

Minutes of Charlton on Otmoor Parish Council Meeting held on 11th September 2025 in the Percy Collett room of the Community hall at 7.30 pm.

Present: Chairman - Bryn Walker. Councillors: John Hudson, Ray Walters and Simon Hutchinson.
Clerk: S Hatwell. 3 Members of the public.

1. **Apologies:** Cllrs Dawn Channon, Colin Thompson and Terry Pollard.
2. **Declarations of Interests:** Cllrs B Walker and J Hudson - Agenda item Section 6 - Football Club lease.
3. **Public Session** - Mrs L Bustin, Clerk from Fencott & Murcott Parish Council, reported that Fencott & Murcott Parish Council will be installing warning signs to inform the village that it will be closed if it becomes flooded, to prevent the wash created by irresponsible drivers driving too fast through flooded roads and entering homes. Mrs Bustin asked if our Parish Council would permit signs to be put up at the junction of New Pond Lane/Mansmoor and also on the junction of the High Street/Fencott Road. It was **RESOLVED** by the Parish Council to accept the proposal. Mrs Bustin will also liaise with the school.
4. **Cherwell District & Oxfordshire County Council updates/news.** Cllr Laura Gordon had sent an email stating the Councillors' Priority Fund is now open for projects. It was agreed that all the councillors should think of any future projects that we can apply for and discuss at the next meeting.
5. **Approval of the minutes from the meeting held on 17th July 2025 in the Pavilion on the playing field at 7.30 pm.** It was **RESOLVED** by the Parish Council to accept the minutes as a true representation of the meeting, the minutes were then signed by the chairman.
6. **Updates on progress from the meeting held on Thursday, 17th July 2025.**
 - a) **Bee Squared** - The clerk reported that she had seen an article in the SLCC magazine that showed a Parish Council had supplied a packet of wild flower seeds to the village residents, the residents marked out a 1 m² plot in which to sow the seeds to help the bees and other pollinators. The clerk thought that it would be a good idea to involve the school children. Cllr Walters will speak to Mrs Gosling, the headteacher, to see if this is something they would like to be involved with. The clerk will look at suppliers of wildflower seeds.
 - b) **Football Club lease.** Further discussions will be held at future meetings for the Football club and the Parish Council to have before a draft lease is drawn up.
 - c) **Emergency Plan** - Cllr Walters had read through the proposed plan and felt that this wasn't suitable for our village. He suggested that all the other councillors should read the plan and offer their views at the next meeting. The clerk will circulate the plan.
7. **Finance:**
 - a) **NALC clerk pay increase of 3.2%** - It was **RESOLVED** by the Parish Council to accept the pay increase for the clerk, which is backdated to April 2025.
 - b) **Payments for approval:** S Hatwell - September pay, including the pay increase. ICO - GDPR - £52.00, R Lambert - maintenance of the new cemetery - £470.00, M J Cross - grass cutting - £258.00. All payments were approved - clerk to action.
 - c) **Payments already paid** - S Hatwell - pay for August, Playsafety - (ROSPA inspection) - £139.20, Marlake Landscaping - new path in the new cemetery £1,759.90, M R Cross - grass cutting £258.00, Marlake Landscaping - concrete pads for the bus stops - £1,545.90, (paid for from Callum Miller's Councillor's Priority Fund) OALC - Cemetery Compliance training - £174.00.
 - d) **Internal Auditor** - It was **RESOLVED** by the Parish Council for the clerk to look for an alternative IA for 2025/2026.
 - e) **New Filing cabinet for the clerk** - It was agreed that the clerk will look at prices for a new cabinet unless a second-hand one can be found.
8. **Burial Grounds - NEW** - Cllr Hudson reported the new path had been completed and would make a difference for people to access the gravesides during inclement weather.
9. **Planning - Flooding notices** - See above - Public Session.



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Minutes of 11/9/2025 continued.....

10. Governance - IT Policy - The clerk had circulated the proposed policy. Cllr Hutchinson suggested he look over the template before we adopt.

11. Training - It was agreed that the clerk didn't need to do the CiCLA training.

12. Village Matters:-

a) **ROSPA report** - The clerk reported on the findings. It was agreed that all necessary observations would be carried out.

b) **Thames Valley Police - Community Funding** - Cllr Hutchinson said he would apply for two Speed Awareness Signs.

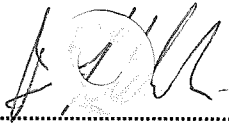
13. Environment/climate - i) Ray Valley Forum - The clerk reported that she had contacted the office of our local MP to confirm whether Councillor Laura Gordon will take over from Callum Miller, and if the forum will continue. As of today's date, no reply has been received. It was agreed that the clerk will contact Cllr Gordon once she is back from maternity leave.

14. Items for further discussion -

a) Cllr Walters suggested we invite the Village Hall Committee for a progress report. Clerk to action.

b) Cllr Walters asked the other members present when the new notice board will be erected?

There being no further business, the meeting closed at 9.05 pm. The next meeting will be held on the 16th October 2025 in the Percy Collett room of the Community Hall to commence at 7.30 pm.



..... Date:

16th Oct 2025

Chairman.