

# Moulsford Parish Council

## Parish Council Meeting

held on 13<sup>th</sup> November 2025 at 7:30pm, Moulsford Pavilion

### Minutes

**Councillors Present:** Hilary Shaw (Chair) (HS), Sue Powell (Vice Chair) (CP), Melanie Mousley Jones (MMJ), Martin Eagle (ME), Liam Kelly (LK)

**In attendance:** Jo Garvey (Clerk), County Councillor Johnny Hope-Smith (JHS), District Councillor Anne-Marie Simpson (AMS), 13 members of the public

1. **Receive Apologies for Absence:** None
2. **Receive an application for Parish Councillor and agree to co-opt:** It was agreed to co-opt Liam Kelly as Parish Councillor. Acceptance of Office signed – **Clerk to send** Register of Interests for completion and set up Parish email.
3. **Receive Requests for Dispensations, Declarations of interest, gifts, hospitality:** None
4. **Approve Minutes of previous Council meeting:** Proposer MMJ, 2<sup>nd</sup> SP, agreed and signed
5. **Matters Arising:** None
6. **Receive a report from the District Councillor and County Councillor:** Written Reports received JHS reported on HART and suggested requests are made soon.  
(revisit item for AMS report)
7. **Receive Questions and Contributions from Members of the Public:**  
7 Members of the public spoke regarding their views on the removal of the Monkey Puzzle tree, some requested it be reinstated, others requested that it was not.
8. **Review Planning Applications received (and any other received between circulation of this agenda and the meeting):**

#### Applications

P25/S3270/HH - Karethia 12 Glebe Close Moulsford OX10 9JA - Proposed merge of granny annex into main house. (12th November): **No Strong Views**

P25/S3437/HH - Thatchwell Moulsford OX10 9JD - Conversion of garage into home office and storage, with oak framed bay window: **No Strong Views**

#### Decisions: Noted

P25/S2801/HH - 11 Underhill Moulsford OX10 - Application proposal, including any amendments: Garage conversion into habitable accommodation, erection of a rear extension, erection of infill porch roof installation of solar panels and changes to the fenestration (as amended by plans to alter fenestration associated with the garage conversion received on 10 October 2025) – **Granted**

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P25/S2936/HH – Grange Stables – Kitchen Extension – Granted

**From this point, due to the requirements of the agenda, items were taken out of order**  
(the order now reflects order taken and not agenda item order)

**9. Agree ICO Data Protection Renewal £52 (annual reduction of £5 if paid Direct Debit - Agree):**

It was **agreed to** renew and pay by direct debit, Proposer SP, 2<sup>nd</sup> MMJ

**10. Approve Bank Reconciliation:** Approved and signed

**11. Approve Payments:** Approved (Attached).

It was **agreed that** the Ionos HiDrive subscription be cancelled due to it not being used.

**12. Consider and agree 26/27 Budget and Precept:** CPI currently 3.8%, it was agreed (in principle) that the precept be increased by 4%

Items for consideration in the next year's budget:

- Additional Allotments costs
- Playground Maintenance including Basketball court and backboard approx. cost £6000
- Additional grounds maintenance costs

**Clerk to** provide line by line with proposed increases.

**Councillors to** provide proposals for additional or increased costs for approval at December meeting.

**13. Take an update and agree action regarding Management 'Committees':** HS reported on the requirement for the MPMC and MEC to carry their own insurance (given the status of their groups). It was **agreed that** the Parish Council would pay for the insurance in the first year (£380.75 for each). Proposer HS, 2<sup>nd</sup> MMJ.

**14. Discuss and agree action regarding Monkey Puzzle Tree:** ME proposed that the Monkey Puzzle tree be replanted in its original location. He outlined reasons for replanting and referred to expert advice received.

SP reported on the Risk Assessment undertaken (attached), noting the implications for maintenance and that a potential injury claim could reach £30,000. She also advised that the original planting of the tree in 2022 had not been the subject of a formally minuted decision.

LK supported replanting.

MMJ referred to the Oxfordshire County Council "right tree, right place" principle. Owain of Devey Tree Services confirmed verbally that the Monkey Puzzle tree would satisfy this principle if replanted in its original location.

MMJ summarised the reasons for the recent tree removal and explained that, since an alternative location previously offered was no longer available, she now supported

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replanting, with the option to remove the tree if it became problematic in the long term. She also noted that other expert advice circulated to councillors indicated that planting a Monkey Puzzle was not recommended, and that all councillors had been copied on emails from August onwards outlining the planned tree removal.

HS confirmed that the tree would be included in the routine formal tree safety survey and reported that a parishioner had offered to provide fencing at no cost.

ME amended his proposal to replant the tree in its original location with the offered free fencing. Proposed ME, seconded MMJ. The motion was **agreed**.

- 15. Consider and agree action regarding Traffic Management 20mph limit:** HS moved to start the process of adopting 20mph limit through the village. First instance would be a short local Parish survey whence if supported it would go to OCC's Statutory Consultation.

JHS reported that the specialists would look at the application, and that 20mph had been successful in reducing overall speeds and accidents.

ME raised the question if whether other options for speed reduction, such as road markings had been attempted elsewhere, prior to introducing 20mph.

It was **agreed that** the short local survey was undertaken. It was **agreed that all Councillors** would work together to deliver the survey prior to the next meeting.

- 16. Discuss and accept quote for Playground Inspection, Inspectonline £96.50 + VAT:** Approved

- 17. To take an update and agree actions regarding the shorter run of fencing (alternative to dog fencing proposal previously agreed at cost of £3500):** MMJ reported that an approx. 7m run of fencing would cost £950 plus VAT approx. With the benefit of removing the cost of replacing the bin and post (cost saving £183 plus VAT), to reduce the likelihood of dogs running directly on to the play area.

MMJ reported Sign and installation cost of £364, HS reported that another zero cost quote was possible. It was **agreed that** this project should go ahead at the costs stated, unless the zero-cost quote is obtained. **HS and MMJ to action.**

- 18. Discuss and agree action regarding Pavillion Roof Survey, Quotes received:**  
CJM £220 + VAT for Survey, including suitability for Solar (survey cost taken from subsequent works)

CJM £1741.21 + VAT for repairs

Premserv £2150 for Survey, including suitability for solar

It was **agreed that** the roof survey should be extended to include a survey of the whole Pavilion. ME reported that he knew of a company that would be able to offer the full service. It was **agreed to defer** the item to the next meeting, **ME to obtain** the quotes.

- 19. Take an update and agree actions on Allotments:**

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SP reported that the HoT was again not ready due to one item conflict item (no-dig area). SP also reported that the allotments have been invoiced in arrears, but that the upcoming year will be invoiced in advance, and that all lessees will need to be moved to the new contract. It was **agreed to** do this in two segments.

It was **agreed that** the rental year should run from April to March, in line with the Council financial year.

**Item 6 Revisit:** AMS reported on the Unitary Council, and it's potential move forward. Also reported that the Local Plan is still in place, the 5 year housing supply will need to be looked at, but that other policies are valid. AMS reported that the Councillor grant applications are open.

**20. Parish Councillors' Reports: To consider reports without decision:** None

**21. Agree Councillor Training:** It was agreed that HS receive training for her role cost £65 and LK receive new Councillor training (evening, weekend or online required due to work commitments), Proposer HS, 2<sup>nd</sup> MMJ

**22. Note dates of future Meetings, and items for the next agenda:** Noted

11<sup>th</sup> December 2025, 12<sup>th</sup> February 2026, 12<sup>th</sup> March 2026

Items: 100Club donation to pay for Kitchen equipment upgrades

20mph update and agree action

Allotments HoT and Lease update and agree action

Full survey of the Pavilion

The meeting closed at 9.10pm

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## Schedule of Payments

### Regular Payments

<i>Supplier</i>	<i>Details</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
BT (DD)	Broadband/Telephone	40.83	8.17	49.00
Hugo Fox (DD)	Website	9.59	2.40	11.99
Ionos (SO)	Email (Reimb. Cllr Shaw)	13.50	2.70	18.05
Ionos (SO)	HiDrive (Reimb. Cllr Shaw)	7.00	1.40	8.40
Scribe (DD)	Accounting Software	23.00	4.60	27.60
Clerk (SO)	Salary	650.98	XX	650.98
HMRC (DD)	Employer NIC	XX	XX	35.10

# Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher										Minute		
No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Ref	Power Used for Spend	Notes	
82	22.11.2025	£34.20	£0.00	£34.20		Clerk Mileage	J Garvey	Treasurers 00145219	N/A	Administration of the council - Local Government Act 1972 s 112 (1)	Approved Clerk Contract	1🔗
85	20.10.2025	£120.00	£0.00	£120.00	31.10.2025	Grass Cutting, Strimming, etc	Tom Bosher Gardening Services	Treasurers 00145219	N/A	Recreation - Open Spaces Act 1906, ss. 9and 10	Approved Contract Supplier	1🔗
86	20.10.2025	£3,909.33	£781.87	£4,691.20	31.10.2025	Playground Maintenance	Infinity Playgrounds Ltd	Treasurers 00145219	N/A	Recreation - Open Spaces Act 1906, ss. 9and 10	Approved Quote, Payment for Service	1🔗
90	15.10.2025	£151.25	£0.00	£151.25	31.10.2025	Grass Cutting, Strimming, etc	Tom Bosher Gardening Services	Treasurers 00145219	N/A	Recreation - Open Spaces Act 1906, ss. 9and 10	Approved Contract Supplier	1🔗
88	14.10.2025	£702.35	£140.47	£842.82		Dog Bin Emptying	South Oxford District Council	Treasurers 00145219	N/A	Recreation - Open Spaces Act 1906, ss. 9and 10	Approved Ongoing Contract	1🔗



Monkey Puzzle Tree - Moulsoford Recreation Ground		Risk Assessment	7/11/25		
Risk factor	Level	Considerations	Can it be mitigated?	Associated cost	Prepared to accept?
Sharp foliage.	Now - Low	Leaves are stiff, triangular, and have sharp edges, which can cause cuts or "razor-like" injuries if the tree is in a high-traffic area. May result in litigation against council e.g. damages claim.	Yes -a) Fence around tree b) Put up warning notice to recreation ground users b) Remove lower branches as needed on regular basis, as tree matures, thereby raising the crown out of reach c) Plant in an area on the recreation ground with low pedestrian traffic, away from frequent use areas like paths or play zones.	Additional fencing and maintenance costs.	
	For mature tree - Medium/High	Could impact our insurance premiums.		Claims could factor up to £30K (equivalent to annual village precept).	
Falling branches and cones	For mature tree - Medium	Trees can shed branches, especially dead wood, and female trees produce large, heavy cones (which contain edible nuts). This poses a risk of property damage or injury.	Yes - a) Fence around tree b) Conduct regular visual inspections to identify dead or dangerous branches. Prune out dead wood periodically. c) If cones are a concern and the tree is female, consider harvesting them or managing access to the area during the fruiting season.	Include in regular tree maintenance inspections done for other trees on recreation ground. Retain records of all inspections and work, vital for demonstrating due diligence if a negligence claim is ever made.	
Tree failure (health/stability)	Low/Medium	Like all trees, monkey puzzle trees can be susceptible to issues like root rot, particularly in wet, poorly drained soils. However, the areas on the recreation ground which are less used are often, also, those less well drained e.g. lower part of recreation ground.	Ensure the tree is planted in a suitable location with well-drained soil. If a hazard is suspected (e.g., signs of rot, significant lean), a detailed inspection by a professional arboriculturist will be necessary. Conversely, also monitor in times of potential drought.	Cost of removal will increase as tree gets larger.	
Once tree established will be difficult to move, may die	High	Should tree prove expensive to maintain it may need to be moved at later point. However, doing this may result in tree needing to be felled or not surviving transplantation.	Yes - if move tree whilst still young (but if do this need to find home for it quickly).		
		Tree already uprooted, may die if not planted soon anyway.	Could replant tree on temporary basis until suitable home found.		
Long term commitment - trees may live up to 120 years		Trees can live for up to 1,000 years in the wild. In the UK, however, a typical age would be around 130 years, possibly due to environmental stresses. Planting and maintaining a monkey puzzle tree is therefore a long term commitment for village, both in terms of cost and vigilance.	Village could decide to remove at later point - for example, if cost of felling becomes less than cost of ongoing maintenance.		

<b>Property Damage (Size/Roots)</b>	Medium	The tree grows large (up to 25m+ in height, with some reaching 50m). They have an extensive root system, potentially causing damage to foundations, walls, drainage systems, or neighbouring properties if planted too closely.	Ensure adequate space (recommended at least 30ft away from house foundations) when planting. If an existing tree is too close to structures, monitoring and professional advice are crucial. Note that nearest house to original position is the Gilmore's property. Sewage system contained within their garden, would need to check if far enough away not to be affected.		
<b>Property subsidence caused by water removal by tree roots on shrinkable clay soil</b>	Low	Most likely to affect nearby properties e.g. in Meadow Close or adjoining houses. Would depend how extensive the root system became at full size. Such subsidence, should it occur, could lead to action being taken by residents against the council.	As above. Ensure tree positioned at least 3m away from structures such as walls, foundations, etc, as recreation ground sits on clay soil.		
<b>Tree is endangered; by removing it we would be helping reduce population.</b>	Low	Trees are readily available through stockists at moment.			
		An alternative home is currently being sought; however, some arboretums have strict policies regarding donations would would prohibit them taking the tree e.g. Kew and possibly Harcourt Arboretum.			
<b>Position of tree too close to pathway</b>	Medium	Increases risk of harm to recreation ground users.	Yes - by planting in alternative position away from footpath.		