Minutes of the General Meeting of Warborough Parish Council
Wednesday 7 October 2026, 7.30pm @ The Pavilion

Present:	Cllr Megan Hanson (MeH) (Chair) (arrived at the start of item 2026/145) Cllr Jonnie Bradshaw (JB) (Vice-Chair) Cllr Richard Pullen (RP) Cllr Alan Lamb (AL) Cllr Hattie Wood (HW) (co-opted at item 2026/144) Clerk Andy White District Cllr Andrea Powell (AP) (left after item 2026/149) County Cllr Gavin McLauchlan (GM) (left after item 2026/149) 5 members of the public were present
2026/143	**Apologies for Absence** Apologies for absence were received from Cllr Nigel Meadows (NM) and Cllr Marina Hamilton (MaH). The apologies were accepted. The Chair having been delayed, the Vice-Chair opened the meeting and took items 2026/143 and 2026/144
2026/144	**Parish Council Vacancy** The Council noted that one vacancy had been open for approximately nine months and that one application had been received. The applicant, a resident of Six Acres for five years, introduced herself and outlined her experience in voluntary and governance roles and her wish to contribute to the village. **RESOLVED:** To co-opt Hattie Wood as a member of the Parish Council. Approved. ACTION Clerk to onboard Cllr Wood (HW) and ensure a signed declaration of acceptance of office is completed at the next meeting.
2026/145	**Declarations of Interest** HW declared an interest in matters relating to Six Acres, as spokesperson for the Six Acres residents. It was noted that Six Acres would be discussed but that no decision was to be taken, so no conflict arose. No other declarations of interest were made.
2026/146	**Approval of Minutes** The minutes of the Parish Council Meeting held on 2 September 2026 were considered. Members confirmed they were a fair and accurate record. **RESOLVED:** That the minutes of the meeting held on 2 September 2026 be approved and signed by the Chair. Approved. The Chair initialled and signed the minutes.
2026/147	**Actions Arising from the Previous Meeting** The Council reviewed the actions from the previous meeting. The following matters were updated: • Parish Council vacancy: filled. • Feast of St Laurence: the payment to the band remained outstanding as no invoice had been received. A request was made to check whether the previous year had been invoiced and to submit invoices as required. • School catchment arrangements: see 2026/149.

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	• Financial Regulations: updated to reflect the agreed amendments. Completed. • Clerk's employment contract: the Clerk had not yet received the signed contract. A record of holiday entitlement, pro rata to contracted hours, was still to be established. The previous Clerk's contract was available as a reference. Action remained live. • Income and Expenditure accounting: the RFO's work with Scribe was ongoing. • Website: work with the website provider was ongoing. • Sign works: see 2026/151. • Bridge accessibility: added to the future infrastructure works list. Completed. • Pavilion balustrade: a revised quotation had been requested but not received. Members noted that the woodwork needed doing before the weather turned. • Zurich insurance clarification: actioned. • Greet Hall refurbishment: the timetable and temporary arrangements had been communicated to hall users and the village. Completed. • Reservoir overflow risk: the Council had registered with the Planning Inspectorate for the reservoir proposal. The next step was to decide what further involvement was appropriate. • The remaining live actions were to remain on the action log until completed. **ACTION:** Clerk to follow up the Feast of St Laurence invoice. **ACTION:** MeH to chase the revised quotation for repair of the pavilion balustrade. **ACTION:** AL to continue reservoir fact-finding.
2026/148	**District Councillor's Report** The District Councillor's report was received. The following matters were highlighted: • Planning: the District Council had amended its constitution to reflect the National Scheme of Delegation for Planning Functions, under which councillors would no longer be able to call applications in to committee. The District Council had resolved to write to the Government expressing its objection to the changes. • Comments and objections on planning applications remained important and would be considered by planning officers, who would decide most applications. Members expressed concern that officers did not have the same local knowledge and regarded the change as the opposite of devolution. The District Councillor reported that councils of all political persuasions were objecting. • Further grant funds were available, as set out in the written report. • People's Emergency Briefing: Benson Parish Council and others had agreed to hold a public screening of this film on community resilience to climate change on Wednesday 24 February 2027, possibly fronted by the Benson Area Nature Group, which covers Warborough. Members considered that the Council should promote the Benson screening rather than hold its own. • Local government reorganisation: the District Councillor had nothing to add to the County Councillor's update. • In answer to a question, the District Councillor confirmed that a called-in application concerning materials at the White House had not yet been listed for the District Planning Committee and no decision date was available. The Council noted the report.

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2026/149	**County Councillor's Report** The County Councillor's report was received. The following matters were highlighted: **Local government reorganisation and schools** • The Government had paused the process and an announcement was expected the following week. The County Councillor would share news as soon as possible and asked the Council to keep communicating its position, including through the local MP. • A single Oxfordshire unitary authority was now thought to have a better chance than before. It was suggested that the Council state its preferred option, its second preference and the option it did not want, and continue to make clear that Warborough did not wish to be part of Greater Oxford. • Members noted that the boundaries of the Oxford Development Corporation had not been defined, and that this should be watched so it did not bring housing development into the area by another route. • Secondary school catchments were shrinking as Wallingford was full, and many pupils were being allocated to Icknield School, Watlington, to which there was no public transport. The County Council's new lead for school transport intended to start planning for the next school year in January rather than May. In answer to a question, the County Councillor confirmed that school transport had to be provided regardless of fuel prices. **Highways** • A senior County Council highways officer, Stephen Fitzgerald, would visit the area on Tuesday 20 October 2026 between 11am and 4pm, taking in Wallingford, North Stoke, Crowmarsh, Ewelme and Benson before Warborough. • The County Councillor proposed a walk round the village with Members before 20 October. **Grant** • The County Councillor confirmed he had approved a grant towards the valuation for the Community Pub project and that payment should follow shortly. The Council noted the report. The County and District Councillors left the meeting. **ACTION:** Members to send the County Councillor the locations for the 20 October visit and agree a date for the pre-visit walk.
2026/150	**Representations from the Public** The Chair invited representations from the public on items not on the agenda. **Remembrance Sunday (8 November 2026)** • A member of the public asked the Council to confirm arrangements, in line with the plan agreed two years earlier. • The road closure application had been made for the full service period with time before and after, and was being assessed. The actual closure on the day could be shorter. • The usual flypast had been arranged 11:05. A bugler from the Parachute Regimental Association was expected. • It was suggested that a family connected with the service might be invited to read the poem or the short lesson. • The Chair would be unable to attend and the Vice-Chair would represent the Council. **Footpath 6** • A resident again reported a dead tree beside Footpath 6, being held up by a neighbouring tree, which was considered dangerous. It was reported that the applications for tree works had been confirmed and work was due to start at the end of October or in

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	November, but it was not known whether this tree was included. The resident offered to show a councillor the tree. • The resident reported having raised the safety of the school entrance on Footpath 6 with the executive headteacher and that it had been discussed by the governors. The hedge had been cut back, but the problem for small children remained. **Six Acres** • The resident asked about progress between the Council, Rectory Homes and the Residents' Association on the transfer of the land. It was reported that there had been no progress: the Council regarded the transfer as signed, but the developer's solicitors had not responded to repeated emails. It was agreed to telephone them. **Other matters** • The resident reported a useful meeting with the police on The Green about noise and anti-social driving on Monday evenings, and had suggested the use of Section 59 warnings. • Heavy goods vehicles were reported to be ignoring the weight limit through the village. Some of the companies had been contacted. It was noted that the Council's earlier email explaining the restriction and how to report breaches could be recirculated. **ACTION:** NM to confirm whether the dead tree on Footpath 6 is included in the approved tree works. **ACTION:** Clerk to be sent the details of the developer's solicitors and to telephone them about the Six Acres transfer. **ACTION:** Earlier email on the weight restriction to be recirculated from Comms.
2026/151	**Working Groups Reports** **Communications** MaH had sent apologies and no report was received. Most of the communications agreed at the last meeting had been issued. Members agreed that forthcoming communications should cover: the planning changes and the continuing value of residents' comments; how residents could pass highway defects to the volunteer highways super users, with a contact email address; the Community Pub project; and local government reorganisation. **Infrastructure – Roads** AL reported a helpful meeting with the volunteer highways super users, whose fast-track reporting route was being restricted; they had ideas for working within the rules. Road signs: AL had met the handyman. It might cost more to have the handyman refurbish a sign than to buy a new sign from the District Council (approximately £59.83) and pay only for fitting. A previous contractor had refurbished one sign for about £130. The handyman had asked what price he needed to beat and suggested he could work faster on a batch of six or seven. A Member wished to keep the traditional cast style of sign; it was noted that like-for-like cast replacements were available at the price quoted. Members agreed that a figure for sign works should be included in the budget. **ACTION:** AL to obtain revised pricing from the handyman and alternatives, and report back with a budget figure. **Infrastructure – Other** The playground works had been completed about a month earlier. Two further matters had been raised with the handyman: the pavilion balustrade, and resin that had run on the

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playground equipment and needed sanding. The handyman had not returned calls and no revised quotations had been received for any work other than the playground. Members agreed that he should be told that, unless his prices were reasonable, another contractor would be found, and that a simpler specification should be priced where appropriate, for example for refinishing the white barriers.

ACTION:
MeH to chase the handyman for revised quotations.

Environment – Trees

NM had sent apologies but had reported before the meeting that the tree works applications had been confirmed and that work was due to start at the end of October or in November. Work on the epicormic growth on the limes may already have started.

Environment – Other

The landscape contractor had not yet attended to the car park. Members agreed that a meeting with the contractor, with a map, was needed to confirm all the areas covered, as the last such meeting had been about three years ago.

An email had been received proposing that the Council register the ditch it maintains as Parish Council land, so that any future discharge into the ditch, for example from development at Plough Field, would need the Council's consent. Members saw no disadvantage, as the Council already looked after the ditch.

RESOLVED:
To register the ditch as Parish Council land with HM Land Registry.

Approved.

ACTION:
Clerk to start registration of the ditch after receiving appropriate documentation

Members also noted a notification of Gigaclear works on an alleyway at the corner of Hammer Lane. The land was not believed to belong to the Council and appeared to be unregistered. Members stressed that reinstatement should be checked, with photographs before and after. AL had been asked to look at it.

ACTION:
AL to look at the Gigaclear works at Hammer Lane.

Recreation and The Green

Nothing further to report.

Greet Hall

See 2026/155.

Pavilion

A wall-mounted touch-screen controller (about £100) had been bought so that users could switch the heating circuits and hot water boost without the app or the electrical cupboard. The electrician had been asked to fit it. Two similar controllers were proposed for the Greet Hall. The hot water was kept above 55°C and the cleaner ran the taps regularly. The boiler service was due and was provided for in the budget.

Events

Nothing further to report (see Remembrance Sunday under 2026/150).

Capital Projects

Members asked that strimming of the recently cleared area be added to the landscape contractor's list, so that nettles did not return.

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	Allotments Nothing to report. **Planning** See 2026/152.
2026/152	**Planning** There were no current planning applications to consider. The Council noted the changes to the national planning system, including the revised National Planning Policy Framework published on 17 August 2026 and the National Scheme of Delegation for Planning Functions coming into force on 31 October 2026. The Parish Council would continue to be consulted and could make representations, but objections would not automatically result in an application going to the Planning Committee. The Council would identify the relevant planning policies and material considerations when commenting. It was agreed that the changes, and the continuing importance of residents' comments, should be communicated to the village (see 2026/151).
2026/153	**Community Pub Project** The Council received an update on the Community Pub project. • The shareholder deck was almost complete and would go first to a small group of critical friends and then to the wider community. • Significant pledges had been received, although figures were not yet being made public. More funding was needed. • Registration of the Community Benefit Society with the Financial Conduct Authority was taking longer than expected but was progressing with support from the Plunkett Foundation. The aim was to establish the society by the end of the year and launch fundraising this quarter. Further communications would be issued in October. • The current short-term tenant was understood not to be staying through the winter. No formal notice had been received from the tenant or the owner, and the pub might close at short notice. • A Member noted reports of Government funding for community asset purchases. It was not clear whether this was a firm commitment; the project would ask the Plunkett Foundation about it. No national fund had been open since late 2025. The update was noted.
2026/154	**Responsible Financial Officer's Report** **Payments and receipts** The payment and receipt schedule was reviewed. A Member queried an invoice from the flood risk consultant engaged for the Plough Field appeal, dated 4 September 2026 (approximately £1914), as final payments had been made before the surplus appeal funds were returned to the Warborough and Shillingford Society and the consultant had then confirmed nothing was outstanding. It was agreed that the Clerk would query the invoice before paying it. It was noted that the first instalment of the Owl building control fee was on the schedule, and that the Greet Hall contractor's first valuation invoice had not yet been received but needed paying promptly. **RESOLVED:** To authorise the payment and receipt schedule, except the flood risk consultant's invoice, which was to be held pending the Clerk's query, and to authorise payment of the Greet Hall valuation invoice on receipt.

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	Approved. **ACTION:** Clerk to query the flood risk consultant's invoice. **ACTION:** Clerk to obtain the Greet Hall valuation invoice and add it to the schedule. **Bank reconciliations** The bank reconciliations had been checked with AL before the meeting. The reconciled bank balances were noted. **External audit** The approved external audit report, forwarded to Members since the last meeting, was noted. **Budget 2027/28** Members discussed the draft budget circulated by the Clerk, which applied a blanket 3% uplift as a starting point. The following were raised: a contingency for the Parish Council elections in 2027, which would only be contested if more candidates stood than there were seats; ongoing playground maintenance not previously budgeted; and sign works. Income from the Greet Hall would be low while it was closed, and hire fees might be waived at first to bring regular users back. The precept would be set from the budget less income. Members were asked to send any additions or increases to the Clerk during the month. The budget and precept would be agreed at the meeting on 4 November 2026. **ACTION:** Members to send budget additions to the Clerk before 4 November 2026. **ACTION:** Clerk to add an election contingency to the draft budget. **VAT and precept** The Council noted that the 2024/25 VAT repayment of £26,776.05 had been received on 7 September 2026 and that the second half of the precept had been received on 3 September 2026. **CIL draw down** The Council considered the draw down of Community Infrastructure Levy (CIL) funds for the Greet Hall refurbishment. CIL could only be drawn down twice a year, on 28 October and 28 April, and only in the amounts held, which were two sums of approximately £30,000 and £36,000. The District Council was to confirm the figures the following day. The Council's contribution to the project was approximately £35,750, being £25,000 plus a contribution of 10.75% on the £100,000 grant, to which the additional costs approved under 2026/155 would be added, giving a likely need of about £45,000. Members confirmed that the Greet Hall had ranked first in the capital projects matrix and had always been intended to be funded from CIL, leaving the Council's own reserves untouched. **RESOLVED:** To draw down from CIL on 28 October 2026 the sums required for the Greet Hall refurbishment, noting that this may require drawing down both available sums. Approved.
2026/155	**Greet Hall Refurbishment** **Progress** JB reported on progress since works started. The four-week valuation had been completed with the Independent Contract Administrator, who had issued a certificate enabling the first grant drawdown. The building had been stripped out; new stud walls, roof insulation and

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drainage were in; and partial boarding allowed first fix electrics. Beams had been sandblasted back to bare wood, the old paint removed from the clunch wall and the wall re-rendered with lime. Kitchen, toilet and finish choices had been made, including a dark blue kitchen and bar and dusky teal half-height panelling. The stage opening was to be widened, and the audio-visual contractor had visited.

The contract was for 12 weeks; week five would end that Friday, with completion due around 7 December 2026. Regular users had been told not to expect to return until January, which gave some contingency. The works were being inspected about weekly and were on programme. The swelling front door had been attended to and would be checked again.

Additional costs

Investigation had found worse damage than expected: rotten panels in the wall to the rear corridor beside Thame Cottage (under £1,000 extra), rotten ceiling timbers in two rooms, and insulation that needed replacing rather than topping up (each about £600 to £700). The tender had priced only the top layer of the main hall floor, not the sprung floor system the Council had expected, adding about £6,000 to £7,000. The total was expected to be about £9,000, within a range of £8,000 to £10,000.

Members noted that the tender had already been negotiated down to the lowest of several quotations, that the project was largely grant-funded and could not include a general contingency, and that disputing the extras would be costly and could stop the works. The Independent Contract Administrator agreed that the extras were reasonable and had been asked to obtain a final figure with confirmation that no further claims would arise. The approval was needed now because of lead times.

RESOLVED:
To approve additional expenditure of up to £10,000 on the Greet Hall refurbishment, to be funded from CIL, on the basis that the Independent Contract Administrator confirms a final figure and that no further claims will be made for items already uncovered.

Approved.

Independent Contract Administrator

The appointment of Michael Simpson had been approved on 2 September 2026 on an estimate of up to £1,600. His confirmed fee was £1,850, to be invoiced at the end of the contract.

RESOLVED:
To confirm the appointment of Michael Simpson as Independent Contract Administrator at the revised fee of £1,850.

Approved.

Building Control

Building control had not been included in the contract price. Two quotations had been obtained, and Owl had given the lower, approximately £1,440 payable in two equal instalments of about £720. This was in addition to the £10,000 approved above.

RESOLVED:
To appoint Owl as Building Control for the Greet Hall refurbishment at approximately £1,440, payable in two instalments.

Approved.

ACTION:
JB to confirm who the contractor's electrical subcontractor is.

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2026/156	**Correspondence** Correspondence had been circulated before the meeting. The following matters were discussed: • Remembrance Sunday: the Thames Valley Branch of the Parachute Regimental Association had confirmed it would attend with its standard and branch bugler. The service details were to be sent to the Association. • Wharf by-laws: a resident had raised again the signs for the wharf by-laws. The by-laws had been rewritten and the sign agreed, but it had proved difficult to find a sign-writer willing to do the work. A local sign-writer was suggested. • Six Acres: residents had written about the transfer, maintenance and fire risk. A Member spoke for the residents about the fire risk on the meadow in the hot summer, access for emergency vehicles, and vehicles parked on the access to the open space. Members agreed to try polite printed notices before considering signs, to avoid clutter, relying on the Council's right of access under the transfer. Fire risk would be fed into the wider resilience work, bearing in mind the Council's limited powers. It was confirmed that the path across the land was permissive and not part of Footpath 7, and that work to link Footpaths 6 and 7 would wait until the land had been transferred. A Member suggested a permissive path might be simpler than a diversion. • Shield Group fuel surcharge: Members considered the draft replies. It was agreed to send the reply asking Shield to explain how the surcharge was calculated, particularly the higher percentage charged to smaller clients, and to send a firmer response if the explanation was not satisfactory. • Local government reorganisation and the Greater Oxford boundary request: covered under 2026/149. • OxBus2040: the consultation had been circulated to Members. • Planning changes, the Joint Local Plan 2045 and grants: noted. A Member questioned the value of work on the Joint Local Plan 2045 while reorganisation was unresolved. Newsletters were noted. **ACTION:** MeH Remembrance Sunday details to be sent to the Parachute Regimental. **ACTION:** Sign-writer's details to be passed to JB for the wharf by-laws sign by AL. **ACTION:** Comms Polite parking notices for the Six Acres access to be prepared and given to the residents. **ACTION:** Clerk to send the reply to Shield Group.
2026/157	**Matters for Report and Inclusion in the Next Agenda** No further matters were raised. The 2027/28 budget and precept would be considered at the next meeting. The next meeting of the Parish Council will be held on Wednesday 4 November 2026. The meeting closed at 9.41pm.

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Payments for 7 October 2026 meeting

Supplier	Description of Goods	Value	SCRIBE CODE	DD/BACS	Scribe
Andy White	**Clerks Salary**	**xxx**	4010	BACS	
HMRC	**Clerks Tax**	**xxx**	4010	BACS	
Will Eaton	**Gaggle subscription**	**£367.19**	4130	BACS	
Tony Clothier	**Flood Riak**	**£1914**	4290	BACS	00004430
Owl	**Greet Hall Refurb**	**£720**	6090	BACS	INV-28022
Shield Maintenance	**Dog bins**	**£171.60**	5130	BACS	10811
Moore	**External Audit (25/26)**	**£819**	**4220**	**BACS**	340385
Scribe	**Accounting Software**	**£42.00**	**4130**	**DD**	INV-22575
British Gas	**Greet Hall Electric**	**£0**	6010	DD	16466535
British Gas	**Pavilion Electric**	**£85.14**	6110	DD	13711905
Gigaclear	**Greet Hall Internet**	**£0**	4110	DD	G15460064
Gigaclear	**Pavilion Internet**	**£0**	4115	DD	G15146388
Duocall	**IT Services**	**£268.93**	4130	DD	2600900252673
Everflow	**Water rates Allotment/Greet Hall/Pavilion**	**£133.84**	6310/6020/6120	DD	5932253

Receipts for October meeting 2026

Income	Purpose	Amnt	Code	Date
Greet Hall Hire	Greet Hall Hire	£182.00	1320	Sept 26
32 Day Notice	Interest	£19.82	1110	30/09/26
Instant Access	Interest	£4.15	1110	10/09/26
SODC	Greet Hall Refurb grant	£34615.00	9031	03/09/26
HMRC VAT	Vat repayment (24/25)	£26776.05	1030	07/09/26
W&SS	Rapayment	£637.28	4240	21/09/26

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