

**MINUTES OF THE MEETING OF CLIFTON HAMPTON AND BURCOT PARISH COUNCIL
HELD ON TUESDAY 4th MARCH 2025**

1. Present

Councillors: Chair: Christine McCulloch (CM), Nick Fielding (NF), Rory Maxwell (RM),

Clerks: Charlotte Ray (CR)

Oxford County Council: Cllr Robin Bennet – Absent

South Oxfordshire District Council: Cllr Sam Casey Rerhaye - Absent

Members of the public - 12

2. Apologies for absence:

Marc Juffkins (MJ), Suzanne Neave (SN), Dougie Ansonbe-Stephen (DAS), Paul Schenk (PS)

3. Declaration of any relevant interests

None

4. Minutes

Minutes from the meeting held on 4th March 2025 were agreed and signed by the Chair.

5. Public questions, comments or representations.

A resident raised a highways matter – would like permanent fixes to the potholes as opposed to temporary fixes. Would the PC apply some pressure on Highways please. The PC agreed to do this.

Another resident asked if the playground can be fixed as soon as possible. The PC have arranged for a public meeting to be held on the 22nd April at 7pm in the Village Hall where this can be discussed and a grant application made.

Another resident has asked for Traffic speed and noise reduction in Burcot.

6. SODC and OCC Reports to the Parish Council

No report has been received. Clerk has chased and will forward to councillors when received.

7. Resignation and Co-option

Resignation has been received from Dougie Ansonbe-Stephen with immediate effect.

Marc Juffkins will resign at the end of April.

Suzanne Neave and Paul Schenk - 1st out of 6 absences allowed.

8. Village Hall and Car-Park

Issue raised about the village hall car park. Chair has looked into this and the car park belongs to the Gibbs estate. Chair has spoken to Savills, the managing agent and expressed the PC interest in purchasing the land. Could it be classed as a Community asset a councillor asked? Chair will look into this further.

9. Planning Applications

To consider the following planning permissions:

[P25/S0604/O](#) – For development work at the following location: Land to the west of Withywindle Burcot OX14 3DN

The application is for: Outline application for access only for the erection of a single detached dwelling and associated works.

The PC noted that planning permission had been granted.

10. Website

The PC agreed to switch to a new website called Parish Online. Transfer will take around 6-8 weeks to complete so there may be less communication with the community during this period.

The Clerk agreed to take over the Google web space immediately because it is not a councillor's responsibility. A meeting to start this will be arranged.

11. Traffic, Highway matters & HIF1

Vehicle activated signs – Cllr Fielding had made with the OCC Highways officer, who would be happy to meet with the PC to discuss the options available. Initially a 7 day 24hr speed survey was recommended which costs £200 per location (8 in total)

£475 solar & £2,100 + VAT for a simple sign

Radar signs £2,600 + VAT + a pole and installation £1,000 + £475 solar panels.

Initially, the PC agreed to meet with the Highways team to discuss the options available and agreed to undertake a 7day 24hr speed survey. Based on what is learnt from the speed survey report the PC will formulate a proposal on what to do next.

12. Cycle path extension to Berinsfield and bus stop on A4074

The PC proposed that the cycle track in Berinsfield should connect-up with the Burcot cycle path and provide a paved path to the bus-stop on the A4074 Berinsfield lay-by. The PC will discuss improvements to the current cycle/footpath with the Highways team when they visit and the Chair will approach Berinsfield PC to see if a plan can be agreed to allow pedestrians and cyclists a path to the bus-stop.

13. Recreation Ground and Wharf update

One rotten picnic table needs replacing. This can be discussed at the community meeting on the 22nd April. The PC agreed to make enquiries regarding a new picnic table in the meantime.

14. Status of Green Belt in the parish following revision of National Planning policy framework Dec 2004

Letter received from SODC stating the area remains in the Green Belt. The PC wishes to seek further assurance to protect the green belt. Cllr Fielding suggested that CPRE be invited to make a judicial review of the letter. The PC will write back to confirm that the parish wishes to remain in the Green Belt.

15. Environmental matters

Flood Update from the Chair of the Flood Committee: She reported that a second grant is available to apply for, the deadline for submissions is the 18th April. On Watery Lane, OCC advises remedial pipework and a pipe downstream. The flood committee requested that the PC help with a written application for a grant from OCC. The PC agreed to consider it at the next PC meeting. The PC agree to submit any concerns to the Chair of the Flood committee by the 1st May so they can be answered at the next PC meeting.

16. Finance

a) Payments below were approved

Charlotte Ray Clerk Fees & Work from home allowance	£363.56
Martin Drew (Woodland Services) Invoice	£270.00
OALC Membership Renewal Invoice	£240.00
Reimburse Christine McCulloch for Land Registry search	£47.90
Reimburse Christine McCulloch for Travelling and Stationery	£29.25

b) Approve March Finance Report – Deferred. Report has been requested.

17. Appoint an Internal Auditor

The PC reviewed the quote and agreed to appoint Deborah O’Brien as the internal auditor for this year.

18. Plans for Annual Parish Meeting to be held on Friday 23rd May

Messages have been sent to the village organisations to inform them of when the meeting will take place. The PC will advise Cllr Fielding on the organisation and any ideas and suggestions.

19. Appointment of Locum Parish Clerk

The PC wants to benefit from an experienced parish clerk to help check that all records are set out as they should be and finances are in place. The cost is £20 per hour. The PC approved the appointment of Rachel Brown of OALC.

20. Discuss grant application for the Cricket Club

Deferred until next month as the PC did not have all the relevant information needed. The Chair will write to the Cricket Club to ask for a more detailed grant application.

21. Review monthly tasks calendar and Items for the next agenda

Date of the next meeting

7.30pm on Monday 19th May 2025 in the Village hall.

The meeting closed at: 21:46

Following meetings will be on the third Monday of the month.

Monday 19th May 2025

Monday 16th June 2025

Monday 21st July 2025

Monday 18th August 2025

Monday 15th September 2025

Monday 20th October 2025

Monday 17th November 2025

Monday 15th December 2025