AGENDA PACK

Meeting of Bladon Parish Council

27th November 2025

Agenda Item	Description
Item 4	Draft Minutes for the 10th October 2025
Item 7	WODC Local Plan 2043 Spatial Options Consultation
	Link to Local Plan Consultation
Item 8	WODC 2026/27 Budget Consultation
	Link to WODC Budget Consultation
Item 9	OCC Future of Fire & Rescue Services
	Link to Fire and Rescue Service consultation
Item 10	Survey on Public Satisfaction with Transport and Road Services
	Link to Transport and Road Services Survey
Item 14	Draft Budget 2026/27
Item 18	Draft Biodiversity Duties Policy
Item 19	Risk Assessment

BLADON PARISH COUNCIL

Minutes of the Meeting of Bladon Parish Council held on Thursday 9th October 2025 at The Church Room, Church Street, Bladon at 7.30 pm

Present:

Councillors Rev. C Fletcher (Chair), Mrs S Richmond & Mrs S Watkinson

District & County Councillors WODC Cllrs Cooper & Poskitt

Clerk Mrs K Howe **Members of the Public** 0

094/25	**1 - To receive apologies for absence** Due to ongoing work commitments, Cllr Assandri sent his apologies. The Council were advised of the 6-month attendance rule for councillors, and to enable Cllr Assandri to continue to hold his position on the Council, the Council was asked to formally accept Cllr Assandri's reason for absence. **Decision** It was **agreed** unanimously to accept Cllr Assandri's reason for absence.
095/25	**2 - To receive declarations of interest for items on the agenda** No interests declared
096/35	**3 - Public Participation/Forum** No items raised
097/25	**4 - To approve the minutes for the Parish Council meeting held on 11th September 2025** It was **agreed** that the minutes of the 11th of September 2025 be **approved** as a true and correct record of the Council, and they were duly signed by the Chair.
098/25	**5 - To receive reports from members of West Oxfordshire District Council and Oxfordshire County Council** The report from WODC was circulated before the meeting (**Appendix A**). Cllrs Poskitt and Cooper offered to take questions on their report. It was suggested that residents and the Council may want to consider commenting on the Carterton to Oxford Rail Consultation and the upcoming Local Plan Preferred Spatial Options Report Consultation. **Action:** The Clerk to find out the details of the consultations and how the Council can respond to them. There was no report from the Oxfordshire County Councillor.
099/25	**6 - To receive an update on the Botley Solar Farm application and agree on any actions** The ExA has decided to include the proposed changes within the current application process, and there will not be an additional consultation. The ExA will accept comments on the changes as part of the ongoing process. The next deadline is deadline 6 the 20th October. The Clerk proposed using the previous response to PDVP pre-application consultation on the changes as the basis for the submission, and would review other responses submitted to the ExA in case other issues/points have been raised about the changes that the Council have not considered.

	Decision It was **agreed** that the clerk would draft a response to ExA, which would include the Council's response to PDVP pre-application consultation on the proposed changes and would circulate for opinion before submission.
100/25	**7 - To receive a report on the Blenheim/Parish Council Liaison Meeting and agree on any actions** Cllr Fletcher provided an update from the recent meeting. The update included: - • War Memorial Gate and Wall – The wall will be repaired around Easter 2026. This is due to the need to close part of the road for 5-7 days. In the meantime, they will look at trying to make the gate more secure. • Park Lane Wall – There are 2 walls along the righthand side of Park Lane. One is the dry stone wall, which is on their list to repair, but could do with the ivy being removed that is coming from the properties behind. The second is a retaining wall, which they believe is the responsibility of the householders and therefore have no plans to repair. • HGV Movements Park Lane – Although they already ask organisers to ask HGV drivers to switch off, they will consider putting up a permanent notice. They will also have a steward at the gate during the horse trials to keep the gate open. • BWSF Education Centre in Bladon – Following comments from Hill End Education Centre, it appears that they are dropping the idea. • Duck Shooting – There are no plans for duck shooting along the line of the Community Path, although there will be shooting elsewhere on the Estate, which may be audible from the village. • Christmas Lights – The route for the lights/music is going to be the same as last year and the levels of noise and light pollution will be monitored. The traffic plans will also remain the same as last year. • Game Fair – This will not be held at Blenheim in 2026. • Festival to Replace Nocturne – The replacement will have a similar format with a stage in the Great Court and act/acts over 5 nights. There will not be much if anything, happening during the day so not really a "Festival". • Flooding – The bund has been built in the field between Eagle Lodge and the Lodges. They are still considering how to control the water flow over the Park into the various lakes, streams and drains. Flooding on the A4095 was raised, and it was suggested that the Council contact Cllr Graham and OCC. **Action** – The Clerk to contact Cllr Graham to ask OCC to investigate the flooding on the A4095. It was also suggested that maybe Blenheim could be asked if the water meadows could be reinstated this winter.
101/25	**8 - Finance** **a) To approve payments due** The payments list was circulated before the meeting. In addition, the Clerk also advised that they had to place an order for a new Speedwatch sign and asked for a repayment of £18 to the Clerk also be approved. **Decision** It was **agreed** unanimously to **approve** the £18 repayment to the Clerk and the payments in the table below:-

Payee	Description	Amount to be Paid	Vat to be reclaimed
Cloud Next Ltd	Inv 253044 - Annual Web Hosting Charge 25/26	£119.98	£19.99
P Howe	Inv Aug 25 - Village Maintenance Contract **Grass Cutting** Cemetery & Churchyard Wall - Once The Green - Twice **Other** Raking Playground - Once	£207.50	n/a
P Howe	Inv Sept 25 - Village Maintenance Contract **Grass Cutting** Cemetery, Churchyard Wall, The Green, Orchard Area & Rec Ground - Twice Football Pitch - 3 Times **Other** School Lane Hedge - Once Raking Playground - Twice Spraying Pebble Alley - Once	£1,110	n/a
C Probbitts	Inv 25/09/25 - Grass Cutting in September (Full cut of Meadow near War Memorial)	£110.00	n/a

b) To note the recurring payments and payments made under delegated powers(*) between 1st September and 30th September 2025

The payments in the table below were **noted**: -

Payee	Description	Amount to be Paid	Vat to be reclaimed
HMRC	Qtr. 2 PAYE	£616.04	n/a
Sheild Maintenance	Inv 9282 Monthly litter bin emptying (Aug)	£64.99	£10.83
K Howe	Salary September 25	£1,253.90	n/a
OCC Pension Fund	LGPS September 25	£378.05	n/a
Unity Trust Bank	Service Charge - Aug 25	£6.75	n/a
K Howe	Reclaim Expenses - Mobile SIM (Sept 25)	£5.00	£0.83
PATA	Payroll Service Qrt3 July-Sept Inv 25/0080/PPS	£37.35	n/a

c) To note the income received between 1st September and 30th September 2025

The income in the table below was **noted**: -

Payer	Description	Amount Received
Unity Trust Bank	Interest Instant Access Account	£289.98
WODC	2nd/Final Precept	£25,000,00
Dignity Funerals	Funeral Fees	£52.00

	d) To approve the Bank Reconciliation as at 30th September 2025 The bank reconciliation was circulated before the meeting. **Decision** It was **agreed** unanimously to **approve** the Bank Reconciliation for 30.09.2025 with a balance of £119,298.64 of which £67,876.10 held in the Unity Trust Current Account and £51,422.54 in the Unity Trust Instant Access Account, and for Cllr Richmond to sign the reconciliation **e) To note the Budget Monitoring Report as at 30th September 2025** The budget monitoring report was circulated before the meeting No questions were raised, and the report was **noted**. **f) To discuss and approve the Budget for 2026/27** The Clerk explained the rationale of the proposed budget and that the Council needed to consider the level of precept required for next year. It was decided to **defer** the approval of the budget until the next meeting.
102/25	**9 - To review the Risk Assessment** Item **deferred,** and it was decided that the Chair and Clerk would meet to review the Risk Assessment before bringing it back to a future meeting.
103/25	**10 - To discuss Remembrance Day arrangements and agree on any actions** The Clerk informed the meeting that they had booked the bulger and ordered the wreath. It was raised that volunteers are needed to help with the traffic, and it was suggested that a post on Facebook might help. **Action** - The Clerk is to contact the Vicar at St Martin's to see if anything else is required.
104/25	**11 - To receive an update on the possible grant from the Trust for Oxfordshire Environment (TOE) and agree on any actions.** Cllr Watkins and the Clerk provided an update on the recent meeting with a representative from TOE, which included: - • The Council could qualify for a grant • We need to make a plan for the area, including how it will be maintained. This can then be submitted as part of the application. • The removal and replacement of the hedge behind the war memorial was discussed, and it was confirmed that this could be eligible for a grant The need for volunteers to help was also discussed. And it was also suggested that a maintenance calendar be created, regardless of the grant, so that the Council is aware of the work needed and any possible cost involved.
105/25	**12 - To receive an update on current workload/projects** The Clerk provided an oral update at the meeting.
106/25	**13 - To raise matters for discussion without decision, or items for the next meeting.** The Clerk informed the meeting that they had had a response and proposal from the resident regarding the edging of the lavender on Village Green and that, as a decision would be needed that it would be added to the next agenda.
107/25	**Meeting closed at 8.26 pm**

ANNEXE A

Report of District Councillors for Bladon, Blenheim and Woodstock to Bladon Parish Council Thursday October 9th 2025

Council October 1st

It was a long Council meeting with five motions submitted by Councillors from all parties. After vigorous debate all motions were passed with few votes against. Other matters included approving WODC's CIL charges.

CIL (Council Infrastructure Levy)

A significant decision at Council was to approve WODC's CIL (Community Infrastructure Levy) charges. CIL is a fixed charge placed on certain types of new development, based on floorspace. It will help fund essential infrastructure such as roads, schools, green spaces and community facilities. It will work alongside existing Section 106 agreements, giving the Council more flexibility in how it secures and allocates funding to support growth. Importantly, a proportion of CIL funding will go directly to the town or parish council where the development takes place. This will help ensure decisions on how money is spent reflect local priorities and benefit the communities most directly affected by new development CIL has been discussed many times over the past few years with the actual amounts and how they would affect different size and type of development suggested in various consultations over recent years. Now, at last, CIL charging has been approved by the Inspector and by Council. A CIL Implementation Plan needs to be developed but it is hoped that CIL will apply to all planning applications from January 31sr 2026.

Motions approved at Council.

Amongst the motions was one expressing Council's pride and appreciation of the way the local community (Council officers, Cllrs., local organisations and voluntary groups) have shown professionalism and empathy to the plight of families staying in the hotel n Witney whilst recognising also that hotels are NOT the best form of accommodation for those seeking asylum and thus also expecting that the government will continue to look at alternatives in a pragmatic and measured way.

Another resolution asked Council to request that TVP and OCC explore options for joint enforcement and increase public awareness campaigns targeting the unsafe and illegal e-bike use. This comes alongside a current consultation on the WODC webpages to explore residents' experiences of pony and trap racing along the dual carriageway of the A40 (something which strikes us as totally crazy in the risk and danger such activity raises).

Other resolutions were on asking government and MPs to amend the Planning and Infrasructure Bill to strengthen the systems in the Bill for protecting nature whilst supporting development and a motion for Council officers to work with local employers to make the process of work experience for schools in the district be more equitable for young people.

The final motion was a sensitive one, in view of the present international situation, since it affirmed that Council endorses the right of citizens to peaceful protest. Welcoming the ability of communities to challenge and scrutinise decisions taken by elected representatives and also requesting the Portfolio Holder for Finance to review the Council's Treasury Management Strategy and, if no contrary legal requirement exists, to avoid investing in authorities, institutions or groups that participate in, enable, profit from or legitimate violations of human rights and international law.

Local Plan Next Steps.
We had expected the public consultation on the draft Preferred Spatial Options Report to be opened in mid-October. However, 250+ sites were submitted by prospective developers for consideration of inclusion in the Local Plan and many public comments from the earlier (June) Preferred Policy Options consultation necessitating revision of the Preferred Options Report. Officers were granted extra time by WODC Executive to finalise the Report which will now go out for public consultation for six weeks from the beginning of November.
It is likely that the Report will contain more sites than may ultimately be allocated in the final draft version of the Local Plan as the evidence base for selection (eg aggregate infrastructure impact) has yet to be completed and allowing room for manoeuvre if the consultation throws up major constraints not previously identified. Town and parish councils are encouraged to take part in the consultation once it is launched and provide feedback on inaccuracies as well as views on the locations put forward.

Carterton to Oxford Railway.
WODC is also encouraging residents to take part in a major consultation on the future of rail in Oxfordshire. We are being asked to support a potential new railway line linking Carterton to Oxford via Witney. This could have very positive effects in reducing the stress of traffic on the A40 and allowing Carterton to develop. Take part in the consultation via WODC webpageconsultations or OxRAIL2040@oxfordshire.gov.uk

Empty Homes Loan Scheme.
West Oxfordshire District Council has partnered with Lendology CIC, a not-for-profit social lender, to launch a new Empty Homes Loan Scheme. The new Scheme offers homeowners low interest loans to help cover the cost of repairs and improvements needed to make empty properties safe and comfortable to live in again. The scheme is available to owners of properties that have been empty for two years or longer. Loans can be used for a wide range of improvements including roof and structural repairs, damp and insulation works, heating and plumbing upgrades, new kitchens and bathrooms, and other essential refurbishments. Applications are now open.

Waterways Fair Saturday 25th October 10am – 2pm Corn Exchange Witney.
WODC is hosting a Waterways Fair which we hope you will attend. The Fair will showcase local groups, charities and agencies dedicated to protecting and improving our rivers, streams and wetlands. Presenters include Thames Water and the Environment Agency as well as several local organisations. There will be a range of displays, activities and demonstrations. The event is free to attend and open to all. No booking or tickets are required so do try to make time to attend what could be a very informative and interesting event.

WODC Cllrs. Julian Cooper & Elizabeth Poskitt

Proposed Budget for 2026/27

Proposed Budget 2026/27		2025/26 Budget	Difference between Budgets	2026/27 Budget Notes
Expenditure				
Staff Related Expenditure				
Staff Costs	-	-		
Basic Pay	17,819	16,499	1,320	See separate calculation allows for a 3.5% pay award
National Insurance	1,922	1,724	198	
Pension	3,867	3,580	287	
Total Staff Pay	**23,608**	**21,803**	**1,805**	
Mileage	100	100	-	
Home Working Allowance	312	312	-	Allowance based on HMRC £26pm x 12
Training	300	300	-	
Total Staff Other Costs	**712**	**712**	**-**	
Grand Total Staff Related	**24,320**	**22,515**	**1,805**	
General Expenditure				300
Equipment	-	300	- 300	No plans for new ICT equipment
Accounting Software	444	380	64	Scribe have provided 26/27 charge
Subscriptions & Software Other	254	230	24	Parish Online 25'26 (£70) & Microsoft 25'26 (£70) prices + 10% & £100 other
Website Domain & Hosting	340	340	-	Cloud Next Domain (£110 for 2 years) & Hosting (£100) 25'26 prices + 10% & Eyelid no 25'26 invoice so assuming £100 + 10%
Total ICT Costs	**1,038**	**1,250**	**- 212**	
Room Hire	475	475	-	Based on School Hall charge of 3hrs £45 & Church Room £15p/h and holding 3 Parish Size Meetings & 9 2.5hr Council Meetings
Printing Costs	-	300	- 300	New printer has reduced printing costsost. Any cost w now be be cove under General Expenses Budget
Memberships	705	500	205	Based on 25'26 membership to OALC, SLCC, ICO, ICCM, Open Spaces and OPFA plus 10%
Training	300	300	-	
Newsletter/Leaflets	150	150	-	3 leaflet drops a year at £50 per drop
Elections	-	-	-	
Admin General Expenses	125	125	-	
Donations	500	500	-	
Total Admin & Other Costs	**2,255**	**2,350**	**- 95**	

Proposed Budget for 2025/26

Proposed Budget 2025/26		2024/25 Budget	Difference between Budgets	2025/26 Budget Notes
Audit	633	589	44	Internal Audit 25'26 (£260) + 10% & External Audit 25'26 (£315) + 10%
Payroll	187	170	17	PATA 25'26 (£37.35 per qrt + £21 for addition work if needed) + 10%
Insurance	1,976	1,942	34	Gallagher's is a 3yr contract and should be £1,976 unless there are material changes to the insurance
Other	92	79	13	Unity Bank 25'26 (average £7p/m) + 10% for current account - no fees on instant access account
Total Legal & Professional Services Costs	**2,888**	**2,780**	**108**	
Grand Total General Expenditure Costs	**6,181**	**6,380**	**- 199**	
Maintenance Expenditure				
Green Waste Disposal	64	58	6	WODC Green Waste Bin (£58) 25'26 prices + 10%
Grass & Hedge Maintenance	2,124	1,962	162	See seperate calculations (25'26 prices + 20% and extra cuts) 20% due to cover possible price increases caused by re-tendering
Weed & Pest Control	-	-	-	
Repairs	-	-	-	
Other Maintenance & Repairs & New Equipment	500	500	-	Added New Equipment to the description
Total Cemetery Maintenance	**2,688**	**2,520**	**168**	
Grass & Hedge Maintenance	1,854	1,548	306	See seperate calculations (25'26 prices + 20% and extra cuts) 20% due to cover possible price increases caused by re-tendering
Litter Bins Emptying & Collection	726	726	-	Based on monthly charge (£55) 25'26 prices +10%
Other Maintenance & Repairs & New Equipment	770	776	- 6	See seperate calculation (25'26 prices + 10%) plus additional £500 for unknowns. Added New Equipment to the description
Total Village Maintenance	**3,350**	**3,050**	**300**	
Grass & Hedge Maintenance	6,228	5,859	369	See seperate calculations (25'26 prices + 20% and extra cuts) 20% due to cover possible price increases caused by re-tendering
Weed & Pest Control inc MUGA	1,224	1,138	86	See seperate calculations (24'25 prices + 20%)
MUGA Maintenance & Repairs	1,000	1,000	-	Allowance for deep clean and repairs to MUGA
Rent	10	10	-	
Safety Inspections	374	348	26	ROSPA (£340) 25'26 price +10%
Repairs & Maintenance & New Equipment	2,000	2,000	-	Allowance for non-MUGA repairs and maintenance including £360 p/a to rake woodchip
Total Recreation Ground Maintenance	**10,836**	**10,355**	**481**	
GrandTotal Maintenance Costs	**16,874**	**15,925**	**949**	
Project Related Expenditure				
Projects	5,125	5,180	- 55	Consideration should be given to funding specific projects for this year or using this budget towards a large future project
Total Village Projects	**5,125**	**5,180**	**- 55**	
TOTAL BUDGET	**52,500**	**50,000**	**2,500**	

Overview of Reserves

Reserves

Based on current estimates the Parish may have approximately **£105,000** in reserve at the end 25'26 financial year. This is made up of **£22,405** estimated underspend (inc VAT repayment due) and **£82,864** in currently held in the reserves. The **£82,864** is currently allocated as follows: -

£ 5,000 Notice Boards
£ 35,000 Recreation Ground
£ 1,100 Cemetery - Maintenance/Improvements
£ 1,000 Defibrillator - Replacement/Future Maintenance
£ 5,000 Assets - Replacement/Future Maintenance
£ 5,000 Future Transport/Highway Related Projects
£ 2,000 Professional Fees
£ 2,500 Staffing - Emergency Cover
£ 26,264 General Reserve

The allocation of the reserves should be reviewed as part of the budgeting-setting process. As part of the allocations, the council should always identify a general reserve. The value for this should be 3 and 12 months of expenditure, and currently set at 50% of precept. A suggested reserve allocation has been provided seperately

Note:- The Good Councillor's Guide to Finance and Transparency contains the following information regarding reserves.

~ A council should typically hold between 3 and 12 months expenditure as a general reserve

~ Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

~ The council may have Earmarked Reserves for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year. The level of, and continued justification for, Earmarked Reserves should be reviewed by council on a regular basis, and not less than annually.

~ If the amount of reserves at the year-end are above a certain level in relation to the annual precept then the council must advise the external auditor of why this level of reserves is required.

Proposed Budget for 2026/27

Brief Overview of Maintenace Related Costs

Grass Cutting 14 times per year, mainly between March to Nov - For Cemetery, Green, Lambs Lane Junction, School Lane, Rec Ground Orchard, Rec Ground General Areas
Grass Cutting 20 times per year, every 2 weeks approx between March & Novemeber - For Football Pitch
Meadow Cutting once per year, full cut and collection in Autumn for Rec Ground and twice a year for Cemetery meadow and School/War Memorial Meadow
Hedge Cutting once per year, Autumn - For Cemetery, School Lane, Rec Ground
Shrub Trimming once a year - For Cemetery
Weed Control/Spot Spraying (inc treating MUGA) 3 times a year - For Cemetery, Village, Rec Ground
Weed and Feed 2 times a year - For Rec Ground
Bin Emptying - 5 bins across the village emptied weekly

All cost related to above have been mainly based on current contract prices + 20% due to the expected re-tender and where unknown the cost has been estimated
Not Included Maintenance/treatment of Woodwork Benches, Rails, Notice Boards once a year - For Cemetery, Village

Precept

2025'26 - £50,000
2024'25 - £50,000
2023'24 - £40,000
2022'23 - £45,000

Using the 2025/26 Tax Base of 413.13 The following precept options would create the following % tax rise for a Band D property.
This is an estimate and the 413.13 figure may change as it is connected to the number of houses in Bladon

Possible Precept

£52,500 divided by 413.13 = Possible Band D charge of £127.07 which would be an 5% increase compared to last year Band D charge of £121.03
£55,000 divided by 413.13 = Possible Band D charge of £133.13 which would be approx 10% increase compared to last year Band D charge of £121.03

Bladon Parish Council: Biodiversity Duty Statement

This statement has been prepared by Bladon Parish Council in accordance with the Environment Act 2021, which places a legal duty on parish councils and other public authorities to consider how they can conserve and enhance biodiversity in the exercise of their functions.

1. Introduction

Under the Environment Act 2021, parish councils must consider how they can conserve and enhance biodiversity in the exercise of their functions.

This means a public authority must:

- Consider what it can do to conserve and enhance biodiversity
- Agree on policies and specific objectives based on this consideration
- Act to deliver the policies and achieve the objectives.

This statement sets out how Bladon Parish Council plans to fulfil this duty and how it plans to continue supporting local wildlife and nature recovery.

2. About Bladon Parish

Bladon is a small historic village in West Oxfordshire with just over 400 houses and a population of just under 1,000 people.

The village is located along the A4095 in a semi-rural location. Blenheim Palace and its grounds border the North of the village, and most of the land within Bladon is owned by the Blenheim Estates. The rivers Glyme and Evenlode form part of the boundary of the North and West of the parish.

The parish has many areas which are diverse in ecology, including: -

- Bladon Heath
- Burleigh Wood
- The Lints
- The Evenlode and Glyme Rivers
- Community Path – Which runs between Long Hanborough and Bladon
- St Martin's Churchyard – including the grave of Sir Winston Churchill
- Community Orchard

Currently, as of November 2025, a planning application for Botley West Solar Farm is being considered by the Planning Inspector. The outcome of the planning examination is expected to be known in February 2026. If the application is approved, then due to its size, it will affect most of the land to the south of the village and neighbouring parishes.

3. Our Land and Activities

The Parish Council owns/leases and manages the following areas and assets:

- Village Green
- Recreation ground
- Cemetery
- Land beside the Recreation Ground
- Village Pump
- War Memorial

We also comment on local planning applications and support community environmental projects.

4. What We Have Done to Support Biodiversity

Over the past few years, the Parish Council has:

- Created a dedicated wildlife meadow area as part of the recreation ground. This area is mowed only once a year to help promote biodiversity and to allow for a more diverse range of flora to flourish.
- Leased an additional area from Blenheim Estates beside the recreation ground to create another wildlife biodiversity area. This area has had additional planting of native trees and hedging.
- Created a meadow area in the Cemetery. This area is mowed only once a year to help promote biodiversity and to allow for a more diverse range of flora to flourish
- Left some hedges within the Cemetery meadow area uncut to encourage biodiversity.

5. How We Consider Biodiversity in Our Work

The Council ensures biodiversity is considered by:

- Keeping up to date with Local Nature Recovery Strategies and District Council guidance.
- Discussing the potential impact on biodiversity and nature when making decisions.
- Considering the potential impact on biodiversity and nature when commenting on planning applications.
- Including biodiversity improvements in maintenance contracts and management plans for the Parish Council's land and assets. This may include, but is not limited to:
    - Reducing the use of pesticides and herbicides
    - Reducing areas of mowing to allow for margins of longer grasses and flowers to grow.
    - Leaving standing and fallen dead wood as a habitat for invertebrates
    - Leaving leaf litter and dead vegetation in suitable areas to provide a habitat for invertebrates

6. Future Plans

Over the next few years, we aim to:

- Formally lease the land beside the War Memorial to ensure that the area continues to be maintained as a wildlife area.
- Support biodiversity improvements to and the ongoing maintenance of the meadow area beside the War Memorial, including replacing the conifer hedge with native hedging
- Review mowing and spraying practices to reduce harm to pollinators, invertebrates and to fauna and flora and to help increase biodiversity
- Considering installing bird boxes and bat boxes on suitable Parish Council land.
- Supported local school and wildlife group projects.
- Encourage residents to take part in community projects when they occur, such as planting and wildlife surveys.
- Support the improvements and promotion of public rights of way in the area.
- Work with Blenheim Estates to maintain and improve the biodiversity of the Glyme, Evenlode and the Lints.

7. Monitoring and Reporting

The Parish Council will review this statement every five years and report progress through council meetings and the parish website. Notes and photographs of biodiversity actions will be kept as part of council records.

Adopted by Bladon Parish Council xx/xx/2025

Next review due: xx/xx/2030 [within 5 years]

Contact: clerk@bladon-pc.gov.uk

BLADON PARISH COUNCIL RISK ASSESSMENT MARCH 2025						
Risk No.	**Description of risk**	**Impact**	**Chance score (LS) (1-3)**	**Impact score (IS) (1-3)**	**Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9**	**Response - (management of risk)**
A.	**ASSETS**					
1.	**Relevant to All Assets in this Section**					
i	Personal Injury to children or other members of the public	• Claim against council for compensation • Possible closure of facilities • Council reputation at risk	1	3	3	Minimise risk by: - • Ensuring regular maintenance of all equipment and facilities; • Monthly or depending on asset regular inspections by Clerk with faults recorded in an incident log for action. • Where appropriate, an annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ii	No insurance cover for legal liability	• Additional cost of claims against the council not covered by insurance	1	1	1	• Insurance coverage in force inc. Public Liability • Level of insurance reviewed as part of the annual renewal.
iii	Actions in the incident log not actioned	• Increased risk of personal injury • Facilities out of commission longer than acceptable • Council reputation at risk	1	1	1	• Incident log to be shared with councillors and reviewed at each meeting
2.	**Recreation Ground**					
i	Damage to or defects emerging in Muga	• Risk of personal injury • Claim against Council • Out of commission • Unusable until repaired • Additional costs for repairs	1	3	3	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Ad hoc faults also reported to Clerk by School throughout year. • Annual RoSPA inspection. • Repairs reported to PC at meeting. • Regular sweeps by EnTout Cas. • Regular weed control sprays. • Signs erected re footwear and safe use. • Surface under guarantee. • Insurance in place inc. public liability. Level of insurance reviewed as part of the annual renewal.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
ii	Damage to or defects emerging in playground equipment	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	3	3	• Monthly inspections by Clerk with faults recorded in an incident log for action. Inspections in line with Playdale inspection reports. • Ad hoc faults also reported to Clerk by members of the public and councillors throughout year. • Woodchip surface weeded and raked over at least monthly, to ensure all equipment has adequate safety surface beneath. • Annual RoSPA inspection. • Proposed annual inspection by Playdale (equipment provider). • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iii	Damage to the toe boards around the Petanque pitch	• Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Annual RoSPA inspection. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iv	Defects in the equipment in the outdoor multi-Gym	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
v	Outdoor multi-Gym used by under 14 year olds	• Risk of personal injury • Claim against Council	1	2	2	• Signage erected indicating age restriction. • Clear delineation from children's play area. • Clarification given to Bladon Primary School re age restriction. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
vi	Damage to wildflower meadow and/or orchard	• Spoil the enjoyment of the facility • Additional cost to reinstate planting	1	1	1	• Regular inspections by Clerk with faults recorded in an incident log for action. • Maintenance including annual flail mow to allow for disbursement of seeds. • Monitoring of progress of meadow and orchard.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
vii	Damage to or defects emerging in the playing field area, including the football pitch	• Risk of personal injury • Claim against Council • Damage may restrict use • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Regular maintenance of areas, including grass cutting • Annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
viii	Damage to furniture	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ix	Damage to fences, hedging or trees	• Spoil the enjoyment of facility • Additional costs to reinstate planting • Additional costs for repairs	1	1	1	• Regular inspections by Clerk with faults recorded in an incident log for action.
x	Unsafe paths and entrance area (Tripping hazard)	• Risk of personal injury • Claim against Council	1	2	2	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Path near MUGA needs to be resurfaced • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
3.	**Cemetery**					
i	Damage to wall & gates	• May partially block public access • May prevent funerals from taking place • Additional cost for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action.
ii	Loss or damage to the noticeboard or bench	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
iii	Unsafe memorials	• Risk of personal injury • Claim against Council • If owners do not carry out repairs, an additional cost to the council for repair/removal	1	2	2	• Monthly inspections by Clerk and reported to owner for immediate action. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iv	Unsafe paths and car park area (Tripping hazard)	• Risk of personal injury • Claim against Council	1	2	2	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
v	Financial mismanagement of cemetery fees received	• Cemetery fees not accounted for • Financial loss to Parish. • Prosecution may be required. • Loss of reputation	1	3	3	• Dedicated Councillor reconciles Cemetery accounts & record books 6 monthly. • Cemetery fees income report to council meetings
4.	**Pump House**					
i	Damage to the fabric of the Pump House	• Risk of personal injury • Could potentially cause a road traffic accident. • Claim against Council • Additional cost for repairs	1	2	2	• Regular inspection by clerk with faults recorded in an incident log for action. • Creation of a maintenance schedule • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
5.	**Bladon Bus Shelter**					
i	Damage to the fabric of the shelter	• Risk of personal injury • Claim against Council • Inconvenience if no shelter	1	2	2	• Regular inspection by clerk with faults recorded in an incident log for action. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ii	Graffiti	• May cause offence • Additional cost for cleaning	1	1	1	• Regular inspection by clerk with faults recorded in an incident log for action.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
6.	**The Green**					
i	Damage to the noticeboard, posts and bench	• Risk of personal injury • Claim against Council	1	2	**2**	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Ad hoc faults also reported to Clerk by members of the public and councillors throughout year. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
7.	**Pebble Alley**					
i	Unsafe path and railings (Slipping hazard)	• Risk of personal injury • Claim against Council	1	3	**3**	• Monthly inspections by Clerk of path and railings • Weed control 3 times a year or more if necessary. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal
8.	**Brook Lane**					
i	Risk of tripping	• Risk of personal injury • Claim against Council	1	1	**1**	• While the parcel of land is rented out, the risk is passed to the lessee • Ensure lease passes on the risk to lessee. • Ensure lease requires regular maintenance by lessee
ii	Non-payment of rent	• Council may suffer minor financial loss (£4 per year) • Need to take action for payment. • Need to terminate the lease	1	1	**1**	• Ensure payment request is made to lessee annually. • Income to be reported at council meeting
B.	**SERVICES**					
9.	**Pavement /Road Gritting**					
i	Gritting of pavements and/or roads	• Risk of personal injury to the public • Risk of damage to private property	1	2	**2**	• Clerk to monitor salt bin levels and ensure that they are maintain at adequate levels and have shovels or bucket and scoop available. • Spare salt held at the Recreation Ground • Salt spreaders available.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
10.	**Grass & Hedge Cutting of Common Areas inc Recreation Ground & Cemetery**					
i	Damage caused while grass & hedge cutting of the common areas inc. Rec Ground and Cemetery	• Risk of personal injury • Risk of damage to private property • Risk damage to council property including trees and hedging	1	2	**2**	• Make public liability a requirement of any contract. • Clerk to monitor contractor's performance. • Advise contractor on any activities taking place at the rec ground or cemetery to limit risk of personal injury
11.	**Consultations**					
i	Missing deadlines for response	• Non-reaction could impact the local community	1	2	**2**	• Clerk circulates all consultations received. • Planning response deadlines add to the application register. • Deadlines diarised. • Extraordinary meeting to be called if needed
12.	**Electors' Right of Inspection of Financial Records**					
i	Failure to inform of right; or to conform with statutory requirements	• Electors denied transparency. • Council would receive a qualified audit report. • Damage to Council's reputation/loss of trust	1	2	**2**	• Deadline for submission diarised • RFO to keep up to date with statutory requirements. • Annual review of Financial Regulations and Standing Orders • Annual posting of audit notice on public noticeboards & on Parish Council Website
13.	**Financial Records including Legal Powers**					
i	Failure to comply with statutory requirements	• Council would receive qualified audit report. • Damage to Council's reputation	1	1	**1**	• RFO to keep up to date with statutory requirements. • Annual review of Financial Regulations and Standing Orders • All financial information reported to full Council monthly. • All expenditure approved monthly by full Council. • All payments including s.137 payments minuted. • All financial activity recorded in Minutes & available on the PC Website in accordance with Transparency Code. • Three yearly review of the internal auditor.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
ii	Illegal activity or payment	• Overspending beyond or outside authority • Failing to obtain necessary quotes or estimates. • Failure to follow tender process. • Council would receive a qualified audit. • May lead to prosecution. • Damage to Council's reputation	1	3	3	• Annual review of Financial Regulations and Standing Orders • All financial information reported to Council monthly. • All expenditure approved monthly by full Council. • All on-line payments require the Clerk and one authorised councillor to raise payments under £500 or the Clerk and two authorised councillors to raise payments of £500 • All payments including s.137 payments minuted. • All financial activity recorded in Minutes & available on the PC Website in accordance with Transparency Code. • Three yearly review of the internal auditor.
14.	**Members' Interests**					
i	Failure to disclose	• Abuse of position • Corruption • Damage to Council's reputation	1	1	1	• Councillor's declaration of interests completed as part of the election process. • At each meeting councillors are asked to declare interest for items on the agenda and these are minuted.
15.	**Minutes**					
i	Are they accurate, legal, safe?	• Would mislead the public. • Would hinder transparency	1	1	1	• Minutes produced and checked by Councillors before subsequent meeting, reviewed and signed at that meeting. • Draft minutes available on website. • Approved minutes made available on the PC Website • Signed hard copies of minutes archived at County Records Office.
16.	**Precept**					
i	Precept set at the wrong level	• Council may be underfunded if too low. • Unable to provide services to the community if too low. • Unacceptable increase in reserves if set to high	1	1	1	• Budgetary processes included in Financial Regulations • Budget discussed and set and precept agreed by full council. • Budget is monitored and reported quarterly to the full Council

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17.	**Reserves**					
i	May be inadequate	• Council unable to cover 50% of precept.	1	1	1	• Level of reserves considered during budgetary process. • Reviewed by RFO and reported quarterly to full Council. • Reserves only held for identified reasons
18.	**Projects**					
x	Disputes with contractors	Time-consuming & stressful for PC; may be costly; may affect use of some or part of the facility.	1	1	1	Insurance cover in place.
xi	Ongoing Project management	Inadvertent negligence by PC; delays to a project	1	2	2	Professional indemnity insurance cover is in place; professional advice from any contractors will be sought prior to and during all work
19.	**V.A.T.**					
i	Incorrect claims	• Failure to recoup the correct value of V.A.T • Loss of income	1	1	1	• RFO claims VAT refunds throughout the year. • VAT claim reported full Council at next meeting.
20.	**Security of Funds - Fraud, Theft/ Embezzlement; Abuse of Credit Cards**					
i	Fraud, Theft/ Embezzlement; Abuse of Credit Cards	• Reduction in available funds to provide services. • Council not insured for risk. • May lead to prosecution. • Damage to Council's reputation	1	1	1	• All on-line payments require the Clerk and one authorised councillor to raise payments under £500 or the Clerk and two authorised councillors to raise payments of £500. • Authorised signatories for payments kept under review. • Council has no cash dealings. • Council currently has no debit cards. • Monthly financial reports submitted to full Council and included within minutes, which are posted on the website. • Councillor with responsibility for finance reviews bank statements and bank reconciliation quarterly. • Quarterly bank reconciliations presented to full council. • All councillors can have read-only access to the bank account. • Relevant insurance in place. Level of insurance reviewed as part of the annual renewal

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
21.	**IT Systems**					
i	Failure of system; Possible hacking.	• Loss of all information • Disclosure of confidential information to third parties	1	3	3	• Ensure adequate security protection is maintained • Documents backed up on OneDrive • Clerk provided with council laptop • Passwords not shared with others • Private emails not to be used for council business, all councillors and clerk have a council email address
22.	**General Data Protection Regs 2018**					
i	Personal data used inappropriately	• Revealing personal information about individuals inappropriately • Fine for failure to comply. • Damage to Council's reputation	1	2	2	• Privacy Policy adopted March 2022. • All personal information held by the Council is kept confidentially and not disclosed other than with express prior permission of individual. • Personal information used only for the purposes for which it was obtained save with similar permission.
23.	**Reputation**					
i	Actions by or at the instruction of Councillors or Council employees that could harm the PC's reputation	• Damage to Council's reputation • Lack of community's trust in the Council	1	2	2	• All monthly PC meetings open to the public. • Ensure transparency in all dealings, including at meetings and in minutes. • Maintain confidentiality other than in cases where legally required. • PC Website and Facebook page containing public information and complying with transparency code. • Public noticeboards updated regularly
24.	**Meetings**					
i	Inappropriate behaviour at meetings	• Harassment of Councillors or Clerk by other attendees	1	3	3	• Unacceptable Behaviour Policy adopted. • Code of Conduct Policy adopted. • Relevant policies to be reviewed annually.
24.	**Clerk**					
i	Absence of Clerk through ill health	• Administration of council suffers. • Submission deadlines could be missed. • Reduction of local services to residents.	1	3	3	• Sickness & Absence Policy in place • Clerks Handbook to be created

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ii	Inefficiency; or over-reaches authority;	• Administration of the council suffers • Submission deadlines could be missed • Legal regulations may not be followed. • Reduction of local services to residents • Financial errors impacting the services • PC's reputation suffers	1	3	3	• The following policies have been adopted: Disciplinary, Grievance, Sickness & Absence, and Training & Development. • Job description to be reviewed periodically • Training needs identified and training provided at the cost to the council • Annual appraisal of Clerk • Close day to day working involvement with Councillors • Reporting of any concerns of or about the Clerk to designated Personnel Councillor. • Clerk's handbook to be created.
25.	**Councillors**					
i	Councillors feel overwhelmed or isolated and without support	• Loss of efficiency • Disruption to smooth running of Council with knock-on impact on residents; • Councillors may resign. • Residents may be deterred from becoming a councillor • Ultimately Council may become inquorate and unable to function.	1	3	3	• New Councillors offered training by external bodies • Ongoing training encouraged, fully funded by PC. • Clerk provides administrative support. • Reporting in confidence of any concerns to designated Personnel Councillor – see also Grievance & Unacceptable Behaviour Policies.