35. The Council noted the report.
2026/115	Greet Hall Refurbishment (a) Procurement, Funding and Compliance The Council reviewed the procurement process undertaken for the refurbishment project, including the tender evaluation process, procurement requirements, grant conditions and Community Infrastructure Levy (CIL) compliance.

	Members were satisfied that an appropriate procurement process had been undertaken and that the evaluation process had been carried out in accordance with the Council's requirements. RESOLVED: To confirm that the procurement process, grant funding requirements and Community Infrastructure Levy requirements had been satisfactorily complied with. Approved unanimously. (b) Contract Award The Council considered the tender evaluation and recommendation for the refurbishment works. Following consideration of the submitted tenders and recommendation from the Working Group, Members agreed to proceed with the preferred contractor. RESOLVED: To award the contract for the Greet Hall refurbishment works to the preferred contractor in accordance with the tender evaluation recommendation. Approved unanimously. ACTION: JB to complete the necessary contractual documentation and notify Otium Construction.
2026/116	Correspondence The Council noted that a request had been received to record its previous decision not to pursue enquiries regarding an alleged breach of the byelaws at the fishing grounds at Shillingford Wharf. Members were advised that further information had since come to light indicating that the vehicle registration number could be passed to the dedicated PCSO for investigation. The Council noted the update. ACTION: MeH to liaise with the PCSO
2026/117	Matters for report and inclusion in the next Agenda The next meeting of the Parish Council will be held on Wed 2 September 2026. Agenda items should be submitted to the Clerk by 24 August 2026.

Details from RFO report

Payments for July meeting 2026

Supplier	Description of Goods	Value	SCRIBE CODE	DD/BACS
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Andy White	Clerks Salary	xxx	4010	BACS
HMRC	Clerks Tax	xxx	4010	BACS
Laura White	Internal Audit	£725.00	4220	BACS
Marina Hamilton	Expenses	£240.00	4070	BACS
Anna Posokhova	Cleaning services (June)	£288.00	6060	BACS
Barriers Direct	Barrier for allotments	£2663.05	5150	BACS
P Nickson	Greet Hall consumables	£14.44	6070	BACS
TLGO	Grass Cutting	£1,239.60	5020	BACS
Shield Maintenance	Dog bins	£171.60	5130	BACS
Sylva	Tree Survey	£1,158.00	5060	BACS
British Gas	Pavilion Electric	£78.29	6110	DD
Scribe	Accounting Software	£42.00	4130	DD
Gigaclear	Pavilion Internet	£67.26	4115	DD
Gigaclear	Greet Hall Internet	£67.26	4110	DD
Duocall	IT Services	£268.93	4130	DD
Everflow	Water rates Allotment/Greet Hall/Pavilion	£225.78	6310/6020/6120	In Credit £17.16 to pay

Income for June 26

Income	Purpose	Amnt	Code	Date
Various	Greet Hall Hire	£318	1320	06/26
OCC	Devolved Grant	£630.68	1020	04/06/26
HMRC	Vat Reclaim	£15685.35	1030	04/06/26
32 Day Notice	Interest	£16.12	1110	30/06/26
Instant Access	Interest	£4.01	1110	09/06/26

The next meeting will be held on Wed 2 September 2026

Meeting closed at 22:05pm