

# Minutes of Charlton on Otmoor Annual Parish Council Meeting held on 14<sup>th</sup> May in the Percy Collett room of the Community Hall at 7.30 pm.

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Present: Ray Walters, Bryn Walker, Simon Hutchinson, John Hudson, Dawn Channon.  
Lynn Roberts. Clerk - Samantha Hatwell  
1 member of the public.

1. **Election of chairman** - Councillor Hutchinson nominated Ray Walters as chairman. This was seconded by Councillor John Hudson.
2. **To receive and accept apologies for absence** - None were given.
3. **To elect Vice-chairman** - Councillor Hutchinson nominated Bryn Walker as vice-chair, John Hudson seconded this. Thanks were given to Councillor Walker for his time as chairman of the Parish Council.
4. **Declarations of Acceptance of Office** - All councillors signed their acceptance of office.
5. **Declarations of Interests** - None given.
6. **Public Session** - A member of the public raised the matter of having a 'visible presence' on a public website/forum, as other parishes do. It was noted that all information about the Parish Council is available on its website, [charltononotmoor-pc.gov.uk](http://charltononotmoor-pc.gov.uk), and on the three village notice boards.
7. **Co-Option of new councillor** - Only one candidate had applied for the vacancy. It was RESOLVED by the council members to welcome and appoint Lynn Roberts onto the Parish Council. Mrs Roberts was given her welcome pack and signed her acceptance of office.
8. **Cherwell District & Oxfordshire County Council updates/news** - No updates have been received to date from CDC or OCC. A Traffic Regulation Notice had been received for a temporary road closure in the village in September to carry out jetting and CCTV of the drainage system. For further information, please see find further details on the Council website: [charltononotmoor-pc.gov.uk](http://charltononotmoor-pc.gov.uk) and notice boards. It was agreed to inform the school, as this closure could have an impact on children returning to school after the summer holidays. Clerk to action.
9. **Approval of the minutes from the meeting held on 16<sup>th</sup> April 2026** - It was RESOLVED to accept the minutes as a true representation of the meeting. The minutes were then signed by the chairman.
10. **Updates on progress from the meeting of 16<sup>th</sup> April 2026 - a) Drains** - See item 8.
11. **FINANCE**
  - **Approval of the Accounts 2025/26** -
  - **Internal Audit Report** - The IA annual internal audit report was completed, and all internal control objectives were met.
  - **External Audit certificate of exemption** - The certificate was completed for the year-end accounts of 31<sup>st</sup> March 2026 and signed by the chairman and RFO. This will be sent to the External Auditor. Clerk to action.
  - **External Audit - Annual Governance statement** - The statement was read by the clerk/RFO, and all boxes were completed. It was RESOLVED by the Parish Council to accept its responsibility for a sound system of internal control,
  - **Statement of accounts** - the accounts had been prepared by the RFO. It was RESOLVED by the Parish Council to accept the accounts for the year ending 31<sup>st</sup> March 2026. The accounts were signed by the chairman and RFO.



Minutes of the meeting 14/5/26 continued....

- **External Audit - Accounting statement** - The accounting statement was signed by the RFO before the meeting, and it was **RESOLVED** by the Parish Council to accept the accounts for the year end 31<sup>st</sup> March 2026 and was signed by the chairman.
  - **Electors' Rights** - Dates for viewing - 03/06/26 - 14/07/2026 - The dates for the electors righter were agreed. This will be displayed on the notice boards and the website. Clerk to action.
- a) **Payments for approval** - M J & J S Cross - grass cutting £540.00
  - b) **Payments already paid** - S Hatwell - pay for May and Zurich Insurance £806.87.
  12. **Governance** - Nothing to report.
  13. **Planning** - Nothing to report.
  14. **Training** - None requested.
  15. **Burial Grounds** - Discussions were made regarding whether we should increase the charges for burials, cremated remains and memorials. It was agreed that Councillor Walker will research how much other parishes charge to make a comparison, and we will review it in October.
  16. **Village Matters** - a) Cllr Walker reported that he had a conversation with a resident in Granary Cottages who said that a dog owner is letting their dog defecate on the driveway without picking it up. It was **RESOLVED** to contact the Dog Warden to find out what action can be taken regarding fines, as this is an ongoing problem in the village with irresponsible dog owners not picking up the dog mess. Cllr Hutchinson will also add this issue to the Parish Council's report to be put in the Otmoor Review. B) Village Hall Committee - After much discussion regarding the future of the Community Hall/Percy Collett room, it was **RESOLVED** to invite Mrs C Herbert to the next meeting to see what, if any, progress can be made. Clerk to action.
  17. **Environmental/Climate change** - Nothing to report. Cllr Walters and Cllr Walker will share the responsibility of being the contact for the Otmoor Conservation Group. The clerk will give them the contact number and name to introduce himself.
  18. **Date of next meeting** - 18<sup>th</sup> June 2026.
  19. **Items for further discussions**: None made.

There being no further business, the meeting closed at 8.50 pm. The next meeting will be held in the Percy Collett room of the Community Hall at 7.30 pm.

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Chairman

Date: .....

18.6.2026