

**THE BOURTONS PARISH COUNCIL**  
**Draft Minutes of the Council meeting held in the Community Hall on Thursday 8th January**  
**2026 at 19.30**

**In attendance :** Cllr Mrs Upton (Chairman), Cllr Johnson, Cllr Duckworth, Cllr Martin, Cllr Beales, Mrs Pheasey (Clerk/RFO), Mr Bowen (Assistant Clerk - Planning) **Apologies :** Cllr Brooks, Cllr Martin,  
**Declarations of Interest :** none declared  
**Public Participation :** 2 members of the public  
**Minutes :** The November 2025 Council meeting minutes were reviewed and authorised to be signed.

Minute Ref	Item	Delegated to
<b>2601-00</b>	<b>Footpaths</b>	
2601-00.011	The footpath on the corner of Main Street and School Lane is in a bad state of repair. This will be investigated to see if it can be repaired as it is by the school bus stop.	Clerk
2601-00.012	The footpath down towards Cropredy (138/8/10 has previously been closed and the Council will check to see if this has been reopened.	Chairman
2601-00.013	The steps by the footpath in Stanwell Lane are in a bad state of repair and the Council will contact OCC to report.	Chairman
<b>2601-02</b>	<b>Highways</b>	
2601-02.026	Four speed watch sessions were recorded this month. The highest speed recorded was 32 mph with 22 speeders. There were some offenders that were not known to DVLA. The council will write to PC Lee to see if anything can be done.	Clerk
<b>2601-60</b>	<b>Planning applications:</b>	
	<b>Existing applications :</b>	
2601-60.037	25/02365/F : Mr T Hardacre/Milne, Trelowen, Main Street, GB : Retrospective renew external staircase & other minor changes has now been approved.	Information
2601-60.038	24/03218/F : Change of use application re The Bell Inn, Manor Road, GB : an appeal has been made and the Planning Inspectorate hearing is scheduled for the 15th January in Bicester. The assistant clerk and the Chairman will attend.	Asst clerk/Chairmen
	<b>Enforcement matters</b>	
2601-60.039	CDC enforcement continue to monitor The Stables/The Paddocks.	Information
<b>2601-04</b>	<b>Defibrillators:</b>	
2601-04.012	Mrs Foster-Smith was at the meeting and informed the council that the defibrillators do not need an electric power supply to work as they are run by batteries. The battery level is shown on the devices and should be renewed every two years. The Chairman thanked Mrs Foster-Smith for her work to ensure they are kept in working order.	Information
2601-04.013	Cllr Duckworth has confirmed that she is happy for one of the new devices to be put next to her house in LB and it was agreed that the other one be situated on the side of the Community Hall for GB. This will be arranged.	Cllr Martin
<b>2601-05</b>	<b>Website:</b>	
2601-05.011	The Chairman has confirmed that work has been done to ensure the website confirms to accessibility needs however has been unable to find any software to audio describe the pictures.	Information
<b>2601-07</b>	<b>Playgrounds &amp; Public Spaces:</b>	
2601-07.022	The Chairman has confirmed that the landlord has been contacted in regards to the lease renewal and we are awaiting a response.	Information
2601-07.023	The repair works to LB park is ongoing to ensure it fulfils the requirement of the RoSPA report.	Cllr Martin
2601-07.024	The Assistant Clerk for planning has contacted CDC with required paperwork to transfer the ownership of the Garners field green space to the PC and to confirm the ownership of the hedge.	Asst-Clerk
2601-07.025	The request to start a book shelter in GB has identified a site in the Bell Tower. The PCC will be discussing this at their next meeting.	Chairman
<b>2601-08</b>	<b>Allotments:</b>	
2601-08.017	The trial posts for the fence repairs were not suitable and Cllr Martin will look at getting new quotes to complete this work.	Cllr Martin
2601-08.018	Castle Water has now corrected the address of the meter and have agreed that it will be possible to site a new meter io the allotment sites. This now needs the agreement from Thames Water.	Information
<b>2601-10</b>	<b>Halls:</b>	
2601-10.012	<b>VH:</b> The new lease is still being worked on and the land registry document will be needed to include in the renewal details	Chairman
2601-10.013	<b>VH:</b> There was a report of damp in the toilet area that the council think has now been resolved but will confirm this and a potential the front doors will need repair work. This will be followed up.	Chairman
<b>2601-11</b>	<b>Healthcare:</b>	
2601-11.016	Cllr Johnson confirmed that the new surgery in Cropredy is being worked on.	Information
2601-11.017	Cllr Beale informed the council that the new online parking system at the Horton Hospital was now working and that the machines did still accept card payment	Information
<b>2601-50</b>	<b>Finance &amp; Administration</b>	
2601-50.038	The FIN REP and bank rec. were circulated and it was <b>RESOLVED</b> that the associated bank reconciliation be accepted and that 8 payments totalling £2,262.78 be approved. To comply with the requirements of the Transparency Code those in excess of £100 are listed below : Payroll - two employees - £1,502.10 KC Graphics - Website hosting - £468	Information
2601-50.039	The Council <b>RESOLVED</b> to agree to a budget of £17,317.72 (an increase of 5% from the previous year).	Information
2601-50.040	Having agreed the budget the Council considered the Precept request and <b>RESOLVED</b> to agree the amount of £17,317.	Clerk
<b>2601-70</b>	<b>Correspondence:</b>	
2601-70.007	Correspondence has been received about the replacement seat on Foxden Way. This needs to be sited at least 18 inched from the roadside and as another site has not been identified it was agreed that the bench should be replaced in the original site.	Information
<b>2601-80</b>	<b>New business:</b>	
2601-80.012	The grit bins have been used a lot in the last few days with the recent icy weather and the council will look out to see if there is any more salt that needs to be purchased at the next meeting. Meeting closed at 21.00 Minutes drafted on 10 January 2026 by the Clerk	Information