

AMBROSDEN PARISH COUNCIL

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Minutes of the Parish Council meeting held on Thursday 18 December 2025 at 7.30pm in Ambrosden Village Hall

Councillors present: Cllr Maureen Cossens, Cllr Joe Holdway, Cllr Peter Jackson, Cllr Dawn Seaward (Chair), Cllr Katy Taylor and Cllr Terry Taylor

In attendance: The Clerk, Jane Olds; Cllr Frank Ideh (CDC); Tariq Ditta (participated as a Councillor from item 11. a.); FixMyStreet Superuser; 5 members of the public

Apologies: None

1. Chair's Welcome

The Chair opened the meeting.

2. To receive apologies for absence

No Councillor apologies had been received.

3. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

No declarations of interest had been received.

4. To facilitate public participation with regard to items on the agenda

No questions were raised in relation to the agenda.

5. Report from the MoD Representative

The MoD Representative sent his apologies. The new Garrison Commander was due to take up post in February 2026.

6. Reports from District and County Councillors

Cllr Ideh (CDC) reported that the District Councillors had recently received a presentation from the Cherwell Community Safety Partnership.

Cllr Cotter (OCC) had indicated that he would attend the meeting, but was not present.

7. Report from FixMyStreet Superuser

The FixMyStreet Superuser presented his report. He confirmed that he reported road defects within the 30mph (or under) zone. The majority of the reports had been rectified within the approved time scale. The potholes / centreline on Blackthorn Road was receiving ongoing monitoring; the junction at Merton Road with Marsh Road and Birch Road did not currently meet the criteria for action and the entry to Home Farm Close was due for repair when the OCC equipment was available.

It was suggested that a community day was arranged in the spring to clear out the vegetation from the kerbsides.

The Council thanked the Superuser for his great work.

8. Reports from Village Management Companies

Cllr Holdway reported that Church Leys Field was continuing a review of its management company.

No further reports had been received.

9. Minutes – to confirm the Minutes of the Council meeting held on 20 November previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 20 November be accepted as a true record and were signed by the Chair.

10. Update on progress from the Minutes – to receive a report on outstanding items

a. Policy Review

The IT Policy, Social Media and Electronic Communications Policy and the Meeting Attendance Policy had all been published.

b. New development road names

The Clerk had written to the CDC Officer with the suggestions.

c. Defibrillator Pads

These had yet to be ordered.

11. Governance and consultations

a. Councillor Co-option – to consider any applications received

Following the resignation of Chris Pruden as a Parish Councillor, the Council had received an application from Tariq Ditta . After consideration, Cllr Jackson proposed, and Cllr Cossens seconded the proposal, and the Council **RESOLVED** to agree to co-opt Tariq Ditta to the Council.

Tariq Ditta completed his Declaration of Acceptance of Office form and joined the Councillors.

b. Policy Review – to review the policies

i. Disciplinary Policy

The Council **RESOLVED** to agree to adopt the policy.

ii. Grievance Policy

The Council **RESOLVED** to agree to adopt the policy.

8.01pm – the FixMyStreet Superuser left the meeting

c. OCC Grass Cutting Map and grant – to receive a progress report

No further progress had been made.

d. Archiving of documentation – to consider sending the original minutes previously stored in the Village Hall to the County Archives for safe keeping

The Council considered the proposal and **RESOLVED** to send all the books from 1928 to 2010, apart from the severely water and mould damaged book number 4 (24 July 1996 – 20 September 2001), to the Archives and to agree to send later books when possible.

Further consideration of to how to manage the damaged book would be investigated.

12. Finance

a. To receive the Year End Finance Report – for information

As at 28 November, the Accounts stood at:

Barclays Current Account	£26,194.67
Barclays Deposit Account	£74,590.28

Outstanding Payments

None

Income

None

Standing Orders to note:

None

Direct Debits to note:

None

Debit card payments to note:

Date Cleared	Payee and reason	Budget	Minute ref	Payment
5/11/25	Tesco Mobile top-up	Admin costs	194: 17/4/25 10. g.	£5.00

b. Bank Statement – to acknowledge scrutiny and acceptance of the previously circulated bank statement

The current account bank statement was reviewed and accepted.

c. Grant Request

i. Citizens Advice West Northants and Cherwell – to consider a request for financial support

The Council considered the request and **RESOLVED** to defer consideration until further information had been received regarding how many residents the organisation supported, who else had been asked and how much was being requested.

8.13pm – Cllr Ideh left the meeting

d. Draft Budget – to consider holding an informal briefing session.

The Council considered the suggestion and **RESOLVED** to agree to hold an online Teams briefing session on 2 January on the understanding that no decisions may be made as it was just for information.

- e. Invoices for Payment** – to consider and approve invoices for payment itemised on the Payment Schedule

Payee and reason	Budget	Minute ref	Net Payment	Payment inc VAT
Ambrosden Village Hall for December hall hire. Invoice no: AVH-2022-509 (Power: LGA 72 s111)	Hall Hire	194: 17/4/25 9. e.	£20.00	£20.00
HMRC Quarter 3 payment (Power LGA 72 s111)	Salaries	Statutory	£420.29	£420.29
DP Perkins for allotment tap winter closure (Power: Small Holding & Allotments Act 1908, s.23)	Allotment expenditure	Delegated	£50.00	£50.00

December salary payments to be made on 1 January

Payee and reason	Budget	Minute ref	Amount
Street Cleaner salary for month ending 31 December 25	Salaries	198: 21/8/25 11. c.	
Clerk salary for month ending 31 December 25	Salaries	198: 21/8/25 11. c.	
Chair for Chair's Allowance for month ending 31 December 25	Chair's Allowance	190: 19/12/24 8. c.	
Total			£1,020.45

13. Planning

- a. Planning applications** – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted and published on the CDC planning portal between the circulation of this agenda and the meeting

i. Application Number: 25/01768/HYBRID

Proposal: Hybrid application comprising: 1) outline planning permission for up to 600 dwellings with all matters reserved except for access and 2) use of existing site as biodiverse public parkland and community woodland

Location: Land At Graven Hill, London Road, Bicester

The Council considered the revised application and **RESOLVED** to continue to object to the proposals on the same grounds as has previously been submitted.

b. To note Notices of Decision

i. Application number: 25/02639/F

Proposal: Variation of Condition 2 (plans) of 25/01378/F - Amendments to approved plans to include a reduction in the number of bedrooms at Plots 2, 3 and 8 from 3 bedrooms to 2 bedrooms, increase to the number of bedrooms at Plots 4, 5 and 6 from 2 bedrooms to 3 bedrooms (no overall increase) with associated internal reconfiguration, reduction/increase to number of rooflights and reduction/increase in bicycle parking.

Repositioning of bicycle and bin stores. Addition of one parking space. Removal of parapet walls from roofs. Attached garage at Plot 9 instead of a detached garage, and change in material from brick to stone. Alterations to design, style, number and position of openings. Removal of bay window features from frontages of Plots 2 and 3 and reduction of width of lean-to porch canopy. Addition of bay window features to frontages of Plots 4, 5, 6 and 7. Reduce width of lean-to porch canopy across Plots 6 to 9. Alteration to landscaping.

Location: The Laurels Parts Of OS Parcels 1125 And 1621 North And East of Home Farm Close, Ambrosden, OX25 2NP

Permission for development (3 December)

14. Village Matters

- a. **Churchyard Maintenance** – to consider a letter from St Mary’s Church regarding maintenance of the churchyard

The Council considered the letter sent by the Treasurer and **RESOLVED** that as the Churchyard was the responsibility of the Church, not the three parishes, there was no legal obligation to contribute to the maintenance. However, the Council would welcome a grant application for financial support.

- b. **Merton Road Bus Shelter**

- i. **Bus Stop Bench** – to receive a progress report

No progress had been made.

- ii. **Additional Bus Stops near Sanderson Park** – to consider a request to OCC for additional bus stops

The Clerk had contacted the OCC Public Transport Team to request the installation of the bus stops. This would be looked into by the team and would be responded to in due course.

- c. **Village Planters** – to consider options for planters at the village entrances

The Chair provided some ideas to start the process. The Clerk would look into whether there were any S106 public art funds available.

Cllrs Katy and Terry Taylor would look at ideas further.

Due to the development works near the entrances at Ploughley Road and Blackthorn Road, it was suggested that any installation wait until the works had been completed.

8.53pm – two members of the public left

15. Allotments

- a. **Adoption of allotment land** – to receive a report

No further progress had been made.

- b. **To note expenditure**

No further expenditure had been incurred.

- c. **Water provision** – to consider an agreement with plumber D Perkins to maintain the taps
The Council considered the proposal and **RESOLVED** to agree that D Perkins would be asked to maintain the taps ensuring that the water was turned off in the winter and turned on again ready for the new season in the spring.

- d. **To receive a progress report**
No further progress had been made.

- 16. **Village Hall Update** – to receive a progress report
The Clerk had met with a representative of the Village Hall Committee to outline the S106 process and hoped to attend the Village Hall Committee meeting on 22 January.

17. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
The Clerk provided the list of training.

The Council **RESOLVED** to agree to approve OALC Councillor Fundamentals training on 7 January for Cllr Ditta.

The Council further **RESOLVED** to agree to a Councillor attending the Leading Your Council training on Saturday 17 January, should anyone be available.

18. Attendance at Meetings and Reports from meetings/courses

- a. **To receive reports from meetings attended**

- i. **OALC Councillor Forum** – 15 December
No Councillors were able to attend.

- ii. **East West Rail ‘Town Hall’ meeting** – 4 December

The Chair reported that she had attended the meeting which outlined the new proposals for the London Road level crossing. The two options were

- a single carriageway underpass for local traffic and light vehicles controlled by traffic signals, or
- a bridge which would accommodate cycles and pedestrians.

However, significant funding would need to be found for the roadway option.

- b. **To consider attendance at future meetings**

- i. **OALC Councillor Forum** – 12 January at 6.30pm
The Council noted the date.

- 19. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)
The Council **RESOLVED** to note the correspondence.

- 20. **Items for information or next agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 31 December

a. MailChimp

The Council noted that the MailChimp account had been set up and was now available to anyone who had signed up to receive the Council’s news and mailings.

The Clerk encouraged Councillors to spread the news.

21. Date of next meeting – to note the date of the next meeting as Thursday 15 January at 7.30pm in Ambrosden Village Hall

The meeting closed at 9.24pm

Signed.....

Dated.....