

Minutes of the Fyfield and Tubney Annual Parish Meeting and the Annual Parish Council Meeting held on Thursday 8th May 2025.

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

Dr Hatzis was nominated by Mr. Keene, seconded by Mr. Woodward as Vice-Chair. There being no other nominations, Dr. Hatzis was elected 'nem. con.'.

2. Present.

Mrs. Penny Budgen – Chair.
Mrs. Claire Cable-Alexander.
Dr. Dimitrios Hatzis.
Mr. Nicholas Keene.
Dr. Sarah Stanhope.
Mr. Alan Woodward.
Dr. Stephen Fraser – Clerk.

Mr. Mark Coleman – VofWH Councillor.

Two members of the general public.

3. Apologies.

Apologies had been received from

Mr. James Plumb – OCC Councillor

4. Minutes of the Last Meeting.

These were signed as a true record by the Chair.

5. Matters Arising.

1. Parish Web Site .

The Clerk reported that the site was now live but marked as 'Under Development'. The new format was much more mobile device friendly. To date, he had received no comments from councillors or the public..

2. Fyfield Bus Stop Lighting.

The Oxford bound light continues to be a problem and has now stopped working altogether. Following representation by Mrs. Budgen, it was understood that OCC would be looking to replace the light completely.

6. District Councillor's Report.

Mr Coleman reported that the District Council had opened its Climate Action Fund to grant applications. He felt that this might be applicable to providing a water source to the parish allotments. **The Clerk to forward details to Lauren Small, chair of Fyfield Allotments Association who run the allotments.**

7. Fyfield Allotments.

A paper by Lauren Small outlining how water could be delivered to the allotments had been circulated to council prior to the meeting. It had proved difficult to get a water company interested in supplying water in a fair and equitable manner so that the ongoing usage costs were borne in proportion to individual usage. Speaking to other allotment societies, it appeared that the best approach would be to install a solar powered borehole.

At the moment, no firm figures were available but an initial survey would cost in the region of £1,150 and depending on the depth of water table, installation would be between £15,000 and £20,000.

As Lauren was unable to attend the meeting in person, she was contacted on Zoom.

It became apparent that the finances of the charity were well short of being able to fund this project. Annual income was of the order £1,000 with about £900 of that being divested in accordance with the charity's rules.

To date, no other organisation had been approached as a source of funding.

Whilst the Parish Council was sympathetic to the project, it was not in a position to fully fund the work and if it was to fund the survey, felt that there needed to be a good chance that all the funds were raised and the installation would be completed.

Lauren was asked to explore other forms of grant aid to establish whether the project could be fully funded. In the meantime, council would consider how it could financially assist.

The Clerk to forward details of the District's Climate Action Fund and also details of SSEN Community Grant Scheme.

In respect to getting information about the depth of the water table and hence the depth of bore hole, it was suggested that Lauren contact the Tubney Action Group regarding the water table surveys of the proposed Hills Quarry Site. In addition, there had been similar surveys done on the Lioncourt site by David Wilson Homes.

8. Proposed Hills Quarry & Tubney Action Group.

The council was informed that the inspector had requested further Regulation 25 submissions in respect to her own concerns and also requested that the substantial issues raised by TAG also be addressed.

9. Highways Issues.

1. Abingdon Road SID poles.

There had been no feedback from OCC regarding additional poles.

The Clerk had fully charged the new batteries but with the better weather, all SIDs were receiving sufficient charge in daylight to operate normally. There was no need to change batteries until the weather deteriorated so much that battery charge could not be maintained.

2. Kerb/Pavement at entrance to Manor Farm.

The work had now been done.

3. A420 40mph through Tubney.

Mr Coleman informed the meeting that this had not been raised as yet, at FATAAC (Faringdon Area Traffic Advisory Group). This despite the change to limit through Tubney Woods being reduced to 50mph and Oaksmeare to 40mph.

10. Church Community Space.

The Clerk reminded council that the grant from Councillor Ash's Priority Fund, requested last year, had been paid just before the end of the financial year. This grant was issued to help fund either a children's play area or assist the Church Community Space.

As the Play Area had been deemed no longer feasible given the lack of land, it was **resolved** that the £1,000.00 of this grant be passed to the PCC.

11. Memorial Garden.

Planting was now in progress and would continue in rotation to ensure there was a regular display of flowers.

Mrs Budgen queried if we needed a plaque in the garden to remember John Lay. As there was already such a plaque on the seat, it was deemed unnecessary.

12. Produce Show.

Flyers had been produced and circulated. Additional were available via a box on Fyfield notice board and on the web site.

Mrs Budgen asked council to think of what could be offered as raffle prizes with the proviso that they were of significant value.

Mrs Cable-Alexander would make enquiries as to whether a temporary liquor license was required for the event.

Councillors agreed a planning meeting will be held with all volunteers in the first week of July. Mrs Budgen will email/circulate details.

13. Planning.

The following applications have been returned Supported.

- P25/V0817/HH Willows Edge, Tubney

14. Lioncourt.

David Wilson Homes were holding a consultation event in KB&S village Hall on the 14th May. Details had been circulated to the parish by email and added to the village Facebook feeds.

The Clerk to forward details of the event to Mr. Coleman.

15. Finance.

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

Precept Account Brought Forward.	£5,812.75
OCC Councillor's Priority Grant received.	£1,000.00
Easyspace Domain Fee	£42.38
Easyspace Web Hosting (2 years)	£106.76
Precept Account Carried Forward to 2025/6	£6,663.61
 CIL Account Brought Forward to 2025/6.	 £20,988.99

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. In addition, Mrs. Budgen had been reimbursed for flyers and a replacement dog waste bin. The current balance of accounts was as follows:

• Precept Account brought forward.	£6,663.61
• Precept received.	£5,000.00
• Mrs. Budgen – Dataprint Speeding Leaflets	£59.00
• Mrs. Budgen – Marsh Lane Dog Waste Bin	£35.00
• Mrs. Budgen – Dataprint Fyfield Produce Show Leaflets	£164.00
• Available Precept	£11,405.61
• CIL Account brought forward.	£20,988.99
• Available CIL	£20,988.99

The Clerk informed council that he did not expect any more CIL monies in the foreseeable future and that the current money should be spent within five years or be returned to District.

The Clerk had circulated a copy of the Financial Risk Assessment for the forthcoming financial year prior to the meeting. 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 **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 £20,801 and the expenditure was £15,904. 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.

The Clerk to publish the Notice of Conclusion of Annual Audit, upload the completed audit documents to the parish web site and set the Notice of Public Rights to commence on the 3rd June 2025.

The Clerk suggested that we apply for internet banking to avoid paying most bills through personal accounts. The system offered by NatWest, however, did not offer multiple authorisation above a payment limit. Instead it required either single authoriser or multiple for all transactions. It was not clear how automated the latter would be. **The Clerk to explore the mechanism for multiple authorisers.**

16. AOB.

Dr. Hatzis informed council that they should consider standing for vice-chair in the future as he did not feel he would be able to take on the position of chair in the future.

There being no other items, the Chairman closed the meeting at 9:13pm.

Next Meeting Thursday 11th September 2025.