

**Minutes of Wendlebury Parish Council Meeting
held in the Wendlebury Village Hall on Thursday, 26th March 2026**

Councillors Present: Doug Blake (Chairman), Adrian Redford, James Daulton, David Ford and John Miller.
In Attendance: Brian Inglis (Parish Clerk and RFO), Cllr Laura Gordon (OCC)
Residents: No residents present.

1. To receive Councillor Apologies for Absence (Clerk)

There were none.

2. To Record Members' Declarations of Interest Regarding the Agenda Items (Clerk)

Nothing was declared

3. To Approve and Sign the Minutes of the Parish Council Meeting of 29th January 2026 (Clerk)

Councillors **RESOLVED** that the minutes be accepted as a true and accurate record of the meeting.

4. Public Participation – None

5. To receive a report from the District/County Councillors

Cherwell District Council – No report

Oxfordshire County Council – Cllr Laura Gordon gave a verbal update on OCC matters, including potholes, advice on the Fix My Street programme, details of a new Flood Warden scheme, and a planned speed limit review.

Cllr Gordon gave brief details of a proposed Quiet Ways programme, and Councillors confirmed that Wendlebury PC are interested in being involved in a pilot scheme, noting that this would require resident consultation and continued correspondence with Tritax. Cllr Gordon will connect the PC with the relevant officer for this scheme.

6. Update on Progress from the previous Minutes – none noted

7. Finance – update (RFO)

7.1 Invoices and Payments for March – Councillors **RESOLVED** and agreed to the January payment schedule sheet (previously circulated)

7.2 Budget Monitoring – Councillors approved the report

7.3 Reconciliation of Bank Accounts – Councillors approved the report (previously circulated).

8. Governance

8.1 Asset Register 2026 – Councillors approved the updated Asset Register document, as checked and updated by The Clerk and Cllr Blake on 24th February 2026

8.2 Risk Register 2026 – Councillors approved the Financial and Operational Risk Register for 2026.

8.3 IT and Email Policy – Councillors approved the adoption of this new policy, adapted by The Clerk from the model policy as shown in the latest SAA Practitioners' Guide and satisfying Assertion 10.

8.4 At the request of the Clerk, Councillors agreed to consider an Accounting Software Package, subject to more information on the benefits and cost of onboarding. (Action – Clerk to supply the information).

9. Allotments -

Cllrs Blake and Redford gave an update on planned work to protect and separate the individual plots, by using fence posts already held by the Parish Council and purchasing extra as required. The Clerk reported that all allotment tenants have returned signed contracts and have made rental payments.

10. Flood Grant Application – The Clerk reported that the agreed grant amount of £5860.00 from the OCC Flood Project has been received and accounted for under Earmarked Reserves.

11. Highways –

11.1 Cllr Blake reported on a useful meeting with the organisers of the Megaphonics 2026 event to be organised by Boxengasse over the weekend of 1st and 2nd August. The organisers have committed to implementing a traffic management plan, which will be communicated to residents and the PC in due course.

11.2 Cllr Blake noted no progress on attempts to secure funding for new MVAS units for the village.

11.3 As agreed with Cllr Gordon in this meeting, Cllr Blake can now, as a Super User, report extreme issues on Fix My Street and send a message directly to Cllr Gordon with a request to escalate.

12. Community Speed Watch –

Councillors discussed an offer from Weston-on-the-Green PC to make use of a free-standing traffic gun and agreed to make contact and accept this kind offer from a neighbouring PC.

Cllr Ford reported that Speed Watch sessions will start again soon, with the improving weather and daylight. Councillors agreed that a suggestion to attach a mirror on the highway through the village would not be pursued, following advice from an OCC Highways Officer on the matter.

13. Wendlebury Community Minibus –

Councillors discussed information received from the bus operators and decided that it is not appropriate for the PC to make a financial contribution at this time. It was agreed to pass details of funding opportunities to the operators.

14. General Planning Matters

- 14.1** Cllr Blake gave a brief update on the progress of the TRITAX Application (no 25/00284/F).
- 14.2** The Clerk noted that the Bicester MAP Plan was taken to Oxfordshire CC Cabinet on 17th March, with no announcement on the decision yet.
- 14.3** The Clerk noted that the first round of hearings in the examination of the Cherwell Local Plan 2042 has taken place, with no dates scheduled for the Stage 2 hearing session. The Programme Officer has acknowledged the request from Wendlebury PC to participate.

15. Planning Applications – to consider all recent applications received from Cherwell District Council, detailed below, and any other planning applications submitted between the circulation of this Agenda and the meeting:

- 15.1 New Planning Applications: - to note**
26/00579/F Park Farm House, St Giles Close, Wendlebury OX25 2PW
Proposal: Proposed demolition of collapsed stone wall and rebuilding and extension to existing garage (re-submission of lapsed 14/00617/F)
Response: TBC. Comments, if any, will be available to view on the Cherwell DC planning portal.
- 15.2 Planning Applications Pending: - to note**
25/01210/F Elm Tree Farm, Main Street, Wendlebury, OX25 2QA
Proposal: Erection of an agricultural building for general agricultural storage, with an agricultural workshop area.
Response: No Comment.
- 15.3 Planning Application Decisions: – To note the following decisions**
25/02763/LB Park Farm Cottage, St Giles Close, Wendlebury OX25 2PZ.
Proposal: Removal of glazed roof. Form new tiled roof with 2no. rooflights and valley gutter. Form glazed gable.
Response: No Comment, delegated to Cherwell DC Conservation Officer. PERMITTED
25/03313/F Park Farm Cottage, St Giles Close, Wendlebury OX25 2PZ.
Proposal: Removal of glazed roof and side windows, build up flank wall in stone and form new tiled roof.
Response: No Comment, noting the association with Appn 25/02763/LB. PERMITTED
25/03304/F 15 Rectory Close, Wendlebury OX25 2PG.
Proposal: Single storey rear extension. Conversion of garage and porch extension with pitched roof.
Response: No Objection. PERMITTED

16. Annual Parish Meeting – Thursday, 28th May 2026, at 6:30 pm – Wendlebury Village Hall

17. Date of next meeting – Thursday, 28th May 2026 at 7.00 pm - Wendlebury Village Hall

The meeting closed at 8.51 pm

Signed Date