

MINUTES OF THE MEETING OF CLIFTON HAMPDEN & BURCOT PARISH COUNCIL
HELD ON MONDAY 16th June 2025, at 7:15 PM in the Village Hall, Clifton Hampden.

Present were Cllrs Anscombe-Stephen (Chair), Cheeseman, Doreau, Seal and Maxwell

In attendance : L. Dalby (Acting Clerk), District Cllr Casey-Rerhaye, County Cllr Robin Jones
and 10 members of the public.

1. Election the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office.

It was **resolved** to elect Cllr Anscombe- Stephen as Chair. Cllr Anscombe- Stephen signed the declaration of acceptance of office in the presence of the clerk

2. To receive the Declaration of Acceptance of Office from the following Cllrs:

- Kate Lowe, Rory Maxwell, Dougie Anscombe-Stephen, Svea Cheeseman, Franck Doreau and Alex Seal

Received and signed in the presence of the clerk.

- To receive any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.

There were none.

3. Public Participation.

A member of the public welcomed the new council and asked if it would be possible to hold the Annual Parish Meeting. She also asked if the invitation to the Culham Science Park could be followed up to give a presentation to the parish. The resident asked that the invitation to the OCC highways officer be followed up. Security of the village hall car park also need to be looked into. The resident will send the relevant contact details to the clerk.

A resident asked if the environment item will be on future agendas. It was confirmed it would be.

A member of the public asked about payment of the street cleaner and also for the repair of the strimmer which will cost £140. The employment arrangements of the street cleaner need to be resolved.

There was a question about how much CIL money the council holds. The Clerk will confirm.

4. To approve the minutes of the Ordinary Meetings held on 7th April and 27th May 2025.



It was **resolved** to approve the minutes and they were signed by the Chair.

5. To agree to accept a grant for flood relief from Oxfordshire County Council.

It was resolved to accept the grant.

6. To receive the Parish Clerk's Report.

SODC appointed three District Cllrs, under a Temporary Order to continue the work of the PC on an interim basis. I have now received a Notice of Uncontested Election, and six new Parish Cllrs for Clifton Hampden & Burcot have been elected – Kate Lowe, Rory Maxwell, Dougie Anscombe-Stephen, Alex Seal, Svea Cheeseman and Franck Doreau. A warm welcome to all of the new Cllrs !

I will continue as Locum Clerk until a new Clerk is employed on a part time basis, so that there will be continuity for the Parish Council. I will be producing an advertisement for the new Clerk in the coming weeks, which will include details of the recruitment process.

Since the last PC meeting, I have been working on both the Internal and External Audits, and will be submitting the External Audit, in accordance with the deadlines prescribed by current legislation to the Auditors shortly, once the documents have been signed. I am also in the process of submitting new signatories on to the PC Unity Trust Bank account, including all of the appropriate paperwork.

There have been several planning applications which have been received by the PC and all of the relevant details have been included in the agenda.

I have also been liaising with the new website providers, Parish Online, so that the new CH PC website is compliant with accessibility and legislative requirements. This includes working on producing all of the policies and financial documents that should be available on the website.

The PC has received a communication from SODC regarding the erection of three new dwellings which have been street named as 1-3 Wittenham Place in Burcot.

Ref: BNN/25/0055.

7. The Annual Governance and Accountability Return for 2024/2025.

- a) Receive and note the Internal Audit Report.



The internal audit report was received and noted. It was agreed that the actions need to be resolved over the coming months. The Clerk to produce an action list.

b) Receive the Annual Governance Statement (Section 1) to be considered and approved.

It was **resolved** to approve the Annual Governance Statement.

c) Accounting Statements (Section 2) to be considered and approved.

It was **resolved** to approve the annual statements.

d) To set the commencement date for the exercise of Public Rights

It was **resolved** to set the commencement date for the exercise of Public Rights as 17th June.

County and District Councillor Reports

District Cllr Casey-Rerhaye will send a written report later in the week. She reported on the local government reorganization and explained the three options that are being worked on in Oxfordshire. The matter was discussed. District Council capital grants are now open for application. A resident asked about compensation for the solar farm. Cllr Casey – Rerhaye will investigate.

County Cllr Jones who was elected last month introduced himself. He will provide reports going forward.

8. Planning:

(P25/S1506/S37) – 18 Balfour Cottages, Burcot for a Variation of conditions 2 (Approved plans) & 3 (Materials) on planning application P24/S2132/HH - to modify the roof form to pitched to prevent build-up of dead leaves from overhead trees. (Retrospective application for a boundary wall to highway frontage. Proposed erection of an open car port with EV charging point).

A resident commented that the application is not consistent with the Neighbourhood Plan. Cllr Maxwell to write a response in line with the Neighbourhood Plan.

Hedgerow Removal Notice - Culham Sewage Treatment Works. In accordance with The Hedgerow Regulations 1997, I am required to consult you on this matter.

The District Council will assess whether or not the impacted hedgerow is "important" under the regulations. If so, then removal can be prevented through



the issuance of a Hedgerow Retention Notice at the discretion of the District Council. If not, the District Council cannot prevent the hedgerow removal. If the Parish Council wishes to provide any comments, please can these be sent to the District Council by 23 June 2025.

Further information to be sought before responding.

- **NOTIFICATION OF APPEAL PUBLIC INQUIRY DATE**

Location : Land to the north of the Culham Science Centre Thame Lane near Clifton Hampden OX14 3GY Proposed development : The development of a Battery Energy Storage System (BESS), comprising a 500 megawatt (MW) battery storage facility with associated infrastructure, access and landscaping, with a connection into the Culham Jet National Grid substation. (A hard copy of the Environmental Statement can be viewed at South Oxfordshire District Council, Abbey House Abbey Close Abingdon OX14 3JE). Appellants name : Culham Storage Limited Appeal reference number : APP/Q3115/W/24/3358132 Appeal start date: 6th March 2025. This inquiry will be heard at a public inquiry on **10/11/12/13 & 17/18 June 2025.**

Noted.

10. **To authorise the recruitment of a new Parish Clerk.**

It was **resolved** to authorise the locum clerk to go ahead with the recruitment of a new clerk.

11. **To confirm a date for training of the whole council.**

7th July was agreed as the date for whole council training.
Councillors to also attend the OALC Talking Tables event.

12. **To authorise the removal** of Anne Mabel Davies, Christine McCulloch, Suzanne Neave, Marc Juffkins and Nick Fielding as signatories on the Burcot & Clifton Hampden PC Bank Account. **To add the following signatories** on the Burcot & Clifton Hampden PC Bank Account with Unity Bank: Cllrs Cheeseman, Maxwell, Seal and Locum Clerk, Gill Peacock.

Resolved

13. **To authorise the following payments:**

Approval of a grant to Clifton Hampden C of E Primary School for	£1,000.00
Antech Computers (work on accessing information on the PC laptop)	£ 150.00
Deborah O'Brien (Internal Audit)	£ 170.00
Gill Peacock, Locum Clerk for administration of the Parish Council	



From 19th May to 13th June 2025

£1,360.00

The date of the next meeting was agreed as 14th July.

It was resolved to approve and sign the minutes of this meeting in order to fulfil the needs of the bank mandate.

The meeting closed at 20.37.

A large, stylized handwritten signature in black ink, appearing to read 'Rory Mac...'.A small, circular handwritten mark or signature in the bottom right corner of the page.