AGENDA PACK

Meeting of Bladon Parish Council

11th June 2026

Agenda Item	Description
Item 5	Draft Minutes for the 14th May 2026
Item 7	OCC Consultation Reducing Speed Limit between Bladon and Hanborough
Item 12	Financial Report – Payments due, payments made, and income received
Item 13a	Internal Audit Report
Item 13b&c	AGAR Forms
Item 13d	Notice of Public Rights

BLADON PARISH COUNCIL

Minutes of the Annual Meeting of Bladon Parish Council held on Thursday 14th May 2026 at The Church Room, Church Street, Bladon at 7.30 pm

Present:

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

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

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

001/26	**1 - To elect a Chair and to receive a Declaration of Acceptance of Office** Nominations were invited for the position of Chair. Cllr C Fletcher was nominated; there were no further nominations. **Decision** It was agreed unanimously to approve the appointment of Cllr C Fletcher as the Chair of Bladon Parish Council. The Declaration of Acceptance was signed by Cllr C Fletcher, witnessed and signed by the Clerk as Proper Officer, and duly received.
002/26	**2 - To elect a Vice-Chair and to receive a Declaration of Acceptance of Office** Nominations were invited for the position of Vice-Chair. Cllr A Vine was nominated; there were no further nominations. **Decision** It was agreed unanimously to approve the appointment of Cllr A Vine as the Chair of Bladon Parish Council. The Declaration of Acceptance was signed by Cllr A Vine, witnessed and signed by the Clerk as Proper Officer, and duly received.
003/35	**3 - Declarations of Acceptance of Office – to acknowledge the declarations of acceptance of office received following the Uncontested Election and consider any dispensations for those Councillors not in attendance** The Declaration of Acceptance was signed by Cllr S Cresswell, witnessed and signed by the Clerk as Proper Officer, and duly received. **Decision** It was agreed that, due to Cllr Watkinson not being in attendance, a dispensation for receiving the Declaration of Acceptance of Office would be given to Cllr S Watkinson, and the declaration would be received at the next meeting.
004/26	**4 - To receive apologies for absence** Apologies were received from Cllr S Watkinson
005/26	**5 - To receive Declarations of Interest for items on the agenda** No interests declared
006/26	**6 – Public participation/forum** There were no members of the public in attendance
007/26	**7 - To approve the Minutes of the Council Meeting held on: -** **a.) 15th January 2026**

	It was **agreed** that the minutes of the 15th January 2026 be **approved** as a true and correct record of the Council, and they were duly signed by the Chair. **b.) 12th March 2026** It was **agreed** that the minutes of the 12th March 2026 be **approved** as a true and correct record of the Council, and they were duly signed by the Chair.
008/26	**8 - To receive reports from members of West Oxfordshire District Council and Oxfordshire County Council** The report from the WODC was circulated before the meeting. Cllr Poskitt introduced the new Woodstock and Bladon District Councillor, Hannah Massie, to the meeting and offered to take questions on the report. No questions were raised. OCC Cllr Graham provided a brief update on the following: - • OCC Cllr Leffman has resigned as the Leader of OCC, and a new leader will be chosen/elected next week. • Free bus travel from the Park & Rides continues until the end of May. This may be extended, and this will be discussed at the next OCC cabinet meeting. • Gully cleaning is now annually and this appears to be making a difference to flooding issues around the County. • Doctor's surgery is progressing. The financial viability figures have been submitted and are now going through the next stages. The site (Former Owen Mumfords Factory) may not need planning permission, as the works are all internal. Provision of a new pavement from Glyme Close to Green Lane is being investigated. There is no bus currently serving the area, but the local community bus may be able to provide a service to the surgery; this is being looked into. • It is hoped that the surgery will be opened in 2028 Cllr Fletcher asked if the PC could be provided with the results of the recent traffic count survey, and also raised that the PC wishes to progress a new crossing near Eagle Lodge and would like to know the next steps. Cllr Graham asked that the Clerk email him with the requests. **Action:** The Clerk to email Cllr Graham to request traffic survey data and advice on progressing the crossing.
009/26	**9 - To receive an update on the recent Annual Parish Meeting and agree on any actions** Cllr Fletcher provided a brief update on the meeting. The main issues raised were: - • The speed of traffic through the village. • Issues with the lack of parking in the village and its effect on the school going forward. Not many pupils are from the village, and the number of pupils may drop in the future as parents are being put off by the difficulty in dropping off/picking up. • The use of weed killers that contain glyphosate in the public areas of the village, including the Churchyard. After a brief discussion about parking, it was suggested that the PC would look at possible locations in Bladon that could be used as parking and should liaise with Blenheim, as any location would most likely belong to them. After a brief discussion that glyphosate may have been used in the Churchyard, it was suggested that the PC could write to the Church to make them aware of the PC concerns with glyphosate and provide other options they could consider. **Action:** The Clerk to contact Blenheim about the possibility of using any of their land for parking.

	Action: Cllr Cresswell to draft a letter that can be sent to the Church regarding the use of glyphosate, and the clerk to circulate the letter for feedback from the other councillors before sending.
010/26	**10 - To receive an update on the Nature Recovery Strategy and agree on any actions** Cllr Watkinson was not in attendance, so Cllr Fletcher provided a brief update on the work that Cllr Watkinson had done so far, liaising with Blenheim, The Evenlode Catchment, amongst other on possible improvements.
011/26	**11 - To review the OCC's Movement and Place Plan for West Oxfordshire Lowlands consultation and decide on any response** The Clerk informed the meeting that, as part of the consultation, OCC had provided a survey with questions to which they would like responses to. During the discussion, it was mentioned that the area covered by the plan does not include Bladon and stops at Long Hanborough, but it was suggested that, as some of the measures relating to public transport may be relevant. **Decision** It was **agreed** that the Clerk would review the consultation for any public transport related items that may affect Bladon, and due to the time limits provided a response for approval by the council via email.
012/26	**12 – Insurance** **a.) To approve a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, via Gallagher Insurance Brokers, at an LTA premium of £2,022.39 p/a** **Decision** It was **agreed** unanimously to **approve** the Council entering into a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, via Gallagher Insurance Brokers, at an LTA premium of £2,022.39 p/a **b.) To approve payment to Arthur J. Gallagher Insurance Brokers Limited of £2,022.39 for the first year's policy, which covers the period 1st June 2026 to 31st May 2027** **Decision** It was **agreed** unanimously to **approve** the payment of £2,022.39 to Arthur J Gallagher Insurance Brokers Ltd to cover the first year's insurance policy, which is for period 1st June 2026 to 31st May 2027
013/26	**13 - To approve the renewal of the Microsoft 365 annual subscription at a cost of £84.99 inc VAT and to approve payment to the Clerk of £84.99 to reimburse them for the cost incurred.** **Decision** It was **agreed** unanimously to **approve** the renewal of the annual Microsoft 365 subscription at a cost of £84.99 and to **approve** the payment of £84.99 to reimburse the Clerk for the cost.
014/26	**14 - To approve the additional cost to the Village Maintenance Contract of £31+VAT per month for the weeding of the Village Green Borders.** **Decision** It was **agreed** unanimously to **approve** the additional monthly cost of £31+VAT for the monthly weeding of the Village Green Borders
015/26	**15 - To approve the quote of £50 for line painting a running track for the Schools Sports Day**

	Decision It was **agreed** unanimously to **approve** the quote from P Howe of £50 for painting of the running track for the School's Sports day
016/26	**16 - To approve Sheild Maintenance's increased weekly cost of £17.50 (£3.50+VAT per bin) to empty the 5 litter bins the council has responsibility for** **Decision** It was **agreed** unanimously to **approve** Shield Maintenance's weekly cost of £17.50+VAT to empty the 5 litter bins that the council has responsibility for.
017/26	**17 - Finance**

a) Approve the Payments Due

The payment list was circulated before the meeting. In addition, the Clerk also requested to be repaid £14.00 for the cost incurred for 2 Land Registry documents for property abutting Pebble Alley.

Decision

It was **agreed** unanimously to **approve** the payment of £14.00 to the Clerk for the Land Registry documents and to **approve** the payments in the table below: -

Payee	Description	Amount to be Paid	Vat to be reclaimed
OALC	Inv 6361 - Memorial Safety & Inspection Training for the Clerk	£198.00	£33.00
K Howe	Expense Reclaim - External Hard Drive (Ebay) £30 & Washers for signs (Amazon) £3.34	£33.34	£0.56
Bladon CE Primary School	Inv 17 - Hall Hire Annual Parish Meeting	£45.00	n/a
Stevens Landscape Management Ltd	Inv 0436 Village Maintenance Contract - April	£1,044.00	£174.00

b) To note the recurring payments and payments made under delegated powers(*) between 1st March and 30th April 2026

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

Payee	Description	Amount to be Paid	Vat to be reclaimed
HMRC	PAYE Qrt 4	£672.52	n/a
K Howe	Salary Mar 26	£1,284.64	n/a
OCC Pension Fund	LGPS Mar 26	£390.30	n/a
K Howe	Reclaim Expenses - Mobile SIM (Mar 26)	£5.00	£0.83
Sheild Maintenance	Inv 9971 Monthly litter bin emptying (Feb 26)	£64.99	£10.83
Unity Trust Bank	Service Charge - Feb 26	£8.05	n/a
PATA	Inv 25/0800/PPS - Payroll Services Qrt 4	£40.35	n/a
Unity Trust Bank	Service Charge - Mar 26	£8.65	n/a
Sheild Maintenance	Inv 10087 Monthly litter bin emptying (Mar 26)	£64.99	£10.83
K Howe	Salary Apr 26	£1,284.64	n/a
OCC Pension Fund	LGPS Apr 26	£364.47	n/a
K Howe	Reclaim Expenses - Mobile SIM (Apr 26)	£5.00	£0.83
*OALC	Inv 6298 - Online course 'Addressing the Biodiversity Crisis'	£66.00	£11.00

*Geoxphere Ltd	Inv 38UF007-005 - Parish Online Subscription	£84.00	£14.00
*ICCM	Inv 5227/2026/27 - Annual membership to the Institute of Cemetery and Crematorium Management	£110.00	n/a
*P Howe	Inv Mar Village Maintenance **Maintenance Contract** Grass Cutting - Cemetery, Churchyard Wall, The Green, The Orchard, Rec Ground and Football Pitch - Once Raking Woodchip - Once	£440.00	n/a

c) To note the income received between 1st March and 30th April 2026

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

Payer	Description	Amount Received
Banbury Memorials	Memorial Fee	£52.00
Unity Trust Bank	Interest - Instant Access Acc	£266.68
WODC	Precept 1st Instalment	£26,250.00

d) To approve the Bank Reconciliation for the period up to 31st March 2026

Decision

It was **agreed** unanimously to **approve** the Bank Reconciliation for 31.03.2026 with a balance of £100,874.37 of which £48,901.76 held in the Unity Trust Current Account and £51,972.61 in the Unity Trust Instant Access Account, and for Cllr Vine to sign the reconciliation

e) To approve a transfer of £50,000 from the Unity Current Account to the Unity Instant Access Account

Decision

It was **agreed** unanimously to **approve** a transfer of £50,000 from the Unity Current Account to the Unity Instant Access Account

f) Approve the list of recurring payments for 2026/27

Decision

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

Payee	Description	Previous Payment Amounts	Maximum Amount Approved	Monthly or Quarterly
Shield Maintenance	Litter bin emptying	£64.99	£80.00	Monthly
Unity Trust Bank	Account fees	Various	£10.00	Monthly
K Howe	Mobile Sim	£5.00	£5.00	Monthly
K Howe	Salary	£1,284.64	£1,290.00	Monthly
OCC Pensions	Pension	£364.47	£370.00	Monthly
HMRC	PAYE	£672.52	£680.00	Quarterly
PATA	Payroll Service	£40.35	£56.00	Quarterly

018/26

18 - Year-End Finance

a) To approve the final accounts for 2025/26

A copy of the final accounts for 2025/26 was circulated prior to the meeting (**Appendix A**)

Decision

It was **agreed** unanimously to **approve** the final accounts for 2025/26

b) To approve the reserve allocations

The suggested reserves were included in the final accounts report for 2025/26.

Decision

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

General Reserves	26,459.37
Professional Fees	2,000.00
Staff - Emergency Cover	2,500.00
Cemetery - Maintenance/Improvements	1,915.00
Defibrillator - Replacement/Maintenance	1,000.00
Assets - Replacement/Repairs	5,000.00
Recreation Ground - Maintenance/Improvements	35,000.00
Notice Boards	5,000.00
Transport/Highway related projects	22,000.00
Totals	**100,874.37**

c) To note the Asset Register

A copy of the fixed asset register was circulated prior to the meeting (Appendix B)

Decision

The fixed asset register was duly noted

019/26

19 - To Allocate Roles & Responsibilities to Councillors, including Appointment to Outside Bodies

Decision

It was **agreed** that the allocation of a councillor responsible for Finance would be **deferred** until the next meeting

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

Appointments within the Council	**Councillor / Officer**
Cemetery	Clerk & Cllr Fletcher
Communications (website; fb; newsletters.)	Cllr Vine
Emergency Plan Management	Full Council
Environment (inc flooding/drainage/estate)	Cllr's Cresswell & Watkinson
Governance /Internal controls/ Risk Management/Personnel	Full Council
Parking	Full Council
Planning applications/Conservation Area	Full Council
Public consultations	Full Council
Public Rights of Way	Cllr Watkinson
Recreation Ground	Clerk & Cllr Cresswell
Staff/Councillor training	Clerk
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 Fletcher
Blenheim Liaison	Cllr Fletcher
BWSF Community Benefits Group	Cllr Fletcher
Transport Advisory Committee/VTN/20s Plenty	Cllr Vine

<table>
<tr><td>020/26</td><td>15 - To Approve the Meeting Schedule for 2025/26
Decision
It was agreed unanimously to approve the meeting schedule below: -

<table>
<tr><th>Day</th><th>Date</th></tr>
<tr><td>Thursday</td><td>11th June 2026</td></tr>
<tr><td>Thursday</td><td>9th July 2026</td></tr>
<tr><td>Thursday</td><td>17th September 2026</td></tr>
<tr><td>Thursday</td><td>8h October 2026</td></tr>
<tr><td>Thursday</td><td>26th November 2026</td></tr>
<tr><td>Thursday</td><td>14th January 2027</td></tr>
<tr><td>Thursday</td><td>11th March 2027</td></tr>
<tr><td>Thursday</td><td>13th May 2027</td></tr>
<tr><td>Thursday</td><td>10th June 2027</td></tr>
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</td></tr>
<tr><td>021/26</td><td>21 - To consider a request from BVHRC to plant daffodils alongside the main path into the recreation ground
During the brief discussion, the Clerk made the meeting aware of Cllr Watkinson's suggestion of planting crocuses, as they are good for pollinators. It was suggested that the Clerk ask BVHRC if they could also plant crocuses
Decision
It was agreed unanimously to approve the request from BVHRC to allow planting of daffodils alongside the main path into the recreation ground, and for the Clerk to ask if crocuses could be included.</td></tr>
<tr><td>022/26</td><td>22 - To consider a request from Friends of Bladon School (FOBS) to use the recreation ground for their annual Colour Run event on Friday, 12th June 2026
Decision
It was agreed unanimously to approve Friends of Bladon School (FOBS) request to use the recreation ground for their annual Colour Run event on Friday, 12th June 2026</td></tr>
<tr><td>023/26</td><td>23 - To receive an update on workload/projects
The Clerk had provided before the meeting an updated workload/project report and also provided an oral update at the meeting. The Clerk informed the meeting that they had received a quote for clearing the block drain/gulley at the top of Pebble Alley.
Decision
It was agreed that, as the quote for clearing the drain was within the values for approval by the Clerk and Chair within the Financial Regulation, the Clerk would liaise with the Chair regarding progressing the clearing of the drain.</td></tr>
<tr><td>024/26</td><td>24 - To raise matters for discussion without decision, or items for the next meeting.
No items were raised</td></tr>
<tr><td>025/26</td><td>Meeting closed at 20.55</td></tr>
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APPENDIX A

BLADON PARISH COUNCIL YEAR END FINANCIAL REPORT

Receipts & Payments Statement for 2025'26

	2025'26 Budget	Receipts	Payments	Variance Compared to Budget
	£	£	£	£
Income				
Precept	50,000.00	50,000.00		0.00
Cemetery Fees		815.00		815.00
Contribution from 3rd Parties		337.50		337.50
Rental		0.00		0.00
Bank Interest		1,137.40		1,137.40
VAT Reclaim		8,671.78		8,671.78
Total Income	**50,000.00**	**60,961.68**		**10,961.68**
Expenditure				
Staff Cost				
Salaries	21,803.00		22,787.70	984.70
Mileage	100.00		0.00	-100.00
Home Working Allowance	312.00		0.00	-312.00
Training	300.00		1,085.00	785.00
Total Staff Costs	**22,515.00**		**23,872.70**	**1,357.70**
General Costs				
VAT Paid (to be reclaimed)	0.00		2,191.20	2,191.20
Equipment	300.00		239.99	-60.01
Mobile Phone	0.00		50.02	50.02
Accounting Software	380.00		345.60	-34.40
Subscriptions & Software Other	230.00		140.83	-89.17
Website Domain & Hosting	340.00		249.99	-90.01
Website Other	0.00		0.00	0.00
Room Hire	475.00		420.00	-55.00
Printing Costs	300.00		114.50	-185.50
Memberships	500.00		851.00	351.00
Councillor Training	300.00		55.00	-245.00
Chairs Allowance	250.00		46.67	-203.33
Newsletter	150.00		0.00	-150.00
Donations	500.00		100.00	-400.00
General Expenses	125.00		50.00	-75.00
Audit	589.00		601.25	12.25
Payroll	170.00		167.40	-2.60
Insurance	1,942.00		1,976.30	34.30
Other	79.00		92.35	13.35
Total General Costs	**6,630.00**		**7,692.10**	**1,062.10**
Projects				
Celebration/Event	1,000.00		784.49	-215.51
Woodchip Top Up (Reserves Used)	4,800.00		3,959.40	-840.60
Sheds (Reserves Used)	1,400.00		1,372.50	-27.50
Speed Indicators Devices	1,854.00		1,877.28	23.28
Projects (Unallocated)	1,996.00		0.00	-1,996.00
Village Green Improvements (Reserves Used)	1,080.00		1,207.97	127.97
Total Project	**12,130.00**		**9,201.64**	**-2,928.36**
Maintenance Costs exc Rec Ground				
Cemetery Green Waste Licence	58.00		52.50	-5.50
Cemetery Grass & Hedge Maintenance	1,962.00		1,700.00	-262.00
Cemetery Weed & Pest Control	0.00		70.00	70.00

Cemetery Repairs/Other	500.00	19.16	-480.84
General Grass & Hedge Maintenance	1,548.00	1,040.00	-508.00
Other Maintenance	0.00	125.00	125.00
Winter Prep	0.00	79.02	79.02
Litter Bins Emptying	726.00	649.92	-76.08
Defibrillator	0.00	0.00	0.00
Other Repairs	776.00	0.00	-776.00
Total Maintenance Costs exc Rec Ground	**5,570.00**	**3,735.60**	**-1,834.40**
Maintenance Costs Rec Ground			
Grass & Hedge Maintenance	5,859.00	4,370.00	-1,489.00
Weed & Pest Control	1,138.00	0.00	-1,138.00
Litter Bins Emptying etc	0.00	0.00	0.00
General Repairs & Maintenance	0.00	166.59	166.59
Play Equipment Maintenance & Repairs	2,000.00	0.00	-2,000.00
MUGA Maintenance & Repairs	1,000.00	772.75	-227.25
Rent	10.00	0.00	-10.00
Safety Inspections	348.00	340.00	-8.00
Total Maintenance Costs Rec Ground	**10,355.00**	**5,649.34**	**-4,705.66**
Total Expenditure 2025'26	**57,200.00**	**50,151.38**	**-7,048.62**
Net Surplus 2025'26			**-18,010.30**

Note to the Accounts

Budget Changes

Note 1

The original agreed budget was £50,000 and was increased by £7,200 to £57,200. This increase was funded from reserves. The additional funds were added to: -

£1,000 - Village Green Improvements
£4,800 - Woodchip Top-up
£1,400 - Sheds

BLADON PARISH COUNCIL YEAR END FINANCIAL REPORT

Cash and Asset Statement

	Bank Balances				
	31st March 25	Transfers	Receipts	Payments	31st March 26
Unity Trust A/c	39,228.86	-	59,824.28	-50,151.38	48,901.76
Unity Instant Access	50,835.21	-	1,137.40	-	51,972.61
Total Bank Balances	**90,064.07**	**-**	**60,961.68**	**-50,151.38**	**100,874.37**

	Register of Assets				
	31st March 25		Disposals	Purchases	31st March 26
Register of Assets	**106,459.00**		-3,261.00	1,414.00	**104,612.00**
Total Cash & Assets Held	**196,523.07**				**205,486.37**

	Reserve Balances					
	31st March 25	Moved to Budget	31st March 26		Suggested Allocation for 26/27	Notes
General Reserves	26,264.07		26,264.07		26,459.37	Increased by £195.30 - balancing amount after allocations
Professional Fees	2,000.00		2,000.00		2,000.00	No change
Staff - Emergency Cover	2,500.00		2,500.00		2,500.00	No change
Cemetery - Maintenance/Improvements	1,100.00		1,100.00		1,915.00	Increased by £815 (this is the fees received)
Defibrillator - Replacement/Maintenance	1,000.00		1,000.00		1,000.00	No change
Assets - Replacement/Repairs	5,000.00		5,000.00		5,000.00	No change
Recreation Ground - Maintenance/Improvements	35,000.00		35,000.00		35,000.00	
Notice Boards	5,000.00		5,000.00		5,000.00	No change
Transport/Highway related projects	5,000.00		5,000.00		22,000.00	Increased by £17,000
Recreation Ground - Woodchip Top Up	4,800.00	-4,800.00	-		-	Remove
Village Green Improvements	1,000.00	-1,000.00	-		-	Remove
Recreation Ground - Shed Replacement	1,400.00	-1,400.00	-		-	Remove
Totals	**90,064.07**	**-7,200.00**	**82,864.07**		**100,874.37**	

	VAT Account				
	31st March 25	VAT Received	VAT Paid	31st March 26	Note
VAT Claim Account	8,671.78	8,671.78	2,191.20	2,191.20	This balance is to be reclaimed, and once received, needs to be allocated to a reserve

APPENDIX B

BLADON PARISH COUNCIL FIXED ASSET REGISTER

Description	Insurance Cover	Cost	Grant funding	Date of Purchase / Lease / Disposal	Notes
Assets as 1st April 2025					
Land					
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		Mar-98	Land Reg ON203828
Lease of Recreation Ground(Owners are BVHRC)					Land Reg ON323808 (Out of ON264877 & ON259913)
Lease of Land next to rec ground -the diamond area (Owners Blenheim)		1		May-23	
Other Assets					
War Memorials	**6,926**				
War memorial in Park Street		3,850			
War memorial garden wall		1,350			
Street Furniture	**45,084**				
Village pump in Park Street		8,605			
Two benches in cemetery, one bench at the Green		1,624			
Notice board at the Green		1,537			
Metal bus shelter at Bladon roundabout		-	2,862		
Stone bus shelter towards Long Hanborough		4,520			
Two notice boards at Heath Lane and Park Street		1,272			
Litter bin on The Green		407			
Bus Shelter Bench inc install		350		Feb-25	
Silent tommy		609	1,294		
Salt Bin (Cassington Road)		250		Jun-23	
Gates and Fences	**21,794**				
Cemetery boundary		7,171			
Gates and fencing around recreation site		4,978			
Playground Equipment	**182,414**				
Recreation ground project		5,375			
MUGA court		1,600	51,005		
Toddlers' play area		-	-		
Groundworks on recreation site		8,612	38,417		
Barn shed with partition on slab base		3,261			Disposed of April 25
Youngsters' play area		8,318	39,820		
Pentaque terrain		900	5,253		
MUGA Improvements (Goal Extensions)		16,375	16,375	Feb-24	

Seating areas with bins in recreation ground		407	6,252		
Adult gym equipment in recreation ground		3,923	12,220		
Moveable Goals		487		May-23	
Playing Field drainage system in Recreation Ground		4,900			
Carousel Pargola inc install - Rec Ground		2,921		Jul-24	
3 Sided Arbour inc install - Rec Ground		3,420		Jul-24	
Fixed outside equipment	**8,684**				
Speed Indicator Devices (Evolis Vision) x 2		4,632		Sep-23	
Sport surfaces	**3,095**				
Other surfaces	**550**				
Pathway at cemetery		1,423			
Disabled access path in Recreation Ground		630			
Gardening equipment, plant and machinery	**958**				
Two salt spreaders funded by OCC		-	500		
Chemical sprayer equipment		151			
Half-share in watering hoses with BVHRC		150			
Defibrillators	**5,000**				
Defibrillator		850		Jun-24	
Defibrillator Cabinet		452		Sep-23	
Inadvertent Omissions	**500,000**				
Trees, shrubs and plants	**25,000**				
Tabards for BPC volunteers at work		350			
Speed gun. Bushnell radar gun		91			
Computer funded by OALC		-	545		
Website construction and development		-	210		
Lenovo Laptop		541			
Arnold Baker Book		137		Jul-24	
Balance on Register as at 1st April 2024		**106,459**			
Adjustments during 25'26					
Purchases					
Wooden Shed - Cemetery		263.00		Apr-25	
Metal Shed - Rec Ground		749.00		Apr-25	
Hose Pipe		58.00		Jun-25	
Aerosol Line Marking Machine		104.00		Jul-25	
HP Smart Tank Printer		240.00		Sep-25	
Disposals					
Barn shed with partition on slab base - slab base remaining		-3,261.00		Apr-25	

Total Adjustments during 25'26		**-1,847**			
Assets as at 31st March 2026		**104,612**			

The figures in the grey lines are the current insurance headings and values

OXFORDSHIRE COUNTY COUNCIL

OXFORDSHIRE COUNTY COUNCIL
1. (BLADON PARISH) (SPEED LIMITS) ORDER 20**
2. (FREELAND AND HANBOROUGH PARISHES) (SPEED LIMITS) ORDER 20**

STATEMENT OF REASONS

The effect of the proposal is to replace the existing 50mph speed limit on the A4095 Main Road between Bladon & Long Hanborough in its entirety with a new 40mph speed limit. The proposals have been put forward for road safety reasons, supported by local Bladon and Hanborough councillors. Recent speed surveys show a 40mph speed limit is more appropriate, and aligns with the County Councils goal of reducing road casualties.

This proposal forms part of the 'Vision Zero' A & B road speed limit review, with wider consultation on speed limit amendments – including other sections of the A4095 – taking place at a later date, although no further changes are expected between Bladon and Witney.

The County Council continues its responsibility to consider the provision of convenient and safe movement of motor vehicles and other traffic, and the proposed measures are aimed at ensuring that danger is minimised whilst facilitating the effective and safe passage of traffic with speed limits appropriate to the environment and driving conditions.

Date: 03rd June 2026.

Traffic Regulation Order & Schemes
for the Director of Environment & Highways
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND.

OXFORDSHIRE COUNTY COUNCIL
1. (BLADON PARISH) (SPEED LIMITS) ORDER 20**
2. (FREELAND AND HANBOROUGH PARISHES) (SPEED LIMITS) ORDER 20**

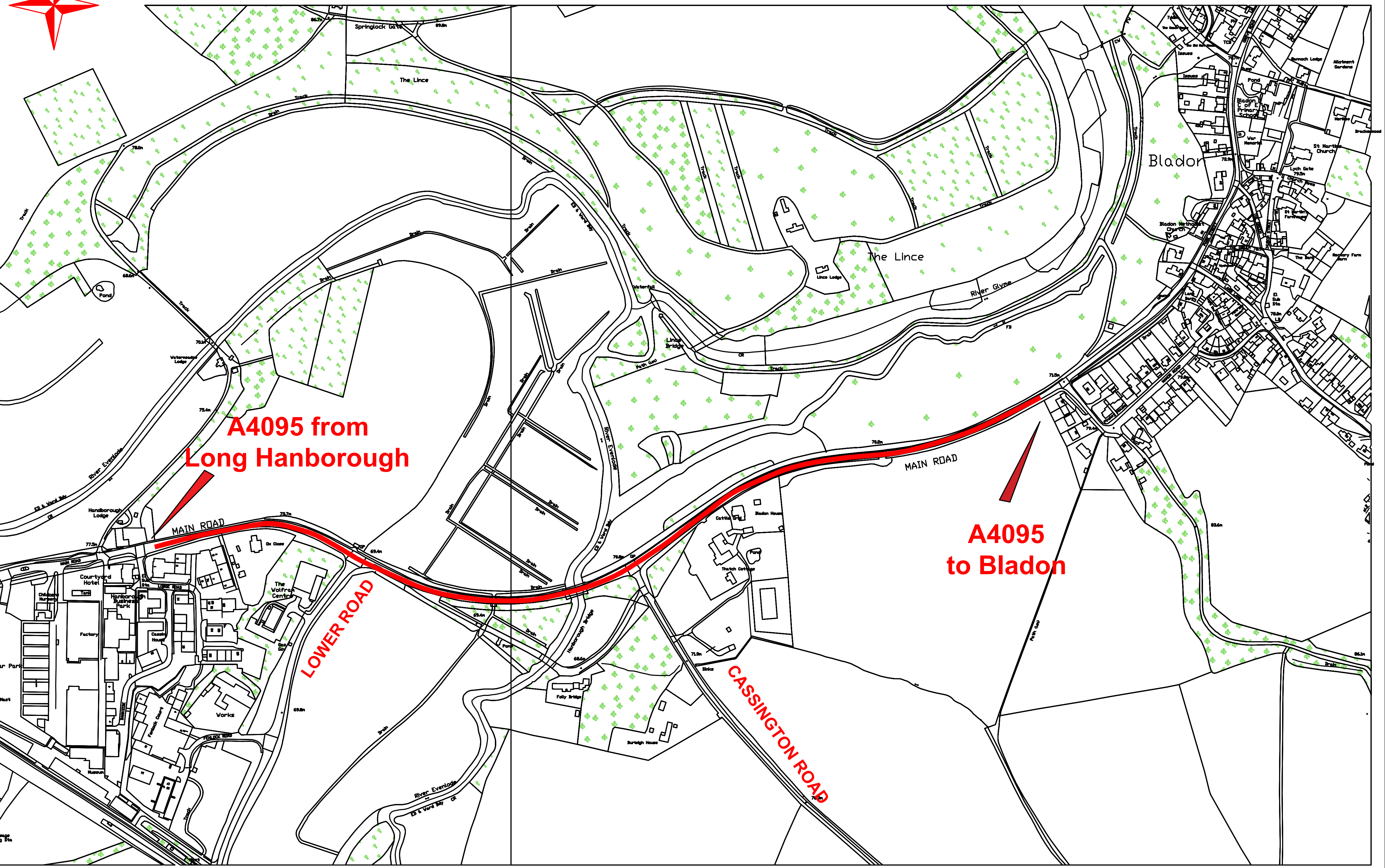
NOTICE is given that Oxfordshire County Council proposes to make the above orders under the Road Traffic Regulation Act 1984 and all other enabling powers. The effect of the order – for road safety reasons – is to introduce a **40mph speed limit** on the A4095 Main Road, replacing the existing 50mph speed limit between Bladon & Long Hanborough in the process.

The Oxfordshire County Council (Bladon Parish) (Speed Limits) Order 2023, and the Oxfordshire County Council (Freeland and Hanborough Parishes) (Speed Limits) Order 2025 will be revoked/replaced as necessary.

Documents giving more details of the proposals are available for public inspection online by visiting: https://letstalk.oxfordshire.gov.uk Hard copies may be made available on request.

Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to the address below by the end of **03 July 2026**. The Council will consider objections and representations received in response to this Notice. They may be disseminated widely for these purposes and made available to the public.

Traffic Regulation Order & Schemes (Ref: CM/12.6.132/238/P0419) for the Director of Environment & Highways, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND. (Email: christian.mauz@oxfordshire.gov.uk)



The new 40mph speed limit will be introduced from the end of the 30mph limit in Long Hanborough up to the beginning of the 20mph limit in Bladon, replacing the current 50mph restriction.

Drawing No.	Revision

Rev.	Date	Purpose of revision	Drawn	Checked	Approved

OXFORDSHIRE COUNTY COUNCIL

Paul Fermer
Director of
Environment & Highways
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND
Tel: 0845 310 1111

Project title

Drawing title

Drawing Status

Scale @ A3	Drawn by	Checked by	Approved by
	Date drawn	Date checked	Date approved

Oxfordshire Project No. & File Ref

Drawing No.	Revision

OXFORDSHIRE COUNTY COUNCIL
(BLADON PARISH) (SPEED LIMITS) ORDER 20**

Oxfordshire County Council, in exercise of its powers under Section 84 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984, and of all other enabling powers, after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to that Act, hereby make the following Order.

1. This Order may be cited as the Oxfordshire County Council (Bladon Parish) (Speed Limits) Order 20** and shall come into force on the day of 20**.

2. No person shall drive any motor vehicle at a speed exceeding 20 miles per hour in the length of road specified in Schedule 1 to this Order.

3. No person shall drive any motor vehicle at a speed exceeding 30 miles per hour in the length of road specified in Schedule 2 to this Order.

4. No person shall drive any motor vehicle at a speed exceeding ~~50~~ 40 miles per hour in the length of road specified in Schedule 3 to this Order.

5. No speed limit imposed by this Order applies to a vehicle falling within Regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011, being a vehicle used for naval, military or air force purposes, when used in accordance with regulation 3(5) of those regulations.

6. The Oxfordshire County Council (Bladon Parish) (Speed Limits) Order 2023 is hereby revoked.

GIVEN UNDER the Common Seal of the Oxfordshire County Council

this day of 202*.

SCHEDULE 1

20mph speed limit:

The whole length of every road in the village of Bladon extending (in the case of the respective roads leading out of the village) to the following points:

a)	A4095 Grove Road	a point 26 metres northeast of its junction with Home Farm Close.
b)	A4095 Main Road	a point 55 metres southwest of its junction with Manor Road.

SCHEDULE 2

30mph speed limit:

a)	A4095 Grove Road	from a point 26 metres northeast of its junction with Home Farm Close, north-eastwards	to a point 242 metres east of its junction with Orchard Field Lane.

SCHEDULE 3

~~50mph~~ 40mph speed limit:

a)	A4095 Main Road	from a point 55 metres south-west of its junction with Manor Road, westwards	to the parish boundary, at a point 273 metres east of its junction with Lower Road (in the parish of Hanborough).

THE COMMON SEAL of **THE OXFORDSHIRE COUNTY COUNCIL**
was hereunto affixed in the presence of:

Solicitor / Designated Officer

OXFORDSHIRE COUNTY COUNCIL
(FREELAND AND HANBOROUGH PARISHES) (SPEED LIMITS) ORDER 20**

Oxfordshire County Council, in exercise of its powers under Section 84 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984, and of all other enabling powers, after consultation with the chief officer of police in accordance with Part III of Schedule 9 to that Act, hereby make the following Order.

1. This Order may be cited as the Oxfordshire County Council (Freeland and Hanborough Parishes) (Speed Limits) Order 20** and shall come into force on the day of 20**.

2. No person shall drive any motor vehicle at a speed exceeding 20 miles per hour in the lengths of road specified in Schedule 1 to this Order.

3. No person shall drive any motor vehicle at a speed exceeding 30 miles per hour in the lengths of road specified in Schedule 2 to this Order.

4. No person shall drive any motor vehicle at a speed exceeding 40 miles per hour in the length of road specified in Schedule 3 to this Order.

5. ~~No person shall drive any motor vehicle at a speed exceeding 50 miles per hour in the length of road specified in Schedule 4 to this Order.~~

6. No speed limit imposed by this Order applies to a vehicle falling within Regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011, being a vehicle used for naval, military or air force purposes, when used in accordance with regulation 3(5) of those regulations.

7. The Oxfordshire County Council (Freeland and Hanborough Parishes) (Speed Limits) Order 2025 is hereby revoked.

GIVEN UNDER the Common Seal of the Oxfordshire County Council

this day of 20**.

SCHEDULE 1

20mph speed limit:

Church Hanborough

The whole length of every road in the village of Church Hanborough (excluding any roads specified in Schedules 2, 3 & 4 of this order) extending (in the case of the respective roads leading out of the village) to the following points:

a)	Church Road (north-western end)	a point 270 metres northwest of its junction with Mansell Close.
b)	Church Road (south-eastern end)	a point 233 metres east of its junction with Pigeon House Lane.
c)	Pigeon House Lane	a point 97 metres west of its junction with Church Road.

Freeland

The whole length of every road in the village of Freeland, excluding the A4095 Witney Road, extending (in the case of the respective roads leading out of the village) to the following points:

a)	Pigeon House Lane	a point 392 metres northeast of its junction with Wroslyn Road.
b)	Wroslyn Road (northern end)	a point 15 metres northwest of its junction with Oakland Close
c)	Wroslyn Road (southern end)	a point 35 metres southeast of its junction with Pigeon House Lane

SCHEDULE 2

30mph speed limit:

Freeland

a)	Wroslyn Road (northern end)	from a point 15 metres northwest of its junction with Oakland Close, north-westwards	to its junction with the A4095 Main Road

b)	Wroslyn Road (southern end) / The Green	from a point 35 metres southeast of its junction with Pigeon House Lane, south-eastwards	to a point 20 metres southwest of its junction with the access to ‘Heritage Cottage’

Long Hanborough

The whole length of every road in the village of Long Hanborough extending (in the case of the respective roads leading out of the village) to the following points:

a)	A4095 Main Road (eastern end)	a point 69 metres west of its junction with Lodge Road.
b)	A4095 Witney Road (western end)	a point 215 metres west of its junction with Slatters Court.
c)	Church Road	a point 405 metres southeast of its junction with Roosevelt Road.
d)	Swan Lane	a point 150 metres northeast of its junction with Millwood End.

SCHEDULE 3

40mph speed limit:

Freeland

a)	A4095 Witney Road	from a point 117 metres east of its junction with Cuckoo Lane, eastwards	to a point 215 metres west of its junction with Slatters Court (partly in Hanborough Parish)

Long Hanborough

a)	Church Road	from a point 405 metres southeast of its junction with Roosevelt Road, south-eastwards	to a point 270 metres northwest of its junction with Mansell Close, Church Hanborough

Hanborough

a)	A4095 Main Road	from a point 69 metres west of its junction with Lodge Road, eastwards	to the parish boundary, at a point 273 metres east of its junction with Lower Road.

~~SCHEDULE 4~~

~~50mph speed limit:~~

~~Hanborough~~

~~a)~~	~~A4095 Main Road~~	~~From a point 69 metres west of its junction with Lodge Road, eastwards~~	~~to the parish boundary at a point 273 metres east of its junction with Lower Road.~~

THE COMMON SEAL of **THE OXFORDSHIRE COUNTY COUNCIL**
was hereunto affixed in the presence of:

Solicitor / Designated Officer

Financial Report for 11th June 2026 Meeting

Payments to be Approved at the Meeting to be held 11th June 2026

No payments to be approved

Payments to be Noted at Meeting

Recurring Payments and Payments Made Under Delegated Powers(*) Between 1st May and 31st May 2026

Payee	Description	Amount to be Paid	Vat to be reclaimed
K Howe	Salary Mar 26	£1,284.44	n/a
OCC Pension Fund	LGPS Mar 26	£364.47	n/a
K Howe	Reclaim Expenses - Mobile SIM (May 26)	£5.00	£0.83
Sheild Maintenance	Inv 10203 Monthly litter bin emptying (Apr 26)	£64.99	£10.83

Income to be Noted at Meeting

Income Received Between 1st May and 31st May 2026

No income to be reported

29 April 2026

[redacted]

2025/26 Internal Audit Report for Bladon Parish Council

From Jane Olds – Internal Auditor

I reviewed the documents provided and met with the Clerk, Karen Howe, on 29 April via Teams and finalised the information the same day.

BASIS OF REPORT

This internal audit report is based upon the Smaller Authorities Proper Practices Panel (formerly the Joint Panel on Accountability and Governance) *Practitioners' Guide 2025* publication.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls and was outlined in the original Letter of Engagement. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes.

By applying the principles of internal auditing outlined in the current Accounts and Audit Regulations and applying the approach to internal audit testing outlined above, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

Please note: it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. Internal Audit is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of the staff and Councillors and not left for internal audit. (Source: *Practitioners' Guide 2025* – Section 4).

AGAR Ref	Process	Findings	Recommendations and actions
A	Bookkeeping Arrangements	Appropriate books of account have been kept properly throughout the year and are well maintained with sound audit trails using the Scribe accounting package.	No further recommendations.

AGAR Ref	Process	Findings	Recommendations and actions
A	Minutes	Minutes for the year are complete and have been signed / initialled as approved by the Chair of the following meeting.	No further recommendations.
B	Council's Financial Regulations and Standing Orders are in place and were reviewed	The Council's Financial Regulations were reviewed at a meeting on 10 April 2025. The Council's Standing Orders were reviewed at a meeting on 10 April 2025.	No further recommendations.
B	Council's Financial Regulations have been met with regard to expenditure following review of a random sample of transactions	The Council's Financial Regulations have been met in that appropriate authorisations have been given for each level of expenditure. Payments were supported by invoices, and expenditure was approved and VAT appropriately accounted for.	No further recommendations.
B	Payment process	Payments are presently made by bank transfer, approved and minuted prior to payment with 3 Councillors on the banking mandate.	Review the bank mandate at least annually.
B	Debit card payments	The Clerk does not currently hold a debit card on the Council account.	Re-apply for the card as soon as practicable.
B	Review of S137 expenditure	There is a column for S137 expenditure, as required.	No further recommendations.
B	General Power of Competence	The Council did not qualify for the General Power of Competence.	No further recommendations.
C	Review of Internal Controls	The Council has adequate Internal Control provision including a policy and a Councillor Responsible for Internal Financial Control.	No further recommendations.
C	Review of Risk Assessment	The Council has assessed the significant risks to achieving its objectives using their Risk Assessment; the document was adopted at a meeting on 27 November 2025 and has been published.	Ensure that the Risk Assessment includes the current adoption date.

AGAR Ref	Process	Findings	Recommendations and actions
C	Review of insurance	Insurance was reviewed at a meeting on 22 May for the renewal on 1 June 2025.	No further recommendations.
D	25/26 Budget and Precept consideration	The 25/26 Precept requirement resulted from an adequate budgetary process which was agreed on 9 January 2025 with the amount £50,000.	No further recommendations.
D	26/27 Budget and Precept consideration	The 26/27 Precept requirement resulted from an adequate budgetary process which was agreed on 27 November 2025 with the amount £52,000.	No further recommendations.
D	Budget monitoring	Progress against the budget was monitored and minuted regularly.	Suggest reviewing at least three times a year.
D	Reserves were appropriate	Reserves were adequately accounted for. A Reserves policy was adopted on 12 June 2025.	No further recommendations.
D	The final outturn is in line with expectations	The final outturn was materially in line with expectations.	No further recommendations.
E	Income controls	Expected income was fully received and properly recorded. The correct Precept amounts were received and match the Government's report.	No further recommendations.
E	VAT	VAT had been appropriately accounted for and the reclaim had been received on 10 April 2025.	No further recommendations.
F	Cash controls	Petty cash is not operated by the Council. No cash is received.	No further recommendations.
G	Payroll controls	Salaries to employees were paid in accordance with Council approvals and with appropriate deductions applied.	No further recommendations.

AGAR Ref	Process	Findings	Recommendations and actions
G	HMRC Registration	The Council is registered with HMRC as an employer. Payments in respect of PAYE were verified.	No further recommendations.
G	Payroll rates	The current hourly rate of pay is based on the 2025/26 NJC National Salary Award (issued July 2025) has been applied and back pay made.	No further recommendations.
G	Home Working Allowance	No Home Working Allowance is paid.	The Clerk is entitled to the Home Working Allowance as part of her contract. The Council should budget to pay the Clerk for the full – HMRC agreed – £6 per week. This should not be included in the Clerk's salary, but as an administration expense.
G	Pensions Regulator	The Council is registered and in compliance with the Pensions Regulator.	No further recommendations.
H	Asset Controls - all material assets correctly recorded	The current asset register has correctly recorded all material Assets at purchase cost. The correct basis of valuation has been applied.	No further recommendations.
H	Asset Controls - inspection	The assets were minuted as inspected on 11 September 2025. There is a record of the play area apparatus inspections.	No further recommendations.
H	Asset Controls - all additions and removals correctly recorded	Additions in the year have been correctly recorded within the Register.	Scribe could be used.
H	Asset Controls - all Deeds and Titles have been established and shown on register	All appropriate Deeds and Titles have been established and are shown on the Register.	No further recommendations.
H	Investment Registers	No investment register was currently required.	As mentioned last year, if the Council's balances exceed £100k, an investment strategy is required.
H	Loans	The Council does not have any loans.	No further recommendations.

AGAR Ref	Process	Findings	Recommendations and actions
I	Bank Reconciliations	Periodic and year-end reconciliations were properly carried out and reviewed.	No further recommendations.
J	AGAR Accounting Statements	The Accounting Statements prepared during the year were prepared on Receipts and Payments accounting basis and were supported by an adequate audit trail.	No further recommendations.
J	AGAR Accounting Statements	Line 2 matched the Precept amount.	No further recommendations.
J	AGAR Accounting Statements	Lines 2 and 3 equal the total receipts in the cashbook.	No further recommendations.
J	AGAR Accounting Statements	Line 4 only contains staff costs.	No further recommendations.
J	AGAR Accounting Statements	Lines 4, 5 and 6 equal the total payments in the cashbook.	No further recommendations.
J	AGAR Accounting Statements	Year-end bank statements match line 8 of the Accounting Statement.	No further recommendations.
J	AGAR Accounting Statements	Line 9 agrees to the value of the asset register.	No further recommendations.
K	Limited Assurance Review Exemption	The Council did not meet the exemption criteria for the year 2025/26.	No further recommendations.
L	Information published on website	The information is available.	No further recommendations.
L	The Council is in compliance with the Accounts and Audit Regulations 2015 regulation 13	The Council has five years of AGARs and associated documents published.	No further recommendations.
L	Compliance with the Transparency Code for Smaller Authorities 2015	While the Parish Council does not fall in to the criteria for Councils below the £25k threshold, it is good practice for Parish Councils above the threshold to comply.	
L	Expenditure over £100 is recorded on the Council website and with all information requirements	Available in the minutes.	No further recommendations.
L	AGAR Exemption Certificate	Not applicable.	No further recommendations.

AGAR Ref	Process	Findings	Recommendations and actions
L	Section 1 Annual Governance Statement	Available on the website and recorded in the minutes (minute reference: 045/25 b)	No further recommendations.
L	Section 2 Annual Accounting Statements	Available on the website and recorded in the minutes (minute reference: 045/25 c)	No further recommendations.
L	Explanation of significant variances	Available on the website.	No further recommendations.
L	Explanation of difference between Box 7 & 8 if applicable	Not applicable.	No further recommendations.
L	Internal Audit Report Published	Available on the website and recorded in the minutes (minute reference: 045/25 a)	No further recommendations.
L	A List of Councillors' responsibilities	Available on the website.	No further recommendations.
L	Details of Public Land and Building Assets	Available on the asset register.	No further recommendations.
L	Minutes and Agenda	Available on the website.	No further recommendations.
M	Exercise of Public Rights for 24/25	The Parish Council noted the dates in the minutes and published the exercise of public rights notice on the website and noticeboard with the following dates: 16 June to 25 July 2025. The notice was dated: 15 June 2025	No further recommendations.
N	AGAR publication Requirements	The Parish Council complied with the publication requirements for the 24/25 AGAR by publishing Sections 1 and 2 on the website.	No further recommendations.
N	24/25 Internal Audit has been published, and the recommendations have been considered and actioned	The Internal Audit had been published on the website. It had been reviewed the previous year.	No further recommendations.
N	24/25 External Audit Certificate has been published, and the recommendations have been considered and actioned	The receipt of the Conclusion of Audit report and certificate had been recorded in the minutes on 11 September and had been published on the website before 30 September.	No further recommendations.

AGAR Ref	Process	Findings	Recommendations and actions
		Findings: insufficient information was provided regarding the significant variances which was later provided on request.	
N	24/25 Conclusion of Audit Notice	The Conclusion of Audit Notice had been published on the website.	No further recommendations.
O	Website domain name and accessibility	The Council has an authority owned domain name: https://bladon-pc.gov.uk/ The website has an Accessibility Statement (dated: 30 October 2021). The Council has published a Privacy Notice.	Ensure that the website Accessibility Statement and Privacy notice are reviewed regularly. The website should be tested for accessibility at least annually and recorded in the Minutes.
O	Authority owned email accounts to align with GDPR principles	The Council has council-owned domain email accounts for the Clerk and Councillors which are in use.	No further recommendations.
O	IT Policy	The Council adopted an IT Policy on 15 January 2026 which demonstrates protection of equipment and mandates for authority owned email accounts.	No further recommendations.
O	Data protection	The Council is registered with the ICO (reference: ZB718724), has an up-to-date publication scheme (date adopted: November 2021) and has appropriate data protection procedures in place.	Review the Publication Scheme every two years.
O	Transparency Code	See above	
P	Trust funds (If applicable) – the Council met its responsibilities as a trustee	The Parish Council does not operate as a trustee.	No further recommendations.

Further Recommendations:

Following the completion of the Internal Audit, the Council should undertake a review of effectiveness as per Regulation 6 of the Accounts and Audit Regulations 2015. A blank form can be supplied.

Training

The Clerk should be supported in her completion of CiLCA (Certificate in Local Council Administration) which will be of great benefit, not only to the Clerk's professional development, but to the Council. In due course, the Council may also like to consider applying for the NALC Local Council Award Scheme.

I recommend that the Councillors all have their own logins to the OALC and NALC portals and consider joining the regular OALC Councillors' Hour.

Equipment Provision

As the Council laptop is more than four years old, I recommend ensuring that there is adequate in the budget for a replacement.

Conclusion

The above are recommendations to help the Council improve its processes and in no way detract from the work it, and the Clerk, has already done.

I have noted that many of the actions which I recommended last year have been completed; the Clerk and Council should be commended for this.

Bladon Parish Council has an electorate in the region of 722 and the Precept for the year 25/26 was set at £50,000.

In general, I believe that the Council has competent arrangements in place to satisfy itself that its systems of internal financial control are transparent and effective. There are approval and authorisation controls to minimise risk. The audit and management trail for financial transactions is good.

This report should be included on the agenda for the next meeting of the Council and used to aid consideration of the Council's responses to the AGAR Annual Governance Statement.

For information, I have now undertaken four internal audit reviews and I recommend that the Council fully reviews the internal audit provision for the year 2026/27.

I hope that this report is of help to the Council. If you would like any further assistance or clarification, please do contact me.

Jane Olds

Jane Olds
Internal Auditor

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:
- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:
- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:
- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It

is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

****Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. **If** the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*			
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
	Yes	**No**	**Not applicable**
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit SIGNATURE REQUIRED

Date DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	*No**		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward			*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies			*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts			*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs			*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments			*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments			*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward			*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments			*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets			*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings			*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

BLADON PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement Sunday 14th June 2025

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:

(Karen Howe, Clerk/RFO Bladon Parish Council

Email: clerk@bladon-pc.gov.uk

Tel: 07352 309653

commencing on **Monday 15th June 2025**

and ending on **Friday 24th July 2025**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

MOORE

Moore East Midlands (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

5. This announcement is made by Karen Howe Clerk/RFO to Bladon Parish Council

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.