

**Minutes of a Parish Council Meeting**  
**Of Broughton Parish Council**  
**Held on Tuesday 2<sup>nd</sup> September 2025 at 6.00pm**  
**At St Marys House, Wykham Lane, Broughton**

**Councillors Present**

Cllr Leech (Chairperson), Cllr Crawley, Cllr Hilsdon and Cllr Howarth

Clerk to the Council, Mrs C Coles

**25/58. To receive apologies for absence**

Cllr Byrne (personal)

**25/59. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda**

No interests were declared.

**25/60. Public participation session**

No members of the public were present.

**25/61. To approve and sign the minutes of the meeting held on 30<sup>th</sup> June 2025**

The minutes were approved and signed as a true record of the meeting.

**25/62. To note any matters arising from the minutes not included on this agenda**

A new memorial bench has been placed in the closed churchyard by a family whose late parents used to live in the village.

Repair of gates and wall – The Parish Clerk and Chair are to arrange to meet a contractor re the proposed repair of the church gates.

Overgrown hedge – The hedge at the bottom of Danvers Road has been cut back.

**25/63. To consider the proposed upgrade of four registered bus stop locations**

OCC are proposing an upgrade/enhancement of registered bus stops in the village.

1. B4035 Main Road southbound stop opp pub - The current stop is unmarked and does not have room for any form of suitable enhancement. The proposed relocation was 80 metres north east to a point just short of no 12 Main Road. It was agreed this is not suitable as there is no pavement. The Parish Council to suggest the bottom of Wykham Lane where there is a pavement to wait/alight and a dropped kerb.
2. B4035 Main Road northbound stop adj pub – The current stop is unmarked and the proposed relocation point is 68 metres north eastbound near the pub car park. It was agreed to ask if the stop could be placed by the verge outside Toll Cottage as a new bench is being placed there.
3. B4035 Main Road adj Danvers Road south-westbound – This location is unmarked so a new pole would be installed near Sheildag. It was agreed to accept this location.
4. B4035 Main Road opp Danvers Road north-westbound – The current location of the flag on the road sign is untenable. They are proposing to install a pole near the entrance to the small fenced area opposite (Jubilee Garden). It was agreed to accept this location.

The upgrades will be funded by the UK Government via BSIP (Bus Service Improvement Plan) monies awarded to the County Council to promote and increase the use of buses across the county.

**25/64. To discuss a new bench on the Main Road near Wykham Lane**

It was agreed to purchase a 3 seater Phoenix bench costing £702.00 including VAT to be placed on the grassed verge outside Toll Cottage, Main Road. The area will have to be dug flat and paving slabs fitted for the bench to be secured to.

*Action: The Chair/Parish Clerk to get quotes for the work to flatten the verge, put paving slabs in and install the bench.*

**25/65. To receive an update on the new website**

Work is progressing in getting the new website set up. There is a query with the domain name which the Parish Clerk will talk to Cllr Byrne about. It was agreed to send a thank you letter to Nick Jesson who had helped with the old website.

*Action: The Parish Clerk to send a thank you letter.*

**25/66. To review the licence agreement for the bench area and Jubilee Garden**

The licence agreement for the bench area and Jubilee Garden had been circulated. It was agreed to accept the agreement.

*Action: The Chair and Parish Clerk to arrange a meeting with the Estate to sign the licence agreement.*

**25/67. Financial Report**

*Update on bank balances*

- a) The Clerk reported an account balance of £10,015.93.
- b) *The following payments were approved under statutory powers*
  - £252.00 to Thomas Fox Landscaping (cutting of closed churchyard in June)
  - £252.00 to Thomas Fox Landscaping (cutting of closed churchyard in July)
  - £228.00 to Prysebros (weed killing)
  - £598.80 to Aubergine 262 Ltd (new website)
- c) *To approve a pay rise for the Parish Clerk in line with the Local Government Services Pay Agreement 2025/26*

This was agreed and will be backdated to 1<sup>st</sup> April 2025.

**25/68. To receive Councillors Reports**

The Rural Community Forum will take place on Friday 26<sup>th</sup> September at 6.30pm in St Marys Village Hall.

*Action: The Parish Clerk to ask if Cllr Brant can promote it locally.*

A manhole cover on Wykham Lane is broken. To be reported on FMS.

There is a lot of rubbish around the village. Fortunately villagers do pick up rubbish whilst walking.

**25/69. To receive an update on planning**

Older

- 25/00784/F, Single storey extensions at Lodge Cottage, Wykham Lane. Granted by CDC.

**22/70. The following correspondence had been circulated:**

- CDC, Cherwell Local Plan Review 2042 – Submission
- OCC Highways, Preparing for winter
- Bloxham Parish Council, Bloxham Neighbourhood Development Plan – Consultation
- CDC, Guidance on submitting planning application consultation responses. For information.
- OALC, Launch of new website. For information.

**25/71. To note next meeting date and time**

Monday 20<sup>th</sup> October 2025 at 7pm.

The meeting closed at 6.35pm.