

**Minutes of a Meeting of Frilsham Parish Council held on
Wednesday 21st July 2025 at 7.30pm in Frilsham Clubroom.**

Present

Cllr. M. Allum (Chairman)
Cllr. I. Coxhead
Cllr. M. Goodenough
Cllr. B. Lyon
Cllr. R. Morley
District Cllr. C. Culver
Mrs. H. Pratt (Clerk)
Mr. J. Hole (Yattendon Estates)

Public Session.

No matters were raised during the public session.

1 Apologies for Absence.

Apologies for absence were received and accepted from Cllr. Barber.

2 Declarations of Interest.

2.1 To receive declarations of interest.

There were no updates to the Register of Interests.

2.2 Declaration of Interest in Agenda Items.

Cllr. Allum and Cllr. Coxhead declared an interest in the allotments.

3 Minutes

3.1 The annual meeting of FPC on Wednesday 14th May 2025.

The minutes of the annual meeting of FPC which took place on Wednesday 14th May 2025 were approved and signed by the Chairman.

3.2 The Extra Ordinary meeting of FPC on Wednesday 18th June 2025.

The minutes of the extra ordinary meeting of FPC on Wednesday 18th June 2025 were approved and signed by the Chairman.

3.3 The Extra Ordinary Meeting of FPC on Wednesday 2nd July 2025.

The minutes of the extra ordinary meeting of FPC on Wednesday 2nd July 2025 were approved and signed by the Chairman.

4 Matters Arising from the minutes, not covered elsewhere on the agenda.

4.1 Internal Audit.

Questions were asked about what actions were being taken in response to the internal audit findings. Any outstanding points will be on the agenda for the meeting in September.

5 To receive a report on Yattendon Estate from Mr. James Hole.

Mr. Hole reported that the harvest is about three and a half weeks ahead of where it normally is due to the hot, dry weather. Whilst the yields of barley and wheat are down, the quality is good. Hay and straw yields are down to around a quarter. Christmas trees don't appear to be being affected too badly.

Residential and commercial lets are back to average levels of movement.

Olivia Bailey MP is coming out for a meeting during the week beginning 28th July.

The pubs are all having a tough time. A planning application for a wastewater treatment plant at the brewery will be submitted over the next month. Once complete this project will reduce the number of tanker movements required.

6 To review Corporate Documents.

6.1 Standing Orders.

Modifications to the Standing Orders in line with the NALC recommendations (sections

- 14 and 18) were approved.
- 6.2 Financial Regulations.
It was agreed to adopt new Financial Regulations based on the latest NALC template.
- 6.3 Code of Conduct.
It was agreed to adopt the LGA Code of Conduct.
- 6.4 Risk Assessment.
The Risk Assessment was reviewed and approved for the coming year.
- 6.5 Asset Register.
The Asset Register was reviewed and approved.
- 7 Planning.
- 7.1 Planning applications upon which FPC have been consulted by WBC.
FPC has not been consulted on any applications.
- 7.2 Decisions made by WBC:
- 7.2.1 **Oaken House.**
Addition of new external front and rear door porch canopies. Replacement roof with dormers to existing carport to provide work from home office space in roof over. Larger lean-to store to side of carport formed in lightweight timber frame.
FPC had **no objection** to this application which has been **approved** by WBC.
- 8 **Report from District Councillor Carlyne Culver.**
The road between East Illsley and Compton, and specifically between the allotments and the pond, will be closed from the 23rd July until the 2nd September. This will prevent traffic from Compton joining the A34 at East Illsely.
It is anticipated that the Downs School will become an academy in April 2026.
Emptying of black refuse bins will be changing to a three weekly emptying regime, starting on the 22nd September. It is hoped that this will reduce the amount of food waste and recycling which continues to be put into black bins. If needed, larger black bins can be applied for, but there must be a demonstratable need. It was suggested that clarity is needed on what can go into recycling, in particularly black food trays and flower pots were discussed (neither of which can be recycled at the kerbside). Black bin waste has to be incinerated and the cost for this is increasing.
The WBC Scrutiny Committee has been split into three separate groups. District Cllr. Culver is Chairman of the Scrutiny Committee for Place. WBC is borrowing significant sums to pay off debts. Approximately 70% of spending is on care and Special Educational Needs.
- 8.1 Council Devolution.
The consultation on devolution options closed last week. There are three main options being considered:
 1. WBC merges with Vale of the White Horse and South Oxfordshire councils.
 2. Oxfordshire remains as it is, which will leave WBC out.
 3. Oxford City becomes a separate council (including the green belt land around Oxford) and the remainder of Oxfordshire and WBC form a new Council.
Which option is taken will be determined by Central Government by the Spring of 2026.
- 9 **Playground and Facilities around the Clubroom.**
- 9.1 RoSPA Inspection.
Cllr. Allum will fix the loose boards and clean the algae from the equipment.
The legs of the toddler swing were reported as beginning to show signs of rot. The Clerk will explore contractors who might put metal boots on the bottoms of the wooden posts on the swings. Contractors will also be consulted on work on the platforms of the multi-play which are deteriorating on the edges possibly due to delamination aided by squirrels and small feet.

MA
HP

| | | |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| | Cllr. Lyon will organise for replacement signs on the fencing. | BL |
| 9.2 | <u>Update from weekly inspections.</u> Cllr. Allum will reinstate the register of inspections. | MA |
| 9.3 | <u>Resurfacing.</u> It is hoped that via a grant application on the Good Exchange (Greenham Trust Ltd), a grant can be obtained from the Lets Get Active Fund. However, the Lets Get Active fund is currently closed, although it is understood that it will be reopening shortly. If we were successful Greenham Trust might match fund any grant from the Lets Get Active fund to a maximum of £5,000. There are some technicalities which need to be worked through before the project can be set up and go live on the Good Exchange platform. | BL |
| 9.4 | <u>Other facilities around the Clubroom.</u> | |
| 9.4.1 | Bins. The bins are all being emptied without any known issues. | |
| 9.4.2 | Football Club. The leader of the Yattendon and Frilsham Football Club has left, and the Club is left with no one to run it. The container, adjacent to the Club Room, and the mower are both the responsibility of the Football Club. There are a number of friendly matches booked to take place over the next six months. | |
| 9.4.3 | Field Boundary/Fenceline. Despite the situation with the Football Club, FPC are keen for the gorse to be cut back to the boundary on the far side of the field, as was agreed at the last FPC meeting. However, there is not thought to be any reason for a new fence to be installed. | |
| 10 | <u>Telephone Box.</u> Cllr. Coxhead will obtain a quote for repairs to the telephone box. The Clerk will send details of the company who provide spares for telephone boxes to Cllr. Coxhead. | IC |
| 10.1 | <u>Defibrillator.</u> A WBC Members Bid to cover 70% of the cost of a new defibrillator and cabinet for the phone box has been agreed. The Yattendon and Frilsham Sports and Social Trust have been approached about funding the remaining 30%, after they completely funded a new defibrillator in Yattendon. The Clerk will check that the existing cabinet can be located outside, as opposed to in the phone box before it is relocated to the Clubroom. It was agreed that the Clerk order the new defibrillator and cabinet for the phone box. | RM HP HP |
| 11 | <u>Allotments.</u> | |
| 11.1 | <u>Agreement between FPC and Frilsham Allotment Trust (FAT).</u> There is an imminent meeting to carry out the handover to the new committee. The agreement between FPC and FAT needs to cover who is responsible for fencing around the sites, the position regarding greenhouses and sheds, and bonfires. Delineation of individual allotments on the Pot Kiln Lane site is unclear. It was agreed that the Clerk would attempt to obtain copies of the agreement between other, local allotment trusts and parish councils where such an arrangement exists. | HP |
| 11.2 | <u>The Community Orchard.</u> Expenditure of £93 on an oak sign for the community orchard was approved. A small gate has been offered, which when installed will enable the larger gate to be locked shut and enable access to the orchard through the small gate. Cllr. Allum and a parishioner have been working on the orchard and will be filling the water containers to water the trees, most of which are doing well. | MA |
| 12 | <u>Environment.</u> | |
| 12.1 | <u>Parking at the top of Beechfield Lane.</u> | |

- To prevent vehicles parking on the grass at the top of Beechfield Lane, it was agreed that wooden posts would be the most practical. Whilst the land belongs to WBC, it is unlikely that they will be willing to install posts. It was agreed that the Clerk would enquire whether WBC would object to FPC installing posts. Cllr. Morley and Cllr. Coxhead will approach the Beechfield Lane Residents Association and see if they would have any objection.
- 13 **Moving to the .gov.uk domain.**
- 13.1 **Moving the website to Parish Online and “.gov.uk”.**
The Clerk advised that she had received an approximate cost of £385 per year for Parish Online to manage the website, which includes the migration of key parish council documents to the new website. They are also willing to host and manage existing domains. It was agreed that the Clerk instigate moving to Parish Online using the domain frilshamparish.gov.uk.
- 13.2 **Email for Clerk and Councillors.**
The Parish Online offering includes email for councillors (but not community groups) on the “.gov.uk” domain.
- 14 **Clubroom.**
A summary project plan for development of a replacement Clubroom has been submitted to the Yattendon and Frilsham Sports and Social Trust. More research with other halls who have undertaken a redevelopment is ongoing. Fundraising is beginning in earnest with Greenham Trust and other smaller ideas coming online. Work to establish community support for the project is also going on.
- 15 **Yattendon and Frilsham Sports and Social Trust.**
This year’s fete was very successful and benefited from a record attendance. There was record income resulting in a profit of £28,800 after expenses of approximately 20%. Funds of £29,400 have been distributed to worthy causes which includes some funds from last year.
- 16 **Clerk’s Report.**
- 16.1 **Payroll.**
Autela Payroll Services took over the payroll process from the 1st April 2025. The Clerk has advised HMRC of the position for previous years and new tax codes have been issued.
- 16.2 **Internal Audit.**
It was agreed to appoint April Skies for a 3rd year to carry out the internal audit. The quote for this work is £265 which includes an interim audit.
- 16.3 **Bank Account Issues.**
HSBC sent an email on the 25th June saying that they were no longer making monthly charges for banking, but will continue to charge for cheques etc. On the 30th June they blocked the account on the basis there hadn’t been a review. As a result, several cheques have bounced, which ones exactly, HSBC are unable to confirm.
The good news is that the block has been removed, and payments can now be cleared. The Clerk has worked with Lloyds bank with a view to switching the HSBC account to Lloyds with online access, however, the form has not been forthcoming from Lloyds.
- 17 **Finances.**
- 17.1 **To review expenditure against budget to the 30th June 2025.**
Prior to the meeting the Clerk shared a review of income and expenditure against budget for the first quarter of the financial year.

HP
RM
IC

HP

HP

17.2 Financial Statement and Cheques.

The Clerk circulated a finance report dated the 21st July 2025 prior to the meeting, showing a balance, once all payments and lodgements have cleared of £47,496.52. This was reconciled back to the bank statement dated 15th July 2025 which showed a balance of £48,226.41.

Payments made since the last meeting:

| | | |
|-------------------------------------------|-----------|----------------------------------------------|
| Clear Insurance management Ltd | £753.45 | Insurance |
| Parish Online | £48.00 | IT mapping service |
| Bibby Commercial Finance Ltd | £83.84 | May and June bin emptying |
| Oak sign for the Orchard | £93.00 | |
| April Skies | £250.00 | Internal audit |
| April, May and June salaries and expenses | £1,186.59 | Includes Gigaclear payment for July service. |
| Gigaclear | £37.00 | For June Gigaclear service. |
| Bank charges | £24.00 | 15/4/25 to 14/6/2025. |

Cllr. Morley verified the bank statement against the finance report.

18 Any Other Business.

18.1 The Broadsheet.

The Clerk will submit a summary of this meeting for the Broadsheet.

18.2 Items for the agenda for the next meeting.

It was agreed that the grant made to Yattendon and Frilsham PCC in respect of management of the Frilsham Churchyard (and Cemetery) be discussed.

There being no further business the meeting closed at 9.15pm.

Date of next meetings: Monday 15th September 2025 at 7.30pm in the Clubroom.