

**Councillors present:** Cllr Lesley McLean – Chair, Cllr David Robey – Vice Chair, Cllr Doug Williamson, Cllr Dave Kanonuwa, Cllr Fiona Mawson, Cllr David Betts, Cllr Phil Wyse, Cllr Alison Street, Cllr Melanie Moorhouse, Cllr Robert Packard, Cllr Linda Ward, Cllr Naveed Barakzai Pace, Cllr William Easdown Babb, and Cllr Nik Soheili

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

**Residents:** 9

**Apologies:** Cllr Ian Middleton

**25/97 To receive Councillors' Apologies for Absence**

The Council unanimously **RESOLVED** and accepted the apologies from Cllr Ian Middleton

**25/98 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.

Cllr Fiona Mawson declared an interest in relation to Section 8.3 (SB) in her capacity as a Councillor to GWEPC. Cllr Lesley McLean asked Cllr Mawson whether she would be leaving the room or remaining for the item. Cllr Mawson confirmed that she would remain in the meeting but would abstain from voting if a vote were to take place.

Cllr Lesley McLean then reminded all Councillors that Section 8.3 contained recommendations for Council to consider and that no proposal had been made for this section to be voted on.

**25/99 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.**

**8** – members from the Rugby Club - See item 104.3.

**1** – Resident – didn't speak

**25/100 To Approve and Sign the Minutes of the Parish Council meeting of 30 October 2025 and Extraordinary Meetings on 11 December 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

**25/101 Governance:**

**101.1 LGR – Local Government Reorganisation – Verbal update.**

Cllr Robey reported that a letter had been sent to surrounding Parish Councils requesting support and the collection of signatures to a set of objections to the Greater Oxford proposal, with the intention of submitting this to the relevant Minister. Cllr

McLean reported that a formal consultation is expected to take place, likely during the spring period.

- 101.2 To Elect a Vice-Chair for D&S** – for the Full Council to consider and agree  
The Council unanimously **RESOLVED** that Cllr David Robey be appointed as Vice-Chair of the Development and Strategy Committee.  
The Council also recorded its thanks to Linda Ward, who has stood down as Vice-Chair. The Committee wished to place on record its appreciation for her knowledge, experience, and continued input into Development and Strategy Committee meetings.
- 101.3 New Grants Policy** – to be considered and approved  
The Council unanimously **RESOLVED** to approve the new Grants Policy and Application Forms, subject to minor wording amendments. The Council further agreed that the Policy and Forms will be reviewed prior to the commencement of the budget setting process in September 2027.
- 101.4 Bronze Award for Local Council Award Scheme** – to be considered the attachment and approved by Full Council  
The Council unanimously **RESOLVED** and approved that an application be submitted on behalf of the Council for the Bronze Award Scheme.
- 101.5 Consideration of the Parish of Kidlington becoming a town** – verbal update  
Councillors held a detailed discussion regarding this matter and gave consideration to the local engagement that has already taken place. Following this discussion, it was agreed that a detailed proposal with arguments be prepared, incorporating responses received from the resident consultation. This will be presented to an Extraordinary Full Council Meeting scheduled for 12 February at 8.00 pm for review on whether to take this to a vote.

25/102

**Finance:**

- 102.1 Finance Report for End of December** – to consider the attachment  
The Council unanimously **RESOLVED** and acknowledged the Finance Report for December
- 102.2 Budget Monitoring Sheet for December** – to consider the attachment  
The Council unanimously **RESOLVED** and acknowledged the Budget Monitoring Sheet for December
- 102.3 Reserves** – to consider and approve the recommendation from the Finance and Assets meeting  
The Council unanimously **RESOLVED** and approved the Reserves sheet.

25/103

**Update on Progress from the Committee Minutes**

- 103.1 Development and Strategy Committee** – to consider and note the draft minutes of the meeting held on **6 November, 4 December, and 15 January**, and to note any recommendations or actions
- 103.2 Personnel Committee** – to consider and note the report for **20 December**.  
Cllr Alison Street reported that further recommendations and actions from this meeting needed to be discussed in the Confidential section
- 103.3 Finance & Assets Committee** – to consider and note the draft minutes of the meeting held on **11 December and 15 January**, and to note any recommendations or actions.
- 103.4 Community Committee** – to consider and note the draft minutes of the meeting held on **6 November and 22 January**, and to note any recommendations or actions.  
Cllr Melanie Moorhouse reminded all Councillors of the three major annual events organised by the Parish Council, and requested that they reserve these dates in their diaries, as their assistance will be required:
- Gala Day – 18 July

- Fireworks – 5 November
  - Christmas Lights – 17 December
- She also reminded Councillors of the Volunteer Evening on 29 April.

25/104

**To receive a report from KPC Working Groups:**

**104.1 Exeter Close Working Group – to consider the attachment**

The Exeter Close Working Group met with the architects on 14 January to review two design options for the site. The architects presented Option 1 – a completely new build – and Option 2 – redevelopment of the existing building. After a detailed discussion, the Working Group concluded that Option 1 would be the preferred option for the Council to consider. Cllr David Betts prepared a paper outlining the details of this recommendation. The Council agreed that Option 1 was the preferred approach and resolved that the next stage should be to obtain detailed costings for the proposed new build, with a budget of £25,000 allocated to support this stage of the project. The Council unanimously **RESOLVED** and agreed to allocate a further £25,000 of funds for this project.

**104.2 Flooding Defence Working Group – Verbal update on further grants from CDC**

A flood update meeting was held on 28 January, described as the most productive meeting the Council has had to date regarding progress on local flood issues, with Thames Water representatives present to answer outstanding questions. Minutes of the meeting will be circulated with further details. Key items discussed, and actions identified included:

- Gully cleaning is scheduled to commence next week. Questions were raised regarding the condition of the pipes connected to the drains and the procedure if these become blocked.
- The three main valves at Mill End have been inspected.
- Section 19 (S19) reports covering Oxford Road, Mill End, and Croxford Garden were reviewed.
- The Council is continuing to seek volunteers to act as Flood Wardens; one potential volunteer has been identified, but additional wardens are needed.
- A Community Flood Plan is being prepared and will be submitted to the Clerk for adoption by Kidlington Parish Council.

**As the scheduled meeting time had elapsed, Councillors were asked whether they were content to suspend Standing Orders in order to continue the meeting. Councillors agreed to suspend Standing Orders to allow the meeting to proceed.**

**104.3 Stratfield Brake Liaison Working Group – to consider the attachment**

**This section was moved to the start of the meeting:**

Eight members of the Rugby Club were in attendance at the meeting, with three representatives speaking on behalf of the Club. They addressed the Council regarding their concerns about the recommendations put forward by the Stratfield Brake Liaison Group. The Club also expressed concern that its proposal to operate Stratfield Brake had not been presented to the Council or relevant Committee for consideration. Following their ten-minute presentation, the Rugby Club representatives handed the Proper Officer a document and a petition requesting that a Parish Meeting be called under the Local Government Act 1972.

Following the Club's presentation, the Parish Council Chair brought to the Council's attention an email that had been circulated to all Councillors by the Club, which the Chair considered to contain personal criticism of her in her role as Chair. The Chair addressed key points raised within the correspondence and strongly refuted the personal criticism.

The Chair then invited Councillors to comment or ask questions regarding the recommendations. This was followed by a detailed discussion regarding the process. It

was subsequently agreed that the recommendation paper should be referred back to the Development and Strategy Committee, alongside the Rugby Club's proposal to operate Stratfield Brake, for further consideration

**104.4 Funding and Grants Working Group – Verbal update**

Cllr Dave Kanonuwa reported that he is working in partnership with an officer from Cherwell District Council on a National Lottery funding application to explore opportunities for the Parish Council to secure funding to support and enhance green spaces.

**104.5 Environmental Working Group – Verbal update**

Cllr Doug Williamson reported that a meeting had been held earlier that afternoon regarding the Exeter Close project, specifically the proposal for tree planting to provide shade. It was noted that the Finance and Assets Committee had agreed that this project could proceed, as funding had been identified to support it. He also reported that concerns had been raised about utility company work vans being parked on verges and other Kidlington Parish Council green spaces, resulting in damage to Council land. It was agreed that the Parish Council would write to the utility companies to request that the damage be rectified

**25/105**

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

**105.1 Kidlington Recreational Trust – to consider the attached email**

Cllr Phil Wise reported, as per the update report circulated, that the only outstanding issue being chased was the Tiffins lease. The Clerk explained that this lease had been initiated before she came into her position and that she did not have detailed knowledge about it, however it appears that the appropriate due diligence has not been carried out. She noted, however, that KRT requires a decision in good time. Additionally, it was highlighted that the KRT lease specifies that the facilities can only be leased out for sport-related purposes. Therefore, the contract needs to be sent to our solicitor for advice.

**105.2 Kidlington Connections – Verbal update**

Big Breakfast next morning, otherwise, no further updates

**105.3 Traffic Advisory Committee – update**

No further meeting since the last Full Council meeting

**105.4 Police Liaison – update**

No further meetings have occurred since the last Full Council meeting

**105.5 High Street ANPR (OCC) – Verbal update**

Cllr Ian Middleton had written a strongly worded letter requesting details on when the installation would take place, as the process had been ongoing for a long time with nothing yet completed, and months continued to pass without the new system being installed.

**25/106**

**Parish Matters**

**106.1 Clerk report – see attachment**

The Council acknowledged the Clerk's report

**106.2 OUFC stadium application – verbal update**

OUFC is still not communicating with the KPC

**106.3 ANPR at Exeter Hall – to consider the attached report and verbal update from Facilities Manager**

The Facilities Manager reported to Council on the progress of the ANPR system and reminded members of the system setup and how it is intended to operate. Members were also updated on the ongoing issues being experienced with OCC, which are impacting progress.

It was noted that there have been no problems with the Doctors' Surgery, Nursery, or the Bowling Club. However, OCC has presented the main difficulties, as the system is not consistently recognising vehicles parked within their allocated 13 parking bays. This has caused a number of operational issues for the office, as users are receiving parking fines when using those bays. In addition, due to the number of other OCC users parking in the car park, office staff are having to manually input vehicle registration numbers daily to prevent parking tickets from being issued.

The Facilities Manager asked whether the Council would consider extending OCC's allocated parking bays to 20 spaces, and whether OCC could have access to their own RingGo app arrangement, which would allow them to be charged a discounted parking rate ranging from one hour to all-day use.

Councillors acknowledged the issues but requested a more detailed report from the Facilities Manager. It was agreed that this matter would be referred to the Development and Strategy Committee for further discussion at the meeting on 12 February.

**106.4 Bus Stop at Exeter Hall** – The resident requests that the parish council consider installing a bus shelter at the bus stop outside Exeter Hall.

The Clerk reported that a Woodstock resident has, for some time, been contacting Exeter Hall requesting that a bus shelter be installed at the bus stop on Oxford Road outside Exeter Hall. The resident feels strongly that a shelter is needed and subsequently emailed the KPC Chair asking for this to be considered.

The Clerk contacted OCC to clarify responsibility for bus stops and bus shelters in Kidlington. OCC confirmed that some years ago, funding had been made available for KPC to install shelters at certain bus stops. At that time, elected councillors worked with OCC to identify which bus stops would receive shelters.

The Clerk and Facilities Manager have since inspected the bus stop outside Exeter Hall to assess whether a shelter could be installed. Further advice is required from OCC, as drainage services run through the area of the bus stop, and the land is owned by OCC. The Clerk has requested that OCC meet with her and the Facilities Manager to investigate the feasibility of installing a shelter at this location.

The Clerk advised Council that, should the project be feasible, it would be a cost to the Council. The 2026/27 budget has already been set, and no funding has currently been allocated for this work.

Councillors asked the Clerk to continue with the necessary investigations. If the Installation is feasible, the Clerk is to obtain costings and bring the matter back to the Finance and Assets Committee for discussion regarding funding.

- 25/107 To receive reports from Cherwell District Councillors** – to consider the attachment  
The Council acknowledged the reports
- 25/108 To receive reports from Oxfordshire County Councillors** – to consider the attachment  
The Council acknowledged the reports
- 25/109 Chair's announcements**  
Cllr Dorothy Walker and Cllr Lesley McLean raised significant concerns regarding the recent communication from Key Doctors Surgery advising that they have paused new routine GP appointments. Both councillors will be meeting with the surgery to discuss this matter further.
- 25/110 Confidential Matters** – Public and Press will be asked to leave while matters are discussed, confidentially, by the Council

**Date of Next Meeting:**      **Thursday, 19 March 2026 at Exeter Hall, committee room**

**Meeting Finished: 10.45pm**

DRAFT