

**MINUTES OF THE MEETING OF CLIFTON HAMPTON AND BURCOT PARISH COUNCIL
HELD ON MONDAY 14th JULY 2025**

1/001 Present

Councillors: Chair: Dougie Anscombe-Stephen (DAS), Rory Maxwell (RM), Alex Seal (AS), Franck Doreau (FD).

Clerk: Charlotte Burls

Oxford County Council: Cllr Robin Jones – Absent

South Oxfordshire District Council: Cllr Sam Casey Rerhaye - Present

Members of the public - 5

1/002 Apologies for absence:

Kate Lowe (KL), Svea Cheesman (SC), and CC Cllr Robin Jones

1/003 To elect a Vice-Chair for Clifton Hampden PC and receive their Declaration of Acceptance of Office.

The PC agreed to postpone the above item to the next meeting due to the absences of two councillors.

1/004 Declaration of any relevant interests

None

1/005 Public questions, comments or representations.

A resident expressed a good deal of concern in Burcot with regards to a planning application to build four houses. The application was emailed to the PC on the 13th June and the application has not been considered in a PC meeting. She feels the council have ignored the comments that residents have submitted. Cllr Maxwell discussed this with the locum clerk and the planning application was sent after the agenda had been published and the PC asked for an extension, although this still did not give enough time for the PC to respond. The PC confirmed they did not endorse nor reject the application. The resident then questioned, at the last meeting another resident asked how much CIL money had been awarded to the council and asked how do the PC intend to spend this money? The PC confirmed this is being looked into by the locum clerk currently and will be relayed back as soon as possible.

Another resident expressed serious concerns regarding the future of the recreation ground and feels that the agenda reads like a government template so is easy to hide behind. A big committee has been set up for the Recreation Ground, why has this become the PCs priority? She is concerned about what else would the PC want to do with the recreation ground, as she feels there are more important issues that should be addressed like speeding in the village.

Another resident understood a playground committee was going to be set up.

The PC explained that the Recreation Ground committee was established to set up a working party. The next step is to produce a survey to get the local opinions of what the community want. The PC feel the Recreation Ground is a great asset to the community and was a huge space which is not used to its full potential. The PC do not have any intentions of making decisions without the public having a chance to give their opinions. Cllr Anscombe-Stephen expressed that the playground is unsafe and that is a priority for the PC.

1/006 SODC and OCC Reports to the Parish Council

- Local government reorganisation – South and Vale closes on the 16th July if the PC could submit comments on what would work best for them that would be useful. Decision due next spring.
- Government has decided it will no longer provide grants for neighbourhood plans.
- Performing arts grants available.
- Capital grant scheme closes on the 25th July
- Abbey Sports Centre has a grant for installing energy efficient measures.

1/007 Minutes

Minutes from the Ordinary meeting held on 16th June 2025, Extraordinary meeting on 24th June and inaugural meeting of Recreation Ground Committee on 2nd July 2025 were agreed and signed by the Chair.

1/008 To agree to accept a grant for flood relief from Oxfordshire County Council.

The PC resolved to agree to accept the grant.

1/009 To receive the Parish Clerk's Report.

The Clerks report was read out loud and noted.

1/010 To approve the adoption of the following policies: Code of Conduct, Co-Option, Standing orders, Financial Regulations, Model Publication Scheme, Habitual & Vexatious Complaints and Health & Safety.

The Chair asked if any of the PC have any issues with the above policies. All councillors agreed they are happy with the above policies. It was resolved by all those Cllrs present that they approved the above policies.

1/011 To approve the domain name for the new PC website with Parish Online.

The PC discussed the different domain names available. The PC agreed the below name would be most the suitable trying to also keep it as short as possible.

Burcotandcliftonhampden-pc.gov.uk

1/012 Planning:

- **To agree & approve a PC Cllr to be the lead on Planning matters.**
Cllr Anscombe-Stephen agreed to become the lead.

To consider the following planning permissions:

P25/S1781/FUL – For development work at the following location: Building J04 Culham Science Campus, OX14 3DB

The application is for: Demolition of transformer units, J4X building, external plant compound, electrical annexes, existing bridges, and the extension of existing building J04 with associated link bridge to building J25, access and other associated works.

The PC acknowledge the application and the locum clerk will submit a response.

1/013 To approve the Notice for Co-Option, inviting potential Cllrs to apply to the PC.

The PC resolved to agree to publish the notice.

1/014 To agree & approve a CHPC response to the Congestion Charge Consultation.

The Councillors acknowledged the remit is outside of the PC as it's an Oxford matter. However, will request that they provide better transport links for the village into Oxford.

1/015 To agree & approve the amount of salt and salt bins required (£300+VAT) for winter.

The PC agreed two bins would be a good provision – one in Burcot and one in Clifton Hampden. The PC also highlighted over heating is a current issue.

1/016 To agree & approve the formation of Committees and roles & responsibilities (Planning, Finance, H.R. and Amenities).

The PC resolved to agree the formation of working parties.
The PC resolved to agree the formation of HR and Amenities Committees (Alex will replace Dougie).

Flood – Franck and Dougie
Planning – Dougie and Franck
Finance – Svea and Rory
Amenities – Rory and Kate
HR – Alex and Kate

1/017 Finance

a) Payments below were approved

SODC Election Administration	£1,287.47
Reimburse Christine McCulloch for Traveling and Stationary	£12.00
Oliver Bowden (Handyman)	£41.00
Gill Peacock – Expenses (Paper & files)	£28.00
Gill Peacock, Locum Clerk for administration of the Parish Council from 19 th May – 13 th July 2025	£1,228.00
Information Commissioner – Data Protection Fee	£52.00

1/018 To pass a resolution in accordance with the Public Bodies (Admission to Meeting) Act 1960, Part 1, Section 1 (2) to exclude the public and press for discussion regarding a staffing matter, where publicity might be prejudicial to the special nature of the business.

The PC resolved to exclude members of the public and press.

1/019 Date of next Meeting.

Monday 11th August at 7:30pm

The meeting closed at: 20:28