



MINUTES OF THE MEETING OF CLIFTON HAMPTON AND BURCOT PARISH COUNCIL HELD ON MONDAY 16th MARCH 2026

1/139 Present

Councillors: Vice-Chair: Kate Lowe (KL), Alex Seal (AS), Svea Cheesman (SC), Paul Sanders (PS), Franck Doreau (FD).

Clerk: Charlotte Ray - Absent

Oxford County Council: Cllr Robin Jones – Absent

South Oxfordshire District Council: Cllr Sam Casey Rerhaye – Absent

Members of the public present – 7

1/140 Apologies for absence:

Apologies for absence were received from the Chair: Dougie Anscome-Stephen (DAS), OCC Cllr Robin Jones and SODC Cllr Sam Casey-Rerhaye.

1/141 Declaration of any relevant interests

There were no Declarations of Interest declared on any items on the agenda.

1/142 Public questions, comments, or representations.

The Council thanked the Village Hall Management Committee for improving the grounds and forecourt of the Village Hall. The Village Hall Management Committee requested Clifton Hampden PC for help with the improvement in respect of the step to the VH and also brought up their concern regarding dog fouling in the recreation ground. Cllr Cheesman responded and said that this issue had been mentioned before and the Council is aware of the issue and it is a work in progress.

Concerns were also raised in respect of the planning application received regarding the Caravan Park (see Item 9. Planning). The applicants are applying for permanent planning permission for 40 full time caravans being stationed all year round. Cllr Doreau suggested that Clifton Hampden Parish Council should oppose the application because the current legislation states that 7 caravans can stay all year round, however if the application requests 40 caravans all year round from 01/04/2026 for 6 months, this could be a breach of the planning regulations.

Cllr Doreau reported that he had attended some planning training recently and had conversations with South Oxfordshire Planning Enforcement. A Parishioner mentioned that there was a difference between siting the caravans on the land and them being occupied, which was acknowledged.

- A Parishioner mentioned the speed awareness signs in Culham/Shillingford and requested that Clifton Hampden Parish Council look at seeing whether they could find some funds to locate some speed awareness signs in Clifton Hampden.
- A Parishioner raised concerns around Clifton Hampden PC switching to bi-monthly meetings and wondered whether that would be sufficient.
- A Parishioner also mentioned whether there was any potential for the Council requesting litter picking volunteers and whether Clifton Hampden PC could initiate a campaign.

1/143 SODC and OCC Reports to the Parish Council

As neither the OCC Cllr, nor the SODC Cllr were present, there were no reports for the meeting, however, they had both recently submitted reports to the Council and they had been uploaded on to the Clifton Hampden PC website -

<https://burcotandcliftonhampden-pc.gov.uk/news/>

1/144 Minutes

The minutes from the Ordinary meeting held on the 16th February were agreed by all Cllrs present at the meeting and signed by the Vice-Chair, Cllr Kate Lowe.

1/145 To receive a Report from the Recreation Ground Committee

Cllr Cheeseman reported that the Primary School in Clifton Hampden had access to toilets, fresh water and storage facilities. Cllr Cheeseman went on to say that the Recreation Ground Committee was in the process of applying for grants to help with the re-design of the Play Area.

1/146 To receive a Report regarding Traffic & Community Speed Watch – update.

Cllr Seal reported that a Traffic & Infrastructure Working Group had been formed and they had met recently. The Working Group had agreed that the Parish Council should pursue improved speed signage within the village. This includes both electronic speed indicator devices and increased provision of standard signage. However, approval will be required from the Oxfordshire County Council (OCC) as a first step. Traffic calming measures on Oxford Road will also be investigated, in line with the broader traffic management strategy.

In addition to appropriate signage, the Working Group will investigate physical traffic calming options such as chicanes, speed humps, or cushions. This will require engagement with the Oxfordshire County Council and Thames Valley Police (TVP), and a Traffic Regulation Order (TRO) is likely to be required, which will involve a significant process.

1/147 To discuss the planning of the Annual Parish Meeting in April

Cllr Sanders reported that Graham, the company who are developing HIF1 have agreed to deliver a presentation, as has Ethical Power regarding the Burcot Solar Farm. Christopher Purvis/Savills have also agreed to speak about development plans in respect of the Gibbs Estate. Various other Village Groups have also been asked if they would like to present, including a representative from Culham Science Centre.

There will also be a demonstration on how to use a defibrillator.

The Council agreed to hold an informal meeting via Teams to discuss planning the Annual Parish Assembly in greater detail.

1/148 Planning:

- Planning Application: P25/S2116/LDE
Location: Bridge House Caravan Park, Long Wittenham
URL: <https://data.southoxon.gov.uk/ccm/support/Main.jsp?MODULE=ApplicationDetails&REF=P25/S2116/LDE>

Cllr Doreau reported that he had been in discussions with Long Wittenham Parish Council and a Parishioner regarding the plan for the existing use of land as a caravan site - In breach of condition one of planning permission ref: P60/R1820. Cllr Doreau read out the response from Clifton Hampden PC, which raises various questions and an objection. Cllr Doreau went on to say that no evidence had been submitted with the application to indicate that there had been a breach of the planning permission granted over the last ten years. The response has been submitted to South Oxfordshire District Council (SODC). The residents of a property near to the proposed site had also submitted their objections.

Following a brief discussion, Clifton Hampden **RESOLVED** to submit an objection to the planning application and this motion was proposed by Cllr Doreau and approved unanimously.

- **Cllr Doreau to update the Council on the Planning Training he attended.**
Cllr Doreau reported that he had attended some planning training, which had covered various subjects, including enforcement, the environment and neighbourhood planning. Cllr Doreau said that the training was also a refresher on basic planning principles. He also reported that SODC is closing their planning portal on their website for a fortnight.
- Cllr Doreau also confirmed that there was a template for neighbourhood planning which is now available and there was the potential to refresh the Clifton Hampden and Burcot made Neighbourhood Plan for the village

1/149 To approve a motion to move the Clifton Hampden PC meetings to bi-monthly (discussed at the Clifton Hampden PC meeting in February).

Cllr Lowe reported that following a robust discussion at the February Clifton Hampden PC Meeting, where she advised that the rationale behind the request was that Clifton Hampden PC is a small parish and reducing the meeting frequency would allow for more time for Cllrs to work in sub-committees and primarily to have alternate meetings for Cllrs to discuss various items, which would be brought forwards for discussion and ratification at a Clifton Hampden PC Meeting.

Following a discussion, this motion was **RESOLVED** and carried by the majority – Four Cllrs to one.

1/150 HIF-1 – Update

Cllr Sanders reported that he had been liaising with Graham, who are the developers of the HIF1 project and as mentioned earlier, they had agreed to give a presentation at the Annual Parish Assembly. Cllr Sanders went on to say that the newly formed Traffic and Infrastructure Working Group had been set up, and they had held their first meeting. The minutes had been uploaded on to the Clifton Hampden PC website - <https://burcotandcliftonhampden-pc.gov.uk/traffic-infrastructure-working-group-meeting/>

1/151 To approve an amendment to the CHPC Financial Regulations

Following a brief discussion, it was agreed to defer this item to the next Clifton Hampden PC meeting.

1/152 Finance

- a) The payments below were approved and it was **RESOLVED** unanimously to pay:

Clerk Salary for February including WFH allowance	£626.02
HMRC Employers NI due	£107.95
Simplicity Payroll – February Payroll	£26.40
Gill Peacock, Locum Clerk for administration of the Parish Council	£920.00
Gill Peacock, Locum Clerk Expenses	£80.96
Tallboys Utility Services Oxford	£905.16
MTS CCTV Vehicle for a Survey	£1,406.40
OALC (Annual Subscription)	£252.00

1/153 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 where publicity might be prejudicial to the special nature of the business.

There were no items to be discussed in private session.

1/154 Date of next Meeting.

The PC agreed future meetings will be the third Monday of every other month. With the next meeting taking place on Monday 18th May at 7:30pm.

The Clifton Hampden & Burcot Annual Parish Assembly will take place on 13th April 2026.

The meeting closed at: 21.00