AGENDA PACK

Meeting of Bladon Parish Council

12th March 2026

Agenda Item	Description
Item 4	Draft Minutes for the 15th January 2026
Item 6	Planning Consultation Link:-
	26/00409/S73
Item 11	Financial Report – Payments due, payments made and income received
Item 13	Internal Auditor – Letter of Engagement
Item 14	Cemetery Fees 2025
Item 15	Village Maintenance Quote Table

BLADON PARISH COUNCIL

Minutes of the Meeting of Bladon Parish Council held on Thursday 15th January 2026 at The Church Room, Church Street, Bladon at 7.30 pm

Present:

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

District & County Councillors WODC Cllr Poskitt & OCC Cllr Graham

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

130/25	**1 - To receive apologies for absence** Apologies were received from Cllr Richmond
131/25	**2 - To receive declarations of interest for items on the agenda** No interests declared
132/35	**3 - Public Participation/Forum** No items raised
133/25	**4 - To approve the minutes for the Parish Council meeting held on 27th November 2025** It was **agreed** that the minutes of the 27th November 2025 be **approved** as a true and correct record of the Council, and they were duly signed by the Chair.
134/25	**5 - To receive reports from members of West Oxfordshire District Council and Oxfordshire County Council** OCC Cllr Graham provided an update on the following:- • OCC Recycling Centres - As of Wednesday 14th January, are now operating a new booking system, which means that you can not visit the centre without booking a slot. Booking a time can be made online or over the phone. Although there is a perception that booking will increase fly-tipping, there is no evidence to support this. • Fire Service Remodelling – There is a live consultation which includes various remodelling options. Options include closing fire stations, including Woodstock and a new fire station for North Oxford that would cover Bladon. The options have been thought about for several years. Any model chosen needs to improve fire safety and service. • Woodstock Doctors Surgery – A progress report is expected around the 2nd/3rd February. The IBC is still to consider the options proposed, and any option will require planning permission. Hopefully, once planning is approved, work will start next year. The options do not include a site in Hensington Road as it is not viable. The report from WODC was circulated at the meeting. Cllrs Poskitt read from the report, the main points were:- • Next year's local elections in West Oxfordshire will go ahead • The planning application on the Old Police Station in Woodstock was refused at appeal. It was agreed to bring forward items 7 and 8

135/25	**7 - To receive an update on the Local Government Reorganisation and agree on any actions** Cllr Fletcher provided a brief update. 3 plans have been proposed, these are:- • One council – covering Oxfordshire County's current boundaries • Two councils – One covering existing district areas of Cherwell, West Oxfordshire and Oxford City and one covering existing district areas of South Oxfordshire, Vale of White Horse and the whole of West Berkshire Council's area. • And Oxford City's proposal of 3 councils, one covering Oxford and its Green Belt, one covering West Oxfordshire and Cherwell and one covering South Oxfordshire, Vale of White Horse and West Berkshire. Cllr Fletcher had attended the recent workshop held by WODC for parish councils and will be attending another one on Monday, 19th January. Cllr Fletcher informed the council that he has concerns regarding school/education provision and how it would work under the various options. OCC Cllr Graham told the meeting that it is important that the Parish Council gives an opinion, and OCC would like to hear the council's opinions on the options.
136/25	**8 - To receive an update on the Botley Solar Farm application and agree on any actions** Cllr Fletcher provided a brief update. The Planning Inspectors' report and their recommendation are expected in mid-February. The report and recommendation are then reviewed by the Secretary of State (SoS), who will decide whether to accept the recommendation or not. The SoS have a minimum of 3 months to decide, but they can take longer. The allocation/division of the proposed community benefit is still being worked on. The meeting went back to the original agenda order
137/25	**6 – Planning - To consider the response to the following consultations:-** a) 25/01510/OUT – Land East of Park View – Outline planning application for the erection of up to 500 dwellings and commercial floorspace (Use Class E) with associated access, open space and infrastructure - All Matters Reserved except for Access It was explained that this application is a re-consultation due to amendments, and the amendments were mainly connected to changes on the site. **Decision** It was **agreed** unanimously that the Council had **no comment** to make b) 25/03065/HHD – 14 Grove Road, Bladon Erection of two storey side, and single-storey rear extension and associated works **Decision** It was **agreed** unanimously that the Council had **no comment** to make To note the following planning appeals:- a) 25/01859/HHD & 25/01860/LBC – Folly Bridge, Bladon. **Decision** The appeal was **noted** It was agreed to bring forward item 10

138/25 **10 - To receive an update on traffic/highway/transport related issues within Bladon and agree on any actions**

The Clerk provided a report before the meeting, which provided updates on various questions that have been raised with OCC.

Cllr Vine raised a question about the recent fatal road traffic accident. She asked if anyone knew how the police (TVP) managed to find the driver, and whether it was due to any cameras that may be along the road. Cllr Vine asked to help with any future accidents, and whether having cameras on the main road would be a possibility in the future.

OCC Cllr Graham suggested involving TVP in what could be done, and to ask them what options are available. Cllr Graham offered to bring up the question at his next meeting with TVP and asked for the Clerk to email him with the question.

Action: The Clerk to email Cllr Graham with the request.

The meeting went back to the original agenda order

139/25 **9 - To receive an update on the Oxfordshire Nature Recovery Network and agree on any actions**

Cllr Watkinson explained about the ONR and provided a draft response to OCC before the meeting for comment. She advised that there are funds/grants available to make improvements and suggested that Blenheim should be made aware. She also mentioned a local farmer who would be happy to talk with Blenheim about possible improvements to the area beside the Evenlode, which could include allowing access for walkers along the river.

Decision

It was **agreed** that Cllr Watkinson would update the draft, taking into account the input that has been received from the other councillors, and the Clerk would submit the response.

140/25 **11 - Finance**

a) To approve payments due

The payments list was circulated before the meeting

Decision

It was **agreed** unanimously to **approve** the payments in the table below:-

Payee	Description	Amount to be Paid	Vat to be reclaimed
K Howe	Expenses Reclaim - Salt/Grit Bins - Jewsons Salt £89.82 & B&Q Buckets £5.00 Speed Signs - Screwfix Hose Clips and Cable Ties £27.98	£122.80	£20.46
Elan City Uk	Inv SAJ-UK/2025/03046 - 2 x Solar Panels and Fitting for SIDS	£1,018.15	£168.69
PATA (UK)	Inv 25/0414/PPS - Q3 Payroll Services including salary/arrears calculation charge	£52.35	n/a
[redacted]	Remembrance Day Bugler	£35.00	n/a

b) To note the recurring payments and payments made under delegated powers(*) between 1st November and 31st December 2025

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

Payee	Description	Amount to be Paid	Vat to be reclaimed
*Eyelid Producations	Inv 4142 - Annual Website Support	£100.00	£10.00
Sheild Maintenance	Inv 9526 Monthly litter bin emptying (Oct)	£64.99	£10.83
K Howe	Reclaim Expenses - Mobile SIM (Nov 25)	£5.00	£0.83
OCC Pension Fund	LGPS Nov 25	£390.30	n/a
K Howe	Salary Nov 25	£1,284.64	n/a
Unity Trust Bank	Service Charge - Oct 25	£7.95	n/a
K Howe	Reclaim Expenses - Mobile SIM (Dec 25)	£5.00	£0.83
OCC Pension Fund	LGPS Dec 25	£390.30	n/a
Unity Trust Bank	Service Charge - Nov 25	£6.60	n/a
Unity Trust Bank	Credit Handling Charge	£0.30	n/a
Sheild Maintenance	Inv 9640 Monthly litter bin emptying (Nov)	£64.99	£10.83

c) To note the income received between 1st November and 31st December 2025

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

Payer	Description	Amount Received
BVHRC	50% Contribution towards cost to mow Rec Ground meadow	£337.50
Unity Trust Bank	Instant Access Bank Account Interest	£283.39

d) To note the Budget Monitoring Report as at 31st December 2025

The budget monitoring report was circulated before the meeting.
No questions were raised, and the report was noted

e) To approve the Bank Reconciliation as at 31st December 2025

The bank reconciliation was circulated before the meeting**.**

Decision

It was **agreed** unanimously to approve the Bank Reconciliation for 31.12.2025 with a balance of £110,795.19 of which £59,089.22 held in the Unity Trust Current Account and £51,705.93 in the Unity Trust Instant Access Account, and for Cllr Vine to sign the reconciliation

141/25 **12 – To approve the creation of a £250 Chair's Allowance budget within the 2025/26 budget and the 2026/27 budget. The budget is to be vired from the unallocated project budget for both years**

It was explained that a Chair's Allowance is to be used by the Chair to fund expenses incurred in carryout their duties that are not covered under other powers.

During the item, the recent passing of Ian Hudspeth was raised and it was proposed that some of the allowance, if approved, should be used to send a bouquet of flowers to Ian's family.

Decision

It was **agreed** unanimously to **approve** the creation of a Chair's Allowance in both 2025/26 and 2026/27 budgets and for the budget to be vired from the Unallocated Projects budget.

	It was also **agreed** that the Clerk would order flowers on behalf of the Chair to be sent to Ian's family.
142/25	**13 - To approve applying for a Multipay Card from Unity Trust Bank and approve the payment of the set-up fee of £50 and the recurring monthly card fee of £3** **Decision** It was **agreed** unanimously to **approve** applying for a Multipay Card from Unity Trust Bank, to pay the £50 set-up fee, and to pay the recurring monthly fee of £3. Cllrs Fletcher and Vine signed the required forms.
143/25	**14 - To review the draft Bladon Parish Council Internal Financial Control Policy and Checklist, and to consider adopting the policy and checklist** The Clerk suggested adding a reference to the Council Financial Regulations within the document. **Decision** It was **agreed** unanimously to include the Clerk's suggestion above and to **approve** the Internal Financial Control Policy with these approved changes.
144/25	**15 - To review the draft IT Policy and to consider adopting the policy** **Decision** It was **agreed** unanimously to **approve** the IT Policy
145/25	**16 - To receive an update on current workload/projects** The Clerk had provided before the meeting an updated workload/project report and also provided an oral update at the meeting.
146/25	**17 - To raise matters for discussion without decision, or items for the next meeting.** The Clerk was asked to start arrangements for the upcoming Annual Parish Meeting.
129/25	**Meeting closed at 9 pm**

Financial Report for 12th March 2026 Meeting

Payments to be Approved at the Meeting to be held 12th March 2026

Payee	Description	Amount to be Paid	Vat to be reclaimed
OALC	Inv 6298 - Online course 'Addressing the Biodiversity Crisis'	£66.00	£11.00

Payments to be Noted at Meeting

Recurring Payments and Payments Made Under Delegated Powers(*) Between 1st January and 28th February 2026

Payee	Description	Amount to be Paid	Vat to be reclaimed
HMRC	PAYE Qrt 3	£785.64	n/a
K Howe	Salary Dec 25	£1,284.64	n/a
Sheild Maintenance	Inv 9750 Monthly litter bin emptying (Dec)	£64.99	£10.83
K Howe	Reclaim Expenses - Mobile SIM (Jan 26)	£5.00	£0.83
OCC Pension Fund	LGPS Jan 26	£390.30	n/a
K Howe	Salary Jan 26	£1,284.64	n/a
Unity Trust Bank	Service Charge - Dec 25	£7.50	n/a
*K Howe	Expenses Reclaim - Flowers	£46.67	£9.33
K Howe	Reclaim Expenses - Mobile SIM (Feb 26)	£5.00	£0.83
Sheild Maintenance	Inv 9855 Monthly litter bin emptying (Jan 26)	£64.99	£10.83
*P Howe	Inv Jan/Feb Village Maintenance + Extra Work **Maintenance Contract** Hedge Cutting - Cemetery/Allotment and Raking Woodchip - Once **Additional Works** Shrubs/Hedging in Cemetery Hedge Cutting - Internal orchard hedge and rec ground/field side hedge 1st cut Install solar panels to SIDs	£545.00	n/a
K Howe	Salary Feb 26	£1,284.64	n/a
OCC Pension Fund	LGPS Feb 26	£390.30	n/a
Unity Trust Bank	Service Charge - Jan 26	£7.50	n/a

Income to be Noted at Meeting

Income Received Between 1st January and 28th February 2026

Payer	Description	Amount Received
Private Individual	Purchase of ERB for Cremation Plot	£63.00

Karen Howe
Clerk to Bladon Parish Council

4 March 2026

Dear Karen,

Letter of Engagement 2025/26

I hope that my audit review for last year has been helpful.

This is my letter of engagement for this financial year for the Council's consideration.

As before, my role as your Internal Auditor is to be a 'critical friend'. I will look through your Parish's processes and procedures and, where necessary, will make recommendations which, I hope, will help improve the Council's governance. Some of these recommendations will be long-term goals, others may need to be implemented more quickly, but I will be available as part of the Audit process to help guide you through what is needed.

Please see Section 5 Fees and Charges for more information.

This letter confirms the basis on which I will provide services to you to avoid any misunderstandings of our respective responsibilities.

1. **Internal Audit of the Council**
   a. The primary objectives of Internal Audit are:
      i. to review, appraise and report upon the adequacy of governance and internal control systems operating throughout the Council. To achieve this I will adopt a predominantly systems-based approach to the audit;
      ii. to carry out an annual inspection of the books and records of the Council.

      The Council is responsible for supplying all documents requested.

   b. Timescales for the effective and efficient method of completing the audit are as follows:
      i. ensure that the process laid down within this engagement letter is acceptable;
      ii. sign the engagement form on the last page and return that page by email. (Please send this **as soon as possible**.)

c. I also attach the checklist for completion. Please return it together with any documents requested **as soon as possible**. This will then be reviewed prior to the review meeting.

d. A review meeting will be arranged, either in person or via Teams, to discuss the completed checklist and clarify any queries. If further meetings are required, these may be chargeable.

e. The draft, electronic, editable, version, of the AGAR must be sent to me **by 31 May**.

f. I will check the final Accounting Statement figures (Section 2) of the AGAR. Provided all is in order, I will then complete the Internal Audit section and return it both electronically and by post.

   Note: please do not complete Section 1 of the AGAR until the Council meeting to consider the AGAR.

g. An Annual Report will be issued with the AGAR with any action points.

h. Unfortunately, if timescales are not observed, this will attract extra charges over and above the quoted fee as laid down below.

2. Scope of Work

Predominantly Internal Audit will review the governance of the Council culminating in the completion of the Internal Audit Report as stated above. I will identify if the following key areas are in place and working satisfactorily.

a. Proper Book-keeping
b. Payment controls in relation to Financial Regulations
c. Review of the Internal Controls, which will include:
   i. The Parish Risk Assessment;
   ii. Review of the effectiveness of Internal Financial Control;
   iii. An overall review of your Internal Controls.
d. Budgetary controls
e. Income controls
f. Petty Cash procedures (if applicable)
g. Payroll controls
h. Asset controls
i. Bank reconciliations
j. Accounting statements and application of Spending Powers
k. Exemption criteria (if applicable)
l. Website and transparency code
m. Public Rights notice and dates
n. Publication of previous AGAR
o. Review of the status of Trusts (if applicable)
p. Policies review
q. Review and completeness of minutes
r. General governance
s. Review and completeness of audit action plans

t. Year End procedures, which will include:
   i. Financial Statements review;
   ii. Review of Council balances;
   iii. Analytical Review;
   iv. Annual Return review.

3. Roles and Responsibilities

My role as an Internal Auditor is one of independence. I must make it clear that I can in no way involve myself in the financial decision-making, appointments or any other areas that may give rise to conflicts of interest.

4. The Council Responsibilities

The Responsible Financial Officer / Proper Officer, together with the Council, have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and the prevention of Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

5. Fees and Charges

Fees based on Precept or projected income and expenditure - whichever is highest.

Precept / Income or Expenditure	**Fees 2025 – 2026**
Under £25,000	£210.00
£25,001 - £50,000	£270.00
£50,001 - £100,000	£315.00
£100,001 – £150,000	£365.00
All above includes: • Initial Internal Audit meeting and • an autumn review via Teams	

The above fees are on the understanding that all requests for documents and responses to my Internal Audit checklist are provided by the Council within the required timescales.

Additional Charges	
Late submission of documents, including the AGAR (no later than 31 May)	£75.00 surcharge
Mileage	£0.45 per mile
Additional meetings (see 1 d. above)	£35.00 per hour
Attendance at a Council meeting	£70.00 (plus mileage)

Payment is required on invoice once the work is completed.

6. Requests for attendance at Council Meetings

I would be happy to attend a Council meeting, given reasonable notice, if convenient. This gives the Council an opportunity to ask me questions, clarify the scope and nature of the work I have undertaken and to make me aware of any issues that may be relevant as my cycle of Internal Audit progresses.

A nominal cost for this service is charged at £70 plus mileage.

7. Request for work outside the scope of Paragraphs 1 to 3

Any such request for extra audit time to be provided will be discussed at the time and will be subject to an appendix agreement.

8. Agreement of terms

Once agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate my authority to act on your behalf at any time; however, if work has already been undertaken, a charge for the work so far, will be made. Notice of termination must be given in writing.

Please confirm your agreement to the terms of this letter of engagement by completing the form and returning it to me **as soon as possible**.

I trust that this is acceptable to the Council and look forward to hearing from you.

Jane Olds (Mrs)

Agreement of Terms 2025 / 26

Bladon Parish Council confirms that the Council considered and agreed

to the contents of this letter including the fee of: £ _____

at a meeting on: _____

Minute Reference: _____

and agrees that it accurately reflects the services that Bladon Parish Council has instructed you, Jane Olds, as Internal Auditor, to provide.

The agreed Precept for 25/26 was: £

RFO/Parish Clerk Name: _____

Date: _____ Signed: _____

Bladon Chair or appropriate Council Member

Position: _____ Name: _____

Date: _____ Signed: _____

BLADON PARISH COUNCIL

BLADON CEMETERY CHARGES for Bladon residents

(where the deceased is not a Bladon resident, all fees are doubled)

Fees applicable from April 2025

Fee for Purchasing an Exclusive Right of Burial (ERB)

The Exclusive Right of Burial will be granted for 75 years

Purchase of Exclusive Right of Burial in earthen grave plot	£	115
Purchase of Exclusive Right for the interment of cremated remains in an area of the cemetery reserved for such purposes (cremated remains plot)	£	63

Fee for Interment, where the Exclusive Right to Burial (ERB) has been previously purchased

The charge for interment is only chargable for the interment of the body of a person whose age at the time of death exceeded 18 years

Interment of a body in a earthen grave plot	£	157
Interment of cremated remains in a cremated remains plot	£	52
Interment of cremated remains in a earthen grave plot	£	52

Fee for Initial interment, including the purchase of Exclusive Right of Burial (ERB)

The Exclusive Right of Burial will be granted for 75 years

The charge for interment is only chargable for the interment of the body of a person whose age at the time of death exceeded 18 years

Interment of a body in a earthen grave plot including the purchase of Exclusive Right of Burial	£	272
Interment of cremated remains in a cremated remains plot including the purchase of Exclusive Right of Burial	£	115

Memorials

Please refer to the Cemetery Rules & Regulations for restrictions such as memorial size and type of stone allowed

Grave Headstone	£	105
Cremated Remains Memorial	£	52
Additional inscription on memorial	£	-

To make arrangements or if you have any questions please contact the Clerk
clerk@bladon-pc.gov.uk or 07352 309653

Bladon Village Maintenance - Quote for 26/27

Description of Work	Estimated Times per Year	Quote A		Quote B	
		Price per time	Estimate for Year	Price per time	Estimate for Year
Grass cutting, including removal of cuttings, of the Cemetery	10	£70.00	£700.00	£58.00	£580.00
Grass cutting, including removal of cuttings, of the Green	10	£42.50	£425.00	£14.50	£145.00
Grass cutting, including removal of cuttings, of the bank between Heath Lane and Lambs Lane	10	£37.50	£375.00	£14.50	£145.00
Grass cutting, including removal of cuttings, of the bank outside the churchyard wall	10	£22.50	£225.00	£14.50	£145.00
Grass cutting, including removal of cuttings, of the orchard at Bladon recreation ground	10	£70.00	£700.00	£58.00	£580.00
Grass cutting, including removal of cuttings, of the football pitch at Bladon recreation ground	20	£110.00	£2,200.00	£43.50	£870.00
Grass cutting and strimming around equipment, including removal of cuttings, of the remaining grass areas at Bladon recreation ground	10	£95.00	£950.00	£70.50	£705.00
Grass cutting, including removal of cuttings, of the meadow in the Cemetery	2	£175.00	£350.00	£116.00	£232.00
Hedge cutting, including the removal of cuttings, of the boundary hedge between recreation ground and the allotments	1	£95.00	£95.00	£174.00	£174.00
Hedge cutting, including removal of cuttings, of both sides of the hedge along School Lane	1	£110.00	£110.00	£174.00	£174.00
Hedge cutting, including removal of cuttings, of the boundary hedge between the cemetery and allotments	1	£220.00	£220.00	£174.00	£174.00
Hedge cutting, including removal of cuttings, of the internal yew hedge in the cemetery	1	£70.00	£70.00	£116.00	£116.00

Bladon Village Maintenance - Quote for 26/27

Description of Work	Estimated Times per Year	Quote A		Quote B	
		Price per time	Estimate for Year	Price per time	Estimate for Year
Racking over of the woodchip and removal of weeds in the play area, ensuring that there is adequate woodchip under each piece of equipment	10	£30.00	£300.00	£29.00	£290.00
Weed Control - Spraying of Muga Court for moss etc	3	£30.00	£90.00	£31.00	£93.00
Weed Control - Spraying of Pebble Alley	3	£25.00	£75.00	£31.00	£93.00
		Total	**£6,885.00**	**Total**	**£4,516.00**

Availble for extra ad-hoc maintenance work?	Yes	Yes
Details of types of extra work or other relevant information	Happy to carry out other maintenance works, such as repairs to equipment.	Tree Work, Fencing, Landscaping, Pest Control, Tree Planting, Litter and Rubbish Collecting.