

Minutes of the Fyfield and Tubney Annual Parish Meeting and the Annual Parish Council Meeting held on Thursday 7th May 2026.

Annual Parish Meeting

There being no issues raised the chair moved on to the Annual Parish Council meeting.

Annual Parish Council Meeting

1. Election of Chair and Vice-Chair.

Mrs Penny Budgen was nominated by Dr. Hatzis, seconded by Mr. Keene as Chair. There being no other nominations, Mrs. Budgen was elected 'nem. con.'.

Dr. Sarah Stanhope was nominated by Mrs. Budgen, seconded by Mr. Keene as Vice-Chair. There being no other nominations, Dr. Stanhope was elected 'nem. con.'.

2. Present.

Mrs. Penny Budgen – Chair.

Dr. Dimitrios Hatzis.

Mr. Nicholas Keene.

Dr. Stephen Fraser – Clerk.

Mr. James Plumb – OCC Councillor.

Mr. Mark Coleman – VofWH Councillor.

Two members of the general public.

3. Apologies.

Apologies had been received from

Mrs. Claire Cable-Alexander.

Dr. Sarah Stanhope.

4. Minutes of the Last Meeting.

These were signed as a true record by the Chair.

5. David Wilson Homes Development.

The Clerk confirmed that he had forwarded the statement from the Technical Director to Mr. Varney.

The Clerk had enquired if a Traffic Management Plan had been published. To date, this had not been finalised but DWH were aware that it must be in place before construction commences.

Council had been made aware of a document from the Lead Local Flood Authority raising concerns about the site drainage. DWH confirmed that they were aware and anticipated another planning application would be submitted to address these issues. Given that, Council had supported application P25/V2700/S73 with a note stating that they expected another application to be submitted.

Councillor Plumb stated that the options for improving the junction at Frilford Lights was progressing. One of the options under consideration was proposed as a corollary to the original Lioncourt application for this development.

6. **Proposed Hills Quarry.**

Mrs. Budgen reported that TAG had no progress to report.

Councillor Plumb stated that OCC expected a full response from Hills by mid June which would be followed by another period of consultation with an anticipated decision date in September. He would visit the site with the officer in mid May.

7. **Play Area.**

Mr. Daley would shortly present a proposal for an area in the allotments to be set aside for children to play and also grow plants. A response from the Allotments Association was awaited.

8. **Church Community Space.**

There was no major progress to report. Underfloor heating had been abandoned because of cost. The monthly coffee mornings were proving popular and there would shortly be a Quiz Evening. The area would also be used for the Produce Show.

Mr. MacElvogue was in preparing a development timeline and costings. Council required sight of this before committing further money to the project.

9. **Produce Show.**

The Produce Show was scheduled for 8th August and would be within the church. Flyers requesting residents to Save the Date had been ordered and would be circulated shortly. Mr. MacElvogue was updating the entry forms which would then be made available on the parish web site. Dr. Stanhope would organise the raffle.

10. **Tubney Defibrillator.**

The Clerk had received a request for further information from Mrs. Seymore in Jubilee Cottage to which he had responded. A response that she was happy was now awaited.

Anticipated cost was in the region of £2,500 for the defibrillator and cabinet to which must be added the cost of fitting and wiring the cabinet.

11. **Planning.**

The following applications have been returned Supported.

- P25/V2702/MPO – FYF David Wilson Homes

The following application has been Supported subject to another application to address the Lead Local Flood Authority concerns.

- P25/V2700/S73 – FYF David Wilson Homes

12. **Finance.**

The Clerk reported the following transactions had occurred since the last meeting in the last financial year.

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|---|------------|
| • Precept Account Brought Forward. | £12,374.68 |
| • Easyspace Domain Fee | £45.14 |
| • Precept Account Carried Forward to 2026/7 | £12,329.54 |
| • CIL Account Carried Forward to 2026/7 | £15,290.90 |

The Clerk had circulated a statement of the years accounts which were duly signed by the chair as representing the position of the accounts at the end of the financial year.

The Clerk stated that the first instalment of the precept had been received. The current balance of accounts was as follows:

• Precept Account brought forward.	£12,329.54
• Precept received.	£5,500.00
• Available Precept	£17,829.54
• CIL Account brought forward.	£15,290.90
• Available CIL	£15,290.90

Mrs. Budgen presented two Dataprint invoices for Produce Show flyers and notices against Fly Tipping for £138.00 and £100.80 respectively. The Clerk would pay these through Internet Banking.

The Clerk had circulated a copy of the Financial Risk Assessment for the forthcoming financial year prior to the meeting. This had been modified to include dual authorisation for payments through internet banking. It was **resolved** to accept this assessment and it was duly signed and dated by the chair.

The Internal Audit Report had been circulated prior to the meeting. It was noted that in future the notice of the Exercise of Public Rights must be published on the parish web site as well as the notice boards. It was **resolved** to accept the report.

The Clerk presented the copy of the AGAR Certificate of Exemption stating that the gross income for the year in question was £11,087 and the expenditure was £11,120. These figures were under the threshold of £25,000 and the chair duly signed the certificate. **The Clerk to forward the certificate to the external auditors.**

The Annual Governance Statement was put to the meeting and it was **resolved** that the council had complied with all the statements therein. The Statement was duly signed by the Chair and the Clerk.

The Accounting Statement was presented to the meeting and found to agree with the previously signed off accounts. It was **resolved** to approve the statement and it was duly signed by the Chair.

It was **resolved** that the period for the Exercise of Public Rights would run from 3rd June 2026 until 14th July 2026.

The Clerk to publish the Notice of Conclusion of Annual Audit, upload the completed audit documents to the parish web site and the Notice of Public Rights to commence on the 3rd June 2026.

13. Adoption of Internet Banking.

Whilst the HSBC accounts had been successfully set up and the first instalment of precept had been paid into the current account, the transfer of money from NatWest via the bank switch service had been unsuccessful. **The Clerk to organise transfer by cheque.**

14. AOB.

Councillor Coleman drew attention to the Nature and Climate Action Fund that was open until 29th June. **The Clerk to forward details to Mr. MacElvogue with respect to the Community Space project.**

There was no news on a Unitary Authority for Oxfordshire but the government seemed to be preferring smaller groupings than originally envisioned. It was uncertain what this implied for the existing proposals for Oxfordshire.

There being no further items, the Chair closed the meeting at 8:22pm.

Next Meeting Thursday 10th September 2026.