

AMBROSDEN PARISH COUNCIL

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Minutes of the Parish Council meeting held on Thursday 19 March 2026 at 7.30pm in Ambrosden Village Hall

Councillors present: Cllr Maureen Cossens, Cllr Tariq Ditta, Cllr Joe Holdway, Cllr Peter Jackson, Cllr Dawn Seaward (Chair)

In attendance: The Clerk, Jane Olds; Cllr Frank Ideh (CDC) (to 8.30pm); Cllr Chris Pruden (CDC) (from 8.45pm); Edward Irving, CEO of Mulberry Homes (left 8.50pm); 6 members of the public

Apologies: Cllr Katy Taylor and Cllr Terry Taylor

1. Chair's Welcome

The Chair opened the meeting.

2. To receive apologies for absence

The Council noted apologies from Cllrs Katy Taylor and Terry Taylor.

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

Six members of the public attended the meeting and took part in discussions regarding item 13. a. i. and Mr Irving from Mulberry Homes briefed the Council on the proposals for item 13. a. ii. regarding the changes to the management of the proposed woodland area.

5. Report from the MoD Representative

No report had been received.

6. Reports from District and County Councillors

Cllr Ideh (CDC) had nothing to report.

Cllr Pruden (CDC) reported at the end of the meeting. Sainsbury's in Bicester had confirmed that it was their responsibility to clear the rubbish.

7. Report from FixMyStreet Superuser

The FixMyStreet Superuser presented his report.

Many of the current issues had been reported more than four weeks ago, but were yet to be remedied which went against the contracted obligations.

Cllr Holdway suggested it may be possible to serve a S56 Notice on OCC to require Highways to repair the roads. The Clerk would investigate the process.

8. Reports from Village Management Companies

No reports had been received.

9. Minutes – to confirm the Minutes of the Council meeting held on 19 February previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 19 February 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 Privacy Notice had been published.

b. Grass Cutting Agreement

The Clerk was awaiting information on where to send the signed agreement.

11. Governance and consultations

a. Policy Review – to review the policies

i. Equality and Diversity Policy

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

b. Data Map – to consider adoption of a data map for the Parish Council to comply with the requirements of the 25/26 AGAR

The Council reviewed the data map and **RESOLVED** to agree to adopt it with minor corrections.

c. Local Government Reorganisation – to consider a response to the Government's consultation on LGR in Oxfordshire

The Council reviewed each question, provided responses and **RESOLVED** to delegate the online response to the Clerk.

12. Finance

a. To receive the Finance Report – for information

As at 27 February, the Accounts stood at:

Barclays Current Account	£22,391.04
Barclays Deposit Account	£74,807.92

Outstanding Payments

None

Income

Allotment Rent

Date Cleared
£20.00 27/02/26

Standing Orders to note

None

Direct Debits to note

None

Debit card payments to note

Date Cleared	Payee and reason	Budget	Minute ref	Payment
3/2/26	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. Asset Register** – to confirm the Asset Register for the year 25/26

As no further assets were scheduled to be purchased before 31 March, the Council **RESOLVED** to confirm the Asset Register value of £34,650.29 which included the addition of the mobile 'phone for the Clerk. The full Asset Register would be published on the website.

The Council **RESOLVED** to agree that the appropriate minimum value of assets purchased by the Parish Council for the register would be £75, with the proviso that other items, which were of value, but which had been given to the Council, but not purchased by the Council, generally be included at a value of £1.

- d. Insurance Pre-renewal questionnaire** – to consider the completion of the form

The Council **RESOLVED** to agree to defer consideration of the insurance renewal until further quotations had been received.

- e. Grant Request** – to consider any grant requests received

i. St Mary's PCC for Churchyard Maintenance

The Council considered the application form and **RESOLVED** to award the requested grant of £720 for the grass cutting for the 25/26 year.

- f. 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 March hall hire. Invoice no: AVH-2022-509 (Power LGA 72 s111)	Hall Hire	194: 17/4/25 9. e.	£20.00	£20.00
Oxfordshire Association of Local Councils for annual subscription. Invoice no: 6035 (Power LGA 72 s143)	Subscriptions	194: 17/4/25 10. c.	£429.73	£515.68
Navitas Design Ltd for 2gb mailbox for the Clerk. Invoice no: 1523 (Power LGA 72 s142)	Admin costs	194: 17/4/25 10. c.	£12.60	£12.50
Citizens Advice West Northamptonshire and Cherwell LTD for grant. (Power LGA 72 s142 (2A))	S137 Grants	204: 19/2/25 11. c. i.	£500.00	£500.00

Payee and reason	Budget	Minute ref	Net Payment	Payment inc VAT
Society of Local Council Clerks for annual subscription (shared with Caversfield) (invoice no: MEM258330-1) <i>(Power LGA 72 s143)</i>	Subscriptions	194: 17/4/25 10. c.	£120.00	£120.00
J Olds for Clerk Expenses – printing <i>(Power LGA 72 s111)</i>	Admin costs	194: 17/4/25 10. f. iii.	£45.29	£45.29
	Mileage Expenses		£29.61	£29.61
	Home Working Allowance		£104.00	£104.00
Total				£178.90

March salary payments to be made on 1 April

Payee and reason	Budget	Minute ref	Amount
Street Cleaner salary for month ending 28 February 26	Salaries	198: 21/8/25 11. c.	
Clerk salary for month ending 28 February 26	Salaries	198: 21/8/25 11. c.	
Chair for Chair's Allowance for month ending 28 February 26	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: 26/00395/SCOP

Proposal: Scoping Opinion request for application outline planning permission (the 'Application') for the construction of up to 1,000 dwellings, a care home, local centre, open space and associated infrastructure

Location: OS Parcel 7800 West Of Blackthorn Hill, London Road, Bicester

The Council considered the proposals and **RESOLVED** to agree to object to the application on the following grounds:

- it was a speculative development on a greenfield agricultural site;
- the scale of development in open countryside;
- infrastructure, particularly water supply and removal, power, flooding and school provision;
- the loss of biodiversity; and
- traffic and highways.

ii. Application number: 22/01976/OUT / 24/01924/REM

Location: OS Parcel 3489 Adjoining And South West Of B4011 Allectus Avenue Ambrosden

The Council considered the suggested changes to the management of the woodland, attenuation basin and play area at length and **RESOLVED** to accept the developer's proposals.

b. To note Notices of Decision

i. Tree Preservation Order No. 4/2026

To note the making of Tree Preservation Order No. 4/2026 – Two Oak Trees located on land South East of St David's Barracks, Graven Hill, Ambrosden, Bicester, Oxon - IO/JH12033

The Council **RESOLVED** to note the TPO.

ii. Application number: 26/00128/F

Proposal: Front, side and rear extension with associated internal and external works

Location: 35 West Hawthorn Road, OX25 2SA

Application refused (16/3/26)

14. Village Matters

a. Village Spring Clean – to consider whether to organise a spring clean and the date

The Council **RESOLVED** to agree to hold a spring clean event on 25 April between 9 and 11am starting at the Village Hall. The Clerk would book the hall for the morning, arrange the publicity and the equipment.

b. Storage cabinet – to consider the purchase of a new padlock for the storage cabinet

The Council **RESOLVED** to agree to purchase a new combination padlock for the cabinet.

15. Allotments

a. To receive a progress report on the adoption of allotment land

No further progress had been made.

b. To note expenditure

No further expenditure had been incurred.

c. To receive a progress report

The plumber would be contacted to check the taps and turn them back on as soon as possible.

The edging board on Plot 1 had collapsed. Mr Ewers had been asked to provide a quotation for restoration.

The Clerk reported that there were two vacant plots which had been offered to new tenants. Tenants with unpaid plots had been chased for payment.

The waiting list was up to date. All 17 enquiries for allotments had been responded to with an application form.

16. Village Hall Update – to receive a progress report

The Chair reported that Mulberry Homes had arranged for their demolition contractor to quote for removal of the Portakabin. Further clarification was needed, but it could be paid for with S106 developer funding.

The Committee had held an Open meeting.

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.

18. Attendance at Meetings and Reports from meetings/courses

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

- i. **OALC Councillor Forum** – 18 March

The Chair attended meeting with six others.

- ii. **SLCC Oxfordshire Branch Meeting** – 10 March

The Clerk had chaired the branch meeting. Henley Town Clerk and the Biodiversity Officer gave an inspiring presentation and workshop about how Clerks can help their communities be more resilient and contribute to making the area more responsive to the Climate and Biodiversity crisis.

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

- i. **OALC Councillor Forum** – 16 April at 10.00am

The Council noted the date.

- ii. **CDC Parish Liaison Meeting** – 10 June at 7pm with surgeries from 6pm at CDC Offices in Banbury

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 1 April

21. Date of next meeting – to note the date of the next meeting as Thursday 16 April at 7.30pm in Ambrosden Village Hall

22. Confidential session

Due to the nature of the information to be discussed, the Council **RESOLVED** to agree to move into a confidential session. The members of the public left the meeting.

23. Staffing Matter – to consider a confidential staffing Matter

The Council noted the matter and **RESOLVED** to agree that no change to the current arrangements was necessary.

The meeting closed at 9.40pm

Signed.....

Dated.....