

Stadhampton Parish Council – September 2025

Minutes of the meeting of Stadhampton Parish Council (SPC) held on Monday 15th September 2025 at 7.30pm in Stadhampton Village Hall.

Present:

Parish Councillors (Cllrs): Fitzgerald (Chairman), Campbell, Edwards and Bayoumi.

Staff: Parish Clerk.

Members of the public: 10

Public Participation:

Resident 1: Offered to coordinate and assist with the Neighbourhood Plan (NP).

- o **Action:** Clerk to forward him details of the 3 other volunteers to date. PC will provide updates from this NP sub-working group at future PC meetings.

Resident 2 (Newell's Farm): Raised concerns regarding the track at Newell's Farm, referencing an email sent to the clerk this evening.

- o **Action:** Clerk to follow up with SODC Planning and resident.

Resident 3:

- The PC had received a formal complaint regarding D'Oyley Farm. The farm owners were in attendance. The PC encourages local resolution between the two parties - the farm owners will raise directly with the complainant. **Action/Decision:** Clerk to forward complaint to the farm owner.

63/0925 Apologies. Apologies received from Cllr Howden.

64/0925 Declarations of interest: Cllr Campbell declared a business association with D'Oyley's Farm. Cllr Edwards reported that the Charity she works for had instructed her to inform the Council that it has received death threats. This was noted by the Council but not considered an immediate concern.

65/0925 Minutes (D): The minutes of the meeting held on 21st July 2025 were approved as a true and accurate record. Proposed: Cllr Campbell, Seconded: Edwards.

66/0925 Matters arising: Cllr Edwards: Reported death threats received by her charity. District Cllrs advised that TVP support was available via Operation FRAUD.

67/0925 Reports from Ward Councillors (D):

Cllrs' report has been circulated and will be in the future Village Voice magazine.

Both councillors attended the meeting and reported:

- Their ongoing focus is on traffic issues with the MP.

- Haseley Trading Estate: Concerns noted regarding traffic through Little Milton. A Planning Committee meeting will be held on 8th October. Cllr Heritage, together with representatives from three other parishes, will speak on traffic issues during the 5-minute slot on behalf of Stadhampton Parish Council (SPC).
- **Action:** Clerk to forward SPC's submitted letter and the joint parish letter to Cllr Heritage. **Resolved.**
- Councillor Community Grant Scheme: Now open with an increased budget of £7,500 per councillor (previously £5,000). Applications close 5th December.
- **Action:** PC to consider applying.
- Neighbourhood Plan (NP): District cllrs strongly recommended a local NP to support objections to applications (e.g. Warren Hill, potential solar farm). Although funding for neighbourhood plans has ceased, SODC guidance remains available. Cllr Heritage offered support.
- Action: SPC has now established a NP Sub-Working Group to scope a local NP, with a volunteer identified to coordinate. See public session above.
- Traveller Site (Tetsworth): Any queries to be directed to Cllr Heritage.
- Le Manoir Restaurant: Closing for 18 months. SODC will offer support to local staff affected
- Chalgrove Airfield Application: OCC and MP considering defence implications, with a meeting to be arranged. They are anticipating four planning applications relating to the airstrip and confirmed that a bypass will be required if development proceeds. D'Oyley's Farm confirmed that trenches have already been dug. Oxford Growth Plan and the new Oxfordshire District Plan (which excludes Chalgrove) are key factors.

68/0925 Planning and licensing applications: To consider any representations to be made to South Oxfordshire District Council on the following planning application. Details can be viewed by searching for the property or application reference using the planning tab at <https://www.southoxon.gov.uk/>

- a. **Haseley Trading Estate P25/S1653/FUL** Redevelopment of the site as a Vehicle depot retaining one of the buildings as a workshop to contain offices and welfare. Works to include all associated works. *(Target decision date 08/09/25.)* PC Submitted comments 10/07/25. Awaiting decision. Amendment to planning application submitted 29/08/25. Comment deadline 12/09/25. **Planning Committee date arranged for 08/10/25.**
- b. **The Crown, Thame Road, OX447TZ P25/S1011/FUL** Proposal to convert the right-hand side of the property into a 4-bedroom dwelling house with a rear garden, single-storey rear extension. Then to reduce the size of the public house to the original footprint of the historical property and convert the rear room into part of the living 3- bedroom accommodation above with associated internal works. **PC submitted comments 02/07/25. Awaiting decision.**
- c. **Richmond Hill Farm, OX447XF, P25/S18126/LDE** Certificate of lawfulness for the continued retention and use of buildings. **Resolved: No further comment.**
- d. **Chiselhampton House, Stable Cottage, Chiselhampton, OX447XF, P25/S2479/LB** Partial conversion of stable building to create additional bedroom to serve existing accommodation. Rest of building converted to provide ancillary accommodation. **Resolved: No further comment.**

- e. **Barns 1A, 1B and 1C Newell's Farm, OX447X3, P25/S2585/FUL** Provision of balconies to the rear. **Resolved: No further comment.**

Decisions on planning applications:

- **Barn 2, Newell's Farm OX447XJ P25/S1943/HH** Alterations to existing window and door openings and provision of new window openings, extension to south elevation with internal changes. *(End consultation date 30/07/25.) Approved 11/08/25.*
- **Newell's Farm OX447XJ P25/S0340** Application refused 20/08/25.

69/0925 Playground woodchip.

Woodchip requires tidying.

- **Action:** Cllr Bayoumi kindly offered to carry this out. Further to this, it has been noted that more woodchip is required. Proposed: Cllr Edwards, Seconded: Cllr Campbell.

70/0925 The Old Place, Thame Road – flooding issue to be discussed.

Resident reported that the property has flooded on two occasions already this year and raised concern that the drains may not be being properly cleared by Highways.

Public footpath survey indicated the path level has risen by approx. 40cm. Resident will place logs to help mitigate flooding and suggested use of a mini digger to dig out the path, however there may be an electricity cable in situ. The ownership of path is unclear but suggested approximately two-thirds of the path is registered to a neighbouring resident, with the remaining section unregistered.

Actions:

- Cllr Fitzgerald to raise issue with OCC Highways.
- Clerk to contact the Electricity Board and Thames Water before resident undertakes any digging. Resident to liaise with clerk regarding exact location details for utility companies.

71/0925 Village Green Path and Parking.

Council discussed the potential use of CIL funding for improvements to the Village Green path to address further deterioration. Two quotes received to date (£25k–£40k). A working group/volunteers will be sought to take the project forward and provide ideas.

Enquiries to be made regarding how long the current surface has been in place.

Actions:

- Council and clerk to obtain additional quotes.
- Clerk to email the resident who originally brought this matter to the Council.
- Cllr Fitzgerald to contact the resident directly.

72/0925 Dangerous Exit Hazard – A329 / Village Pond.

Council noted the serious safety concern at the A329/Village Pond exit.

Quote from contractor present at the meeting was accepted and the safety work would be conducted immediately. Proposed: Cllr Fitzgerald, Seconded: Cllr Campbell. Contractor will carry out three visits, commencing immediately, to cut back reeds and improve visibility without removing the tree. Cllr Campbell suggested contractor provide a further quote for potentially filling in the pond, for consideration at a future meeting.

- **Action:** Clerk to follow up with contractor regarding the agreed works.

Resolved: The contractor has now completed the works.

73/0925 Resident Complaint regarding D'Oyley Farm.

Item deferred until further notice (please see public participation).

74/0925 Marquee Hire – to agree rental charge.

Council agreed that the marquee hire fee will be waived for fundraising events. The Council also agreed to accept the offer from those responsible for erecting and maintaining the marquee to provide them with free tickets for this event and any future events. The Council will confirm with the individuals concerned whether they are happy with this arrangement going forward. Proposed: Cllr Fitzgerald, Seconded: Cllr Edwards. **Resolved.**

75/0925 Neighbourhood Plan- update required.

A fourth volunteer has come forward to join the Neighbourhood Plan steering group.

Actions:

- Clerk to forward the relevant email and information to the new volunteer, and to remind the group to keep the Council informed of their plans, as the Council's role is to support the process rather than steer it. **Resolved.**
- Cllr Fitzgerald to draft a notice for the Clerk to post on social media and the website.

76/0725 – Archives for History Museum. Deferred / ongoing.

77/0925 – HMRC Authorisation from Cllr Fitzgerald.

Cllr Fitzgerald queried the spelling errors in the email he received for authorisation. The Clerk confirmed this was a legitimate request actioned by herself.

- **Action:** Cllr Fitzgerald would action the request.

78/0925 – Lloyds Bank Authorisation for Cllr Howden.

Update noted. This has now been actioned and Cllr Howden should soon have access to the bank accounts. **Resolved.**

79/0925 Planters at the triangle – update required.

The PC highlighted and thanked the local resident who works at the local garden centre who carried out care and maintenance on the the planters by the bus-stop in School Lane. Residents have already commended her hard work. **Resolved.**

80/0925 History Photobook.

It was noted that the photobook has now been printed and the invoice added to the payment list for authorisation. Residents involved will arrange a meeting to go over the book and old photos, with the aim of holding an event before Christmas. The Parish Council agreed that this is a good fundraising opportunity. It was suggested that books be made available at the event for a minimal voluntary donation. Copies will be kept for the Clerk and the Chairman.

Actions:

- Clerk to make payment. **Resolved.**
- Residents to organise a meeting to present the book and discuss it alongside other photos.

81/0925 Mini-roundabout suggestion on Thame Road/Newington Road junction (BP bend)

Cllr Fitzgerald will conduct a walk-around with OCC Highways on 1 Oct, and raise this suggestion then.

- **Action:** Cllr Fitzgerald to update..

82/0925 Whistleblowing policy. The whistleblowing policy was approved. Proposed: Cllr Howden, Seconded: Cllr Fitzgerald. **Resolved.**

83/0925 Reports from Working Groups and Projects:

- a) **Biodiversity and sustainability** (Cllrs Campbell) noted the trees along village green and on Copson Lane are doing well.
- b) **Highways and Traffic Calming:** (Cllr Fitzgerald) Cllr Fitzgerald will conduct a walk-around with OCC Highways in the Parish on 1 Oct to discuss plan for prioritised roll-out of village gateway complexes at entry points to residential areas; resolving the now-inconsistent 30 and 40mph speed limits on B480 between Stadhampton and Chiselhampton; and the potential roundabout suggestion on the A329/B480 junction by BP station.
- o **Action:** Cllr Fitzgerald to update after meeting OCC Highways.
 - c) **Allotments and water catchment/ supply:** Update received on the water trough – work has been halted as the contractor has been assigned to more urgent tasks.
- **Action:** Contractor to follow up once the current urgent job is complete.
 - d) **Flooding activity:** (Cllrs Fitzgerald/ Campbell) The Clerk informed the Council that £2500 had been paid in July to the River Thames Conservation Trust (RTCT) to initiate the Chalgrove Brook Catchment flood mitigation scoping activity.
- **Action:** Cllr Campbell requested to follow up with local landowners to connect with RTCT, at their request.
 - e) **Football Club.** The football club still seeks a lawnmower.
- **Action:** Clerk to put post on social media requesting if anyone has a petrol lawnmower.

84/0925 CIL spending review. The council reviewed the recent expenditure and the remaining CIL funds available. The council is keen to use these funds to repair the church farm track however, further quotes are needed.

85/0925 Financial Arrangements (D): to adopt financial controls and arrangements for 2025/26

- a) Financial Regulations with general reserve policy.
- b) Insurance schedule clerk to check policy change as per internal auditor
- c) Subscriptions (£250+VAT for OALC & NALC in 2024).
- d) Section 137 grants limits.
- e) Asset register.
- f) Financial Risk Management Scheme.

Action: Clerk to forward link to the shared drive so councillors can review. Councillors will approve via e-mail following meeting.

86/0925 Other Matters Raised *(for information only)*

Clearing post-storm damage: Councillor Campbell reported that the Chiselhampton estate manager has cleared the tree previously obstructing the path. Clerk to be notified of any forthcoming issues and record them on 'Fix My Street'.

A resident raised safety concerns about the willow tree located near the bus stop. The Council noted that a contractor and tree surgeon had both confirmed this was not currently a safety concern but would be monitored.

87/0925 Finance: The monthly RFO report with bank balances on 31/08/2025 of Lloyds current account £2132.05 (50 % precept £16,497.50 received 05/09/25), deposit account £5,637.33 and CCLA Fund £46,460.14 received. Proposed: Cllr Fitzgerald, Seconded: Cllr Edwards.

88/0925 Payments: Payments were authorised and the September Payment schedule signed.

89/0925 Items for the October Meeting agenda:

Council to consider whether the current investment account remains the best option for holding funds.

Action: Clerk to investigate and check with the previous Clerk.

Update required on fireworks.

Action: Clerk and councillor to provide update.

Establish a working group for the CIL-funded project: Little Green Footpath and Land Management.

Action: Clerk to contact the resident who raised this matter to see if she would be willing to manage the project.

Date and time of Next Meeting: Monday 20th October 2025 at 7.30pm at the Village Hall, St John the Baptist Church, The Green, Stadhampton OX44 7UA.