

EPWELL PARISH COUNCIL
MINUTES OF A PARISH COUNCIL MEETING
HELD ON MONDAY 10TH NOVEMBER 2025
IN EPWELL VILLAGE HALL AT 8PM

Councillors Present

Matthew Platt (Chairman), Toby Brook, Peter Gibson, Nicola Rudge and Norman White

Christine Coles (Parish Clerk) and one member of the public

25/64. To receive apologies for absence

Cllr Chris Brant, Donna Boyles and Simon White

25/65. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda

No interests were declared.

25/66. To approve the minutes of the meeting of 8th September 2025

The minutes were approved and signed as a true and accurate record of the meeting.

25/67. Public participation session

No matters were raised.

25/68. To discuss the play area with fewer items of durable play park equipment and fund raising ideas

The play area was discussed to explore future investment and the longevity of the area. ERA have £2748.00 in their fund and they are waiting for the Village Hall Committee to confirm funds of £811.00 which have been donated. Other ideas for older children were discussed such as table tennis, a chess board and another picnic table. The park should be used for events and entertainment in the spring and summer months. This will ensure funds are coming in on a regular basis and there is enough support from parents for it to work. Hazards and signage will be removed and children discouraged from using the backboards to kick balls against. Once the zip wire is removed the fence will be taken out. The zip wire, whilst very popular, is high value and high maintenance. The new basketball hoop and stand will last a long time. Grants will be explored and feedback sought from children who use the park. Councillors agreed to meet on Saturday 15th November at 2pm to decide what equipment to keep and what to remove. The Parish Clerk reminded Councillors of Cllr Chris Brant's Cllr Priority Fund which is now open for applications.

25/69. Financial Report

To receive the cashbook and bank reconciliation

The current bank balance in the Lloyds account is £ 15,415.46.

To consider the purchase of a wreath for Remembrance Day

It was agreed to give a donation of £50.00. It was suggested that poppies in a box could be left in the village hall porch with a QR code for donations.

Action: The Parish Clerk to raise a cheque for signature.

The following payments were approved under statutory powers:-

- £226.51 to Cherwell District Council (emptying of dog bins)
- £36.00 to Geoxphere Ltd (mapping software)

- £698.88 To Parish Clerk (hours) and £174.60 (tax)
- £22.32 to Parish Clerk (mileage)

To discuss considerations for setting of the precept in January 2026

The precept will be increased in January 2026 in line with current inflation rates.

25/70. Governance

- *To approve an IT Policy to cover digital and data compliance (Assertion 10).*

Assertion 10 is a new requirement for smaller local councils in the UK, introduced in the 2025 edition of the [Practitioner's Guide](#), that mandates councils demonstrate digital and data compliance as part of their annual governance return. It requires councils to have proper governance frameworks for their digital presence, data protection, and IT management, which includes specific requirements like using a council-owned domain for official emails and operating an accessible website. It was agreed the Parish Clerk should obtain a new .gov.uk email address. The IT Policy was approved.

Action: The Parish Clerk to contact Parish Online and place the IT Policy on the website.

25/71. To discuss the following highway matters

- *Parking on Back Lane where the road narrows.* The verge and kerbstones are being damaged where cars are parking. It is a logistical issue. Cars can get through but not lorries.

Action: Cllr Brook to have a quiet word with the resident.

- *Footpath between the village and Yarn Hill.* The path is narrow with nettles and a fence with barbed wire. Access is not easy for walkers.

Action: The Chair to speak to the landowner.

- *Update on gully issue at Church Farm.* Highways have confirmed the gully is non-operational and will require further work. The gully is scheduled for excavation and a comprehensive investigation with the gully specialists.

- *To consider the purchase of salt for a spreader.* The spreader was purchased by the Village Trust. The bus route is salted. Salt bags cost £20.00 per bag. It was agreed to spend £100.00 on salt.

Action: The Chair to purchase salt.

25/72. To discuss the following village matters

- *Update on placement of new defibrillator and cabinet.* The defibrillator could be attached to a garage with a solar option.

Action: Cllr White to speak to a resident who might be able to help.

- *Update on new website.* A new village website is being set up.

- *Progress on tree work.* The utility companies have carried out their work.

Action: Cllr Brook to speak to a tree contractor.

- *Grass cutting carried out by volunteers.* The grass was cut by a villager who has now left the village. Another advert will be put out asking for help.

25/73. To receive an update on planning

New

- *24/02694/F, Raise roof of the existing bungalow to include dormer windows and rooflights to form a two-storey chalet bungalow. Install Cladding and a green roof to the existing garage. Install photovoltaic panels and an air source heat pump at Poppin, Back Lane.* This work will enhance the look of the property. Delivery/building vehicles should not use Church Lane to access Back Lane. Birds Lane should be used. It was agreed to give this comment.

Older

- 25/02158/TCA, *Tree work at The Village House, Birds Lane*. No comments or objections by CDC.

25/74. The following correspondence had been circulated

- OCC, Invitation to Community Climate Adaption Workshop. Noted.
- CDC, Invitation to Cherwell Parish Liaison meeting on 12th November. The Parish Clerk will attend the online meeting.
- CDC, Local Government Re-organisation – Publication of the two unitary proposal. Noted.

25/75. To note next meeting date and time

12th January 2026 at 8pm.

There being no other business the meeting closed at 9.35pm.

DRAFT