

Stadhampton Parish Council

**Minutes of the Parish Council meeting of Stadhampton Parish Council (SPC) held on
Monday 20th July 2026 at 7.30pm in Stadhampton Village Hall**

Present: Cllrs Fitzgerald (Chairman), Howden, Campbell, Edwards, Bayoumi.

In attendance: Laura McDonald (the clerk)

Members of the public: 8

Public Participation:

Resident 1 EH raised concerns regarding trees on Copson Lane encroaching on overhead electricity cables. The matter had previously been reported; however, the electricity company had advised that it was not considered a concern at that time.

Action: Clerk to contact SSE to request a further inspection.

Resident 2 EH reported that the dog waste bin is damaged.

Action: Clerk to contact the waste collection contractor to establish whether they are responsible for repairing or replacing the bin.

35/0726 Apologies: Apologies were received from Cllr Heritage.

36/0726 Declarations of interest: None.

37/0726 Minutes (D): Minutes of the meeting held on 23rd June 2026 were approved and signed. Proposed: Cllr Fitzgerald. Seconded: Cllr Campbell.

38/0726 Matters arising: from the previous minutes that are not on the agenda.

- Play Area: Cllr Edwards confirmed the contractor will carry out repairs to the play equipment safety issue (exposed screws) on 28 July 2026.
- 20mph Sign: The 20mph sign on Chalgrove Road, opposite the Green, has been knocked down. EH has reported the issue via FixMyStreet.
- Local Government Reorganisation: Cllr Howden informed the Council that, under the current proposals for local government reorganisation, Oxfordshire would be divided into three unitary authorities and SODC would be abolished. Stadhampton would become part of the proposed Greater Oxford unitary authority, together with Little Milton and Great Milton.

39/0726 Report from Ward Councillor (D): Report South Oxfordshire District Council (Cllr Georgina Heritage) has been circulated to the Council.

40/0726 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/>

- **Planning application amendment (no. 1), on application P25/S2784/FUL, Santanna's Place OX44 7UQ.** Change of use of paddock land for the siting of 6 x pitches for permanent residential Gypsy and Traveller mobile homes with associated parking, groundworks and landscaping together with erection of garage associated with the existing site (Part development already carried out). (As amended by information received 16 March 2026.) End Consultation date 31st March 2026. The Council's objection has been submitted. **Awaiting SODC decision.**

- **Planning Application P26/S1972/FUL The Crown Thame Road Stadhampton Oxford OX44 7TX.** Refurbishment, alteration and extension of the existing public house. Consultation period ends 31st July. Comment Deadline 24th July.
 - The Council agreed to submit a response in support of the proposal, whilst raising concerns regarding off-site parking provision should visitor numbers increase.
 - Neighbouring residents highlighted potential impact of the proposed development on their properties. The Council encouraged residents to discuss their concerns directly with the applicant, who had expressed a willingness to engage with local residents, and to submit any comments via SODC planning portal.

Actions:

- Cllr Edwards to facilitate contact between the residents and the applicant.
- Clerk to submit the Council's response by 24 July 2026.

Decisions on planning applications:

- **P25/S0340/FUL, Newell's Farm.** Appeal approved. Planning permission granted 7th July 2026. Resolved.

41/0726 Reports from Working Groups and Projects

- **Biodiversity and Sustainability (Cllr Campbell):** PW offered fresh hay cuttings from a local wildflower meadow to establish wildflowers in the northern area of the Village Green. Several apple trees near the allotments on Copson Lane have been lost due to dry weather.
- **Highways and Traffic Calming (Cllr Fitzgerald):** Nothing to report. Further traffic calming subject to sourcing funding.
- **Allotments (Julian Humm):** KA's former allotment plot still requires clearing.
Action: Clerk to obtain quotes from JM and KT.
- **Flooding Activity (Cllrs Fitzgerald and Campbell):** No update.
Action: Cllrs Fitzgerald and Campbell to request update from River Thame Conservation Trust regarding funding of the Chalgrove Brook catchment initiative.
- **Neighbourhood Plan Working Group:** No update. The Council continues to seek volunteers.
- **History Group:** Nothing to report.
- **CIL Project – Little Green Footpath and Land Management:** The Council approved the following works and would now task Hazell & Jeffries to undertake them based on previous quotes:
 - i) **Footway – self-binding gravel finish and four timber bollards. Lighting would not be included.** Proposed: Cllr Fitzgerald. Seconded: Cllr Howden.
 - ii) **Roadway to *The Limes* (near Pavillion on east side of the Green)).** Proposed: Cllr Howden. Seconded: Cllr Fitzgerald.
 - iii) **Junction where Cat Lane joins the Main Drive.** Proposed: Cllr Edwards. Seconded: Cllr Bayoumi.
 - iv) **Junction from the Green into the *Long Barn* – tarmac patch repairs to four potholes.** Proposed: Cllr Campbell. Seconded: Cllr Edwards.
 - v.) The Council agreed to delay and seek further contractor advice on repairing the non-designated parking area, to determine viability of localised patch repairs to the existing surface; or replacement with a new substrate and like-for-like UV-resistant plastic matting.
- Separately, the Council also approved pot-hole repair works on the PC-owned track at D'Oyley's Farm driveway/A329 by contractor JP.
Proposed: Cllr Howden. **Seconded:** Cllr Campbell.

Actions:

- Clerk to instruct H&J to commence the four approved works.
- Clerk to obtain advice and quotes from H&J and JP for localised patch repairs to the non-designated parking area.

- Clerk to instruct JP to commence repairs to D'Oyley's Farm driveway.

42/0726 Marquee / Pavilion Hire - Deferred until the next meeting.

43/0726 Village Pond Overgrowth Safety Issue - The Council approved KT's quotation. Proposed: Cllr Howden. Seconded: Cllr Fitzgerald.

Action: Clerk to instruct KT to commence the work. The Council will consider longer-term solutions at a future meeting.

44/0726 Recruitment of a New Clerk/RFO – The Clerk confirmed her resignation, with her final working day being 31 August 2026. Recruitment for a new Clerk/RFO will commence during August. The Chair thanked the Clerk for all her hard work and contribution to the Council and for offering to remain available to support the transition and handover to the new Clerk, if required. The Clerk thanked the Council for their kind words and said it had been a pleasure working with them.

45/0726 Parish Council Archives and Records – The Council noted that parish records held by the previous Clerk require collecting.

Action: Cllr Fitzgerald to collect the archives from the previous Clerk and contact the History Group regarding an archive session at the Village Hall.

46/0726 Other Matters Raised and Volunteers required.

Volunteers required:

- Neighbourhood Plan coordinators.
- OCC FixMyStreetSuper User - *authorised to directly task pot-hole repair to OCC Highways*. Contact Cllr Fitzgerald.
- Pavilion custodian.
- Opportunity - Allotment mentoring available.

47/0726 Standing Orders (D): The NALC model Standing Orders were adopted. Proposed: Cllr Howden. Seconded: Cllr Fitzgerald.

48/0726 Financial Arrangements (D): The following financial controls and arrangements for 2026/27 were adopted:

- Financial Regulations with General Reserve Policy.
- Insurance Schedule.
- Subscriptions (£250+VAT for OALC & NALC in 2025).
- Section 137 Grants Limits.
- Asset Register.
- Financial Risk Management Scheme.

Proposed: Cllr Howden. Seconded: Cllr Fitzgerald.

49/0726 Policies and Codes (D): The following code, policies, and procedures for 2026/27 were adopted:

- Code of Conduct and Dignity at Work policy.
- Freedom of Information Publication Scheme and Retention of Documents schedule.
- Data Protection and the use of Personal Data and Privacy policies.
- Complaints Policy.
- Disciplinary and Grievance, Sickness Policies.
- Equality and Health and Safety Policies.
- I.T. Policy – approved at meeting 22nd June 2026.

Proposed: Cllr Edwards. Seconded: Cllr Bayoumi.

50/0726 Finance: The monthly RFO reports along with bank reconciliations for 30/06/2026 were approved and signed. Proposed: Cllr Fitzgerald. Seconded: Cllr Campbell.

51/0726 Payments: The July payment schedule was approved and signed. Proposed: Cllr Bayoumi. Seconded: Cllr Fitzgerald.

52/0726 Items for the September Parish Council Meeting.

- Update on Little Green contractor activity.
- Pavilion Hire
- Late bus from Oxford starting in September on Fridays and Saturdays.

Date and time of Next Meeting: Monday 21st September 2026 at 7.30pm at the Village Hall, St John the Baptist Church, The Green, Stadhampton OX44 7UA.