

DRAFT MINUTES

Cuddesdon and Denton Parish Council
PARISH COUNCIL MEETING
Tuesday 2nd September 2025 at 7.30pm, Village Hall, Cuddesdon
Minutes

Councillors Present: Chris Luke (Chair), Stuart Flockton (SF), Arthur Smith-Fitchett (ASF), Philip Spinks (PS), Evie Bennett (EB), Louisa Vincent (LV).

In attendance: 4 members of the public were present

25/34. Apologies: Dee Murray (DM).

25/35. Declarations of Interest/Dispensations: LV, PS in relation to item 25/43, 7 Dove House Lane.

25/36. Public Forum: Members of the public were present.

A concerned Parishioner informed the meeting that during development of Upper Farm, Denton, earth had been build up adjacent to his property and he believed this was not in accordance with planning permission for the site. The Council **agreed** to write to SODC Planning Enforcement requesting an inspection of the property to check whether the work is within the scope of the current permission.

Other matters mentioned were blocked drains near Wellbourn, the hedge of the rec. overhanging the pavement, a street light in Denton continually on, the state of the road near Chippinghurst Manor, the proposed refuse lorry depot at Great Haseley, and the fly tipping of a caravan in Wheatley Road.

25/37. Minutes from the meeting of the 8th July 2025: The minutes of the meeting from the 8th July 2025 were **agreed** and signed.

25/38: Matters arising: The following matters arising from the minutes not otherwise on the agenda were discussed:

ASF reported that he had submitted a response on behalf of the Council to the Oxford Congestion Charge consultation.

25/39: District Councillor Report: None

25/40: County Councillor Report: None

25/41: Community Orchard: CL, SF and Allison Leigh (AL, Locum Clerk) had met with Nicko King and discussed possible future administrative arrangements for the Orchard. AL had asked OALC to comment on the legal aspects of the proposals but no response had yet been received.

25/42: Policies: It was **agreed** to defer consideration of these to the October meeting.

25/43: Planning:

- 15 Denton Hill – already past deadline to comment.
- The Cottage, 2 Upper Farm Cottages – no comment.
- Willow Cottage – no comment

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- 7 Dove House Lane: **agreed** to write to SODC to point out that the property is believed to be in the curtilage of the Listed title barn should be taken into account

25/44: Finance:

a) Payments authorised

<u>Date</u>	<u>Power to Spend</u>	<u>Payee</u>	<u>Details</u>	<u>Amount</u>
24/7/25	LGA 1972 s112	HMRC	PAYE	139.00
25/7/26	Open Spaces Act 1906	Shield Maintenance	Emptying dog bins	13.26
25/7/25	LGA 1972 s111	Staff	Home working allowance	26.00
25/7/25	Open Spaces Act 1906	Shield Maintenance	Emptying dog bins	13.26
25/7/25	Open Spaces Act 1906	Shield Maintenance	Emptying dog bins	13.26
25/7/25	LGA 1972 s111	Gallagher	Insurance	854.66
25/07/25	LGA1972 s111	Arthur Smith-Fitchett	Microsoft 365 for the Council laptop	84.99
25/7/25	LGA 1972 s111	Staff	Home working allowance and mileage	38.60
31/7/25	LGA 1972 s112	Staff	Staff costs	348.03
31/7/25	LGA 1972 s111	Unity Trust Bank	Service charge	6.00
Total				1537.06

<u>Date</u>	<u>Power to Spend</u>	<u>Payee</u>	<u>Details</u>	<u>Amount</u>
11/8/25	LGA 1972 s112	Staff	Staff costs	102.40
29/8/25	LGA 1972 s112	Staff	Staff costs	348.03
Total				450.43

<u>Date</u>	<u>Power to Spend</u>	<u>Payee</u>	<u>Details</u>	<u>Amount</u>
2/9/25	Open Spaces Act 1906	The Landscape Group Oxford	Grass cutting: Invoice 2041	627.90
2/9/25	Open Spaces Act 1906	The Landscape Group Oxford	Grass cutting: Invoice 2071	528.24
2/9/25	Open Spaces Act 1906	The Landscape Group Oxford	Grass cutting: Invoice 2083	528.24
2/9/25	LGA 1972 s111	Staff	Locum Clerk Mileage and Home allowance – August and	64.60
2/9/25	LGA 1972 s111	Staff	Clerk Home allowance - September	26.00

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2/9/25	Open Spaces Act 19056	Arthur Smith-	Dog fouling sign	47.50
2/9/25	Open Spaces Act 1906	Arthur Smith-Fitchett	Dog waste bag dispenser	33.47
2/9/25	LGA 1972 s111	Village Hall	Meetings 1/10/24 – 30/9/25	250.00

- b) **The Council agreed** the bank reconciliation from 31/7/25. See Attachment 1.
- c) **Internal audit recommendations:** Council **agreed** the following.

<u>Recommendation</u>	<u>CDPC Action</u>
Improve the process of calling meetings, agendas and minutes	This has been problematic in the months with no clerk. With a locum and new clerk starting, the Council is working to improve this.
A general understanding of risks, health & safety rules and requirements needs to be continuously reviewed as the physical tasks at the Orchard continue to take place.	The Locum Clerk has been working with the chair, a councillor and a resident working on the Orchard to establish a working pattern going forward which will include H&S rules as well as risk assessments.
As year progressed, it has become evident that certain tasks have slipped. An effort must be made to review the financial records. PAYE, VAT, bank payments and budget to actual comparisons must be reviewed regularly by the council and corrected as appropriate.	The Council recognizes this has occurred with the lack of clerk. The Council will encourage the new clerk to take adequate training. The Council should look to have quarterly checks of the internal financial controls per its financial regulations.
The council must endeavour to periodically review these. In particular the new financial regulations issued by NALC in the spring of 2024, must be adopted as applicable to the council at the earliest opportunity. When the council is able to recruit a new clerk, note must be taken of the Standing Orders of the requirement for a formal employment contract and various policies pertaining to the requirement as an employer eg: Appraisal, Grievance & Disciplinary, Health & Safety etc.	The Council has adopted the new Financial Regulations The Clerk has a formal employment contract Employment policies are on the September agenda. The Council will look to hold annual appraisals of the Clerk.
An effort must be made for the website to migrate to a .gov.uk suffix as representative of local government. The councillors as well as the clerk need to obtain e-mail addresses that also have the same suffix and therefore the information & communication amongst councillors as well as with the public are secure & accessible. It will also then comply with GDPR regulations.	The Council will be looking to have the new Clerk assist with a .gov.uk website and councillor email addresses.

25/45: Bonfire Night: November 2nd. The Bat and Ball has informally offered to supply and serve drinks and food in the Village Hall in exchange for mention in publicity for the bonfire and would be

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open in the evening. **Agreed** that PS would liaise with them with a view to supplying hot dogs as the food. **Agreed** to charge £7.50 per adult, under 10s free and spend approximately £850 ex VAT on fireworks. CL would draft an advertisement to put in the October Newsletter.

25/46: .gov.uk: Agreed postpone consideration until more information available.

25/47: CCTV: LV had attended an online presentation and gave a verbal report to Council. LV will prepare a draft of a consultation to implement CCTV to discourage fly-tipping. This has to be displayed on the noticeboard, the website, and the newsletter prior to a scheme being implemented.

25/48: Right of Way: The Council expressed support for the idea of a pathway between Garsington and Wheatley and suggested that a combined cycle/footpath should be considered, but is unable to provide any financial support.

25/49: Remembrance Sunday: Agreed to order two wreaths, as customary. The Clerk would be requested to place the order; CL would do this if timing was a problem.

25/50: Salt bin: CL might be able to procure a salt bin at a lower cost than via OCC; he would look into this. There was discussion as to whether the most useful place for this would be on the bend of Church Road or on Denton Hill, where there used to be a bin.

25/51: Correspondence:

- Proposal for a walking track: After discussion, **agreed** that this is not something the Council can support at the present time but is considering ways in which access to the rec can be improved.
- Towersey planning application: **agreed** to draw this to the attention of our District and County Councillors.

25/52: Parish Councillors' Reports:

- ASF: following the fall of a branch of a tree outside 29 High Street, he had again requested a further inspection to determine the safety of the remaining tree.
- CL: Emptying of the bin on the rec needs further discussion – item for agenda of October meeting.

25/53: Date of next meeting: Tuesday 7th October at 7.30 pm.

25/55: Quotes:

- Internal audit 25/26: **agreed** to ask new clerk to consider the possibilities and report to the Council on her preference.
- Play inspection: **agreed** to accept quotation from the Play Inspection Company.

The meeting closed at 21:35.

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Attachment 1:

Bank Reconciliation as of 31/7/25

	1st July 2025		31st July 2025
	Unity Current Account		13844.17
	Cheque no		
minus	payments not cashed		
equ	balance C/F		13844.17

Opening Balance	12659.75
Add receipts for period	9597.80
Less payments for period	8413.38
Equ closing balance	13844.17