

CUMNOR PARISH COUNCIL
Minutes of the Annual Meeting of the Cumnor Parish Council
on Monday 12 May 2025 at 7.30pm
held in Fogwell Road Pavilion, Fogwell Road, Dean Court.

In attendance.

Council. Tom Christophers, Chairman, Laurence Waters, Vice-Chairman, Dona Foster, Paula Lopez, Gary Mason, Judy Roberts, Ray Stone, Chris Westcott and Tina Brock, Clerk.

County Councillors. Judy Roberts.

District Councillors. Scott Houghton and Judy Roberts.

Visitors. Joe Letts, Surveyor, Savills, Gemma Pitts, Chair, Cumnor Minors Football Club, Ailsa Morris, Treasurer, Cumnor Minors Football Club and Jim Mower, Chair of Cumnor Conservation Group (CCG).

119/25 Election of Chairman.

The retiring Chairman asked for nominations for the office of Chairman. Tom Christophers was proposed by Chris Westcott and seconded by Laurence Waters. There being no other nominations Tom Christophers was duly elected to the office of Chairman. The Chairman would sign the Declaration of Acceptance of Office at the next meeting.

120/25 Election of Vice-chairman.

The Chairman asked for nominations for the office of Vice-chairman. Laurence Waters was proposed by Chris Westcott and seconded by Dona Foster. There being no other nominations Laurence Waters was duly elected to the office of Vice-chairman. The Vice-chairman would sign the Declaration of Office at the next meeting.

121/25 Apologies for Absence.

Alison Jenner (unwell), Basil England (approved absence), Oliver Wright (prior commitment) and CC James Plumb (prior commitment). Council resolved to approve these apologies.

122/25 Declaration of Interests. None.

123/25 Variance of Order of Business.

Council approved bringing forward of the agenda item 22 Cumnor Hurst SSSI and 25 Environment and Amenities.

124/25 Annual Review of Councillors Register of Members Interests.

Councillors were reminded that, under the Council's Code of Conduct, Councillors were required to set out their interests under the appropriate headings and to make amendments when appropriate. Details are held on the Vale of the White Horse District Councils website and amendment forms were available from the Clerk.

125/25 Council's Santander and Unity Bank Signatories.

Council resolved to approve the continuation of the existing 3 current bank signatories Tom Christophers, Judy Roberts and Chris Westcott.

126/25 Council Terms of Reference.

Council reviewed the Council, Cumnor fit for the Future, Neighbourhood Refresh Working Party, Public Art Working Party and Strategic Plan Working Party TOR's.

127/25 Council Procedures, Policies, Information and Guidance Documents.

Council noted that the next review date would be in October 2025. OALC, NALC and SLCC websites are regularly checked by the Clerk for updates.

128/25 Financial Regulations 2025.

Council reviewed the 2025 Financial Regulations.

129/25 Standing Orders.

Council reviewed and approved the Standing Orders.

130/25 Register of Assets 2024/2025.

Council noted that the Register of Assets was reviewed by Council on Monday 3 March 2025 minute 71/25.

131/25 Financial Risk Assessment 2024/25.

Council confirmed that the risk assessment was reviewed and completed by the Finance and General Purposes Committee on meeting held on Tuesday 23 April 2024 minute 08/24 and approved by Council at a meeting on 13 May 2024 minute 147/24.

132/25 Subscriptions, Direct Debits and Standing Orders.

- i. Council reviewed and approved the following subscriptions for 2025/26: Oxfordshire Association for Local Councils, Campaign for the Protection of Rural England, Open Spaces,

Society of Local Councils, Oxfordshire Neighbourhood Plans Alliance and Oxfordshire Green Belt Network.

- ii. Council reviewed and approved the following direct debits for 2025/26: EE - mobile, Eurosolve – software, ICO – data protection and BT – office phone bill.
- iii. Council reviewed and approved the following Standing Orders for 2025/26; Thames Water – yearly rent for Mayfield Road Playing Field lease, Oxford University – yearly rent for Fogwell Road Playing Field lease and Clerks monthly salary.

133/25 Appointments to Council Committees/Subcommittees/Steering Groups/ Working Parties and Outside Bodies. Annex 1

Council resolved to appoint Councillors to the above as per Annexe 1 attached.

Committee Chairmen and Playground Monitors would be appointed at the next meeting of the individual Committees. The Chairman and Vice-chairman were ex-officio members on all the Committees.

134/25 Future dates of Council and Committee meetings 2025/2026. Noted.

COUNCIL

135/25 Minutes of the Meeting of the Parish Council.

Council resolved to adopt the minutes of the meeting held on Monday 7 April 2025.

136/245 Clerk's Newsletter and Addendum. Received

- i. Council noted expenditure approved by the Chair and Clerk for pest control at Closes Pavilion of £200 + VAT.
- ii. Council approved expenditure to service the fire extinguishers at Closes Pavilion of £458.94. To be reimbursed by Cumnor Minors Football Club.
- iii. Payment of Accounts. Approved as per minute 137/25.

137/25 Payments of Accounts.

Council resolved to authorise the payments specified in the Clerk's Newsletter and Addendum and reproduced below.

Table 1 List of receipts.

Statutory Power	Payments now due:	Description	Total (£)
18, SO LGA 1972 s112 Contract/Pensions Act 2014	Staff costs		3,305.62
19 LG (Misc Prov) Act 1976 S19	As New Home & Office Cleaning Services	Mar clean of pavilion	96.00
20 LGA 1972 s137	Home-Start Oxford	Grant	500.00
DD Telecom Act 1984 s97	BT	Broadband and office phone	139.52
21 Public Health Act 1936 s87	Tom Christophers	Eco loo sundries	45.45
22 LGA 1972 s111	T Brock	Petty cash	163.51
23 LG (Misc Prov) Act 1976 S19	Wood Dragon Tree Surgery	Work to Willow and Sycamore trees	1,500.00
24 LG (misc prov) Act 1953 s4	The Bin Cleaner	Quarterly clean of bus shelters	680.00
25 LGA 1972 s214	Paul Jovanovic	Garden of Remembrance grounds maintenance Oct 2024-Mar 2025	240.00
26 Public Health Act 1936 s234	Red Box	Service of fire extinguishers at Closes pavilion – to be reimbursed by CMFC	458.94
27a Public Health Act 1875	Total Pest Control	Quarterly mole control Closes field	209.38
27b Public Health Act 1875	Total Pest Control	Quarterly mole control Mayfield Road	
DD Telecom Act 1984 s97	BT	Broadband and office phone May	139.52
28a Highways Act 1980 LG (Misc Prov) Act 1976 S19 Open Spaces Act	Ady Podbery Grounds Care	Grass cutting burial ground and verge. Grass cutting, litter picking, raking sand at Pinnocks park	3,131.40

1906			
28b LG (Misc Prov) Act 1976 S19	Ady Podbery Grounds Care	Grass cutting and litter picking at parks	
28c Highways Act 1980 LG (Misc Prov) Act 1976 S19	Ady Podbery Grounds Care	Grass cutting and litter picking at parks and grass cutting at verge	
28d Open Spaces Act 1906	Ady Podbery Grounds Care	Tree work at Appleton Road common land	
DD LGA 1972 s111	Eurosolve	Web hosting	180.00

Notes.

- i. After all payments/receipts are accounted for the Unity Bank account will be in credit at £40,017.85.
- ii. After all payments/receipts are accounted for the Santander Community Account will be in credit at £73,492.55.
- iii. The Council has the following debtor for 2025/2026: HMRC (Reclaimable VAT) £752.22.

138/25 Public Presentation. None.

COUNCIL

139/25 Cumnor Hurst SSSI.

Unit 2. Savills contacted Council on behalf of All Souls College to outline the next steps in discussion of the lease renewal for the Cumnor Hurst SSSI. All Souls College acknowledged Councils request for a 21 year lease with no break for 10 years but following a review of the site is looking at the possibility of selling the site at a market value of £75k but were not ruling out a longer lease. All Souls College in the interim proposed a two year supplemental lease with no break clause. Joe Letts, Savills explained that this would give All Souls College time to explore options for a longer term solution for the site.

Concerns raised were;

- CCG would be supplying free management with no guarantee that a lease would be granted.
- How long would it take for All Souls College to explore options for a long term solution considering discussions began in September 2023 to renew the existing lease?
- How did the market value of £75k come about.as the site has no market value?
- Does All Souls College understand its management and legal responsibilities of a SSSI.
- Concerns that no management of the site had taken place since February 2025. How long would it take for management of the site to resume?

Council and CCG agreed that All Souls College interim proposal was not acceptable.

Council resolved that further discussion should take place between Joe Letts, Savills, Jim Mower, CCG and Clerk. A meeting would be set up as soon as possible.

Unit 1. No update.

Joe Letts and Jim Mower left the meeting.

Alisa Morris and Gemma Pitts joined the meeting.

ENVIRONMENT AND AMENITIES

140/25 Draft minutes of the Environment and Amenities Committee meeting held on Tuesday 15 April 2025.

Received.

- i. Closes Pavilion. Council resolved to approve the recommendation from the Environment and Amenities Committee to review the lease and licence between Council and Cumnor Minors Football club and take over the management of the Pavilion. Gemma Pitts, Chair, CMFC and Ailsa Morris, Treasurer, CMFC reported that the idea had been discussed at a recent CMFC meeting and that the FC was in favour of the recommendation. Gary Mason, Chris Westcott, Oliver Wright and Clerk would draft the relevant documents.

Ailsa Morris and Gemma Pitts left the meeting.

REPORTS

141/25 Report from County Councillor(s).

CC Roberts submitted a written report.

General OCC

The County Council now has a Liberal Democrat administration with 36 councillors, a majority of 2

since there are now 69. The Labour party have 12 seats, and the Conservatives have 10 seats, and the Greens have 7 with 4 individual seats. There may be groups forming which we will not know until the agenda is published tomorrow so the official opposition will be known then. It has been announced that Liz Leffman has been elected leader and Neil Fawcett as deputy leader of their group and therefore of the council, Liam Walker has been elected as the Conservative group leader.

Traffic and Highways

On 9 May 2025, the pedestrian path moved to the left hand side of Botley road and then crosses over to the tunnel entrance. This will then stay the route until 26 August 2025. At that point the path will then dogleg around a new works enclosure to give a pathway that cuts across Cripsey Road and Roger Dunman Way and then drops back to the new pedestrian tunnel bridge at Osney Lane. They have added cycle ramps to the Osney Lane bridge which makes it easier to transport a bike across this pedestrian bridge which will, hopefully, reduce the number of people using the tunnel. There is a new arrangement to allow disabled people to access the Western Entrance of the station. There is a kiosk at the bottom of Roger Dudman Way where they have to allow 45 minutes for the staff to open the access gate and help them to the correct platform. There is a request for there to be a drop off point here for taxis, but they are still working on that given the change of pedestrian route in May.

This section on the OCC's website should cover the Botley Bridge Road closure:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/roadworks/future-transport-projects/oxford-city-station-phase-2c>

It will have all cycle paths, bus and Network Rail and Thames Water information and various links to other websites posted on there.

This is the website that the latest information will be posted on from Network Rail

<https://www.networkrail.co.uk/running-the-railway/our-routes/western/oxfordshire/botley-road-bridge-replacement/>

The works by Thames Water to replace the damaged water main to the City will continue until December 2025 with intelligent traffic lights and a one lane closure over Osney Bridge for the rest of the year. Thames Water maintain they need the space on the bridge for their work vehicles now they can no longer work on the river.

Library

The Botley library now provides free coffee and tea as part of their warm spaces program, this is continuing for 2025. There are also newspapers to read and a jigsaw puzzle to complete.

Consultations

Let's Talk Oxfordshire.gov.uk website:

Oxfordshire Rights of Way Improvement Plan (RoWIP) – closes on 19 May 2025.

All-age autism strategy consultation – closes on 25 May 2025

Oxfordshire tobacco control strategy 2026-2030 – closes on 1 June 2025.

The "You said/We did" section gives a lot of information about forthcoming changes based on the surveys. This can be useful even when you didn't respond to the surveys.

At the induction day, we were asked to highlight this part of the website to our parishes as they do answer a lot of enquiries. The Transport and Travel box on the main page of OCC's website takes you through to a page where, at the bottom, there is "Latest road repairs" this takes you through to

[Highway Capital Programme - map view](#)

This tells you where all the sections of roads that are being repaired in 2025 -26 have been identified and what and possibly when that will happen.

This link tells you about the OCC roadworks and if you press the live roadworks button, it takes you through to One Network where there are all the live roadworks for that day:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/roadworks/major-current-roadworks>

This will tell you all the emergency works that have suddenly appeared with no notice.

142/25 Report from District Councillor(s).

DC Scott Houghton submitted a written report.

Climate Action Fund

As mentioned last month, the Climate Action Fund is now open for applications.

Local 'not for profit' organisations and town/parish councils can apply for a share of the £100,000 fund, with individual grants being between £250 and £10,000, and can cover up to 100% of a project's cost. The funding is aimed at community projects that help to address climate change and

nature recovery, alongside increasing awareness and knowledge of the importance of climate action and inspiring others to get involved.

Full details can be found at:

<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/community-support/grants/climate-action-fund/>

Joint Local Plan Update

Dates for the start of public hearings for the Joint Local Plan have been published. All hearing sessions will be held at Bee House on Milton Park. The first week of hearing dates and the topics covered are as follows:

- Tuesday 3 June 2025: Matter 1 – Procedural and Legal Requirements followed by Matter 2 – The Duty to Co-operate
- Wednesday 4 June 2025: Matter 3 – The Housing Target/Requirement
- Thursday 5 June 2025: Matter 4 – The Employment Land Requirement

Full details can be found on the examination website:

<https://www.southandvale.gov.uk/joint-local-plan-2041-examination/>

Major Council IT System Maintenance

For a period of just over one week, from 24 May 2025, VoWHDC is carrying out a major piece of essential maintenance work on the council's IT systems. This is part of the move from outsourced to in-house IT. This work will impact a significant proportion of the council's services. It will not be possible to view the planning registers and applications, land charges registers, or access many of the council's online forms. All planning application consultations will be extended by 14 days, and services will put into action their business continuity plans for this kind of situation. Most services will still be available either in person or over the phone.

143/25 Report from Representatives on Outside Bodies. None.

COUNCIL

144/25 Council's Strategic Plan.

- i. The next Strategic Plan Working Group meeting would be held on Thursday 5 June 2025 at 7.30pm via Teams.

TRAINING

145/25 Training/Events.

No member was available to attend the virtual OALC Councillor Forum on Thursday 15 May 2025..

FINANCE

146/25 Expenditure.

Council resolved to approve the following expenditure.

- i. Tim Light to carry out the independent examination of the Cumnor Public Purposes Charity of £300
- ii. Maltby's the Bookbinders to bind minutes 2022-2024 of £110.
- iii. Expenditure to install a mobile SID at Farmoor was deferred as additional information was required before making a decision.

NEIGHBOURHOOD PLAN REFRESH

147/25 Policy RNE 2 Flood Risk and Strategic Environmental Assessment.

Council noted that ONH Planning for Good had raised concerns with VWHDC of the inconsistent application of the NP policy RNE 2 on flood risk. Examples were supplied of when Council considered the planning application was not in accordance with the policy, but the case officer did. VWHDC replied that the policy was mentioned but it was not felt that the application conflicted with the policy and requested specifics as to why Council felt it did.

Council noted that the Strategic Environmental Assessment had been submitted to VWHDC.

PLANNING

148/25 Draft minutes of the Planning Committee held on Monday 28 April 2025.

Received.

149/25 Submitted Planning Applications.

The Council would submit the following observations:

Table 2 List of planning application.

Ref	Planning application number	Address and proposal
i	P25/V0855/HH	60 Robsart Place, Cumnor, Oxford OX2 9QT <i>Single storey pitched roof extension to rear of property.</i> Support.
ii	P25/V0839/HH	18B Turnpike Road, Cumnor, Oxford OX2 9JQ <i>Garage conversion to gym and home office, single storey cycle store extension at principal elevation, erection of greenhouse to side elevation.</i> Support.
iii	P25/V0909/HH	Sabine Valley Farm Barns, Cumnor Road, Farmoor, Oxford OX2 9NS <i>Detached carport.</i> Support.
iv	P25/V0919/HH	6 Scholar Place, Cumnor, Oxford OX2 9RD <i>Single storey side extension, internal alterations, new air source heat pump and replacement garage door.</i> Support.

150/25 To note Secretary of State appeals Noted.

Table 3 List of permitted planning application(s).

Ref	Planning application number	Address and proposal
1	APP/V3120/W/25/3364345 P24/V2480/FUL	96 Cumnor Hill, Cumnor, Oxford OX2 9HY <i>Subdivision of land to rear and erection of 4 bedroom 2 storey dwelling and detached garage. Use of new access to Cumnor Hill allowed by application P23/V1945/HH. Provision of fire appliance turning space, associated landscaping and bin store (as amended by plans and additional information submitted 3 February 2025 and amended description agreed 4 February 2025).</i>

151/25 Certificate of Lawful Development Application. Noted.

Table 4 Certificate of Lawful Development application.

Ref	Planning application number	Address and proposal
1	P25/V0905/LDP	3 Oakwood Way, Cumnor, Oxford OX2 9RW <i>Rear dormer roof extension to form a loft conversion.</i>

Gary Mason left the meeting.

152/25 Proposed Industrial installation (Solar Power Station) for the production of electricity on Green Belt land.

i. Proposed 'Botley West' solar power station.

- a. Council received the notes from the meeting with Stuart Walker, Major Applications Team Leader, VWHDC on Tuesday 1 April 2025. Chris Westcott gave a verbal update from the meeting with Stuart Walker on 6 May 2025. Mark Owen-Lloyd, PVDP had said at a recent Community Benefit meeting that VWHDC position on opposing the Red House Farm solar farm planning application had changed following recent changes to the NPPF and not winning on appeal solar farm applications that had been refused. Stuart said that robust arguments would be needed and navigated carefully.
- b. Council noted that HM Govt's Planning Inspectorate (PINS) has now published [Council's 'Rule 6' submission on the PINS website](#), and scheduled Council to be represented and present at the public sessions 13 -15 May 2025.
- c. Council noted the paper on Community Benefits from Oliver Wright.

- d. Verbal update on 8 May 2025 Community Benefits. Deferred as Oliver Wright not in attendance.
- ii. **Land West of Red House Farm, Farmoor.**
 - a. No new update.
- iii. **National Grid's Farmoor Substation.**
 - a. No new update.

153/25 Items for next month's agenda. None.

DATES OF FUTURE MEETINGS

154/25 Next meeting.

The next meeting would be held **on Monday 30 June 2025 at 7.30pm in Fogwell Road Pavilion, Fogwell Road, Dean Court.**

Further meetings would take place in **2025 on Mondays:** 4 August, 8 September, 6 October, 3 November and 1 December and in **2026** 5 January, 2 February, 2 March and 13 April.

The Annual Parish Meeting would take place on **Tuesday 5 May 2026 at 7.30pm venue TBC.**

The meeting closed at 9pm.

Signed..... Date.....2025

Annex 1

Cumnor Parish Council Committees 2025/2026

Committee	Members
Cumnor Public Purposes Charity	All members of the Council are Trustees
Environment and Amenities (8 members)	Basil England Dona Foster Alison Jenner Paula Lopez Gary Mason Judy Roberts Ray Stone Chris Westcott
Finance and General Purposes (5 members)	Alison Jenner Paula Lopez Gary Mason Chris Westcott
Fogwell Road Pavilion Management (3 members)	Alison Jenner Judy Roberts Gary Mason
Planning (3 members inc 4 plan receivers)	Dona Foster Judy Roberts 1 vacancy
Plan receivers	Laurence Waters - Dean Court and lower Cumnor Hill/Stanville Road Chris Westcott- Upper Cumnor Hill Share btwn plan receivers - Cumnor Village and Henwood Gary Mason - Farmoor
Appeals subcommittee (4 members) Not Chairman, Vice-chairman or mentor	Alison Jenner Paula Lopez Gary Mason Oliver Wright

Committee	Members
Personnel subcommittee (4 members) Not Chairman, Vice-chairman or mentor.	Paula Lopez Gary Mason Ray Stone Chris Westcott
Cumnor Fit for the Future Working Party	Dona Foster Alison Jenner Ray Stone
Strategy Working Party	Tom Christophers Gary Mason Laurence Waters Chris Westcott Oliver Wright
Ad hoc Cumnor Parish News writing group	Tom Christophers Dona Foster Alison Jenner Chris Westcott

The Chair and Vice Chair are ex-officio on all Committees apart from the Personnel and Appeals Committees.

(The Council Chair chairs the Finance and General Purposes Committee)

The Chairs of all other Committees are appointed at the first meeting of the committee following the Council's Annual Meeting.

Outside body	Representative
Brize Norton Local Consultative Working Group	Judy Roberts and Chris Westcott
Cumnor CofE School	Tom Christophers (4 year term)
Cumnor Conservation Group	Chris Westcott
Cumnor Minors FC & Closes Field Pavilion	Gary Mason
Cumnor Old School Charity Trust	Alison Jenner (4 year term – 1 representative)
Cumnor Village Hall	Alison Jenner
Dean Court Community Centre Association	Judy Roberts
Farmoor Village Hall	Ray Stone
Botley Traffic Advisory Committee	Alison Jenner
Parish Transport Representative	Alison Jenner