

Sibford Gower Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 10th March 2026** at **7pm** in Sibford Village Hall, Sibford Gower

Present: Cllr Alan Berks (Chairman), Cllr Roger Mallows, Cllr Zoe Wesson.

In attendance: 3 members of the public, Clerk.

64. Public participation session – A resident asked if the Parish Council (PC) can do anything to push Oxfordshire County Council (OCC) to repair the roads. Details of the OCC response to PC queries sent to them in October/November and are published on the website were provided, advising that Main Street and Hawkes Lane are planned for work in the 26/27 financial year which starts in April 26. **Clerk to write to the Highways Engagement contact to ask if they can give details of their plans with more specific timescales now that we are closer to the new financial year.** It was agreed that the **Clerk should put an article in the Sibford Scene reminding residents how they can report potholes and other issues with the roads.** Another resident raised concerns about gullies being blocked and the excess water is making the roads worse. It was noted that Cllr Chris Brant has advised that OCC has committed to get all drains and gullies cleared by the end of March 2026. It was agreed that **Cllr Berks will take photos of drains that are not being cleared due to them being covered by vegetation, so OCC contractors may not be aware of them, and report them on fixmystreet.**

A resident reported that there is a house on Main Street beyond the pond that has had planning permission for an extension but now the work is completed the resident has concerns that they have altered their boundaries onto Highways' land. The resident was advised that the PC has no authority over this and that they should report their concerns to Highways.

Business

- 65. Apologies for absence** – Apologies were received and accepted from Cllr Jackie Noquet, and Cllr Chris Brant.
- 66. Members' declarations of interest for items on the agenda** – None.
- 67. To approve the minutes of the Parish Council (PC) meeting held on 20th January 2026** - The minutes were proposed, agreed, and duly signed.
- 68. Outstanding matters/actions from previous meetings**
- a) Update re S106 allocation re the Hook Norton Road development – The request to transfer the remaining funds allocated to Sibford Ferris Parish Council to the Primary School is now sitting with OCC and Cherwell District Council (CDC).
 - b) Update re transfer of bank account to Unity Bank – The transfer is now complete.
 - c) Update re setting up new Parish Council website – The PC needs to provide some details to the web developer in order for them to set the website up. It was agreed that the domain name should be sibfordgower-pc.gov.uk and the base colour should be blue. **Clerk to inform the web developer.**
- 69. To consider whether to renew membership with Oxfordshire Association of Local Councils for another year at a cost of £228 including VAT** – Proposed and agreed.

Assets and services

70. Burial Ground

- a) Update re progress on understanding maintenance needs of the Churchyard including tree management, memorial stones, and repair of the damaged walls – All of the items in the

Churchyard are the responsibility of the PC. A professional memorial safety inspection has not been completed for over 10 years so it is believed the PC will need to instruct a professional inspection soon. The Clerk has been obtaining quotes for this. In the meantime regular layman inspections should be taking place so it was agreed that checking the Churchyard and Burial Ground should be included in the quarterly asset checks. **Clerk to book onto a Cemetery Memorial Safety & Inspections Training session.** A working group will be formed from the new council in May for that group to work on taking the management of the Churchyard and Burial Ground forward.

- b) To confirm details of the updated quote received from Thomas Fox Landscaping re the grass cutting in the Churchyard and Burial Ground – The updated quote is £2,604.72 per year. It was proposed and agreed to accept this quote. **Clerk to instruct Thomas Fox.**

71. To receive feedback from insurer re insurance requirements, and agree any actions required – It was agreed that the **Clerk should add in the Miriam Tebbs Land, and the Burial Ground and Churchyard, into the quarterly councillor asset inspections form.** It was asked who owns the well head opposite the pond. **Cllr Mallows to send details to the Clerk, who will contact Highways to see if they own the well head.**

72. To consider changes to the verges grass cutting service as proposed by the contractor – The contractor has suggested changing the contract to less cuts of the verges and notified the council of price increases which was agreed by the PC. **Clerk to inform the contractor that the PC accept these changes.**

Finance

73. Bank balances as at 04.03.26 - £563.87 and £19,000 – Cllr Berks confirmed the balances stated are correct.

74. To note and approve the following payments and receipts since the last meeting:

Payments: Proposed and agreed.

19.01.26	Lloyds	Account fee	£4.25
02.02.26	Kirsty Buttle	Salary, office, and mileage Jan	£342.35
02.02.26	HMRC	Tax Jan	£81.20
03.02.26	NEST	Pension Jan	£23.54
17.02.26	Lloyds	Account fee	£4.25
26.02.26	Jackie Noquet	Ink cartridge	£18.37
26.02.26	Kirsty Buttle	Salary and office Feb 26	£333.35
26.02.26	HMRC	Tax Feb 26	£81.20
27.02.26	NEST	Pension Feb 26	£23.54

Receipts: Noted.

10.02.26	Lloyds	Interest	£9.11
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Invoices to be paid: Proposed and agreed.

OALC	Annual membership	£228.00
Sibford Village Hall	Hall hire - Jan and Mar	£36.00

Planning

75. Planning applications received

25/02824/F – 2 Shepherds Close, Burdrop - AMENDMENTS. The erection of one new two storey self-build dwelling alongside No 2 Shepherds Close, with all associated works. **No additional response submitted.**

26/00332/F – 1 Acre Ditch, Sibford Gower. Variation of Conditions 2 (plans), 3 (material sample), 4 (wall and roof materials) and 5 (rooflights) of 25/02065/F - The conditions are proposed to be varied to allow two minor amendments to the approved development. Firstly, to allow the first floor extension to be finished in an off-white/buff render on three sides, together with the north-facing wall of the existing single storey rear element (being re-clad), in place of natural ironstone. All other external materials remain as approved. Secondly, to allow installation of a standard flush rooflight in place of the currently required conservation type rooflight. **No comment.** (Response made using delegated powers).

Planning decisions received

25/03249/TCA – Bramley Close, Bonds End Lane, Sibford Gower. T1 trim horse chestnut tree by 2m and shape. T2 Trim hedge by c. 4m to align with hedges on each end. **Approved.**

Planning appeal decisions received

APP/C3105/W/25/3375016 - The Pheasant Pluckers Inn, Street Through Burdrop, Burdrop. Permission in principle - 3-4 new dwellings – application 25/02149/PIP. **Appeal allowed.**

Community

76. Upcoming elections – Elections for all seats on Sibford Gower Parish Council will take place on 7th May 2026. Anyone who wishes to apply to join the council should submit their nomination forms by hand (they can get someone else to take the forms for them but they cannot be posted) to Cherwell District Council in Castle Quay, Banbury, on weekdays between 31st March and 9th April (excluding 3rd, and 6th April). Nomination forms can be found using the following link:

<https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/resources-candidates-parish-council-elections-england>

If applicants need help completing the form or need electoral numbers please contact the Parish Clerk who can help.

The following link should be used to book appointments to submit nomination forms:

<https://www.cherwell.gov.uk/info/11/elections/1319/elections-2026/4>

1 member of the public left the meeting at 8:27pm.

77. Information exchange – The school has approached a councillor about the zig zag lines outside the school which have faded considerably, so they are not effective. The councillor advised that they report this on fixmystreet which they have done, and they also did this a few years ago but nothing was done about it. The report has been updated to ‘investigating’. The councillor will advise the school that if this has not been resolved soon they should escalate to the county councillor to ask for help.

A litter pick will be taking place soon by a young girl from the community who is doing it as part of her Duke of Edinburgh Award so there will not be a formal PC planned litter pick in the parish this year.

Staff Matters

78. Proposal to exclude the public and the press in order to discuss staff pay - Proposed and agreed.

2 members of the public left the meeting at 8:31pm.

79. To review the Clerk’s pay scale – currently SCP 28 – After discussion it was agreed to keep the pay scale as it is currently, and that the new council from May should review the Clerk’s contract to consider if there should be some set scales included within the contract that will clarify where the cap of the scale is for the role.

Meeting closed @ 8:50pm

Date of next meeting – 18th May 2026

Signed..... Date.....