

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 9<sup>TH</sup> JANUARY 2025

#### 1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

Present were Chairman I. Duff, Vice Chairman P. Dixon, Councillors C. Gover, R. Jaboor, N. Milner, D. Rickeard and C. Shaikh. A-M Simpson joined the meeting at 8.29pm during item 7.b)  
Apologies were received from District Councillor C. Topping.  
In attendance was L. Lloyd (Clerk).  
I. Duff indicated there is 1 vacancy for a parish councillor.

#### 2. PUBLIC FORUM AND QUESTIONS: None

#### 3. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5<sup>TH</sup> DECEMBER 2024:

The minutes of the Parish Council Meeting on 5<sup>th</sup> December 2024 were approved by Council and signed by I. Duff.

#### 4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: I. Duff confirmed receipt of the District Councillor's Report. The first item on the report is particularly significant and relates to the government plans to change the local government structure - please see attachment 2 and comments from A-M Simpson noted under correspondence.

#### 5. ITEMS FOR DISCUSSION:

- a) **Future Governance of the Pavilion and Recreation Ground – To agree the need to seek legal advice to conduct a review of the current governance arrangements and advise on the safety & legality of continuing in the same way:** D. Rickeard circulated a report ahead of the meeting. Councillors concluded that although the existing lease agreement works well, it is likely to be difficult to find willing signatories to sign a new lease in its current form. The next step will be to seek expert advice to ascertain whether the existing arrangement has any issues moving forward, and whether a formal lease is still required. It was agreed that L. Lloyd will investigate.

#### 6. ITEMS FOR DECISION:

- a) **To review accounting software options and select the most suitable solution for the Parish Council's financial management needs:** Councillors reviewed a report comparing Accounting Software options circulated by L. Lloyd ahead of the meeting. D. Rickeard asked whether L. Lloyd wished to move from the existing spreadsheet accounting to an alternative package and L. Lloyd confirmed that although the spreadsheet accounting is familiar, an accounting package designed for Parish Council use would be beneficial with the increased level of funds and accounts to manage, as well as saving time with reporting. N. Milner noted that the circulated report was very useful to aid the council's decision. Councillors agreed to sign up to the Scribe accounting package as recommended in the report, with the initial setup to take place this financial year. Councillors approved the associated costs as follows: Initial setup and training fee £299.00, ongoing monthly fee £35.00 (to be paid by Direct Debit).
- b) **2025/26 Budget Approval:** A revised budget was circulated to councillors with some additional expenditure items noted for consideration, along with confirmation of the tax base. Councillors resolved to approve the 2025/26 budget as shown in attachment 3.
- c) **Precept Decision:** Following the approval of the budget, councillors resolved to set the precept at £35,357 for 2025/26. The increased tax base due to the new housing development means that the comparative Band D payment will be £62.26, the same as 2024/25. L. Lloyd will submit the precept form ahead of the deadline on 15th January.
- d) **To approve expenditure of up to £1000 for contractor clearance of brambles along FP18:** D. Rickeard reported that he and Felicity Topping had met with BGG to review the proposed bramble clearance earlier this week, and a quote has been received for £550.00. The works would be completed before the end of February to avoid the nesting season, and would be overseen by Felicity Topping. Councillors agreed to instruct BGG to carry out the work and approved the £550.00 expenditure. It would be ideal to complete the clearance by the end of January.
- e) **To consider granting a donation of up to £100 to Clean Slate:** Councillors reviewed the request from Clean Slate and resolved to award a grant of £100.00 in accordance with the council's powers under Section 137 (S137) of the Local Government Act 1972.

## 7. ITEMS FOR REPORT:

### a) **Planning Applications:**

P24/S2655/FUL 89 New Road – I. Duff confirmed that the planning meeting on 8<sup>th</sup> January was cancelled, and this application will be decided at a future planning committee.

P24/S3395/FUL South Grange – I. Duff confirmed that amended plans have been received following the Conservation Officer's response to the application. The amendments are all improvements to the original submission.

P24/S3942/HH 19 Main Road – Outdoor swimming pool and pool house – Concerns have been raised by an adjacent neighbour relating to the potential exacerbation of flooding. Councillors agreed that while flooding risk would normally be considered as part of the planning process, it would be worthwhile noting this in the Parish Council's response.

### b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard referred to a report circulated ahead of the meeting covering the following:

At the EHS&RC meeting on 8<sup>th</sup> January, it was noted that ahead of the end of the 10-year lease, redecoration of the Community Room is planned to be done during August. However, a number of upgrades or improvements need to be considered, which if agreed would be best completed ahead of the redecoration; these will need to be funded by the Parish Council. Proposals for improvements to the lighting, acoustics and ventilation at the pavilion have been made. Councillors agreed that it would be worth investigating solutions and D. Rickeard agreed to make enquiries.

EHS&RC are funding repairs to the cycle area and car park surface in February this year. The car park pothole repairs are considered to be the best interim durable solution that can be achieved while a longer-term solution is sought. It was agreed that D. Rickeard and P. Dixon will work together and seek expert advice for this long-term solution.

An assessment of the Sorbus tree on the far side of the recreation ground confirmed that as it has a split trunk and is leaning it should be cut down for safety reasons although it does not pose an immediate risk. The quote received of £550.00 includes using the cut wood to create a bug shelter in the undergrowth behind the trees, which would be a valuable wildlife addition in the parish. Parish Councillors agreed to consider the quote ahead of the next meeting.

### c) **Cemetery Committee:** R. Jaboor confirmed that West Hagbourne Parish Council met on 8<sup>th</sup> January and have approved the progression of the cemetery drainage scheme as well as committing up to £8,000 of CIL money towards the works in line with their 25% ownership of the cemetery. This is excellent news and will allow the Cemetery Committee to commit to further steps at their meeting in early March.

### d) **Employment Committee:** Nothing to report.

### e) **Butts Piece Allotments:** P. Dixon confirmed that he is waiting for confirmation of a date to complete the allotment hedge maintenance.

### f) **Flood Management:** C. Shaikh confirmed that Leigh Travers has not yet provided an update on the clearance of the silt piles along FP19. It was agreed that L. Lloyd will enquire whether this has been scheduled. Recent heavy rains led to flooding on Blewbury Road near Hagbourne Mill, but not within the village.

### g) **Community Speedwatch:** R. Jaboor confirmed that this remains on hold. L. Lloyd reported that she has chased for information on the 20mph limit traffic order but has not received a response.

### h) **Housing development adjacent to the village hall:** I. Duff reported that the playground equipment installation is well under way, with just the ground surfacing left to be completed. C. Gover queried whether there was going to be any kind of opening event, but as the play area is not on Parish Council land and at this stage the Residents Management Committee has not been formed, it is difficult to know who to speak to about this.

### i) **Hagbourne Village Hall Committee:** D. Rickeard confirmed the intention to hold an open meeting at Hagbourne Village Hall later this month to encourage new volunteer involvement.

### j) **Public Art Project:** I. Duff confirmed that the steering group is meeting on Monday 13<sup>th</sup> January.

### k) **Grass Cutting in the Parish:** I. Duff summarised the current situation following the levelling of the Wildflower area on SOHA land on 4<sup>th</sup> December. BGG have agreed to meet representatives at Rymans Crescent on site to review and discuss reinstatement. The Parish Council have discussed the matter at length and understand the distress this mistake has caused to those involved. Suggestions relating to other biodiverse areas on SOHA land and within the parish have been made; the Parish Council will review these separately. We will be reviewing the clarity of the current schedule with BGG ahead of the 2025 growing season.

### l) **Matters raised at the Chairman's Surgery and OALC Councillor's Forum:** I. Duff confirmed that there was no Chairman's Surgery held in December, and nobody was able to attend the December OALC Councillor's Forum.

## 8. Correspondence:

I. Duff asked A-M Simpson for further information on the English Devolution. Following a meeting today, the County Council have resolved to send a letter to the Government in response to the Devolution White Paper, to ask that

Oxfordshire is fast-tracked in the first tier of councils in the reorganisation process. At this stage it is unknown what requests will be made from surrounding councils. Statutory functions and the Joint Local Plan process will continue without interruption and the plan may be finalised by the end of the year. A-M Simpson also confirmed that Oxford City Council has been advised by planning inspectors to withdraw its draft Local Plan 2040 from public examination.

I. Duff confirmed receipt of two emails relating to the possible addition of tarmac on FP15 near the bridge (noted in the actions list) which raise concerns of urbanisation and increased traffic. The intention is only to review the surfacing around the bridge which flooded during the heavy rains shortly after the path was completed. There was some surface damage as a result, but no immediate action is to be taken on this matter and councillors may meet with local residents on site to discuss possible options. It was also noted that there may be a need to improve the point where FP12 joins the path at Parsonage Lane; this will be reviewed fully ahead of any proposals.

D. Rickeard queried whether the lighting columns in the village car park are supposed to be partially on, as one light on each column was lit when last checked at twilight. The columns have light sensors and it may simply be that some sensors are activated earlier than others. L. Lloyd confirmed she has seen all four lights lit at night within the last week. This will be monitored to ensure all lights are functioning correctly.

I. Duff noted receipt of a request from OALC for councillors to respond to the government's 'Strengthening the standards and conduct framework for local authorities in England' consultation which ends on 2<sup>nd</sup> February. NALC have produced a survey for Parish Councils to complete to help inform its response to the consultation, and suggest that the 40-question government consultation should be read in conjunction with completing their survey. This is one of a number of detailed consultations that have been circulated for completion recently. I. Duff expressed concern over the time and effort required to complete this and councillors agreed that the format for a coordinated response was very poor. It was agreed that the Chair and Clerk would prepare a response to OALC to say why the Parish Council would not be responding to the survey or consultation.

## 9. Finance:

### a) Expenditure and receipts since the last meeting and account balances:

a) Payments since last meeting:

NB: Payments pending are shown in yellow and are not included in the account balance shown in c)

Payee	Item	Authorisation	Amount	VAT	Total	Date
PWLB	Loan 505533 Repayment	C Gover / C Shaikh	£2,461.17	£0.00	£2,461.17	09/12/2024
Dark White Digital	INV 001706 December web hosting	C Gover / C Shaikh	£30.00	£0.00	£30.00	13/12/2024
Shield Maintenance Ltd	INV 8250 Dog Bin and Waste bin emptying November 2024	C Gover / C Shaikh	£125.66	£25.13	£150.79	13/12/2024
EHSRC	INV 241104 Community room hire 14 November 2024	C Gover / C Shaikh	£25.00	£0.00	£25.00	13/12/2024
David Rickeard	Hagbourne Oaks Expenses	C Gover / C Shaikh	£164.48	£16.48	£180.96	13/12/2024
Hagbourne Village Hall	INV 1764 Hall Hire Q1	C Gover / C Shaikh	£18.00	£0.00	£18.00	13/12/2024
Hagbourne Village Hall	INV 1774 Car Park Electricity 22/11/23 - 30/11/24	C Gover / C Shaikh	£44.88	£0.00	£44.88	13/12/2024
Parish and Town Auditing Services	INV IA/070/24 - Interim Audit 2024/25	C Gover / C Shaikh	£145.00	£0.00	£145.00	13/12/2024
Grundon Waste Management	PSI-1175151 Cemetery bin collection November	DD	£54.55	£10.91	£65.46	20/12/2024
Laura Lloyd	December Salary including 50% April-October backpay	C Gover / C Shaikh	£974.75	£0.00	£974.75	27/12/2024
Castle Water	INV10004785242 - Allotment Water - Bill date 14122024	DD	£4.93	£0.99	£5.92	30/12/2024
Unity Trust Bank	T2 Account service and transaction charges December	Automatic Payment	£9.15	£0.00	£9.15	31/12/2024
Hagbourne Parochial Charities	Butts Piece January lease payment 2024/25	C Gover / C Shaikh	£447.43	£0.00	£447.43	02/01/2025
Dark White Digital	INV 001735 January web hosting		£30.00	£0.00	£30.00	
Shield Maintenance Ltd	INV 8347 Dog Bin and Waste bin emptying December 2024		£125.66	£25.13	£150.79	
Laura Lloyd	January Salary		£857.81	£0.00	£857.81	

### b) Receipts since last meeting:

From	Item	Amount	Date
Unity Trust Bank	Instant Savings Interest Q3	£387.69	31/12/2024
Redwood Bank	35 day notice account interest December	£222.03	31/12/2024
Nationwide	Instant Access Savings account interest - December	£136.70	31/12/2024
Natwest	Liquidity Manager 95 Day notice account interest December	£68.75	31/12/2024
	<b>Total</b>	<b>£815.17</b>	

**c) Accumulated Account Balances (reconciled online 08/01/2025)**

Unity Trust Bank - T1 current account	£24,422.19
Unity Trust Bank - Instant access account	£58,276.22
Redwood Bank - 35 Day Notice Savings Account	£85,000.00
Nationwide - Instant Access Business Savings Account	£81,400.48
Natwest - Liquidity Manager 95 Day Notice Account	<u>£85,068.75</u>
<b>Total</b>	<b><u>£334,167.64</u></b>

**d) The Special Project Balances (as of 08/01/2025) are:**

Community Infrastructure Levy Fund	Received 28/04/23 so requires spending by 27/04/28	£43,620.62
	Received 27/10/23 so requires spending by 26/10/28	£106,843.63
	Received 26/04/24 so requires spending by 25/04/29	£4,165.09
	Received 24/10/24 so requires spending by 25/10/29	<u>£115,173.81</u>
	<b>Total CIL money</b>	<b>£269,803.15</b>
Community Projects Reserve Fund		£4,712.91
Planned Development Support Fund		£5,303.15
Cemetery		<u>£14,367.55</u>
	<b>Total</b>	<b><u>£294,186.76</u></b>

**e) General Reserve (as of 08/01/2025)** £39,980.88

- b) Review and approval of pending payments:** The Council reviewed the pending payments noting that they all have minuted/regular payment approval this month.
- c) Bank reconciliations for October, November and December 2024:** P. Dixon confirmed that he has completed the internal control checks for Q3 with no queries raised and the bank reconciliations and bank statements have been duly signed.
- d) Q3 Budget Review:** Councillors reviewed the Q3 budget monitoring report with no comments made. Please see attachment 4 for the full report.

**10. Items for report and inclusion on the February agenda:**

None noted.

The meeting closed at 9.29pm.

Items for consideration for the February agenda must be received by the clerk no later than Wednesday 5<sup>th</sup> February.

**The next meeting will be held on 13<sup>th</sup> February 2025 at The Pavilion, Great Mead, East Hagbourne.**

Signed.....Dated.....

## ATTACHMENT 1: ACTION LIST

Action No	What	Who	Status
2023-03-01	Deanfield Homes Car Park Land Transfer	LL	Transfer documentation signed at meeting on 26 <sup>th</sup> March 2024. Still awaiting confirmation of transfer from solicitors. 05/11/2024 Deanfield solicitors confirmed they completed the required documentation some time ago and have now also emailed the OCC Legal team requesting that the transfer is completed as a priority. 09/01/2025 L. Lloyd and Deanfield's solicitors have been chasing OCC in the past month and have still not received a response.
2023-06-02	Parking and Traffic Management on Main Road	NM	NM to prepare a proposal with initial steps to investigate the practicalities and resident perception of current issues. Progress with this item has been delayed by the recent Main Road closure.
2023-06-03	Footway repairs in the parish	ID/PD/RJ	Prioritise potential repairs for OCC to review. C. Stallwood has added East Hagbourne to the list for slurry sealing Main Road footways in the future. Meeting with Highways Engagement Officer on 3 <sup>rd</sup> October being followed up. 28/11/2024 Progress update requested
2023-10-01	Disabled Parking spaces in the village car park	LL	Research options and costs if needed. This has not been raised again as a concern in the last 12 months.
2023-10-03	Weed management on Main Road	LL/ID	14/10 Deep Cleanse team have cleared the outer edge of the raised footway approaching Lower Cross. Now awaiting quote for weed treatment from BGG. The footway and verge in front of Lawson's Orchard have also been improved.

VARIOUS	<p>Footpath accessibility:</p> <p>2023-12-02 FP10 MFL to West Hagbourne</p> <p>2023-12-03 FP12 Church Lane to Fieldside</p> <p>2023-12-04 FP13 Parsonage Lane</p> <p>2024-01-01 FP1 West Hagbourne to Didcot</p> <p>2024-03-02 FP15 Grange Footpath</p> <p>2024-03-03 FP8 Bakers Lane to The Croft</p> <p>2024-04-01 FP30 Village Hall</p>	LL/CS/PD/ ID	<p>20/11/2024 Plans to renew efforts to engage OCC and arrange a meeting between OCC/EHPC and WHPC to assess FP10 and FP1 in the New Year</p> <p>2024-01-01 – Sought advice from District Councillors as to whether the DGT funding may support improvements to FP1 – as this is not on the LCWIP list of paths for improvement the PC has been referred back to OCC for advice.</p> <p>Volunteer labour is available for FP8 aggregate laying subject to OCC approval</p> <p>03/10/2024 FP13 was discussed with the Highways Engagement Team and recorded as Cat 3</p> <p>03/10/2024 FP30 – Initial review of possible surface improvements undertaken by Chloe from the Highways Engagement team</p> <p>11/12/2024 Email sent to A McEwan-James to reconnect on remaining footpath priorities in the New Year. 07/01/2025 Follow up email sent to A McEwan-James and Steve Tabbitt</p> <p>09/01/2025 FP15 (Grange Footpath) – Following the flooding which caused damage to the new path surface around the bridge, the contractor has suggested that a tarmac surface in this small area may better withstand future flood waters. This is under consideration.</p> <p>09/01/2024 FP12 Review the point where the new FP12 path surface and the sloped path to the causeway (Parsonage Lane) join</p>
2023-12-09	Community Speedwatch	RJ	The installation of 20mph signage indicates that the new speed limit is imminent although the Traffic Regulation Order has not yet been completed (this takes around 2 weeks to allow for publication in local press).
2024-01-02	Emergency Plan / Flooding documentation Review	RJ/LL	Emergency Plan Approved and now online. Resident feedback and volunteers for emergency contact list now ongoing.
2024-02-01	Pavilion Lease Renewal	DR/LL	L. Lloyd investigating sources for expert advice on the continuation of the lease.
2024-02-04	Flood Management in the Parish	CS/DR/PD	<p>The OCC funded channel clearance and bridge removal works along FP19 (Tadley) were completed in mid-November.</p> <p>NB: Following the PC meeting: 06/12 Leigh Travers confirmed he has reviewed the FP19 channel works and has asked the contractors to return and deal with the piled up silt, as this does not meet the specification given by OCC.</p> <p>Clerk now trying to arrange for Leigh Travers to complete a site visit to assess the rest of the watercourses in the parish</p>
2024-03-04	Main Road 20mph limit	OCC	Public consultation complete and signage installed. Awaiting Traffic Regulation Order from OCC, which must be advertised for 2 weeks in local press. Chased for information as well as raising concerns over lack of repeater roundels on Blewbury Road and visibility of the 20mph limit sign on New Road.

2024-03-05	From APM: Step reinstatement on Main Road/Bakers Lane footpath	OCC/LL	This is an OCC Highways matter and has also been raised with the Highways Engagement Team on 03/10/2024. 11/11/2024 The clerk chased SGN, OCC officers and Highways Engagement when SGN contractors were working on Main Road. No communication has been received from the local depot. 28/11/2024 Further support has been requested from Chloe in Highways Engagement to resolve this.
2024-03-06	From APM: Main Road to Coscote road surface	OCC	An OCC matter as no agreement was made with the developer during the planning process and the S278 agreement to maintain and repair the main agreed access route to the site. The Parish Council has full support from our County Councillor, Jane Murphy, to lobby for repairs and reinstatement. 28/11/2024 Further discussion with Chloe from Highways Engagement on the necessary works to make good the road and verges. A follow up site meeting will be scheduled in the New Year.
2024-04-01	CIL Projects Shortlist	ALL	Councillors reviewing and updating project proposals following discussion at the APM
2024-10-01	Blewbury Road Drainage	CS/LL	Initial communications being followed up
2024-12-01	Zebra Crossing Visibility	LL	OCC Streetlighting team investigating visibility concerns

## ATTACHMENT 2:

<b>Title</b>	District Councillors' Report
<b>Councillors</b>	Cllr Anne-Marie Simpson & Cllr Crispin Topping
<b>Parish</b>	East Hagbourne Parish Council
<b>Date</b>	9 January 2025

### [Booking link for planning surgeries for town and parish councils](#) **English Devolution**

The Leader of South Oxfordshire District Council has written to Cllr Liz Leffman, Leader of Oxfordshire County Council, asking her to make formal contact with the Government as soon as possible to express a strong view for Oxfordshire to move forward quickly with local government reorganisation.

In his letter, sent in the days following the publication of a Government White Paper on English Devolution, Cllr David Rouane set out that it was not in the interests of South Oxfordshire to have a prolonged period of debate on the matter within the public sector.

Cllr Rouane explained that "the Government has already decided that local government reorganisation is going to happen. Delay will only bring uncertainty for residents and local businesses who depend on our services, and for our staff who will be worried about their own futures. We owe it to everyone to move to a more stable position as soon as possible." The letter is available on the council's [official correspondence page](#) on its website.

You can view today's County Council's Extra Cabinet meeting (January 2025) on Devolution White Paper and Response and read their Agenda reports pack following the links [here](#)

### **Council's future plan takes next steps forward**

A plan for the future in South Oxfordshire and the Vale of White Horse has taken its big next step forward.

The two district councils have been working together to produce a Joint Local Plan (JLP), which aims to help meet their local communities' need for affordable housing, jobs and infrastructure while tackling the climate emergency.

Following a series of successful public consultations, which produced strong and positive feedback, the plan has now been submitted to the Government for the examination stage.

The Planning Inspectorate will examine the JLP and assess whether it has been prepared in accordance with legal and procedural requirements.

At the end of the public examination, the Inspector will conclude whether or not the plan is sound. In most cases the Inspector's report will recommend some changes that would allow the plan to be adopted.

If successfully adopted, the plan would replace the existing Local Plans for both councils. In the new draft Joint Local Plan, the councils have shown that there are enough new homes in the pipeline already. This means that there is no need to build on any extra new greenfield sites over the next 15 years, beyond what has already been allocated. Only one area of expansion has been earmarked, which is on the brownfield land owned by the Ministry of Defence at Dalton Barracks near Abingdon.

Crucially, the plan also sets out new firmer environment policies so that development is net zero carbon and delivers twice the national level of biodiversity net gain to help with the recovery of nature.

More information on the examination process can be found on [the councils' Joint Local Plan webpage](#).

### **Bathtub dumpers ordered to soak up hefty fine**

Two Nottinghamshire residents must pay more than £4,000 after admitting illegally dumping a bathtub, tyres and a large amount of renovation waste near Didcot.

Pamela Whata, 47, and Willard Kurisa, 47, of Dryden Dale, Worksop, Nottinghamshire, appeared at Oxford Magistrates' Court on Friday 13 December where they both pleaded guilty to a charge of unlawfully depositing waste, commonly known as fly-tipping.

The incident was reported to South Oxfordshire District Council on 14 August 2024 after a large fly-tip was discovered on an unnamed road, off the A417, at Aston Tirrold.

Council Envirocrime Enforcement Officers investigated and found evidence that traced back to Ms Whata. In an interview on 6 September, Ms Whata and Mr Kurisa confirmed that they were both responsible for dumping the waste, having brought it to Oxfordshire in a hired van, from their address in Nottinghamshire.

Ms Whata and Mr Kurisa had loaded the waste into the van with the view of disposing the waste at a local recycling centre enroute to their rented property in Oxfordshire. However, they were turned away from all the recycling centres in Oxfordshire due to the size of the van that they had hired. They claimed that they had previously used a recycling centre in Worksop with the same hired van, and accepted in court that there was no reason why they could not have taken the waste back to Worksop with them to dispose of it properly. Instead they made the decision to fly tip their waste and drove to a quiet rural area to do so.

Taking early pleas into account, Mr Kurisa was fined £1,143 and ordered to pay a victim surcharge of £457 and £614 towards prosecution costs. Ms Whata was fined £961 and ordered to pay a victim surcharge of £384 and £614 towards prosecution costs, total of £4,173.

If you come across fly-tipping or notice anything suspicious, please visit [southoxon.gov.uk/fly-tipping](https://southoxon.gov.uk/fly-tipping).

### **£60,000 available in grants for performing arts in South Oxfordshire**

A new £60,000 Performing Arts grant scheme, run by South Oxfordshire District Council will open for applications on 3 February 2025.

The scheme is open to voluntary and community organisations in South Oxfordshire, who will be able to apply for a minimum of £500 and up to a maximum of £5,000 in funding for projects that improve community wellbeing across the district.

The grant aims to enhance the cultural landscape of South Oxfordshire by providing a financial boost to projects that help improve the quality of life of people living in the district, through projects that have a significant impact on the community.

### **Funding advice event**

South Oxfordshire District Council are holding a funding advice event at Watlington Town Hall at 4pm on Thursday 23 January 2025. Places at this event are limited and must be booked in advance - [please register here](#).

There will be further advise sessions for those who cannot make this event - If any organisations have a project they'd like to discuss, have any questions about eligibility or the application process for this scheme, they can book a phone call, arrange a Teams chat or a face-to-face meeting. Email [performingartsgrants@southandvale.gov.uk](mailto:performingartsgrants@southandvale.gov.uk).



Applicants must show how their projects meet the following community values and priorities, fostering a vibrant, inclusive, and sustainable performing arts scene in South Oxfordshire:

- Increase the range of arts opportunities available to local communities.
- Support inclusive practice and celebrate diversity
- Develop local artistic talent
- Promote innovation and excellence
- Develop new audiences and participants in performing arts initiatives

Organisations eligible to apply are:

- Non-for-profit groups, arts, or community groups
- Town and parish councils
- Schools (for non-core curriculum activities)

The grant scheme closes at midday on 3 March 2025.

More information about the grant scheme along with information about the launch event can be found on the council's website [southoxon.gov.uk/grants](https://southoxon.gov.uk/grants) and organisations can contact the Community Arts team by email [performingartsgrants@southandvale.gov.uk](mailto:performingartsgrants@southandvale.gov.uk) for support.

### ATTACHMENT 3: APPROVED BUDGET 2025/26

	2023/24 Total (Actuals)	Budget 2024/25	To 31/10/24	2024/25 Est Nov- Mar	Total	Budget 2025/26
<b>Income</b>						
Precept	30956	32838	32838	0	32838	
Lease Income	1465	1465	1465	0	1465	1465
Wayleaves	54	55	54	0	54	55
Allotments	767	760	801	0	801	805
Cemetery Contribution	739	800	435	345	780	820
Interest	3358	6000	3425	3500	6925	7000
Pavilion insurance recovery	500	500	500	0	500	500
Standing Order from PCC Gen	4	4	0	4	4	4
OCC S101 Grass Cutting Agreement		838	838	0	838	838
<b>Total</b>	<b>37844</b>	<b>43260</b>	<b>40356</b>	<b>3849</b>	<b>44205</b>	<b>11487</b>
<b>Expenditure-Revenue items</b>						
Clerk Remun.	-9416	-11600	-5548	-4450	-9998	-12450
Payroll Management Costs	-250	-270	0	-260	-260	-400
Bank fees	-72	-105	-39	-52	-91	-110
Accounting software		-300	0	-105	-105	-420
Office Expenses & Clerks Travel	-169	-250	-352	-180	-532	-250
Office Equipment						-500
Working From Home Allowance			0	0	0	-312

Subscriptions	-426	-520	-490	0	-490	-520
Website	-360	-600	-210	-190	-400	-590
Training Courses	-290	-750	-155	-300	-455	-750
Meeting Room Hire	-343	-350	-180	-170	-350	-420
Insurance	-1362	-1362	-1356	0	-1356	-1356
Audit Costs-External	-315	-400	-630	0	-630	-420
Audit Costs-Internal	-385	-270	-135	-145	-280	-295
Legal Expenses	0	-1000	0	-1	-1	-1000
PC Election Costs	-200	0	0	0	0	-
Car Park Maintenance/Repairs	0	0	0	0	0	-1000
Car Park Electricity	-200	-150	0	-50	-50	-70
Play Equipment Inspection	-86	-95	-90	0	-90	-100
Recreation Ground/Play Equipment						-2130
Pavilion Expenses	0	0	0	0	0	-650
Grass Cutting and Hedges (contract)	-1857	-3800	-1710	-730	-2440	-3800
Trees and hedge trimming (ad hoc)		-1700				-1700
Bench Refurbishment	0	-	-	-	0	-
Defibrillator Costs	-126	-300	0	-70	-70	-500
Dog Bin Emptying	-5155	-5720	-676	-676	-1352	-1352
Dog Bin costs	0	-35	0	-35	-35	-35
General Waste Bin costs		0	0	0	0	-156
Butts Piece Lease	-858	-960	-447	-447	-895	-960
Signage	0	0	0	0	0	
Allotments	-1782	-200	-84	0	-84	-200
Allotments Japanese Knotweed Treatment	-	-600	-600	0	-600	-600
Allotment Hedge Cutting						-450
Allotment Maintenance		-750		-450	-450	-500
Loan Interest	-356	-229	-125	-104	-229	-147
War memorial repair	0	-	-	-	0	-
Other	-252	-	-7231	-78	-7309	
Warm Hub expenditure	0	-	-	-	0	
<b>Total</b>	<b>-24260</b>	<b>-32316</b>	<b>-20058</b>	<b>-8494</b>	<b>-28551</b>	<b>-34143</b>
<b>Non regular Revenue items</b>						
Incomings-Village Grants	0	-	6650	0	6650	
Incomings - Legal	0	-	0	0	0	
	0	0	6650	0	6650	0
<b>Outgoings</b>						
Parish Council Grants	-1144	-1000	-500	-500	-1000	-1000
Capital Expenditure	0	-	0	0	0	
Loan Capital	-7991	-4693	-2337	-2357	-4693	-4776
	<b>-9135</b>	<b>-5693</b>	<b>-2837</b>	<b>-2857</b>	<b>-5693</b>	<b>-5776</b>

Annual Surplus/(Deficit)-Revenue	4449	-750	24112	-7502	16610	-35357
Special Funds & Reserves	Closing balance	Opening balances			Closing balance	Opening balances
CIL Monies Received	162257		119339	0	119339	
CIL Expenditure	0		-3667	-19904	-23571	
CIL Fund	174034	174034	115672	-19904	269803	269803
Cemetery Fees	3546		2648	2100	4748	
Cemetery Expenditure	-2514		-4078	-5700	-9778	
Cemetery Fund	15611	15611	-1431	-3600	10581	10581
Development Fighting Fund	5303	5303	0	0	5303	5303
Community Projects Income						
Community Projects Expenditure			0			
Community Projects Reserves Fund	4713	4713	0	0	4713	4713
Climate Change and Biodiversity Fund						
<b>Net Income/Expenditure-SF&amp;Reserves</b>	199662	199662	114242	-23504	90738	0
<b>Net Position-Revenue/SF&amp;Reserves</b>	<b>204111</b>	<b>198912</b>	<b>138353</b>	<b>-31006</b>	<b>107348</b>	<b>-35357</b>
<b>General Reserve</b>	3915	-113				
VAT	1910	2434	2434	0	2434	8500

Laura Lloyd - APPROVED BUDGET  
09-Jan-25

### Budget Notes:

#### Income:

Allotments: Based on 95% occupancy and a 6% increase in fees

Cemetery Contribution: Based on 7.85% of wage (not including WFH allowance)

Interest: Best guess based on projected expenditure of c. £60k CIL money on footpaths/other in 2025/26. This is also anticipating reduced interest rates. This interest is not being factored into the income for determination of precept as it will maintain the value of the CIL fund in line with inflation

#### Expenditure:

Clerk Remuneration: Estimating a 5% NJC payrise in April 2025. 2024-25 payrise/backpay has been incorporated into this year's Nov-Mar expenditure. Employers NI at 15% for earnings over £5,000pa has been included in this figure £1000 contingency included for potential additional hours. A 3% minimum employer pension contribution in the event that the clerk enrolls on a pension scheme is also included in this calculation

Payroll Management Costs: Payroll and pension management

Office Expenses and Clerk Travel: This category currently includes Working from Home Allowance for 24/25 - split for 25/26

Office Equipment: Provision for new laptop

Subscriptions: Based on SLCC, OALC, ONPA and CFO

Website: £480 hosting fees (increased storage requirement for 2025/26), plus £210 for additional works (ad hoc rate £42 per hour)

Meeting Room Hire: Based on 12 PC meetings @£30 plus £60 contingency

Legal Expenses: Possible solicitor costs for pavilion lease renewal

Car Park Maintenance/Repairs: LED replacement/Drain clearance/Disabled parking bay markings

Pavilion Expenses: Indicative figure for building valuation (recommended for consideration by IA)

Grass Cutting and Hedges (contract): Allowing for 14 cuts on a 2-3 week schedule. This figure includes the annual car park hedge cutting. Recreation ground and cemetery cuts are not included as paid for separately

Trees and Hedge Trimming (Ad-hoc): This has been separated from the scheduled items on the contract for clarity

Defibrillator Costs: Set of pads in need of replacement this financial year (Community Shop). Battery replacement and 3 sets of pads required in 25/26 NB: Community Shop defibrillator is out of warranty and it is recommended that should be replaced, clerk to investigate grant options for the replacement

Allotments: Depends on how dry the summer is, but this year has levelled out expenditure after starting with a credit on the account

Japanese Knotweed Treatment: £1800 cost, split and paid over 3 annual treatment visits

Other: 2024/25 figures include OPC car park drains, Butts Piece Clearance, General Waste Bin collection (split for 2025/26) and TOE Grant Expenditure

### Special Fund Balances:

Cemetery Fund: Based on the Cemetery Fund covering the additional drainage survey & design work at the end of this financial year

Climate Change and Biodiversity Fund: Allocation not agreed at this stage

### ATTACHMENT 4: Q3 BUDGET MONITORING REPORT

Income	Actual	Budget	9 Months to 31 December			% Variance
	2023/24	2024/25	Budget	Actual	Variance	
Precept	30956	32,838	32838	32838	0	0%
Lease Income	1465	1,465	1465	1465	0	0%
Wayleaves	54	55	55	54	-1	-2%
Allotments	767	760	760	801	41	5%
Cemetery Contribution	739	800	600	584	-16	-3%
Interest	3358	6,000	4500	4597	97	2%
Pavilion insurance recovery	500	500	500	500	0	0%
Standing Order PCC Gen	4	4	0	0	0	0%
OCC S101 Grass Cutting	0	838	838	838	0	0%
<b>Total</b>	<b>37844</b>	<b>43260</b>	<b>41556</b>	<b>41677</b>	<b>121</b>	<b>0%</b>
<b>Expenditure-Revenue items</b>						
Clerk Remun.	9416	11600	8700	7445	1255	-14%
Payroll Management Costs	250	270	0	0	0	0%
Bank fees	72	105	79	57	22	-28%
Accounting Software	0	300	300	0	300	-100%
Office Expenses & Clerks Travel	169	250	188	404	216	115%
Subscriptions	426	520	520	490	30	-6%
Website	360	600	450	270	180	-40%
Training Courses	290	750	563	155	408	-72%
Meeting Room Hire	343	350	263	217	46	-17%
Insurance	1362	1362	1362	1356	6	0%

Audit Costs-External	315	400	400	630	230	0%
Audit Costs-Internal	385	270	270	280	10	4%
Legal Expenses	0	1000	0	0	0	0%
PC Election Costs	200	0	0	0	0	0%
Car Park Repairs	0	0	0	0	0	0%
Car Park Electricity	200	150	150	45	105	0%
Play Equipment Inspection	86	95	95	90	5	0%
Pav Repair and Maintenance	0	0	0	0	0	0%
Pavilion Sundries	0	0	0	0	0	0%
Grass Cutting and Plants	1857	3800	3000	2162	838	-28%
Trees and Hedge Trimming	0	1700	1275	0	1275	0%
Defibrillator Costs	126	300	80	0	80	-100%
Dog Bin Emptying	5155	5720	4290	901	3389	-79%
Dog Bin Costs	0	35	35	0	35	0%
Butts Piece Lease	858	960	480	447	33	0%
Allotments	1782	200	150	89	61	0%
Allotment Maintenance	0	750	0	0	0	0%
Japanese Knotweed Treatment	0	600	600	600	0	0%
Loan Interest	356	229	229	188	41	-18%
War memorial repair	0	0	0	0	0	0%
Other	252	0	0	6982	6982	-
Covid/Warm Hub expenditure	0	0	0	0	0	0%
<b>Total</b>	<b>24260</b>	<b>32316</b>	<b>23478</b>	<b>22809</b>	<b>669</b>	<b>-3%</b>
<b>Non regular Revenue items</b>						
Incomings-Village Grants	0	0	0	6650	6650	-
Incomings - Legal	0	0			0	0%
	0	0	0	6650	6650	0%
<b>Outgoings</b>						
Contingency/Uninsured Costs	N/A	0	0	0	0	0%
Donations and Grants	1144	1000	750	600	150	-20%
Loan Capital	7991	4693	4693	4735	41	1%
	9135	5693	5443	5335	109	-2%
<b>Annual Surplus/(Deficit)-Revenue</b>	<b>4448</b>	<b>5250</b>	<b>12635</b>	<b>20184</b>	<b>7549</b>	<b>60%</b>

**Notes:**

Accounting Software: No decision on software made yet

Office Expenses and Clerks Travel: This category now includes Working From Home allowance as approved in July 2024

External Audit: Fee in higher tier due to income above £200K in the last financial year

Dog Bin Emptying: Change from SODC to Shield Maintenance

Allotments: Credit at the beginning of the year covered initial allotment water payments

Other: Car Park Drain Clearance, plus outgoing TOE Grant money for FP4 and Hagbourne Oaks Project