

Oxhill Parish Council
Minutes of an Annual Council Meeting
held Friday 30th May 2025 at 8pm
in The Village Hall

Councillors Present

CLr Robertson (Chairperson), CLr Rivers-Fletcher and CLr Stuart

Clerk to the Council, Mrs C Coles and four villagers

25/30. Elections

Election of Chairperson and signing of Acceptance of Office form

It was proposed by CLr Stuart and seconded by CLr Rivers-Fletcher that CLr Robertson be Chair. He signed the Acceptance of Office form.

Election of Vice-Chair.

It was proposed by the Chair and seconded by CLr Stuart that CLr Rivers-Fletcher be Vice Chair.

25/31. Co-option of two new Councillors

Barbara Shepard and Sarah Hobill were co-opted onto the Parish Council. They signed acceptance of office forms and will complete ROI forms within 28 days.

25/32. Apologies for absence

County CLr C Mills and District CLr M Littlewood

25/33. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda

CLr Stuart declared an interest as a Governor at Tysoe CE Primary School.

25/34. To approve and sign the minutes of the meeting held on 11th March 2025

The minutes of the last meeting were approved and signed as a true and accurate record.

25/35. Public Participation Session

No matters were raised.

25/36. To receive a report from the County and District Councillors

The report from County CLr Mills included the following main points:

Disposable Vape ban, Knife Crime Awareness week, Warwickshire SENDIAS, Supporting young peoples mental health, Warwickshire Supported Employment Service, Families to benefit from active partnership, Free Support for families with Warwickshire's Living Well website, Building Suppliers rogue trader warning. The full report will be available to read on the village website www.oxhillcommunity.co.uk.

25/37. Administration

- *To approve the Clerks Contract of Employment.* The Parish Clerk has worked for Oxhill Parish Council since 2018 and been a Clerk for other parishes since 2001. She holds the CILCA qualification and the pay award agreed earlier in the year reflects her experience and knowledge. It was agreed to approve the Contract of Employment and it will be signed.

CLr V. Roberts
8/7/25

- To discuss new .gov.uk email addresses for the Parish Clerk and Councillors. The Parish Clerk now has a new email address which was provided free of charge by Parish Online. A further chargeable upgrade includes new email addresses for Councillors.

25/38. Governance

To approve Model Standing Orders and Financial Regulations. Updated documents were circulated before the meeting and approved. Proposed by Cllr Stuart and seconded by Cllr Shepherd.

Action: The Parish Clerk to add both documents to the website.

To approve the following policies

- Biodiversity. This is a new policy and was approved.
- Training and Development. This is a new policy and was approved.
- Equality and Diversity. This is a new policy and was approved.

Action: The Parish Clerk to add the policies to the website.

25/39. Highway matters

- To receive an update on speeding

Work continues on speeding. Cllr Rivers Fletcher has a new contact and is waiting to hear back from them. A new pole on Whatcote Road is the ideal location to place a speed sign. Cars do speed along Whatcote Road and parts of Green Lane. New speed signs are able to collect data, but Warwickshire County Council and the police do not like speed signs.

- To discuss subsidence on Whatcote Road and potholes on Kineton Road

Action: Cllr Stuart to take photos for the Parish Clerk to report to Highways.

25/40. To receive an update on the works of reparation to the access strip used by Severn Trent to access the Manor land for the sewer relining

The Chair gave the following update. Severn Trent claim that no damage has been done, that the area was in poor condition to start with. There is building work taking place at the property next door. Once this is complete the area will be revisited to see what needs doing.

25/41. To receive an update on planning

Older

- 24/03140/FUL, Proposed alterations and extension at 4 Peacock Cottages, Main Street. Granted by SDC.
- 25/00590/TREE, Fell 1 x holly at The Old Post Office, Main Street. Support by PC and no objection by SDC.
- 25/00967/FUL, Proposed construction of small front extension to relax bay window, construction of front porch, construction of new garage with solar panels at Merrydown, Green Lane. Supported with comments by PC.
- 25/00907/FUL, Remove existing outhouse extension and construct new single storey rear kitchen extension at Briars Meadow, Blackford Way. Supported with comments by PC. Granted by SDC.

25/42. Annual Governance and Accountability Return 2024/25

The internal audit has been carried out and signed off. The documents listed below had been circulated before the meeting.

- To approve and sign the Certificate of Exemption. It was accepted and signed by the Chair and RFO.
- To approve and sign Section 1. It was accepted and signed by the Chair and RFO.

W. J. P. Dyer
8/7/25.

- To approve and sign Section 2. It was accepted and signed by the Chair and RFO.
 - To note the date of Exercise of Public Rights. The dates are 9th June to 21st July 2025.
- Action: The Parish Clerk to submit the Certificate of Exemption and Exercise of Public Rights notice to the External Auditor and place the documents on the website before 30th June 2025.*

25/43. Financial Report

The following payments were approved under statutory powers:

- £831.60 to Tysoe Childrens Group (copying of newsletter)
- £268.46 to SDC (emptying of bins)
- £28.80 to TEEC (planning tracker on website)
- £30.00 to John McKail (internal audit)
- £182.00 to WALC (membership)
- £52.00 to ICO (Data protection fee renewal)

25/44. To receive the Tysoe CE Primary School Report May 2025

Cllr Stuart read out the following report.

After an excellent Ofsted inspection in January 2024, Tysoe has moved from strength to strength; most recently receiving overwhelmingly positive feedback from our SIAMS inspection in March 2025. The children, staff, governors, and families spoke so positively about our school and the inspector noted that our vision of 'Nurturing hearts, serving with love, growing minds' drives everything we do.

Pupil numbers have remained stable and the school remains in a stable financial position. We have welcomed new staff members and our school dogs, Rex and Sadie, continue to be valued members of our school team.

With welcome support from Tysoe Utilities and the Friends of Tysoe School, we have maintained our programme of trips and visits to enhance the children's learning. We are keen to welcome parents and family into school and are grateful for their support at our church services, theme days, World Book Day, our third annual Science Fair (that becomes bigger and better each year!) and our our new 'Chance to Chat' sessions.

Our Outdoor Play and Learning project has continued providing increased opportunities for play and transforming our lunchtimes.

The pupil led Collective Worship Group regularly lead church services and worship and our choir regularly perform at church services, our school services and the Dementia Café. It has been lovely to see so many parents, carers and family members joining us for our services.

The Local Governing Committee (LGC) continues to support and challenge the school. The LGC supported the introduction of wraparound childcare at Tysoe and this has become a very successful feature of the school.

The Friends of Tysoe School have continued their hard work and fundraising this year, running several successful fundraising events. This year the Friends have been able to contribute toward the transport costs of trips and visits, new library books and are fundraising to refurbish the kitchen.

Fosse MAT continues to support the school with the building issues at Tysoe and we are pleased that vital work will soon be completed to the doors and windows, ensuring the building is kept safe, secure and in good repair. We hope to have repairs to the gable wall underway soon.

Clive Adams
8/7/25

As always, it is a privilege for me to lead such as dedicated staff team and wonderful school of children. We are proud to support everyone in our school community to thrive.

Paige Allister
Headteacher

25/45. Councillors Reports

There has been no further progress on a defibrillator runner scheme. More understanding of the process and benefits are needed.

Action: The Parish Clerk to invite the Shipston First Responders to a PC meeting.

25/46. To note a Councillor resignation

Lis Stuart resigned from the Parish Council. She has served for eleven years both as a Clerk, Councillor and Chairperson. She thanked the Councillors and Parish Clerk and it was noted she has missed just two meetings in eleven years. She has shown great dedication and service to the village. The Chair thanked Lis for all her work over the years and said they are sorry to be losing her.

Action: The Parish Clerk to notify SDC of the vacancy.

25/47. To note next meeting date and time

8th July 2025 at 7.30pm

There being no other business the meeting closed at 9.05pm.

W. J. Allen
8/7/25.