

Sunningwell Parish Council

Draft Minutes of the Annual Parish Meeting held on
Thursday 25th June 2025, at 7:30pm
IN BAYWORTH CHAPEL

Present:

Councillors

Karen Laister (left meeting at 8:15pm) Mike Osborne, Debbie Neal, Judy Aspinall,
Geoff Cross,

In attendance:

Katie Bennett - Clerk and Responsible Financial Officer
5 Parishioners

77/26 Questions and comments from visiting councillors and members of the public

A parishioner suggested that the Parish Council consider organising a village fete next year, involving parishioners and local businesses to create a community event. The Clerk will make initial enquiries to establish what would be involved.

Several Parishioners attended to express their views on the Quiet Lanes Pilot Scheme.

78/26 Apologies for absence received

County Councillor Diana Lugova, Councillor James Salter-Cairn and Ramsundhar Baskaraueu

79/26 Declarations of members' interests in respect of any item.

None

80/26 Minutes of the November council meeting.

It was unanimously RESOLVED that the minutes from the May council meeting be accepted as a true record and signed by Cllr Karen Laister (Chair).

81/26 Planning Applications

P26/V1681/FUL Sunningwell Cricket Club

There were no objections raised. The Council [also](#) noted its active support for the Cricket Club's new pavilion project.

Action: Clerk

82/26 Clerk's Report for June

The Clerk's report, listing each of the month's receipts and payments, to be approved at the May meeting.

May

RECEIPTS		
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Interest	26.46		
Transfer from Current	20000.00		
PAYMENTS			
Mailerlite	14.99		
Parish Accounts	9.99		
Bank Transfer to reserves ac	20000.00		
Defib 4 Life	174.00		
Exp D Neal APM	73.10		
Sheild Maintenance	57.20		
EE	21.60		
Information Commissioner's Office	47.00		
HMRC	194.80		
Clerks Salary	832.64		
BANK BALANCE			
At the end of May 2025	64,618.24		

The clerk asked for, and received, [Ceouncil's](#) approval pay the following:

MR H Services £971.97
M R White £468
Sheild £62.40

Following a request from a parishioner regarding an improved bus service to the Beaumont [Care Home](#), the Clerk will contact Diana Lugova and Oxfordshire County Council (OCC) to enquire whether the existing bus service could include a stop at the Beaumont.

A deep clean is due to be conducted on 27th-29th July. Areas for cleaning need to be submitted by the 6th July and suggestions can be sent into the Clerk. The Council agreed to request the canals and verges from The Quarry down Long Furlong [be cleaned](#).

Action: Clerk

83/26 Footpath Warden

The Council welcomed Robin Himpson as the new Footpath Parish Warden.

It was agreed that the Clerk and Cllr Geoff Cross will liaise with Robin during an initial period [of 6 months](#) to ensure he is happy to undertake the role before confirming the appointment on a permanent basis.

The Footpath Parish Warden will be introduced on the Parish Council website and in the parish newsletter. Robin will also establish links with the Ramblers Association and the Boars Hill

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Association. [It was also suggested he make contact with the previous Warden, Michael Wykes, to assist the transition.](#)

Action: Clerk and Cllr Geoff Cross

84/26	Internal Audit
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The Council unanimously resolved to appoint Teresa Goss as the Internal Auditor for the 2026/27 financial year.

Members discussed the effectiveness of the internal audit process and agreed that it provides a valuable means of improving the Council's governance and ensuring compliance with statutory and financial regulations.

Action: Clerk

85/26	Pension
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The Council unanimously agreed that the Financial Working Group should investigate the Local Government Pension Scheme [for the Clerk](#) and bring forward recommendations, with delegated authority to progress the matter as appropriate.

86/26	Banking
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The Council unanimously agreed that the Financial Working Group will consider the Council's banking arrangements at its July meeting and make recommendations to the full Council.

87/26	Quiet Lanes
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The Council discussed the recent Expression of Interest submitted for the Quiet Lanes Pilot Scheme. Members noted that this was not a formal application but [an opportunity to obtain](#) further information about the scheme.

Following feedback from parishioners and the publication of the Council's Expression of Interest, Members unanimously agreed to withdraw from the pilot scheme. The Council instead wishes to undertake a parish-wide consultation in the autumn to understand residents' preferred approach to managing traffic through the parish, particularly following the opening of the Lodge Hill junction in the autumn and the proposed Dalton Barracks development.

Action: Clerk

88/26	Park and Ride Lodge Hill
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The Council discussed the response required for the Lodge Hill Park and Ride consultation, which must be submitted by 21 July. It was agreed that a small working group comprising the Clerk, Cllr Karen [Laister](#), ~~and~~ Cllr Mike [Osborne](#) and Cllr [Judy Aspinall](#) will meet prior to the submission deadline to prepare a draft response for the Council.

89/26	Neighbourhood Plan
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The draft Neighbourhood Plan has been circulated to parishioners for consultation. The Council was pleased with the positive feedback received and thanked residents for the time and effort they had taken to comment.

The **final version [KL1]** of the Plan will be considered by the Steering Group on 2 July. The Parish Council will review the final draft at its July meeting.

90/26	Flooding
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Cllr Debbie Neal met with the new Head of Flooding at Oxfordshire County Council.
The Council noted that the final works to the dams are expected to commence shortly. The Clerk will contact OCC to chase the outstanding purchase order.

Action: Clerk

91/26	Cloudy IT
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The Clerk reported that the migration to the new Cloudy IT computer system is scheduled to commence on 10 July.

The next Parish Council Meeting will be on Thursday 30th July 2026.

from 7:30 p.m. in Sunningwell Village

The June council meeting closed at 8:32 p.m.