AGENDA PACK

Meeting of Bladon Parish Council

26th November 2026

Agenda Item	Description
Item 5	Draft Minutes for the 8th October 2026
Item 8	AQMA background papers – Air Quality Duties and Responsibilities, Grove Road and Park Street Air Quality Data
Item 12a,b,c&d	Financial Report – Payments due, payments made, purchases using corporate card and income received
Item 12e	Budget Monitoring Report as at the 30th September 2026
Item 13	Draft Budget 2027/28 and additional workings
Item 15	PATA Payroll Terms & Conditions
Item 19	Workload/Project Update

BLADON PARISH COUNCIL

Minutes of the Meeting of Bladon Parish Council held on Thursday 8th October 2026 at 7.30pm at the Church Room, Church Street, Bladon

Present:

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

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

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

061/26	**1 - To receive apologies for absence** No apologies were received.
062/26	**2 - To receive declarations of interest for items on the agenda** No interests declared
063/26	**3 - To receive the written application for the office of Parish Councillor and to approve the co-option of the candidate to fill the existing vacancy** The application for the position of co-opted councillor received from Mrs Fiona Lewinton was discussed, and the appointment was voted on. Mrs Lewinton was not in attendance. **Decision** It was **agreed** unanimously to **approve** the co-option of Mrs Fiona Lewinton as a councillor on Bladon Parish Council It was **agreed** that, due to Mrs Lewinton not being in attendance, a dispensation for receiving the Declaration of Acceptance of Office would be given to Mrs Lewinton, and the declaration would be received at the next meeting.
064/26	**4 - Public Participation/Forum** A member of the public raised concerns about the speed of cars using Manor Road, especially along the stretch between the A4095 and the bend and asked if there was anything the council could do to help. It was suggested that the PC could contact OCC via Cllr Graham to request additional signage re 20 mph. Cllr Graham also suggested gathering evidence on the issue. Cllr Cresswell suggested that signs designed by the school children could be placed near the area. A question about the possibility of having speed humps was asked, but OCC Cllr Graham advised to start with signage.
065/26	**5 - To approve the minutes for the Parish Council meeting held on 9th July 2026** **Decision** It was **agreed** unanimously that the minutes of the meeting held on 9th July 2026 be approved as a true record and signed by the Chairman.
066/26	**6 - To receive reports from members of West Oxfordshire District Council and Oxfordshire County Council** OCC Cllr Graham provided an update on the following:

	• Woodstock Library – The County and District are working in partnership to provide a new library on the Hensington Road site which will be part of a community hub and will also have public toilets. A steering group had been created to take the project forward. • Possible shuttle bus – It is in the early stages; OCC is working with Blenheim and also identifying other stakeholders. It is planned that the bus would serve the station, library, doctors and estates and could benefit Bladon by stopping near the pub. • Local Government Reorganisation – An announcement will be made by the government next Wednesday as to whether the pause continues or if it is to go ahead or if there is a review of other alternatives. The report from WODC was circulated before the meeting, and no additional questions were asked
067/26	**7 - Planning** To consider a response to the WODC Draft Local Plan Consultation The Clerk explained that this was a Regulation 19 consultation and any response had to be on legal compliance and/or the soundness of the plan. The main concern raised by the councillors was that the plan did not cover the impact of the plan on traffic along the A4095. **Decision** It was **agreed** unanimously that the Council's response to WODC's Draft Local Plan would be delegated to the Clerk to compose and would cover the Council's concerns that the impact of the Local Plan on traffic along the A4095 has not been adequately covered.
068/26	**8 - Transport/Highways** To consider a response to:- a) OCC Request for feedback on 20mph scheme Cllr Watkinson said that the scheme was not working. The speed signs are slowing vehicles, but they speed up once they have passed the bend. She would like to see more road painting, more signage and a gateway feature so that drivers know they are entering a village. Cllr Fletcher said the vehicles are slower; before, they were travelling 35/40mph and now it is more like 25/30mph. **Action** The Clerk is to locate the email from OCC that had suggestions for the 20 mph zone and resend to the suggestions to the councillors. b) OXBus20240 Questionnaire (copy provided) **Decision** It was **agreed** unanimously that the clerk would resend the questionnaire to councillors and request comments, and is delegated to respond to the questionnaire, taking into account any comments received.
069/26	It was agreed to move items 10 and 13 up the agenda
070/26	**10 - To discuss the issue with public rights of way signage in the parish being damaged/removed and agree on any actions** Cllr Watkinson spoke about the benefits of the public rights of way and explained that most of the way markers around Bladon are missing. Cllr Cresswell offered to walk the paths with Cllr Watkinson to identify the missing markers. The Clerk also offered to walk the paths.

	Action The Clerk to report the missing markers on the OCC rights of way reporting system and to copy Cllr Graham once reported.
071/26	**13 - To discuss EV charging and agree on any actions** Cllr Cresswell asked if there was any way to support EV charging in the village; she asked about the possibility of lamp posts being used for charging points and also asked if the pub carpark could be used for a charging point. OCC Cllr Graham suggested that the PC email him to ask to be included as part of the next round of EV considerations. **Decision** It was **agreed** unanimously that the clerk would email OCC Cllr Graham and request that Bladon be included in the next round of EV considerations.
072/26	Agenda returned to original order
073/26	**9 - To receive an update on the War Memorial Meadow/School Nature Reserve TOE funded project** The council was informed that the grant had been awarded and was given the following update: The Clerk had passed on the quote from JAG for the tree removal to Blenheim. JAG had advised that they had spoken to the school and, if they do the work, then it would use the school for access and carry out the removal during the Christmas break. Mr Probbitts has been told he can go ahead, but that a new quote was needed as the original included trimming of the trees that are due to be removed. The Clerk will be purchasing the water butts and watering cans and will deliver them to the school once bought.
074/26	**11 - To discuss holding a community screening of the Planetary Emergency Briefing and agree on any actions** Cllr Cresswell explained why she felt it was important to show the document to the younger generation. A discussion about what was needed to provide a screening, which included needing a big enough space, a host, speakers, and promotion. The Clerk suggested that, as there were other organisations in the area arranging viewings, maybe the Council could consider promoting these via Facebook and the website rather than arranging a showing.
075/26	**12 - To discuss requesting Calum Miller MP to hold a climate surgery in Bladon and agree on any actions** During the discussion, it was proposed that the council could hold a meeting for residents to promote being more resilient during an environmental emergency. It was also suggested that Calum Miller MP could be invited to speak to us about climate and other topics such as foodbanks, Evenlode, mobile signal and the A4095. **Action** The Clerk to contact Calum Miller's office to ask about the possibility of holding a surgery in Bladon

076/26 **14 - To receive an update on the recent Blenheim Liaison meeting**

Cllr Fletcher provided an update via email before the meeting. The update included:

- The Horse Trials
- Game Fair returning in 2027
- Evenlode bridleway is being looked at
- Wall beside the War Memorial was raised
- Shooting season may temporarily affect access to some footpaths

077/26 **15 - To approve a request to reserve a burial plot**

The Clerk explained that the Cemetery Rules and Regulations do not allow for the reservation of burial plots and that she had received a request to reserve a burial plot from a lady who had no family and wanted to get her affairs in order.

Decision

It was **agreed** unanimously to **approve** the request to reserve a burial plot

078/26 **16 – Finance**

a) To approve payments due

Decision

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

Payee	Description	Amount to be Paid	Vat to be reclaimed
Cloud Next Ltd	Inv 278032 - Annual Website Domain Name	£60.00	£10.00
Cloud Next Ltd	Inv 277682 - Annual Website Hosting	£119.98	£19.99
Bladon PCC	Room hire for council meetings July 26 to June 27	£225.00	n/a

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

The payments in the table below were noted: -

Payee	Description	Amount to be Paid	Vat to be reclaimed
*Stevens Landscape Management	Inv 0503 Village Maintenance Contract June	£942.00	£157.00
K Howe	Reclaim Expenses - Mobile SIM (July 26)	£5.00	£0.83
Sheild Maintenance	Inv 10437 Monthly litter bin emptying (June 26)	£91.01	£15.17
OCC Pension Fund	LGPS July 26	£364.47	n/a
K Howe	Salary July 26	£1,284.44	n/a
Unity Trust Bank	Service Charge June 26	£7.00	n/a
*Playsafety Ltd	Inv 100556 Annual Rec Ground Inspection	£422.40	£70.40
*P Howe	Inv July 26 - 1st Cut of Cemetery Borders	£50.00	n/a
K Howe	Reclaim Expenses - Mobile SIM (Aug 26)	£5.00	£0.83
Sheild Maintenance	Inv 10580 Monthly litter bin emptying (July 26)	£91.01	£15.17

*Stevens Landscape Management	Inv 0547 Village Maintenance Contract July	£942.00	£157.00
Lloyds Bank Plc	Corporate Card Monthly Charge Aug	£3.00	n/a
OCC Pension Fund	LGPS August 26	£364.47	n/a
Unity Trust Bank	Service Charge July 26	£7.00	n/a
K Howe	Salary August 26	£1,284.44	n/a
Lloyds Bank Plc	Corporate Card Monthly Charge Sept	£3.00	n/a
HMRC	PAYE July-Sept 26	£672.52	n/a
*Moore	Inv 339562 - External Audit Charge for 25/26 accounts	£409.50	£68.25
K Howe	Reclaim Expenses - Mobile SIM (Sept 26)	£5.00	£0.83
Sheild Maintenance	Inv 10712 Monthly litter bin emptying (Aug 26)	£91.01	£15.17
*West Oxfordshire DC	Inv 33684160 - Election Fees for May 26	£200.00	n/a
PATA	Inv 26/0098/PPS - Payroll Services Jul-Sept 26	£40.35	n/a
*Stevens Landscape Management	Inv 0578 Village Maintenance Contract August	£837.60	£139.60
*ICO	Annual ICO membership	£52.00	n/a
K Howe	Salary Septembe 26	£1,284.44	n/a
OCC Pension Fund	LGPS September 26	£364.47	n/a
Unity Trust Bank	Service Charge August 26	£7.00	n/a

c) To note the income received between 1st July and 30th September 2026

The income in the table below was noted: -

Payer	Description	Amount Received
Banbury Memorials	Memorial Fee	£105.00
West Oxfordshire DC	Precept 2nd/Final Instalment	£26,250.00
Unity Trust Bank	Interest - Instant Access Acc	£503.00

d) To approve the Bank Reconciliation as at the 30th September 2026

The bank reconciliation was circulated before the meeting.

Decision

It was **agreed** unanimously to approve the Bank Reconciliation for 30.09.2026 with a balance of £132,588.62 of which £29.748.15 is held in the Unity Trust Current Account and £102,840.47 in the Unity Trust Instant Access Account, and for Cllr Vine to sign the reconciliation

e) To note the Budget Monitoring Report for the period up to 30th September 2026

Item not discussed – overlooked in error

079/26	**17 – To approve a payment of £720 to Mr Probbitts for the cutting of the wildflower/life meadow at the recreation ground and to re-charge BVHRC 50% of the cost** The Clerk advised that the annual cutting of the wildflower/life meadow had been arranged and that BVHRC had agreed to pay 50% of the cost. **Decision** It was **agreed** unanimously to **approve** the payment of £720 to Mr Probbitts for the cutting of the meadow and to **approve** invoicing BVHRC for 50% of the cost.
080/26	**18 – To approve the renewal and payment of the membership to Open Spaces Society at a cost of £45** **Decision** It was **agreed** unanimously to **approve** the renewal of the membership to Open Spaces Society and to **approve** the payment of £45 to the OPS for the cost of membership
081/26	**19 – To approve the quote of £851.22 +VAT from Stevens Landscape Management to repair/replace the wooden boards around the boules pitch and replace 5 wooden boards around the play area** **Decision** It was **agreed** unanimously to **approve** the quote from Stevens Landscape Management of £851.22+VAT to repair/replace the wooden boards around the boules pitch and 5 boards around the play area
082/26	**20 - To approve the 25% fuel surcharge being applied by Shield Maintenance on the bin empty contract.** **Decision** It was **agreed** unanimously to **approve** the 25% fuel surcharge being applied by Shield Maintenance on the monthly bin contract
083/26	**21 - To approve applying the nationally agreed local government pay award of 3.3% to the Clerk's salary and for it to be backdated to 1st April** **Decision** It was **agreed** unanimously to **approve** the 3.3% nationally agreed pay award and to **approve** the backdating of the increase to the 1st April 2026
084/26	**22 - To receive the annual recreation ground inspection summary report and agree any actions (report provided)** The summary report was circulated before the meeting. **Decision** It was **agreed** unanimously to **approve** the clerk to action the recommendations included in the report.
085/26	**23 - To receive an update on current workload/projects** The Clerk provided an oral update and no questions were asked.
086/26	**24 - To raise matters for discussion without decision, or items for the next meeting** It was raised that Botley Solar Farm had removed some areas and now has a bigger buffer around some properties and that the decision is expected on the 10th November. The Clerk informed the Council that she had received a request to be a witness for proof of life for a resident and that she would be ordering a stamp with the Council's details.

Meeting closed at 9.10 pm

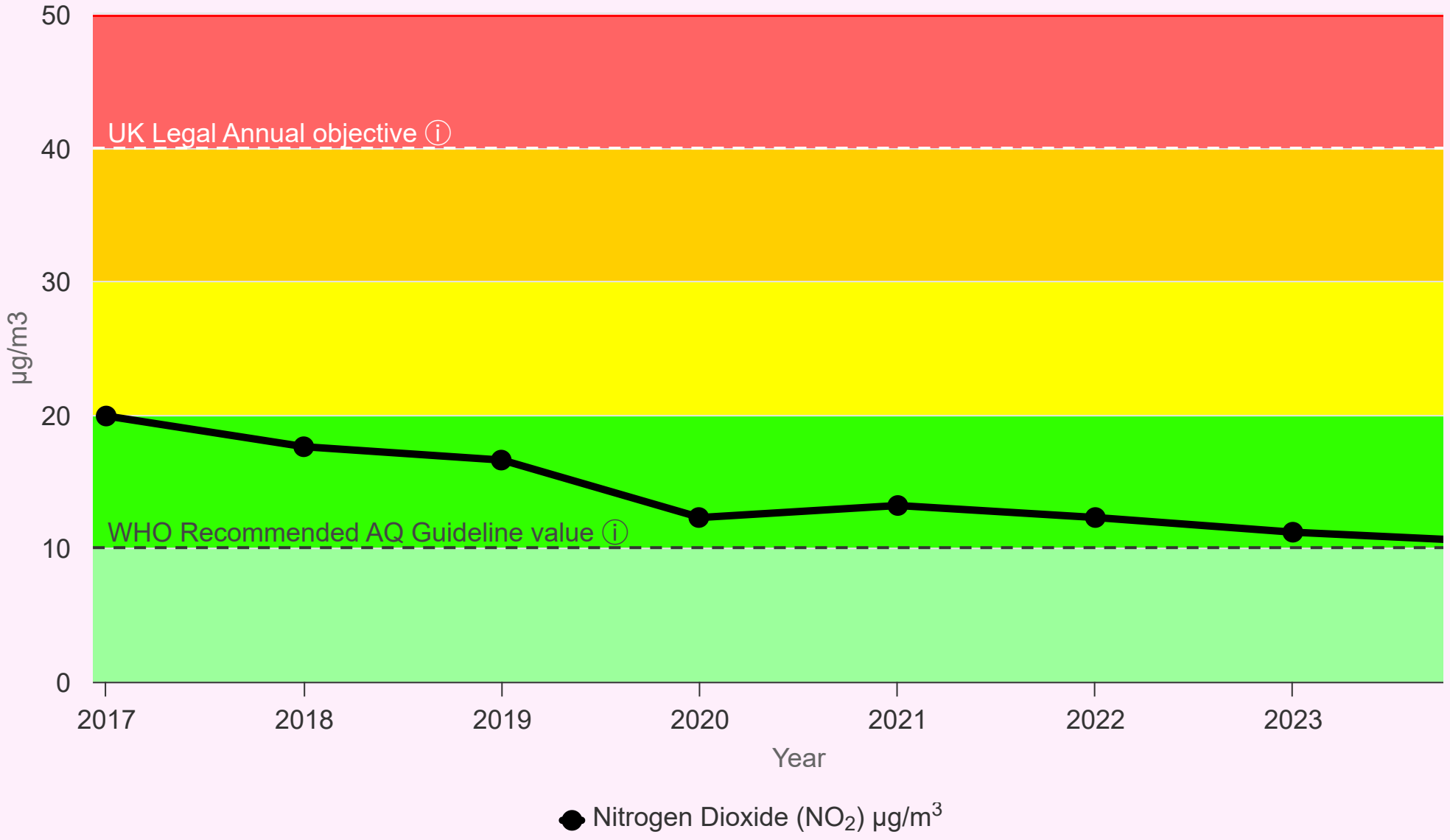
Grove Rd, Bladon

Site Information	
Local Authority	W Oxfordshire
Site Coordinates	[51.831522, -1.350378]
Site Name	Grove Rd, Bladon
Site Type	Roadside: A site sampling between 1m of the kerbside of a busy road and the back of the pavement. Typically this will be within 5m of the road, but could be up to 15m.
Year Recording Began	2017

Statistics

Pollutant - Nitrogen Dioxide (NO2)	
Year	**Annual Mean**
2024	Low 10.5 µg/m^3
2023	Low 11.2 µg/m^3
2022	Low 12.3 µg/m^3
2021	Low 13.2 µg/m^3
2020	Low 12.3 µg/m^3
2019	Low 16.6 µg/m^3
2018	Low 17.6 µg/m^3
2017	Low 19.9 µg/m^3

Non-Automatic Site Data


50
40
30
20
10
0
µg/m3
UK Legal Annual objective ⓘ
WHO Recommended AQ Guideline value ⓘ
2017
2018
2019
2020
2021
2022
2023
Year
Nitrogen Dioxide (NO_2) µg/m^3
Highc

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Air Quality duties and responsibilities in Oxfordshire

The UK has a number of unique acts and regulations on air quality. The Environment Act (1995) sets out the Local Air Quality Management (LAQM) process which requires local authorities to regularly review, assess, monitor and report air quality in their local areas.

In Oxfordshire, the district and city councils are required to monitor air quality within their respective areas. Where air pollution levels have exceeded the national air quality objectives and these are not being met, they must identify and declare Air Quality Management Areas (AQMAs).

Once declared, they must develop Air Quality Action Plans (AQAP) and produce annual air quality status reports (ASR) for Defra.

AQAPs An Air Quality Action Plan is a statutory requirement under the Local Air Quality	**AQ ASRs** The annual publication of an Air Quality Annual Status Report is a statutory

Management process to reduce air pollution within Air Quality Management Areas (AQMAs). It's a document that explains what are the actions that the local authority and its partners have committed with and are expected to deliver, in order to reduce air pollution levels in their AQMA.

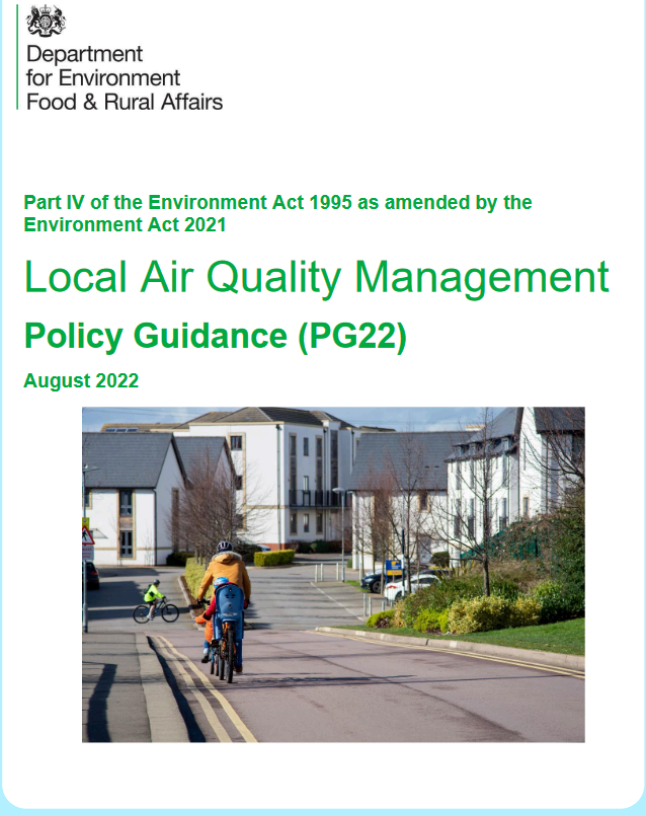
requirement under the Local Air Quality Management. This is a document where local authorities present on the latest status of air quality in their local areas, based on the results obtained from their annual monitoring activities. It is also a document that is expected to provide a latest update on the delivery status of all the measures that the local authority and its partners have committed to deliver, under their specific AQAP, to improve air quality in their local areas.

The process of LAQM follows 2 very important guidance documents:

LAQM TG22



LAQM PG22



Oxfordshire operates under a two tier authority system:

The Oxfordshire Districts (Oxford City Council, WODC, VoWHDC, WODC, and Cherwell) are responsible for the review of air quality planning applications, and hold

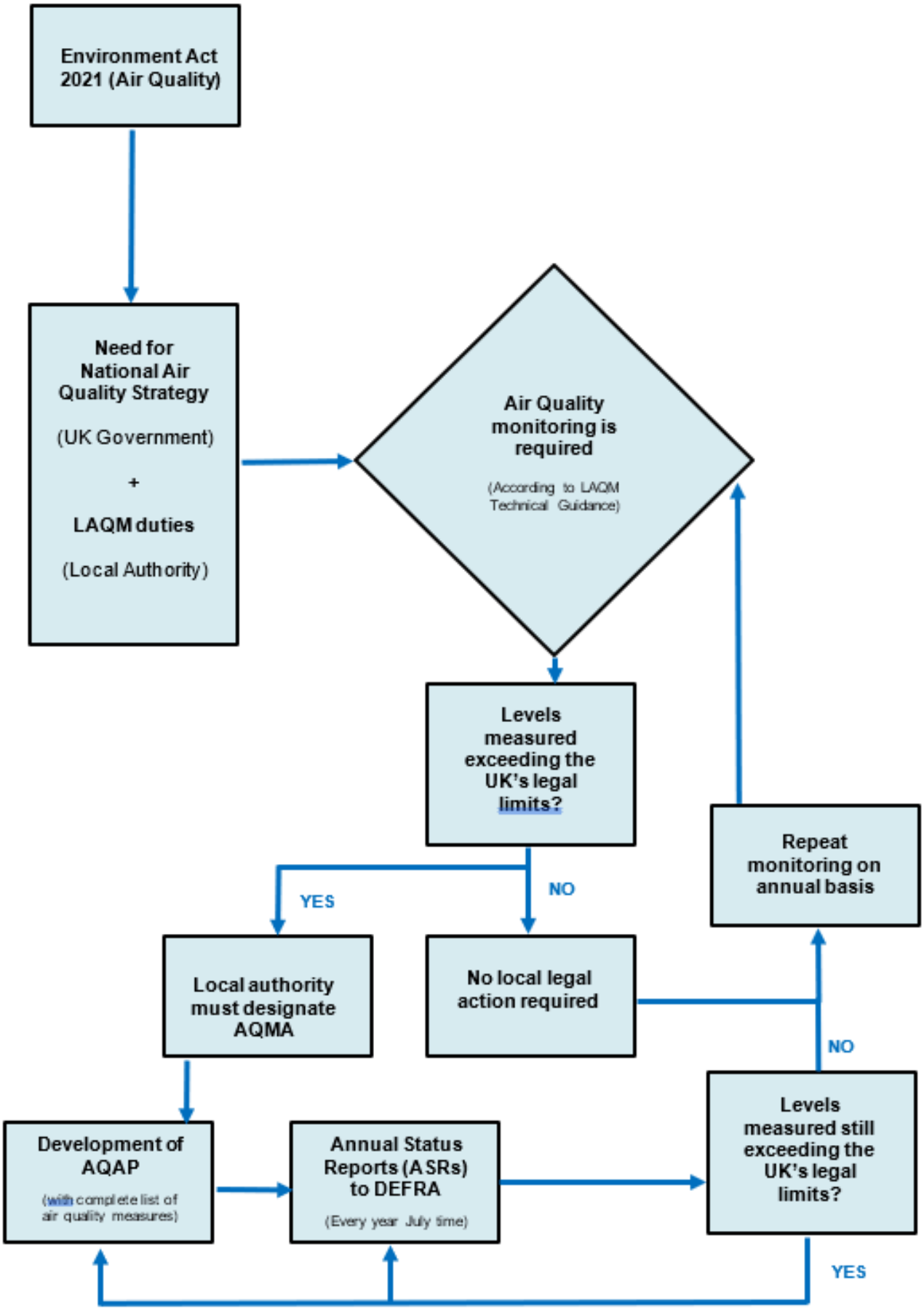
the statutory duties for air quality, as well as responsibility for the implementation of the LAQM regime.

Oxfordshire County Council is responsible for (amongst other things) the Highways, Transport Planning, Passenger Transport, and for the design and Implementation of Local Transport Plans.

The County Council are also legally asked to develop of a local air quality strategy, and to support the districts in the developments and delivery of their AQAPs. This can include specific projects related to transport. See the Local Initiatives page for examples of projects.

LAQM – How the regime works

- The UK government is required to publish or update (every 5 years) a national air quality strategy.
- Local authorities are required to apply the LAQM regime to their local areas, which means that they need to regularly monitor air quality in their local areas, following LAQM TG22 guidance, in order to be able to identify air quality hotspots and areas where air quality legal limit values are being exceeded.
- If those areas are identified, they will be nominated Air Quality management Areas.
- An Air Quality Action Plan will need to be put in place by those local authorities and their local partners, with a list of measures to be delivered with the intention of fixing air pollution.
- An air quality status report will need to be published every year to inform on the delivery status of those measures and on the current status of air quality levels in the local area.



In addition, the district and city councils respond to planning applications to mitigate and address any adverse impacts on local air quality, review and create air quality

planning policies, review air quality assessments and (if required) produce air quality guidance.

In the sections on the right hand side, you will be able to find a list of all the relevant and most up to date air quality policy documents of your District Council.

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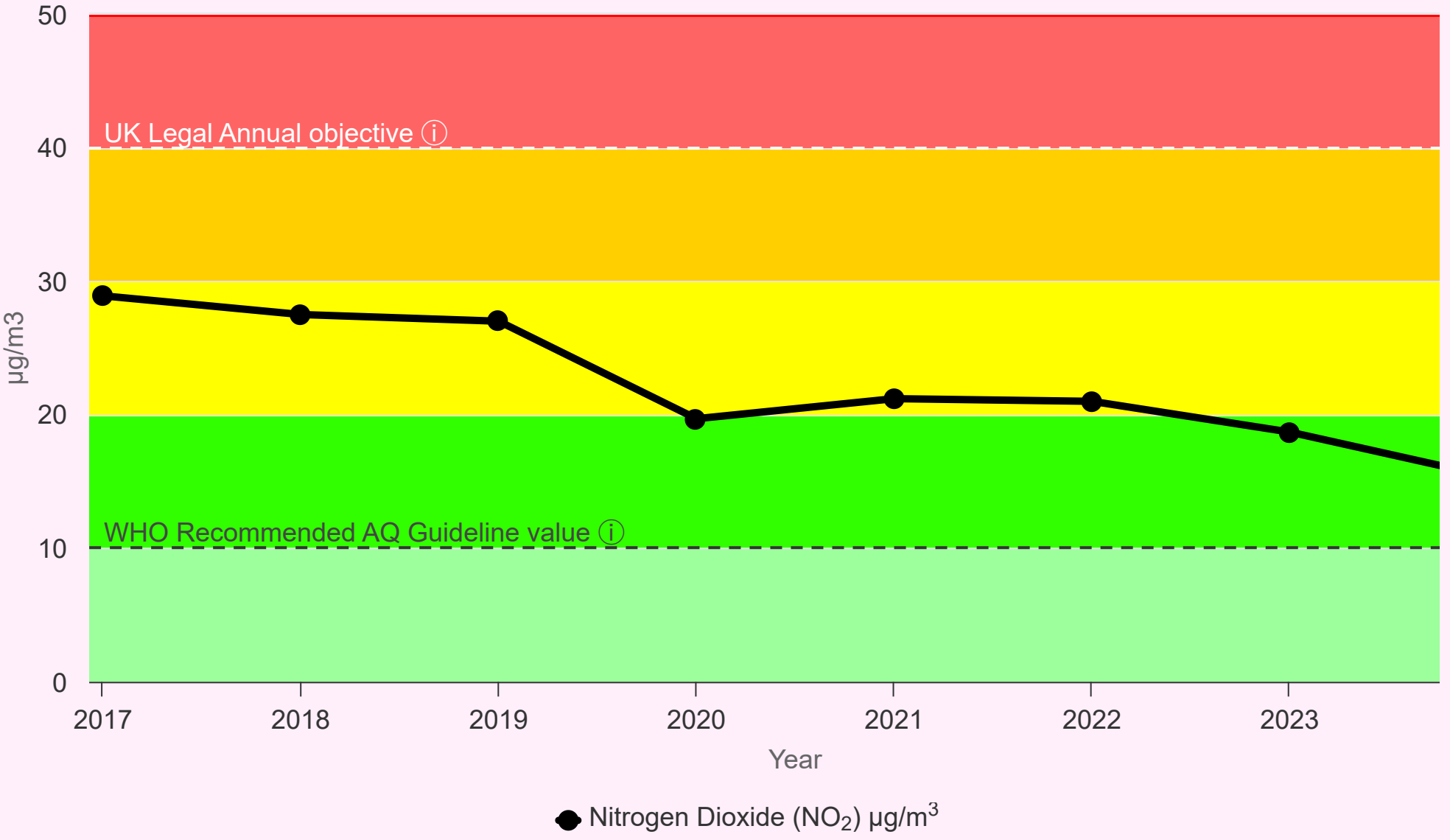
Park Street, Bladon

Site Information	
Local Authority	W Oxfordshire
Site Coordinates	[51.828957, -1.351445]
Site Name	Park Street, Bladon
Site Type	Roadside: A site sampling between 1m of the kerbside of a busy road and the back of the pavement. Typically this will be within 5m of the road, but could be up to 15m.
Year Recording Began	2017

Statistics

Pollutant - Nitrogen Dioxide (NO2)	
Year	**Annual Mean**
2024	Low 15.4 µg/m^3
2023	Low 18.7 µg/m^3
2022	Mid 21 µg/m^3
2021	Mid 21.2 µg/m^3
2020	Low 19.7 µg/m^3
2019	Mid 27 µg/m^3
2018	Mid 27.5 µg/m^3
2017	Mid 28.9 µg/m^3

Non-Automatic Site Data


50
40
30
20
10
0
µg/m3
UK Legal Annual objective ⓘ
WHO Recommended AQ Guideline value ⓘ
2017
2018
2019
2020
2021
2022
2023
Year
Nitrogen Dioxide (NO_2) µg/m^3
Highc

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Financial Report for 26th Novemeber 2026 Meeting

Payments to be Approved at the Meeting to be held 26th November 2026

Payee	Description	Amount to be Paid	Vat to be reclaimed
P Howe	Inv Oct 26 - 2nd/Final cut of Cemetery Borders & Tidy of War Memorial Area	£175.00	n/a
RBL Poppy Appeal	Remembrance Wreath Donation	£100.00	n/a
Private Individual	Remembrance Day Bugler	£35.00	n/a

Payments to be Noted at Meeting

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

Payee	Description	Amount to be Paid	Vat to be reclaimed
Lloyds Bank Plc	Corporate Card Monthly Charge Oct 26	£3.00	n/a
*Stevens Landscape	Inv 0615 Village Maintenance Contract October	£366.60	£61.10
K Howe	Reclaim Expenses - Mobile SIM (Oct 26)	£5.00	£0.83
Sheild Maintenance	Inv 10843 Monthly litter bin emptying (Sept 26)	£91.01	£15.17
K Howe	Salary October 26 (including backpay)	£1,509.03	n/a
OCC Pension Fund	LGPS October 26 (including backpay)	£448.80	n/a
Unity Trust Bank	Service Charge September 26	£7.00	n/a

Charge Card Purchases to be Noted at Meeting

Charge Card Purchase Made either under Delegated Powers(*) or approved by Council Between 1st October and 31st October 2026 - Payment of £86.64 to Clear Card was made automatically from Unity Bank Account on 11/11/26

Payee	Description	Amount to be Paid	Vat to be reclaimed
*Springboard Supplies	Watering Cans for TOE Grant project	£61.16	£10.19
*Vista Print	Inv 0615 Village Maintenance Contract October	£25.48	£61.10

Income to be Noted at Meeting

Income Received Between 1st October and 31st October 2026

Payer	Description	Amount Received
Private Individual	Purchase of ERB	£230.00

BLADON PARISH COUNCIL **Financial Year Ending 31 March 2027**

	Revised Budget £	Spend as at 30th September 2026 £	Forecasted Spend £	Forecasted Spend as at 31st March 2027 £	Variance £	Comments
Expenditure						
Staff Expenditure						
Basic Pay	17,819	8,609	9,176	17,785	- 34	Forecast includes backdated payaward of 3.3%
National Insurance	1,922	916	1,001	1,917	- 5	
Pension	3,867	1,713	2,146	3,860	- 7	
PAYE	-	- 0		- 0	- 0	
Staff Pay	**23,608**	**11,239**	**12,324**	**23,562**	**- 46**	
Mileage	100	-		-	- 100	
Home Working Allowance	312	-	312	312	-	
Training	300	165	135	300	-	
Staff Other Costs	**712**	**165**	**447**	**612**	**- 100**	
Total Staff Expenditure	**24,320**	**11,404**	**12,771**	**24,174**	**- 145.80**	
General Expenditure						
Mobile Phone	-	25	25	50	50	
Accounting Software	444	444	-	444	-	Spend is Scribe
Subscriptions & Software Other	254	141	-	141	- 113	Spend is Office 365 & Parish Online
Website Domain & Hosting	340	-	250	250	- 90	Forecast is domain name, hosting and website support
ICT Costs	**1,038**	**610**	**275**	**885**	**- 153**	
Room Hire	475	45	225	270	- 205	Forecast is based on invoice received for 26/27 room hire
Memberships	705	412	275	687	- 18	Forecast is OALC & Open Spaces
Councillor Training	300	-	300	300	-	
Chairs Allowance	250	-	-	-	- 250	
Elections	-	200	-	200	200	WODC charge for arranging elections
Newsletter/Leaflets	150	-	-	-	- 150	
Donations	500	-	-	-	- 500	
General Expenses	125	47	-	47	- 78	Spend is Land Registry search charges & portable hard drive
Admin & Other Costs	**2,505**	**704**	**800**	**1,504**	**- 1,001**	
Audit	633	611	-	611	- 22	Spend is internal audit and external audit
Payroll	187	81	96	176	- 11	
Insurance	1,976	2,022	-	2,022	46	
Other	92	51	66	117	25	Expenditure is bank charges & corporate card monthly fee
Legal & Professional Services Costs	**2,888**	**2,765**	**162**	**2,927**	**39**	
Total General Expenditure	**6,431**	**4,079**	**1,237**	**5,315**	**- 1,115.55**	

BLADON PARISH COUNCIL **Financial Year Ending 31 March 2027**

	Revised Budget £	Spend as at 30th September 2026 £	Forecasted Spend £	Forecasted Spend as at 31st March 2027 £	Variance £	Comments
Maintenance Expenditure						
Green Waste Disposal	64	-	64	64	-	
CM - Grass & Hedge Maintenance	2,124	766	722	1,488	- 636	Forecast based on contract plus 2 extra cuts and additional costs for cemetery border
CM - Other	500	-	-	-	- 500	
Cemetery Maintenance	**2,688**	**766**	**786**	**1,552**	**- 1,136**	
VM - Grass & Hedge Maintenance	1,854	736	232	968	- 886	Forecast based on contract plus 2 extra cuts
VM - Other Maintenance	-	-	-	-	-	
VM - Winter Prep	-	-	-	-	-	
Litter Bins Emptying & Collection	726	412	569	980	254	Forecast based on contract + new fuel surcharge of 25%
VM - Repairs	770	-	-	-	- 770	
Village Maintenance	**3,350**	**1,148**	**801**	**1,948**	**- 1,402**	
RG - Grass & Hedge Maintenance	6,228	2,405	576	2,981	- 3,247	Forecast based on contract plus 2 extra cuts
RG - Weed & Pest Control	1,224	93	-	93	- 1,131	Spend is the spray of the MUGA to prevent moss
RG - Other	-	-		-	-	
Play Equipment Maintenance & Repairs	2,000	370	1,400	1,770	- 230	Forecast includes woodchip top up
MUGA Maintenance & Repairs	1,000	-	851	851	- 149	Forecast is for repair/replacement of the wood around the boules court and play equipment - budget needs to be moved
Rent	10	-	10	10	-	
Safety Inspections	374	352	-	352	- 22	
Recreation Ground Maintenance	**10,836**	**3,220**	**2,837**	**6,057**	**- 4,779**	
Total Maintenance Expenditure	**16,874**	**5,134**	**4,424**	**9,557**	**- 7,316.52**	
Project Related Expenditure						
Projects	4,875	-		-	- 4,875.00	Costs relating to the TOE grant project will appear here and will be covered by the TOE income below
Village Projects	**4,875**	**-**	**-**	**-**	**- 4,875.00**	
Total Project Expenditure	**4,875**	**-**	**-**	**-**	**- 4,875.00**	
Total Expenditure	**52,500**	**20,616**	**18,431**	**39,047**	**- 13,452.87**	(-) underspend or (+) overspend against budget

Income						
Precept	52,500	52,500	-	52,500	-	
Cemetery Fees	-	105	- 105	-	-	Income will be moved to reserves at year-end
Contribution from 3rd Parties	-	-		-	-	TOE grant
Bank Interest	-	868	1,000	1,868	- 1,868	Forecast is based on the 2nd quarter interest of £500
Total Income	**52,500**	**53,473**	**895**	**54,368**	**- 1,867.86**	(-) overachievement or (+)underachievement against budget
					- 15,320.73	Estimated underspend

RESERVES

Reserves Balances as at 31st March 2026			
	Opening Balance	**Movements** **Moved to Budget**	**Current Balance**
General Reserves	26,459.37		26,459.37
Notice Boards	5,000.00		5,000.00
Recreation Ground - Maintenance/Improves	35,000.00		35,000.00
Cemetery - Maintenance/Improvements	1,915.00		1,915.00
Defibrillator - Replacement/Maintenance	1,000.00		1,000.00
Assets - Replacement/Repairs	5,000.00		5,000.00
Transport/Highway related projects	22,000.00		22,000.00
Professional Fees	2,000.00		2,000.00
Staff - Emergency Cover	2,500.00		2,500.00
Totals	**100,874.37**	**-**	**100,874.37**

Bladon Village Maintenace Schedule

Description of Work	£ Per Time 26'27 prices (if available)	£ Per Time 27'28 + 20% or 10%	Times per Year	Estimated Costs for 27'28
Currently One Tender				
Grass Cemetery	£58.00	£69.60	14	£974
Grass Green	£14.50	£17.40	14	£244
Green Weeding	£31.00	£37.20	14	£521
Grass Heath Lane and Lambs Lane Bank	£14.50	£17.40	10	£174
Grass Churchyard Wall	£14.50	£17.40	10	£174
Grass Recreation - Orchard	£58.00	£69.60	14	£974
Grass Recreation - General Areas	£70.50	£84.60	14	£1,184
Grass Recreation - Bank beside Pitch	£31.00	£37.20	2	£74
Grass Recreation - Football Pitch	£43.50	£52.20	20	£1,044
Grass Cemetery - Meadow	£116.00	£139.20	2	£278
Hedge between rec ground and allotments	£174.00	£208.80	1	£209
Hedge School Lane - Both Sides	£174.00	£208.80	1	£209
Hedge between cemetery and allotments	£174.00	£208.80	1	£209
Hedge Cemetery Yew hedge	£116.00	£139.20	1	£139
Raking over of the woodchip	£29.00	£34.80	10	£348
Weed Control - Spraying of Muga Court	£31.00	£37.20	3	£112
Weed Control - Spraying of Pebble Alley	£31.00	£37.20	3	£112
Currently Separate Tender				
Recreation Ground Flower Meadow Cut*	£720	£792	1	£792
School/War Memorial Meadow Cut	£150	£180	1	£180
Cut back shrubs in Cemetery	£150	£180	1	£180
Emptying bins within recreational ground	£0	£0		£0

*cost does not allow for 50% recharge to BVHRC

		Estimated Cost Per Area
Cem Grass & Hedge Cutting & Weed/Pest Control	a	1,780.80
Village Grass & Hedge Cutting & Weed/Pest Control	b	1,404.00
RecGrass & Hedge Cutting & Weed/Pest Control	c	4,598.40

RATES	2026'27
Secondary Threshold (ST) Employers start paying NI Montly Threshold	£417
Above the ST and Class 1A rate on expenses and benefits	15.00%
LGPS Rate	19.9%

Scale Point for Year	Annual Salary	Hourly Rate	Hours p/w	Pro-rata Salary	Salary	NI	LGPS	**Total Montly Cost**
26'27 no pay award								
26'27 Scp 23	£35,570	£18.44	18.5	£17,785	£1,482.08	£159.76	£294.93	£1,937
				26'27 Yearly	£17,785.00	£1,917.15	£3,539.22	£23,241.37
27'28 estimate								
26'27 Scp 23*	£36,815	£19.08	18.5	£18,407	£1,533.96	£167.54	£305.26	£2,007
*includes 3.5% for pay award				26'27 Esirma	£18,407.48	£2,010.52	£3,663.09	£24,081.08
27'28 estimate if CiLCA acknowledged + 3.5% estimated pay award								
26'27 Scp 24*	£37,861	£19.62	18.5	£18,931	£1,577.56	£174.08	£313.93	£2,066
*includes 3.5% for pay award				26'27 Yearly	£18,930.67	£2,089.00	£3,767.20	£24,786.87
26'27 Scp 25*	£38,878	£20.15	18.5	£19,439	£1,619.90	£180.44	£322.36	£2,123
*includes 3.5% for pay award				26'27 Yearly	£19,438.85	£2,165.23	£3,868.33	£25,472.41

Difference between 27'28 Scp 23 and Scp 25 estimates £1,391.33

Proposed Budget for 2027/28

Proposed Budget 2027/28		2026/27 Budget	Difference between Budgets	2027/28 Budget Notes
Expenditure				
Staff Related Expenditure				
Staff Costs				
Basic Pay	18,407	17,819	588	See separate calculation for details. Proposed budget allows for a nationally agreed 3.5% pay award in 27'28; this could be lower or higher. Does not include any increase due to the Clerk becoming CiLCA
National Insurance	2,011	1,922	89	
Pension	3,663	3,867	- 204	
Total Staff Pay	**24,081**	**23,608**	**473**	
Mileage	100	100	-	
Home Working Allowance	312	312	-	Allowance based on HMRC £26pm x 12
Training	300	300	-	As the Clerk has completed CiLCA, future training costs will not be as high
Total Staff Other Costs	**712**	**712**	**-**	
Grand Total Staff Related	**24,793**	**24,320**	**473**	
General Expenditure				
Mobile Phone	60	-	60	Based on £5 per month
Accounting Software	470	444	26	Based on Scribe 26/27 charge plus approx 5%
Subscriptions & Software Other	254	254	-	Based on Parish Online 26/27 (£70) & Microsoft 26'27 (£70) prices + 10% & £150 allowance for other IT subscriptions
Website Domain & Hosting	275	340	- 65	Based on Cloud Next 26/27 Domain (£50) & Hosting (£100) prices + 10% & Eyelid (website support) 25'26 (£100) + 10%
Total ICT Costs	**1,059**	**1,038**	**21**	
Room Hire	475	475	-	Based on School Hall charge of 3hrs £45 & Church Room £15p/h and holding 3 Parish Size Meetings in the school & 9 (2.5hrs) Council Meetings
Memberships	720	705	15	Based on 26'27 membership to OALC 230, SLCC 200, ICO 52, ICCM 110, Open Spaces 45 and OPFA 50 plus 5%
Councillor Training	300	300	-	
Chairs Allowance	250	250	-	
Newsletter/Leaflets	150	150	-	Based on 3 leaflet drops a year at £50 per drop
Donations	500	500	-	
Admin/General Expenses & Elections	200	125	75	
Total Admin & Other Costs	**2,595**	**2,505**	**90**	

Proposed Budget for 2027/28

Proposed Budget 2027/28		2026/27 Budget	Difference between Budgets	2027/28 Budget Notes
Audit	640	633	7	Based on Internal Audit 26'27 (£270) & External Audit 26'27 (£340) + 5%
Payroll	190	187	3	Based on PATA, which increase prices in January. Based on Jan 27 charge (£43.65 per qrt + £15 for addition work if needed) + 5% on final qrt of 27'28
Insurance	2,100	1,976	124	Based on Gallagher's 3yr contract, which is currently £2,022 per year. Allowed additional 5% for inflationary increase
Other	140	92	48	Based on Unity Bank 26'27 (averaged £8p/m) for current account - no fees on instant access account. Charge Card 26'27 (£3 p/m) + 5%
Total Legal & Professional Services Costs	**3,070**	**2,888**	**182**	
Grand Total General Expenditure Costs	**6,724**	**6,431**	**293**	
Maintenance Expenditure				
Green Waste Disposal	60	64	-4	Based WODC Green Waste Bin 26'27 (£52.50) + 10%
Grass & Hedge Cutting & Weed/Pest Control	1,781	2,124	-343	See separate calculation (26'27 prices +10 or 20%)
Other Maintenance & Repairs & New Equipment	500	500	-	
Total Cemetery Maintenance	**2,341**	**2,688**	**-347**	
Grass & Hedge Cutting & Weed/Pest Control	1,404	1,854	-450	See separate calculation (26'27 prices +10 or 20%)
Litter Bins Emptying & Collection	1,140	726	414	Based on 26'27 monthly charge (£95 includes recent fuel surcharge) +10%
Other Maintenance & Repairs & New Equipment	1,000	770	230	
Total Village Maintenance	**3,544**	**3,350**	**194**	
Grass & Hedge Cutting & Weed/Pest Control	4,598	6,228	-1,630	See separate calculation (26'27 prices +10 or 20%)
Weed & Pest Control inc MUGA	-	1,224	-1,224	Now include in budget above
MUGA Maintenance & Repairs	1,000	1,000	-	Allowance for deep clean and repairs to MUGA
Rent	10	10	-	
Safety Inspections	374	374	-	Based ROSPA (£352) 26'27 price + 5%
Repairs & Maintenance & New Equipment	2,448	2,000	448	Based on allowance for non-MUGA repairs and maintenance of £500, £1,600 for woodchip top and £xx for raking woodchip
Total Recreation Ground Maintenance	**8,430**	**10,836**	**-2,406**	
GrandTotal Maintenance Costs	**14,315**	**16,874**	**-2,559**	
Project Related Expenditure				
Projects	8,168	4,875	3,293	Consideration should be given to funding specific projects for this year or using this budget towards a large future project
Total Village Projects	**8,168**	**4,875**	**3,293**	
TOTAL BUDGET	**54,000**	**52,500**	**1,500**	

Overview of Reserves

Reserves

Based on current estimates, the Parish may have approximately **£116,194** in reserve at the end 26'27 financial year. This is made up of **£15,320** estimated underspend and **£100,874** currently held in the reserves. The **£100,874** is currently allocated as follows: -

£ 5,000 Notice Boards
£ 35,000 Recreation Ground
£ 1,915 Cemetery - Maintenance/Improvements
£ 1,000 Defibrillator - Replacement/Future Maintenance
£ 5,000 Assets - Replacement/Future Maintenance
£ 22,000 Future Transport/Highway Related Projects
£ 2,000 Professional Fees
£ 2,500 Staffing - Emergency Cover
£ 26,459 General Reserve

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

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

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

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

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

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

Proposed Budget for 2027/28

Brief Overview of Maintenace Related Costs

Grass Cutting 14 times per year, mainly between March to Nov - For Cemetery, Green, School Lane, Rec Ground Orchard, Rec Ground General Areas and 10 times for Lambs Lane Junction and Churchyard Bank
Grass Cutting 20 times per year, every 2 weeks approx between March & Novemeber - For Football Pitch
Meadow Cutting once per year, full cut and collection in Autumn for Rec Ground and twice a year for Cemetery meadow and School/War Memorial Meadow
Hedge Cutting once per year, Autumn - For Cemetery, School Lane, Rec Ground
Shrub Trimming once a year - For Cemetery
Weed Control/Spot Spraying (inc treating MUGA) 3 times a year - For Cemetery, Village, Rec Ground and 10 weedings of The Green borders
Bin Emptying - 5 bins across the village emptied weekly

All cost related to above have been mainly based on current contract prices + 20%or 10% and where unknown the cost has been estimated
Not Included Maintenance/treatment of Woodwork Benches, Rails, Notice Boards once a year - For Cemetery, Village

Precept

Using the 2026/27 Tax Base of 417.63 The following precept options would create the following % tax rise for a Band D property.
This is an estimate and the 417.63 figure may change as it is connected to the number of houses in Bladon

Possible Precept

Approx 3% increase on last years budgert = £54,000 for 27'28 The possible Band D charge would be £129.30 (an approx 2.86% increase compared to last year Band D charge of £125.71)
Approx 5% increase on last years budgert = £55,000 for 27'28 The possible Band D charge would be £131.70 (an approx 4.76% increase compared to last year Band D charge of £125.71)

PATA Payroll Terms & Conditions

PATA Payroll Service

Terms & Conditions

Employer Name *

As registered with HM Revenue and Customs

The PATA Payroll service will provide assistance to employers in meeting their statutory obligations regarding HM revenue & Customs (HMRC) requirements.

Our commitment to you

- Having received each month, information relating to your employee's gross pay, the service will use this information to generate payslips for each employee.
- Monthly payslips and reports will be sent as password-protected documents by email and/or via a secure Cloud portal, to your authorised payroll contacts, within 7 working days from receipt of the payroll information.
- All statutory and non-statutory deductions and payments will be considered including PAYE, National Insurance Contributions, Pensions, Statutory Sick Pay, Maternity Pay, Shared Parental Pay, Adoption Pay, Statutory Neo-Natal Pay and Student/Post Graduate Loans.
- Regular monthly/quarterly reports and payment summaries to suit your requirements.
- Assistance relating to the payroll regarding changes in employee details, such as changes in working hours or salary (additional charges may apply).
- Administration relating to the payroll regarding new employees and employee leavers, including generating a P45 and employee summary reports. (Additional charges may apply for salary calculations/reconciliations).
- Details of all payments due by the employer to HM Revenue & Customs (HMRC).
- Real Time Information (RTI) reporting on behalf of the employer to HMRC each month.
- End of Year Reporting to generate statutory P60 certificates and Year To Date Summary Reports. (Please Note - P9D & P11D expenses sheets are not included in the Year End process).
- Deductions Working Sheet P11 reports are available throughout the year, on request.
- The update of PAYE rates, National Insurance rates and bands in line with HMRC legislation.
- Access to the PATA Payroll Client Area on the www.pataglos.org.uk website, providing additional support and information.
- To be responsible for the safe custody and confidentiality of payroll documents whilst in the PATA Payroll office. Please read our Data Protection Privacy Notice for further information. We will notify you within 24 hours of any known breach of data protection.
- The service is entirely confidential, and no data will be passed to a third party without prior written consent of the employer, except under Anti-Money Laundering Regulation requirements (see below).
- If Pension Service is selected: administration of auto-enrolment assessment, management of monthly pension administration and upload to Pension Provider direct (certain providers

only). Produce all statutory pension related letters to employee (certain providers only).
- To meet due diligence under Anti-Money Laundering Regulations which may require PATA to question unusual transactions and/or suspicious activity.
- To meet due diligence under Anti-Money Laundering Regulations by reporting any unusual transactions and/or suspicious activity to PATA's Money Laundering Reporting Officer (MLRO) who will investigate further, who may then submit a Suspicious Activity Report (SAR) to the National Crime Agency.
- To meet due diligence under Anti-Money Laundering Regulations by not informing you that a Suspicious Activity Report (SAR) has been submitted to the National Crime Agency under the Tipping Off ruling.

Your commitment to the service

- To provide PATA with **two** payroll contacts to be included in **all** payroll correspondence, failure to do so could result in the withdrawal of the service without notice.
- To provide monthly payroll information to the PATA Payroll Service at least **7 working days** before the due payment date to allow for processing.
- The delivery of all documents by the employer to the PATA Payroll Service is the responsibility of the employer, and at the cost of the employer.
- To keep PATA Payroll up to date with all employees' changes, including changes of address, marital status, tax codes, working hours, employment status, apprenticeship start & end dates etc.
- To keep PATA Payroll informed of all HMRC and if appropriate, Pension Provider communications.
- To inform PATA Payroll of eligibility of Employment Allowance.
- To keep PATA Payroll informed of employer contact details and authorised payroll contact details.
- To keep HMRC and your Pension Provider informed of correct employer contact details
- Provide one month's written notice of termination of this contract.
- Be responsible for payments due to your employees.
- Be responsible for all payments due and communication necessary with HMRC and if appropriate, payments due to your Pension Provider.
- Remain responsible for keeping all payroll records for the minimum of 6 years plus current tax year.
- To respond to any due diligence questions within Anti-Money Laundering Regulations.

The PATA Payroll Service does not accept responsibility for the loss or damage arising from, or in consequence of:

- Documents supplied being faulty, incorrect, damaged or illegible.
- Late arrival or non-arrival of documents.
- Failure to detect errors in any work carried out by the service.
- Reasons beyond the control of the service such as fire, flood, electrical failure, or other such states of emergency.
- All fees payable for the PATA Payroll Service must be paid monthly, or by arrangement quarterly. Failure to make such payments may lead to a late payment charge and the immediate withdrawal of the service, without notice.

Acceptance of Contract

- I understand and accept the above terms and conditions relating to the PATA Payroll Service, for and on behalf of .
- I understand and accept the DATA Protection Privacy Notice relating to the PATA Payroll Service.
- I understand and accept the Anti-Money Laundering Regulations relating to the PATA Payroll Service.
- I agree for payroll communications, by email, to be sent to the authorised payroll contacts.
- I agree to send all relevant pay information to the PATA Payroll Service at payroll@pataglos.org.uk in plenty of time, to allow at least **7 working days** before you require your completed payslips.
- I agree to ensure that all fees due for the PATA Payroll Service are paid promptly.
- I understand that the PATA Payroll Service agreement shall be terminated by one month's written notice.

I confirm that we have read and understood the Terms & Conditions

---

Signatory

Signature *

×

draw type

Date *

20/11/2026

Full Name *

First & Surname

Position *

Submit

Save

Workload/Project Updates

Last updated 20th November 2026

Transport/Highways - A4095 Traffic/Speed Measures	
Send the previous email from OCC that contains traffic management options to Councllors	To be sent w/c 23rd November
Confirm preferred options and request advance to take forward preferred options	Will need to be on January's Agenda
Transport/Highways - New Crossing near Eagle Lodge	
An approximate location has been identified with OCC	Need to confirm the next steps. Need to reply to the recent email response from OCC
Transport/Highways - Parking	
Blenheim are happy for the PC to apply for Pre-app advice from WODC on the feasibility of using the top section of the field near the speed camera.	Need to make a pre-app application to WODC
Rights of Way - Missing Markers	
Locations have been identified	Report on OCC website
Environment - TOE Grant & Wildlife Area beside War Memorial Project	
The TOE grant has been approved for the project Water butts & watering cans have been purchased P Probitts appears to have started work on the area Blenheim are contributing to the project by providing seating and arranging for the tree removal	Need to formalise the lease for the area, but suggest waiting until the wall is repaired. Blenheim have been provided with the quote for the tree removal; awaiting response Once a date for the tree works is confirmed, a Facebook post and website email will be issued about the work.
Other - Damaged Stonewall besides War Memorial	
Blenheim are planning on repairing but advised that the wall is safe at the moment	Blenheim initially said they were planning to repair the wall at Easter 26, but are now waiting for OCC Highways to suggest the best time to partially close the road.
Project - Noticeboards	
Arrange for a new noticeboard in the East of the village and the replacement of the noticeboard near the Pump.	It has been confirmed that if the board is under 1.55 sqm, including any name board at the top, it does not require permission. Need to request quotes and also ask MD if Blenhiem can provide any notice boards.
Project - Speed Awareness Signs (School)	
School is supporting the idea of the childred designing picture for speed awareness signs Need to confirm permission to place signs on lamp post etc	Need to meet with Cllr Cresswell to progress and identify costs etc. Awaiting advice from OCC regarding signs on lamp posts, etc If possible should be able to bring details to January's
Project - Requesting an MP Surgery be held in Bladon	
Arrange for Calum Miller MP to hold a surgery in Bladon to cover items including climate resilience, foodbanks, the Evenlode, mobile phone signal and A4095	Need to contact Calum Miller's office to ask about the possibility
Admin - CiLCA Qualification Actions	

Workload/Project Updates

Last updated 20th November 2026

The Clerk has achieved CiCLA	Council can now adopt the General Power of Competence (GPC) - Will be included in January's agenda Depending on outcome of meeting investigate process for salary increase
Admin - Give Delegated Powers to Clerk for Some Consultations	
To allow the Clerk to be able to deal with consultations on behalf of the Council if the identified criteria is met and if specific processes are followed.	A draft policy is being worked on and should be brought to January's meeting for approval. It will include allowing input via email under certain circumstances and delegating responses to the Clerk. It will also cover other issues like delegating the decision on who represents the PC at planning commitees to the Clerk (follow a certain process like all councillor agreeing via email)
Admin - Review of All Policies	
Review of dates/status of existing policies and identification of missing polices as been carried out	Policies now need to be scheduled for review. Review Accessibility Statement & Privacy regulary Review Publication Scheme every two years
Admin - Internal Audit Actions	
	Review bank mandate annually Include the adoption date on the Risk Assessment Consider using Scribe for Asset management Test website accessibility annually and record in minutes