AGENDA PACK

Meeting of Bladon Parish Council

22nd May 2025

Agenda Item	Description
Item 6	Draft Minutes for the 10th April 2025
Item 13a & b	Finance Report
Item 13c	Recurring Payments
Item 13d & e	Year-end Account Statement
Item 13f	Asset Register
Item 14	Roles and Responsibilities
Item 15	Meeting Schedule 25/26
Item 16	Workload Update

BLADON PARISH COUNCIL

Minutes of the Meeting of Bladon Parish Council held on Thursday 10th April 2025 at The Church Room, Church Street, Bladon at 7.30 pm

Present:

Councillors Mrs A Vine (Chair), Mr F Assandri and Rev. C Fletcher

District & County Councillors OCC Cllr Graham and WODC Cllrs Cooper & Poskitt

Clerk Mrs K Howe **Members of the Public** 2

001/25	**1 - To receive apologies for absence** Apologies were received from Cllrs Richmond and Tibble
002/25	**2 - To receive declarations of interest for items on the agenda** No interest declared
003/25	**3 - Public Participation/Forum** A member of the public asked if the Parish Council would consider helping with the costs to maintain/mow the wildlife reserve area that is located behind the War Memorial, and they also mentioned that the gate into the area requires repair and that the stonewall is also bowing in places. The Councillors asked the member of the public to bring details of the cost for mowing to the next meeting for consideration and asked the Clerk to contact Blenheim about the gate and for an update on the wall repair. **Action:** Clerk to contact Blenheim about the gate and wall.
004/25	It was agreed to bring Item 8 forward **8 - To discuss and agree on any actions, including funding, to mark the 80th anniversary of VE Day** A brief update on the events that are planned for Thursday 8th May was given. There will be a ceremony at Sir Winston Churchill's grave in the evening, followed by a small group attending the lighting of a beacon at the North Gate of the Great Courtyard at around 9pm. The council was informed that the school would like to accept the council's offer to provide funding to help the school mark the anniversary. The school would like hire WW2 topic boxes from Oxfordshire Museum and to purchase cups and paints to be decorated by children, details of both had previously been emailed to the Councillors. **Decision** It was **agreed** unanimously to **approve** funding to the school for up to £500 for the hire of the boxes and the purchase of the cups and paints. A member of the public was then asked to speak about the plans for village celebrations that are planned for Sunday 4th May. The events planned include the Cadets parade from the Church, Teas and coffees provided by the Church. Although the White House pub would be the base for the celebrations, fete like events such as Rounds, Aunt Sally, Football, Welly Wanging and Tug of War will be held at the recreation ground. Also, during the wreath laying at Sir Winston Churchill's grave, there is a planned fly past at noon. The member of the public then requested help to fund costs for the village event, specifically to fund the following: - • Hire of a Rodeo Bull at a cost of £295 – hire is for 4 hours between 12pm-4pm • 2 Wreaths for the wreath laying at a cost of £40 - £20 each, and would need wording for the Council's wreath. • Winston Churchill full size cut out at a cost of £45 plus postage

	• Chocolate (tubs/boxes) £30 – for prize giving The councillors asked about the insurance for the rodeo and were informed that the company provides the relevant insurance. It was suggested that the Council set a £500 budget for the above items and that the Clerk should arrange with the member of the public for the purchase/hire of the items and that the Council makes the payments directly to the suppliers. **Decision** It was **agreed** unanimously to **approve** a budget of £500 and for the Clerk to arrange with the member of the public the hiring of a rodeo bull and the ordering of the wreaths, and for the Clerk to purchase the cut-out and chocolates. And for the Council to make arrangements for paying the suppliers. The meeting returned to the agenda
005/25	**4 - To approve the minutes for the Council meetings held on 13th March 2025** It was **agreed** unanimously that the minutes of the 13th March 2025 be **approved** as a true and correct record of the Council, and they were duly signed by the Chair
006/25	**5 - To receive reports from members of West Oxfordshire District and Oxfordshire County Council** OCC Cllr Graham provided an update which included:- • Oxfordshire is the leading authority in England for recycling, and West Oxfordshire is 16 out of 179 District Councils. • Work has started and is progressing on the bund near Eagle Lodge • Due to parking issues in Woodstock during the Christmas period Blenheim have been asked to provide a Traffic Management Plan for their Christmas events. • Woodstock GP Surgery replacement is progressing. A strategic group have been working together, and ICB is committed to putting forward a budget for running the surgery to the board for approval. Capital costs are under discussion, and the leasing arrangements are being looked at. There may be another possible site to be considered, and this would be known around the beginning of June. This would mean there are 3 possible locations. One of the options would enable the surgery to be provided more quickly, maybe within 5 years. Cllr Fletcher asked Cllr Graham is the expansion of Marlborough School was fully funded and if S106 had been used. Cllr Graham confirmed that the cost of £2.5m was fully funded and included S106. The report from WODC Cllrs was circulated before the meeting, and there were no questions asked about the report. Cllr Vine did ask about Woodstock Swimming Pool and this year's opening times. Cllr Poskitt said that she had had the question recently and had passed it on and was waiting for a reply. Cllr Graham said that it would likely be the same as last year, which was a unheated pool apart from the 6 weeks of the summer holiday when it would then be heated. Cllr Fletcher then thanked Cllr Graham for his £500 contribution from his OCC budget towards the village green improvements.
007/25	It was agreed to bring Item 9 forward **9 - To receive an update on Botley Solar Farm and agree on any actions** Cllr Fletcher provided an update on the Steering Group. He informed the meeting that a letter had been sent to PDVP asking specific questions regarding community benefits. The questions asked were:- • When would payments of the benefit start? Construction or operation?

	• Who does PDVP believe are the affected parishes? • The basis of including or excluding a parish as being affected • The benefit is to be indexed-linked. Which index are PDVP prosing to use? • Will they take into account the Infrastructure Bill? • How will they ensure that if the development is sold that the benefit continues to be paid? • Can they provide maps, which show the location of the panels and the parishes affected? The next meeting with PDVP will be towards the end of the month, and the Chief Executive of OCC has offered to help with the negotiations. The examination process has started, and the Preliminary Meeting will be held on the 13th May, and there will be other meetings/hearings on the 13th, 14th and 15th of May Cllr Vine asked for more details as to what the preliminary meetings are and if there were any examples. Cllr Graham said that OCC have asked for details and suggested that the Council contact Andrew Thompson at WODC for an opinion. He also advised that OCC had rejected the Construction Traffic Plan. Attending the preliminary hearing was discussed, and unfortunately, no Councillor is available to attend, so it was agreed that the Clerk would attend on the Council's behalf **Action:** Clerk to register to attend the meetings being held between the 13th and 15th May at the Kings Centre, Oxford The Council then discussed a request that had be received via Cassington Parish Council to help fund a flooding expert. Details of the request were circulated prior to the meeting. Cllr Graham advised that the LIR majored on flooding and suggested that Cassington Parish Council should contact Andrew Thompson about the contents of the report to avoid a duplication of work.
008/25	**6 - To approve NALC recommended changes to the Financial Regulations** The recommended changes had been circulated before the meeting, and the Clerk advised the meeting that the changes had come directly from NALC. **Decision** It was **agreed** unanimously to **approve** the changes to the Financial Regulations as recommended by NALC
009/25	**7 - To approve NALC recommended changes to the Standing Orders** The recommended changes had been circulated before the meeting, and the Clerk advised the meeting that the changes had come directly from NALC and where to align the Standing Orders to the revised Financial Regulations. **Decision** It was **agreed** unanimously to **approve** the changes to the Standing Orders as recommended by NALC
010/25	**10 -Finance** **a) To approve the Bank Reconciliation for the period up to 31st March 2025** The Bank Reconciliation was circulated before the meeting. **Decision** It was **agreed** unanimously to **approve** the bank reconciliation for 31.03.2025 with a balance of £90,064.07, of which £39,228.86 is held in the Unity Trust Current Account and £50,835.21 in the Unity Trust Instant Access Account, and for Cllr Vine to sign the reconciliation.

b) To approve payments due

The payments list was circulated before the meeting.
In addition to the payments in the list, provided the Clerk requested approval to pay the following: -

1. ICCM Invoice 19493 £105 no VAT – Membership of the ICCM
2. Asgard Invoice PF50585 £899 inc. VAT of £149.83 – Metal Shed for Recreation Ground.

Decision

It was **agreed** unanimously to **approve** the payments to: -
ICCM for £105 and Asgard for £899 and the payments in the table below:-

Payee	Description	Amount to be Paid	Cost to Council	Vat to be reclaimed
Shield Maintenance	Inv 8723 - Monthly litter bin emptying (Mar)	£64.99	£54.16	£10.83
Starboard Systems Ltd	Inv 9092 - Scribe Accounting Software 1st May 25 to 30th April 26	£414.72	£345.60	£69.12
Parish Online	Inv 38UF007-0004 - Mapping Software Annual Subscription	£84.00	£70.00	£14.00
Sixty Stores Ltd	Pro-forma Inv 1031696 - 4' x 6' Windowless Overlap Pressure Treated Apex Shed	£316.00	£263.33	£52.67
CPA Horticulture	Pro-forma Inv 164316 - 4 Pallets of Woodchip (240 x 60lt bags)	£1,223.76	£1,019.80	£203.96

c) To note the recurring payments and *payments made under delegated powers between 1st March and 31st March 2025

The payments in the table below were noted: -

Payee	Description	Amount to be Paid	Cost to Council	Vat to be reclaimed
K Howe	Salary Mar	£1,234.46	£1,234.46	n/a
Oxfordshire CC	LGPS Mar	£370.18	£370.18	n/a
HMRC	Qrt 4 PAYE	£72.61	£72.61	n/a
Unity Trust Bank	Service Charge - Feb 25	£7.05	£7.05	n/a
*PATA	Payroll Charge Qtr. 4 include salary recalculation charge	£52.35	£52.35	n/a

d) To note the income received up to 31st March 2025

The income in the table below was noted

Unity Trust Bank	Interest - Instant Access Account	£318.05

011/25 **11 - To approve the quote from Caloo of £772.75 + VAT to provide and fit replacement clamp bars and fixings to secure the MUGA panel.**

Decision

It was **agreed** unanimously to **approve** the quote from Caloo for the repair of MUGA panel at a cost of £772.75 + VAT.

012/25 **12 - To agree on the dates for the Annual Parish Council Meeting and the Annual Parish Meeting**

	After a brief discussion, the following dates were proposed: - 6th May at 7pm for the Annual Parish Meeting and 22nd May for the Annual Council Meeting. It was also suggested that the school be approached as a venue for the Parish Meeting. It was suggested that Cllr Tibble could design a leaflet for printing to promote the Parish Meeting, and that it could also include details of the current council vacancy. **Decision** It was **agreed** that the Annual Parish Meeting would be held a 7pm on Tuesday the 6th May and the Annual Council Meeting would be on Thursday 22nd May and that leaflets would be printed to promote the meeting. **Actions:** The Clerk to contact Cllr Tibble to ask her to design the leaflet, and the Clerk to arrange printing of the leaflet. The Clerk to contact the school to book the hall.
013/25	**13 - To receive an update on current workload/projects** A report was circulated before the meeting and no questions or additional updates were given.
014/25	**14 - To raise matters for discussion without decision, or items for the next meeting.** The resurfacing of the playground was raised, and the clerk was asked if it would be possible to arrange a working group for the project. The Clerk is to bring an item to the next meeting regarding the creation of a working group.
015/25	**Meeting Closed at 8.42**

Financial Report for 22nd May 2025 Meeting

Payments to be Approved at the Meeting to be held 22nd May 2025

Payee	Description	Amount to be Paid	Cost to Council	Vat to be reclaimed
Shield Maintenance	Inv-8835 monthly litter bin emptying (Apr)	£64.99	£54.16	£10.83
P Howe	Inv Apr 25 - Village Maintenance Contract **Grass Cutting:-** Cemetery - 3 times Green and Churchyard Bank - 2 times Rec Ground, Football Pitch &Rec Orchard - Once **Other:-** Raking Playground - Once	£645.00	£645.00	n/a
P Howe	Inv Apr 25 - Additional Works Installation of Shed £180 Woodchip Top-up £300	£480.00	£480.00	n/a
Caloo	SI-008372 - MUGA Goal Repairs	£927.30	£772.75	£154.55
OALC	Inv-W-3811 - CILCA Training Course	£330.00	£275.00	£55.00
OCC Bladon C E Primary School	Parish Meeting Hall Hire	£45.00	£45.00	n/a
N Rogan	VE Day Expenses - 2 x wreaths	£80.00	£80.00	n/a
K Howe	Expenses - Argos Printer Ink £39.98 x 2 & Microsoft 365 subscription £84.99	£124.97	£104.15	£20.82
K Howe	Parish Meeting Expenses - Vista Print Leaflet £51.94	£51.94	£43.28	£8.66

Payments to be Noted at Meeting

Re-Occurring Payments and *Payment Made Under Delegated Powers Between 1st April and 30th April 2025

Payee	Description	Amount to be Paid	Cost to Council	Vat to be reclaimed
K Howe	Salary Apr	£1,254.10	£1,254.10	n/a
Oxfordshire CC	LGPS Apr	£378.05	£378.05	n/a
Unity Trust Bank	Service Charge - MAr 25	£7.35	£7.35	n/a
*King Bounce A Lot	VE Day Rodeo Bull Hire	£295.00	£295.00	n/a
*K Howe	VE Day Expenses - Winston Churchill Cut out £52.69 and Chocolate (Prizes) £30	£82.69	£68.91	£13.78
*PATA	Payroll Charge Qtr. 4 include salary recalculation charge	£52.35	£52.35	n/a

Income to be Noted at Meeting

Income Received up to 30th April 2025

HMRC VTR	VAT Re-claim	£8,671.78
WODC	Precept 1st Instalment	£25,000.00

Recurring Payments for Approval at the Meeting to be held 22nd May 2025

Payee	Description	Current Amount	Maximum Amount Approved	Monthly or Quarterly
Shield Maintenance	Litter bin emptying	£64.99	£64.99	Monthly
Unity Trust Bank	Account fees	Various	£9.00	Monthly
K Howe	Mobile Sim	£5.00	£5.00	Monthly
K Howe	Salary	£1,254.10	£1,260.00	Monthly
OCC Pensions	Pension	£378.05	£385.00	Monthly
HMRC	PAYE	£519.84	£525.00	Quarterly
PATA	Payroll Service	£37.35	£55.00	Quarterly

Current Amount = The value of the payments currently being made

Maximum Amount Approved = To allow for a minor price increase or slight changes, for example, HMRC or the charge for wage recalculations

BLADON PARISH COUNCIL YEAR END FINANCIAL REPORT

Receipts & Payments Statement for 2024'25

	2024'25 Budget	Receipts	Payments	Variance Compared to Budget
	£	£	£	£
Income				
Precept	50,000.00	50,000.00		0.00
Cemetery Fees		1,121.00		1,121.00
Contribution from 3rd Parties		840.00		840.00
Rental		0.00		0.00
Bank Interest		835.21		835.21
S106		-395.00		-395.00
Total Income	**50,000.00**	**52,401.21**		**2,401.21**
Expenditure				
Staff Cost				
Salaries	21,056.00		20,682.96	-373.04
Mileage	100.00		0.00	-100.00
Home Working Allowance	312.00		0.00	-312.00
Training	300.00		55.00	-245.00
Total Staff Costs	**21,768.00**		**20,737.96**	**-1,030.04**
General Costs				
VAT Paid (to be reclaimed)	0.00		3,138.07	3,138.07
Equipment	300.00		0.00	-300.00
Mobile Phone			129.16	129.16
Accounting Software	381.00		345.60	-35.40
Subscriptions & Software Other	373.00		119.99	-253.01
Website Domain & Hosting	319.00		99.99	-219.01
Website Other			100.00	100.00
Room Hire	520.00		525.00	5.00
Printing Costs	228.00		121.06	-106.94
Memberships	171.00		447.58	276.58
Councillor Training	300.00		0.00	-300.00
Newsletter	150.00		0.00	-150.00
Donations	2,850.00		2,850.00	0.00
General Expenses	0.00		176.50	176.50
Audit	506.00		565.00	59.00
Payroll	158.00		191.55	33.55
Insurance	2,134.00		1,942.51	-191.49
Other	158.00		75.60	-82.40
Total General Costs	**8,548.00**		**10,827.61**	**2,279.61**
Projects				
Village Green Improvements	1,000.00		0.00	-1,000.00
Rec Ground Shading	6,250.00		6,249.64	-0.36
Woodchip Top-up	5,920.00		1,086.48	-4,833.52
Sheds	2,000.00		894.00	-1,106.00
Bus Shelter Bench	0.00		350.00	350.00
Projects - Unallocated	7,428.00		0.00	-7,428.00
Total Project	**22,598.00**		**8,580.12**	**-14,017.88**
Maintenance Costs exc Rec Ground				
Cemetery Green Waste Licence	50.00		102.20	52.20
Cemetery Grass & Hedge Maintenance	1,397.00		1,550.00	153.00
Cemetery Weed & Pest Control	0.00		0.00	0.00
Cemetery Repairs	0.00		24.74	24.74
General Grass & Hedge Maintenance	1,534.00		1,210.00	-324.00
Other Maintenance	0.00		0.00	0.00
Winter Prep	0.00		0.00	0.00
Litter Bins Emptying	2,394.00		1,678.54	-715.46
Defibrillator	0.00		925.86	925.86
Other Repairs	748.00		0.00	-748.00
Total Maintenance Costs exc Rec Ground	**6,123.00**		**5,491.34**	**-631.66**

BLADON PARISH COUNCIL YEAR END FINANCIAL REPORT

Receipts & Payments Statement for 2024'25

	2024'25 Budget	Receipts	Payments	Variance Compared to Budget
	£	£	£	£
Maintenance Costs Rec Ground				
Grass & Hedge Maintenance	4,081.00		4,590.00	509.00
Weed & Pest Control	1,043.00		728.00	-315.00
Litter Bins Emptying etc	0.00		0.00	0.00
General Repairs & Maintenance	0.00		148.74	148.74
Play Equipment Maintenance & Repairs	2,000.00		1,742.50	-257.50
MUGA Maintenance & Repairs	1,000.00		445.00	-555.00
Rent	10.00		10.00	0.00
Safety Inspections	349.00		316.00	-33.00
Total Maintenance Costs Rec Ground	**8,483.00**		**7,980.24**	**-502.76**
Total Expenditure 2024'25	**67,520.00**		**53,617.27**	**-13,902.73**
Net Surplus 2024'25				**-16,303.94**

Note to the Accounts

Budget Changes

Note 1

The original agreed budget was £50,000 and was increased by £17,520 to £67,520. This increase was funded from reserves. The additional funds were added to: -

£2,350 - Donations
£1,000 - Village Green Improvements
£6,250 - Rec Ground Shading
£5,920 - Woodchip Top-up
£2,000 - Sheds

Note 2

It is proposed that unspent budgets from the above projects be carried forward in a reserve to allow the works to be completed, this movement is to be approved as part of agreeing the reserve allocations.

BLADON PARISH COUNCIL YEAR END FINANCIAL REPORT

Cash and Asset Statement

	Bank Balances				
	31st March 24	Transfers	Receipts	Payments	31st March 25
Unity Trust A/c	91,183.60	- 49,903.47	51,961.00	- 54,012.27	39,228.86
Unity Instant Access	-	50,000.26	834.95		50,835.21
Barclays Premium A/c (Closed Sept 24)	96.53	- 96.79	0.26		- 0.00
Total Bank Balances	**91,280.13**	**0.00**	**52,796.21**	**- 54,012.27**	**90,064.07**

	Register of Assets				
	31st March 24		Disposals	Purchases	31st March 25
Register of Assets	**100,494.00**		- 1,713.00	7,678.00	**106,459.00**
Total Cash & Assets Held	**191,774.13**				**196,523.07**

	Reserve Balances					
	31st March 24	Moved to Budget	31st March 24		Suggested Allocation for 25/26	Notes
General Reserves	28,030.13	- 3,350.00	24,680.13		26,264.07	Increased by £583.94 - balancing amount after allocations
Notice Boards	5,000.00		5,000.00		5,000.00	No change
Recreation Ground - Shading	6,250.00	- 6,250.00	-		-	Remove
Recreation Ground - Shed Replacement	2,000.00	- 2,000.00	-		1,400.00	Change title to include cemetery shed - carry forward for agreed project
Recreation Ground - Maintenance/Improvements	35,000.00	- 5,920.00	29,080.00		35,000.00	increased by £5,920 in preparation for surface improvements
Cemetery - Maintenance/Improvements	-		-		1,100.00	New - Amount based on fees received
Village Green Improvements	-		-		1,000.00	New - carry forward for agreed project
Recreation Ground - Woodchip Top Up	-		-		4,800.00	New - carry forward for agreed project
Defibrillator - Replacement/Maintenance	500.00		500.00		1,000.00	Increase by £500 - £1,000 based on recent replacement cost
Assets - Replacement/Repairs	5,000.00		5,000.00		5,000.00	
Transport/Highway related projects	5,000.00		5,000.00		5,000.00	
Professional Fees	2,000.00		2,000.00		2,000.00	
Staff - Emergency Cover	2,500.00		2,500.00		2,500.00	
Totals	**91,280.13**	**- 17,520.00**	**73,760.13**		**90,064.07**	

	VAT Account				
	31st March 24	VAT Received	VAT Paid	31st March 25	Note
VAT Claim Account	5,533.71	-	3,138.07	8,671.78	This was received in Apr 25 and needs to be allocated to a reserve

BLADON PARISH COUNCIL FIXED ASSET REGISTER

Description	Cost	Grant funding	Notes
Assets as 1st April 2024			
Village green of 1/4 acre (including Pebble Alley)	10		
Old Brook site of 5 x 10 yards	10		
Cemetery site of 0.9 acre	10		
Village pump in Park Street	8,605		
Metal bus shelter at Bladon roundabout	-	2,862	
Stone bus shelter towards Long Hanborough	4,520		
Two benches in cemetery, one bench at the Green	1,624		
Notice board at cemetery	598		Disposed of in 24/25
Notice board at the Green	1,537		
Two notice boards at Heath Lane and Park Street	1,272		
Cemetery boundary	7,171		
War memorial in Park Street	3,850		
Two salt spreaders funded by OCC	-	500	
External automated defibrillator	660		Disposed of in 24/25
Computer funded by OALC	-	545	
Recreation ground project	5,375		
MUGA court	1,600	51,005	
Toddlers' play area	-	-	
Groundworks on recreation site	8,612	38,417	
Gates and fencing around recreation site	4,978		
Barn shed with partition on slab base	3,261		
Youngsters' play area	8,318	39,820	
Pentaque terrain	900	5,253	
Tabards for BPC volunteers at work	350		
Netball posts, bibs & trainer. Tennis & soccer balls.	455		Disposed of in 24/25
Speed gun. Bushnell radar gun	91		
Silent tommy	609	1,294	
Half-share in watering hoses with BVHRC	150		
War memorial garden wall	1,350		
Pathway at cemetery	1,423		
Website construction and development	-	210	
Seating areas with bins in recreation ground	407	6,252	
Adult gym equipment in recreation ground	3,923	12,220	
Chemical sprayer equipment	151		
Litter bin on The Green	407		
Disabled access path in Recreation Ground	630		
Playing Field drainage system in Recreation Ground	4,900		
Lenovo Laptop	541		
Moveable Goals	487		
Speed Indicator Devices (Evolis Vision) x 2	4,632		
MUGA Improvements (Goal Extensions)	16,375	16,375	
Salt Bin (Cassington Road)	250		
Defibrillator Cabinet	452		
Lease of Land next to rec ground (the diamond area)	1		
Balance on Register as at 1st April 2024	**100,494**		
Adjustments during 24'25			
Purchases			Date of Purchase / Disposal
Defibrillator	850		Jun-24
Carousel Pargola inc install - Rec Ground	2,921		Jul-24
3 Sided Arbour inc install - Rec Ground	3,420		Jul-24
Arnold Baker Book	137		Jul-24
Bus Shelter Bench inc install	350		Feb-25
Disposals			
Cemetery Notice Board	- 598		Dec-24
Defibrillator	- 660		Jun-24
Netball posts, bibs & trainer. Tennis & soccer balls.	- 455		Feb-25
Total Adjustments during 24'25	**5,965**		
Assets as at 31st March 2025	**106,459**		

COUNCILLORS' ROLES & RESPONSIBILITIES

2025-2026

Responsibility	Council / Officer Previous Year (24/25)	Council / Officer For 25/26
Appointments within the Council		
Cemetery	Clerk & Cllr C Fletcher	
Communications (website; fb; newsletters.)	Cllr A Tibble	
Emergency Plan Management	Full Council	
Environment (flooding/drainage/estate)	Cllr S Richmond & Cllr C Fletcher	
Finance	RFO & Full Council	
Governance /Internal controls/ Risk Management/Personnel	Full Council	
Parking	Full Council	
Planning applications/Conservation Area	Full council	
Public consultations	Full council	
Recreation Ground	Cllr A Tibble	
Staff/Councillor training	Clerk	
Traffic calming/Speed watch/Crossings	Cllr S Richmond & Cllr T Sayers	
Transport & Traffic (public consultations; transport schemes; external local & County groups liaison)	Cllr A Vine	
War memorial	Full Council	
Appointments to outside bodies		
Airport Consultative Committee	Clerk	
BVHRC Council representative	Cllr A Vine	
Bladon Primary School liaison	Cllr S Richmond & Cllr A Tibble	
Transport Advisory Committee/VTN/20s Plenty	Cllr A Vine & Cllr A Tibble & Cllr T Sayers	

Bladon Parish Council Schedule of Meetings

Period Covered - June 2025 to June 2026

Day	Date	Note
Thu	12-Jun-25	
Thu	10-Jul-25	
Thu	11-Sep-25	
Thu	09-Oct-25	
Thu	13-Nov-25	
Thu	15-Jan-26	
Thu	12-Mar-26	
Thu	14-May-26	Statutory Annual Parish Council Meeting*
Thu	11-Jun-26	

Meetings Still to be Confirmed or Changed

Confirm Annual Parish Meeting - To be held between 1st March and 1st June

Notes

No meetings August, December, February or April (Easter is Friday 3rd and the 2nd Thursday is the 9th)

*In an election year then within 14 days of election results

Workload/Project Updates

Last updated 16th May 2025

Actions	Status
(Audit) Finance – Apply for a Council Debit Card	Work commenced – The council has approved applying for the card and the cost involved. 7/4 - The forms have been downloaded and need signing
(Audit) Review of Internal Controls - Devise an Internal Controls policy or review new financial regulations together with a checklist.	To be actioned 16/5- Still in progress aimming for submission at June meeting
(Audit) Reserves – Recommend that the Council adopt a Reserves Policy	To be actioned – 16/5 - Still in progress will aim for submission at June meeting
(Audit) Asset Controls – Add a 'date of purchase' section to the Asset Register together with a column for insurance cost.	Work commenced – 16/5 - Dates added but need to find insurance values
(Audit) Asset Controls – Deeds and Titles are not currently available on the Asset Register. Establish the reference details for the land owned/managed by the Parish Council and add them to the register.	Work commenced - Locations have been identified several deeds have been requested 16/5 - Still in progress
(Audit) Governance - Ensure Councillors and Clerk are aware of GDPR requirements	To be actioned – Plan to send GDPR checklist to councillors 16/5 - Still to be actioned
(Other) Training Clerk to enroll for CILCA	To be actioned - Need to confirm costs and timetable for enrollment 16/5 - Registered for the July OALC training session, and once attended, will register with CILCA
(Other) Woodchip Rec Ground	Work commenced - Authorisation was given at the May 24 meeting to purchase woodchip, and a budget of up to £5,920+VAT, including labour, was set. 4 pallets were purchased in summer '24 and at September's meeting, authorisation to purchase 6 more pallets from the budget was given. 16/5 - 4 pallets of woodchip have been added to the playground. Suggest to order more before the summer
(Other) Green Improvements –	Work commenced – 16/5- Borders have been cleared and are ready for planting - Delay in planting as new plans were needed after the original borders were revealed - New plans have been received (Thursday 15/5), now need to review plant costs and arrange for plants to be purchased from Bunkers Hill

Workload/Project Updates

Last updated 16th May 2025

Actions	Status
(Other) Shed Rec Ground –	Work commenced – 16/5 -Old shed has been removed - Quote to install the shed has been approved (March meeting) - Shed has been paid for and expected delivery is now approx 4 weeks so early June
(Other) Noticeboards – Arrange for a new noticeboard in the East of the village	Work commenced – Budget has been agreed. It has been confirmed that if the board is under a specific size it does not require permission. Need to confirm the preferred location and seek approval of the landowner. Need to request quote for installation
(Other) Noticeboards – Arrange the replacement of the Pump noticeboard	Work commenced – Budget has been approved. Need landowner approval to install the board beside the pub wall. Due to size may need planning permission for which council have already approved the cost of.
(Other) SIDS – Arrange for new poles for the SIDS to enable solar panels to be installed	To be actioned – 16/5 - OCC have provided contact details for 2 approved contractors - Email sent to request quotes. So far only one has asked for futher details.
(Other) SIDS – Replace batteries with solar	Work commenced – Costs have already been requested but may need to be requested again. 7/4 - Need to wait for replacement poles before progressing
(Other) Damaged Stonewall besides Memorial Confirm owner (believe it is Blenheim 's) Arrange repair if BPC	Work commenced - Emailed Blenheim Estate - Blenheim said it is most likely theirs but will check and are also arranging for someone to look at the issue. 16/5 - No update will send reminder email and include a request to replace the gate