

# Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

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## Minutes of Kidlington Parish Council

Held at Exeter Hall on Thursday 29 May 2025 from 7.30pm

**Councillor Present:** Cllr Lesley McLean – Chair, Cllr Naveed Barakzai Pace, Cllr Alison Street, Cllr David Thurling, Cllr William Easdown Babb, Cllr Ian Middleton, Cllr Melanie Moorhouse, Cllr Doug Williamson, Cllr Dave Kanonuwa, Cllr Fiona Mawson, Cllr David Betts, Cllr Nik Soheili, and Cllr Linda Ward

**In Attendance:** Sarah Kearney (Parish Clerk)

**Residents:** 11 – Residents in total

**Apologies:** Cllr Phil Wyse, and Cllr David Robey – Vice Chair

### **25/30 To elect the Chair for the year 2025/26**

The Council unanimously **RESOLVED** and voted Cllr Lesley Mclean as Chair of Kidlington Parish Council for 2025/26

### **25/31 To receive Councillor's Apologies for Absence**

The Council received and accepted apologies from Cllr Phil Wyse and Cllr David Robey

### **25/32 To elect the Vice Chair for the year 2025/26**

The Council unanimously **RESOLVED** and voted Cllr David Robey as Vice-Chair of Kidlington Parish Council for 2025/26

### **25/33 To Record Members' Declarations of Interest regarding the Agenda Items**

To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct, and to note any gifts and hospitality (please refer to the notes at the end of the agenda).

**Nothing to Declare**

### **25/34 To facilitate public participation with regard to items on the agenda – Public participation is limited to 10 minutes in total. Members of the public may make only one address to the Council of no more than Five minutes' duration and only concerning topics on the agenda.**

10 – Members of public attended but didn't speak

1 – Present for the whole of the meeting

### **25/35 To Approve and Sign the Minutes of the Parish Council meeting of [20 March 2025](#)**

The Council unanimously **RESOLVED** that the minutes be accepted as a true and accurate record of the meeting and were signed by the Chair Cllr Lesley Mclean

**25/36 Governance:**

**25/36.1 Resignation of Councillor David Thurling** – to acknowledge that Cllr D Thurling will be leaving on Thursday, 29 May.  
The Council unanimously **RESOLVED** and acknowledged the receipt of Cllr David Thurling a resignation letter and thanked him for all the hard work for the Council

**25/36.2 Committee Structure and Terms of Reference** – to consider and agree

**25/36.2a [Development and Strategy Terms of Reference](#)**

The Council unanimously **RESOLVED** and agreed to the Development and Strategy Committee Terms of Reference

**25/36.2b [Community Committee Terms of Reference](#)**

The Council unanimously **RESOLVED** and agreed to the Community Committee Terms of Reference

**25/36.2c [Finance and Assets Committee Terms of Reference](#)**

The Council unanimously **RESOLVED** and agreed to the Finance and Assets Committee Terms of Reference

**25/36.2d [Personnel Committee Terms of Reference](#)**

The Council unanimously **RESOLVED** and agreed to the Personnel Committee Terms of Reference

**25/36.3 Policies – to consider and agree to re-adopt or adopt:**

**25/36.3a [Standing Orders](#) – adopt** – new amendments

The Council unanimously **RESOLVED** and agreed to the new amendments to the Standing Orders

**25/36.3b [Code of Conduct](#) – re-adopt**

The Council unanimously **RESOLVED** and agreed to re-adopt the Code of Conduct

**25/36.3c [Scheme of Delegation](#) – adopt** – new version

The Council unanimously **RESOLVED** and agreed to the new version of the Scheme of Delegation

**25/36.4 To elect a Chair and Vice Chair and members to the Committees:**

**25/36.4a Development and Strategy Committee**

The Council unanimously **RESOLVED** and agreed to Cllr Lesley Mclean as Chair and Cllr Linda Ward as Vice-Chair for 2025/26, also attending will be Cllr David Betts, Cllr Will Easdown Babb, Cllr Dave Konanuwa, Cllr David Robey, Cllr Nik Soheili, and Cllr Phil Wyse.

**25/36.4b Community Committee**

The Council unanimously **RESOLVED** and agreed to Cllr Melaine Moorhouse as Chair and Cllr Alison Street as Vice-Chair for 2025/26, also attending Cllr Nav Barakzai Pace, Cllr Fiona Mawson, Cllr Lesley Mclean, Cllr Nik Soheili, Cllr Doug Williamson, and Cllr Phil Wyse.

**25/36.4c Finance and Assets Committee**

The Council unanimously **RESOLVED** and agreed to Cllr Nik Soheili as Chair and Cllr Dave Konanuwa as Vice-Chair for 2025/26, also attending will be Cllr David Betts, Cllr Ian Middleton, Cllr Lesley Mclean, and Cllr Alison Street

	<p><b>25/36.4d Personnel Committee</b>  The Council unanimously <b>RESOLVED</b> and agreed to Cllr Alison Street as Chair for 2025/26, Vice Chair will be chosen at the next Personnel meeting, also attending Cllr Lesley Mclean, Cllr Linda Ward, Cllr Nik Soheili, Cllr Dave Konanuwa, Cllr Melanie Moorhouse and Cllr David Robey</p>
<b>25/36.5</b>	<b>To elect members for working groups</b>
	<p><b>25/36.5a Exeter Close Working Group</b> – reporting to Full Council  <b>Attending:</b> Cllr Lesley Mclean, Cllr Alison Street, Cllr Dave Konanuwa, Cllr Phil Wyse, Cllr David Betts, Cllr Nik Soheili, Cllr D Robey and Sarah Kearney - Clerk</p>
	<p><b>25/36.5b Communications/IT Working Group</b> – reporting to Full Council  <b>Attending:</b> Cllr Lesley Mclean, Cllr Phil Wyse, Cllr Will Easdown Babb, Cllr Nav Barakzai, and Sarah Kearney - Clerk</p>
	<p><b>25/36.5c Stratfield Brake Liaison Working Group</b> – reporting to Full Council  <b>Attending:</b> Cllr Phil Wyse, Cllr Lesley Mclean, Cllr David Betts, Sarah Kearney – Clerk, and Liam Didcock - CDC</p>
	<p><b>25/36.5d Stratfield Brake Handover Working Group</b> – reporting to Full Council  <b>Attending:</b> Cllr Lesley Mclean, Cllr Phil Wyse, Cllr Dave Konanuwa, and Sarah Kearney - Clerk</p>
	<p><b>25/36.5e Flood Defence Working Group</b> – reports to Full Council.  <b>Attending:</b> Cllr David Betts, Cllr Linda Ward, Cllr Lesley Mclean, Cllr Fiona Mawson, Cllr Ian Middleton, and Sarah Kearney - Clerk</p>
	<p><b>25/36.5f Funding, and Grants Working Group</b> – report to Full Council and Finance and Assets  <b>Attending:</b> Cllr Dave Konanuwa, Cllr David Robey, Cllr Lesley Mclean, Cllr Nik Soheili, and Sarah Kearney - Clerk</p>
	<p><b>25/36.5g Natural Environment Working Group</b> – reports to Finance and Assets.  <b>Attending:</b> Cllr Alison Street, Cllr Fiona Mawson, Cllr Doug Williamson, Rhiannon Young – Wild Oxfordshire, Graham Kearney – Facilities Manager, and Ruth Mo – Growing Spaces Co-Ordinator</p>
	<p><b>25/36.5h Allotments Working Group</b> – reporting to Finance and assets, and the Community Committee.  <b>Attending:</b> Cllr Fiona Mawson, Cllr Doug Williamson, Graham Kearney – Facilities Manager, and Les Dent – Community Projects Officer</p>
	<p><b>25/36.5i Park Hill/Wheeled Sports Park Working Group</b> – Reporting to Community/Finance and Assets  <b>Attending:</b> Cllr Alison Street, Cllr Phil Wyse, Cllr Dave Konanuwa, Cllr Lesley Mclean, and Sarah Kearney – Clerk.</p>
	<p><b>25/36.5j Member for Local Government Reorganisation</b> – reporting to Full Council  <b>Attending:</b> Cllr David Robey</p>
	<p><b>25/36.5k Policies Working Group</b> – reporting to Full Council  <b>Attending:</b> Cllr David Robey and Sarah Kearney - Clerk</p>
<b>25/36.6</b>	<b>To elect members for the External working groups:</b>

25/36.6a	Kidlington Recreational Trust – <b>Cllr Nav Barakzai Pace, Cllr Phil Wyse, and Sarah Kearney - Clerk</b>
25/36.6b	Kidlington Eco Group (KEG) – <b>Cllr Fiona Mawson, Cllr Alison Street, Cllr Doug Williamson</b>
25/36.6c	Kidlington Connections – <b>Cllr Phil Wyse</b>
25/36.6d	Oxford Airport Consultative Committee – <b>Cllr Nik Soheili</b>
25/36.6e	Oxfordshire Association of Local Councils – <b>Sarah Kearney - Clerk</b>
25/36.6f	Parish Transport Representative – <b>Cllr David Betts</b>
25/36.6g	Police Community Forum - <b>Cllr Nav Barakzai Pace</b>
25/36.6h	St Mary's Fields Management Committee – <b>Cllr Doug Williamson</b>
25/36.6i	Traffic Advisory Committee – <b>Cllr David Betts and Sarah Kearney - Clerk</b>
25/36.6j	Area Oversight Group (Five Parishes) – <b>Cllr David Betts</b>
25/36.7	<a href="#"><u>Calendar of Meeting Dates 2025/26</u></a> – to approve the calendar of meeting dates for 2025/26 The Council unanimously <b>RESOLVED</b> and agreed to the Calendar of meeting dates
25/36.8	<b>Councillor's Allowance for 2025/26</b> – to acknowledge that members can receive a councillor's allowance The Council unanimously <b>RESOLVED</b> and acknowledged that members can receive a councillor's allowance, and finance has been notified who would like to claim this.
25/36.9	<a href="#"><u>Risk Assessment for 2025/26</u></a> – To consider and agree The Council unanimously <b>RESOLVED</b> and agreed to the Risk Assessment for 2025/26
25/36.10	<b>Responsible Financial Officer</b> – to approve the appointment of Laura Pike The Council unanimously <b>RESOLVED</b> and agreed to the appointment of Laura Pike for the RFO position.
25/37	<b>Annual Governance and Accountability Return 2024-25</b>
25/37.1	<a href="#"><u>To consider, approve, and sign Section 1</u></a> (Annual Governance Statement 2024-25) – to consider and agree The Council unanimously <b>RESOLVED</b> and agreed to AGAR Section 1, which was signed by the Chair and Clerk
25/37.2	<b>To consider, approve, and sign Section 2 (Accounting Statements 2024-25)</b> – to consider and agree The Council unanimously <b>RESOLVED</b> and agreed to AGAR section 2, which was signed signed by the Chair and Clerk
25/37.3	<a href="#"><u>Notice of Public Rights</u></a> – to consider and agree The Council unanimously <b>RESOLVED</b> and agreed to the Notice of Public Rights
25/37.4	<a href="#"><u>Final Internal Report</u></a> and <a href="#"><u>AGAR Report</u></a> – to acknowledge the report The Council unanimously <b>RESOLVED</b> and agreed to the Final Internal Report and AGAR report
25/37.5	<b>Internal Auditor Contract Renewal</b> – to acknowledge that the KPC will continue with this company

- The Council unanimously **RESOLVED** and acknowledged that KPC will continue with this company
- 25/37.6 Final Expenditure and Income Report**– report to follow  
The Council unanimously **RESOLVED** and accepted the RFO report
- 25/37.7 AGAR signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘Specific and identifiable threats’ of identity theft and GDPR concerns.  
The Council unanimously **RESOLVED** and agreed to the redaction of signatures from the AGAR
- 25/38 Update on Progress from the Committee Minutes** - updates
- 25/38.1 Development and Strategy Committee** – to consider the draft minutes held on [10 April](#) and [8 May](#), and to note any recommendations or actions
- 25/38.2 Personnel Committee** – to consider the confidential draft minutes held on **9 May**, to note any recommendations or actions
- 25/39 To receive a report from KPC Working Groups:**
- 25/39.1 Exeter Close Working Group** – update  
[Architect Report](#) – update provided and noted.
- 25/39.2 Communications & IT Working Group** – Breakthrough communications to be noted, IT/Comms Group to be authorised to accept supplier quotation within budget.  
The Council unanimously **RESOLVED** to delegate authority to the Communications Group to obtain quotations for the website and to appoint a company, without the need to report back to Full Council, provided the expenditure remains within the agreed budget.
- 25/39.2a New Website** – IT/Comms Groups provided a website [specification](#) which was agreed. IT/Comms Groups to be authorised to accept supplier quotation within budget.  
The Council unanimously **RESOLVED** and agreed to the specification for the new website
- 25/39.3 Flooding Defence Working Group** – update  
[Link to S19 report.](#)  
[Draft Minutes from 12 May meeting](#) – report  
**CLlr David Betts reported:**  
Notes were provided from the last meeting, which was attended by representatives from Thames Water, Oxfordshire County Council (OCC), Cherwell District Council (CDC), and Kidlington Parish Council (KPC). There are currently two key areas of concern in Kidlington regarding flooding: **Mill End** and **Garden City**.  
**Mill End:**  
It was initially unclear why this area had been experiencing such severe flooding. However, now that the Parish Council has received sewerage records from Thames Water (which pertain to surface water, not foul water), it appears that water drains to a valve near a house on Water Mead. This area needs to be inspected, as it is believed to be the source of the problem.  
OCC is in the process of cleaning out drains across the county. They have confirmed that Mill End has already been completed, but the Parish Council is awaiting confirmation of the scheduled dates for the rest of Kidlington.

### **Garden City:**

A Section 19 (S19) flood investigation report has been completed for this area, with Oxfordshire County Council acting as the lead authority.

The main issue in Garden City is the absence of a public surface water system and soakaways. However, there is a major drainage channel that runs through roads, properties, and gardens before discharging somewhere near Stratfield Brake Farm.

Several issues need to be addressed around Stratfield Brake Farm, including the condition of streams, ditches, and their connection to the canal.

Additionally, some water in this area drains toward a pumping station located on Morton Avenue, but it takes considerable time to reach that point.

A meeting is being arranged with Thames Water, CDC, OCC, and KPC to assess the pumping station and determine the next steps.

KPC has applied for flood grant funding from OCC and are awaiting a response.

**25/39.4**

**Stratfield Brake Liaison Working Group** – update

CDC has now confirmed that, from 31 March 2026, Stratfield Brake will be handed back to KPC. A Stratfield Brake Handover Group has been established to oversee all required documentation moving forward.

**25/40**

**To receive a report from KPC members representing the Council on outside bodies:**

**25/40.1** **Kidlington Recreational Trust** – update

The Council noted and expressed satisfaction with the report that was provided

**25/40.2** **[Kidlington Connections](#)** – update

The Council noted and expressed satisfaction with the report that was provided

**25/40.3** **Traffic Advisory Committee** – update

**[TAC meeting on 14 May](#)**

The Council noted and expressed satisfaction with the report that was provided

**25/40.4** **Police Liaison** – No meetings.

**25/40.4a** **[Kin Letter](#)** – to consider and agree whether PC should sign up for this

The Council agreed that this is something which the office may want to pick up when they have extra staff in the office.

**25/40.4b** **[Meeting with Neighbourhood Police on 19 May](#)**

**25/40.4c** **[Safe Home Poster](#)** – The Council noted and expressed satisfaction with the report that was provided and noted additional material from TVP.

**25/40.5** **ANPR** – update from Cllr Middleton

**Cllr Middleton reported:** This is an ongoing project intended to replace the rising bollard that has never worked properly. It should be in place within the next few months.

**25/40.6** **[Natural Environment Working Group](#)** – update

The Council noted and expressed satisfaction with the report that was provided

**Suspended the Standing Orders** – to continue with the meeting after 9.30pm

**25/41**

**Parish Matters**

**25/41.1**

**Alderman Wise Award** – to acknowledge that Django La Porte has been given this award and presented a £500 cheque  
Cllr Lesley Mclean presented Django La Porte a cheque for £500

- 25/41.2**      **Forum Building, OCC as for decarbonisation works, reports attached** – to consider and agree
- 25/41.2a**      [Deed of Variation – 05/02/2005](#)
- 25/41.2b**      [Lease dated – 08/09/1970](#)
- 25/41.2c**      [Forum Yth Centre – Mesh Energy](#) – Zip file
- 25/41.2d**      [Forum Yth Centre – V2](#)
- 25/41.2e**      [Forum Yth Centre – Valk P Planner Project report](#)
- The Council unanimously **RESOLVED** to approve the proposed works and agreed that the Clerk should email OCC to give the go-ahead
- 25/41.3**      **Volunteers Evening** – to consider and agree whether KPC should repeat this next year.  
The Council unanimously **RESOLVED** to agree that they would like to make this a yearly event.
- 25/41.4**      **Response to OUFC latest update** –  
Cllr Lesley McLean recused herself from the discussion and voting due to her position on planning at CDC.  
The Council **RESOLVED** by general assent to submit the response and the accompanying letter to the Head of Planning.  
No formal vote was taken.

**25/42**      **To receive reports from Cherwell District Councillors** - update  
The Council noted and expressed satisfaction with the report that was provided

**25/43**      **To receive reports from Oxfordshire County Councillors** - update  
The Council noted and expressed satisfaction with the report that was provided

- 25/44**      **Chair's Announcements**
- [Science Wonder Garden Party](#) – 21<sup>st</sup> June – 11.00 – 4.00pm at Begbroke
  - **Bloombridge** - has now submitted the planning application to CDC. A meeting will be arranged with them and the Development and Strategy Committee. The Clerk is to arrange this.
  - **Staff Reviews** - are ongoing, Councillors may receive a phone call from the SLCC representative.
  - **Action Plan** – will be circulated for agreement once this has been reviewed by the Chair and Clerk.
  - **CDC Parish Liaison Council meeting** - is face-to-face at the new council offices at Castle Quay.
  - **New Logo for Kidlington Parish Council** - there is going to be a competition which is running through the primary schools of Kidlington for the children to design a new logo for the PC. The clerk confirmed that all the information had already been sent to the schools

**Date of Next Meeting:**      **Thursday, 26 June 2025 from 7.30pm**

**Meeting Finished:**      **9.55pm**