

# CROPREDY PARISH COUNCIL

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Minutes of a meeting of the Parish Council held on **Monday 8<sup>th</sup> June 2026** at **7pm** at **The Sports & Social Club, Cropredy.**

Present: Cllrs Carine Varaez, Jacqui Smith, Des Knight, Clive Dunn, Deborah Collis, and Michael Clyne.

In attendance: 1 member of the public, and the Clerk.

**17) Apologies** – Apologies were received from Cllr Hughes.

**18) Declaration of interests on items on the agenda** – None.

**19) Co-option of new councillors** – It was proposed and agreed to elect Deborah Collis, and Michael Clyne onto the Parish Council. Debra and Michael completed their Declaration of Acceptance of Office which was countersigned by the Clerk.

**20) To approve the minutes of the meeting held on 11.05.2026** – The minutes were proposed, agreed, and duly signed.

**21) Outstanding matters/actions from previous meetings**

a) Update regarding any items from the last meeting not included on the agenda – None.

**22) Public Forum** – A resident raised concerns about dog mess becoming a problem in the cemetery and playing field. It was noted that there are a number of dog bins in the village but some people choose not to use them, even if they are nearby. It was suggested that a note goes in the Crier reminding residents about not letting dogs in the play area. **Cllr Varaez to put together note and submit to the Crier by 18<sup>th</sup> June.**

**23) Annual Governance and Accountability Return 2025/26**

- a) To receive the Internal Auditor's Report for 25/26 - The Internal Auditor's Report was received with only minor issues raised including the need for supporting documentation for VAT on Fairport tickets, and for receipts from Funeral Directors.
- b) To appoint an Internal Auditor for the 26/27 financial year - It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for the 26-27 financial year.
- c) To complete and approve for signature the AGAR Annual Governance Statement for 25/26 – It was proposed and agreed to tick 'yes' to statements 2,3,5,6,8, and 9, and tick 'no' to statements 1,4,7, and 10, and for the Chairman and Clerk to sign the document. It was noted that the Parish Council (PC) has ticked 'yes' to statement 9 relating to charities due to the previous clerk having submitted the accounts for the Stone Pit Charity. However, the PC is aware that the trustee is listed as someone who was the Clerk a number of years ago rather than the PC. Furthermore, it is believed the intention was for the PC to be the trustee with the Clerk being the administrator rather than the trustee as an individual. This is how the entry exists on the Charity Commission website and is considered to be in error. **New Clerk to review the situation and determine the best way to resolve the issue; one option is to close the charity as there are no longer any funds being held. Clerk to report back to PC by end 2026 with recommendation.**
- d) To approve for signing the AGAR Accounting Statements for 25/26 - It was proposed and agreed to approve the Accounting Statements and for the Chairman to sign the document.
- e) To confirm the dates for the Notice of Public Rights for the 25/26 Financial Year – Monday 15<sup>th</sup> June to Friday 24<sup>th</sup> July 2026 - Proposed and agreed.

**24) Finance**

- a) Proposal to remove David Best from the Bank Mandate, and add on the new Clerk – It was proposed and agreed to remove David Best and Tania, and add on the new Clerk with view, and set up payments access. **Clerk to complete mandate change form.**

1 member of the public left the meeting at 7:44pm.

- b) To note and approve the following payments and receipts:

**Payments made since last meeting using delegated powers:** Proposed and agreed

01.04.26	Scribe	INV-17654	Accounts software	£43.20
22.04.26	ICCM	5112/2026/27	Annual membership	£110.00
22.04.26	T Johnson		Gift for outgoing clerk	£53.75
22.04.26	D Knight		Fuel for mower	£28.65
23.04.26	Staff costs		Staff costs March	£438.35
23.04.26	Cropredy Village Hall		Hall hire for Fairport Ticket Sales	£144.00
23.04.26	Andrew Baxter Ltd	INV-15311	Church wall surveying	£2,880.00
23.04.26	Tree Safe	1834	Tree work and soil testing	£822.00
23.04.26	G Wheeler		Mower servicing	£1,074.70
23.04.26	HMRC		Tax March	£103.00
23.04.26	CDC	20032688	Lease playing field	£265.00
23.04.26	CDC	20033125	Half yearly chg dog waste bin emptying	£633.20
23.04.26	Zurich	554850735	Annual parish insurance	£3,003.57
23.04.26	Community First Oxon		Annual membership	£55.00
23.04.26	Allerton	39941	Servicing S&SC	£350.82
23.04.26	S Bull	160	Installation of dog waste bin	£30.00
30.04.26	Unity Bank		Account fee	£7.00
01.05.26	Scribe	INV-17987	Accounts software	£43.20
11.05.26	HMRC		Tax April	£103.00
11.05.26	D Knight		Trimmer line for strimmer and gift for retiring cllr	£98.00
11.05.26	Staff costs		Staff costs April	£438.35

**Receipts:** Noted.

14.04.26	CDC	Precept	£7,883.00
20.04.26	HMRC	VAT Refund	£663.71
06.05.26	Humphris	Burial related fee	£130.00
11.05.26	Allotment holder	Allotment fee	£10.00
15.05.26	OCC	Grass cutting grant	£974.67
15.05.26	OCC	Grant re Play Area	£1,000.00
26.05.26	Edd Frost & Daughters	Burial related fee	£524.00

**Invoices to be paid:** Proposed and agreed.

Staff costs	Staff costs May	£438.35
Stansgate Planning	Planning report	£1,420.00
Scribe	Accounts software	£43.20
Debbie Pitt	Internal Audit 25-26	£100.00

- 25) To receive the report from the Speedwatch Group and consider their proposal to request a reduction in the speed limit on the Williamscot Road to 40mph – A discussion was held**

regarding the low compliance with lower speed limits when the road in question is straight and appears open, and it was suggested that a physical intervention, such as rumble strips, could be more effective. It was agreed that **Cllr Dunn should ask County Cllr Chris Brant if he can offer any advice as to what options there may be for speed reduction in the area.** It was agreed that the Speedwatch reports should be shared with the parish councillors when published, and the police should be asked if it is acceptable for the information to be shared with the public.

*Cllr Dunn left the meeting @ 8:07pm*

## **26) Reports from Working Groups**

### a) Village Maintenance & Improvement –

- Surface water opposite bungalows at top of Red Lion St - Fixmystreet said it would take some time to come up with a permanent fix.
- Upper churchyard mowing – a new volunteer has been recruited so the rota is now covered for this year.
- The next meeting of the Canal and Rivers Trust volunteer group is on Wed 24<sup>th</sup> June.
- Playground inspections – Cllr Knight has taken on the inspections of the play area and will complete them on a 10-14 day cycle. The annual professional inspection will take place in July.
- Flooding on Williamscoth Rd – The application to the Oxfordshire County Council (OCC) Flood Prevention Grant was unsuccessful, however the Sports & Social Club reported the issue on Fixmystreet and OCC have scheduled some action on this matter which could include clearing the ditch.
- Station Rd post box repairs – Repairs are being arranged to maintain the traditional post box but timescales cannot be provided at the moment.
- Tree work – A quote of £1,450 has been received for tree work required on PC owned trees. There was some uncertainty about which Ash tree is being referred to in the quote, so it was agreed that the contractor should be asked for a copy of the map of trees in the parish so this can be confirmed. Subject to the councillors confirming the correct tree it was proposed and agreed to go ahead with the work. **Cllr Knight to obtain a copy of the map and instruct the work at the appropriate time.**
- Cllr Smith provided a 10 year plan document in relation to the Play Area, advising that the first priority is to replace surfacing along with some other much smaller items such as cleaning the skate park, which will cost around £13,800. £1k grant has been received from OCC towards this. **Cllr Smith to look into other possible grant schemes to fund the repairs. Clerk to send details of known grant schemes to Cllr Smith.**

b) Transport, Traffic, & Street Lighting – The status of 20mph roundel has changed on Fixmystreet.

c) Village Emergency Plan, Crime Prevention, and Environment – No update.

d) Parish Council use of Internet and Social Media – No update.

e) Social & Entertainment – There are lots of different groups in the village and it was suggested that maybe an event could be held to get the groups all together so people can find out what is available in the village.

f) Planning & Climate Change – No response yet to the major planning application.

## **27) Planning applications received - None**

**Planning decisions received – None**

## **28) County Councillor's Report – None.**

## **29) District Councillor's Report – None.**

**30) Sports & Social Club – To consider request to arrange the repair of 6 fence posts –** Cherwell Fencing did this work last time but they are no longer in business. **Cllr Knight to speak to a local contractor to obtain a quote for this work.**

**31) Parish Matters**

- a) Update re Church Wall – The surveyor had hoped to get the report done by the end of May but the report has not yet been received so **Cllr Knight will chase him up.**
- b) To consider whether to purchase a defibrillator cabinet to be sited at the school at a cost of £635 + VAT – Proposed and agreed. **Cllr Varaz to contact the school to confirm they have considered the cost of an electrician to install the cabinet. Subject to this being confirmed, Clerk to order the defib cabinet to be delivered to the school.**
- c) To consider request from Cropredy Tennis Club for the Parish Council to offer support in relation to the payment for repairs of the Tennis Courts – Total cost £625 + VAT – After some discussion about the legal situation relating to reclaiming VAT and receiving donations, it was agreed that the detail of who has the legal responsibility for maintaining the Tennis Court (PC/Tennis Club) should be clarified before a decision can be made regarding the best way forward for this repair to be organised. Cllr Knight to send the electronic copy of the agreement between the Sports & Social Club and the PC to all councillors and the Clerk.
- d) To agree the arrangements for the sale of tickets for the Fairport weekend – Saturday June 27<sup>th</sup>, and Saturday July 4<sup>th</sup> from 10am-12 noon, and 2-4pm. It was agreed that there should be two PC volunteers at each session as follows:
  - 27<sup>th</sup> June 10-12 – Cllr Clyne, and Cllr Collis.
  - 27<sup>th</sup> June 2-4 – Cllr Collis, and Cllr Smith.
  - 4<sup>th</sup> July 10-12 – Cllr Knight, and 1 other. **Cllr Knight to ask Cllrs Dunn, and Hughes.**
  - 4<sup>th</sup> July 2-4 – Cllr Knight, and Cllr Varaz.

**32) Allotments**

- a) To agree the process for dealing with uncultivated plots which may result in termination of the allotment tenancy – It was agreed that the current tenancy agreements are not very clear about requirements for cultivation or the process for the PC to follow should a plot be left uncultivated. It was proposed and agreed that the **Clerk should put together a draft new tenancy agreement along with a process to be followed in the event of a plot holder not complying with the tenancy agreement for consideration by the PC.**
- b) To consider the possibility of offering to split some allotments into two smaller plots to support those who may be struggling to maintain a full plot, and to allow those on the waiting list to access a plot – It was agreed that if a plot holder is struggling to maintain their plot due to the size, but they would like to continue having an allotment, that the PC would offer to reduce the plot to half the size and offer the remaining half plot to someone on the waiting list.

**33) Information exchange –** The Sports & Social Club are looking for a new volunteer Bar Manager, and key holder to open up for events. It was agreed that **Cllr Varaz would put an advert on social media. Cllrs Knight and Smith to provide details for the advert.**

It was agreed that PC meetings will continue to be held at the Sports & Social Club. **Cllr Knight to confirm the booking with the Sports & Social Club for the second Monday of each month except September.** A discussion was held regarding whether September is the best month to miss a meeting or whether there are other months where Cllrs may find it more difficult to attend due to holidays. It was agreed that the **Clerk should put an item on the next agenda regarding the meeting schedule.**

There is a filing cabinet in the Chapel that holds old PC paperwork, although it is not known exactly what is in there. It was agreed that the **Clerk should arrange retrieval of the paperwork to look through it to see if any of it is no longer required, submit any old minutes to the Records Office, and look into an appropriate storage space for any remaining paperwork that must be kept.**

Meeting closed @ 9:30pm

**Date of next meeting – 13<sup>th</sup> July 2026**

Signed..... Date.....

DRAFT