

Minutes of a meeting of Moulsoford Parish Council

held on Thursday 12th December 2024 at 19:30, Moulsoford Pavilion

Members Present:

Chair: Cllr S Powell (SP)
 Vice chair: Cllr H Shaw (HS)
 Member: Cllr M Mousley Jones (MMJ)

In Attendance:

Locum Clerk: Mrs H Broughton
 Parish Clerk: Mrs Z Lynn

Minute number: 241212:

Item	Action
1. Administration	
a. Apologies received and accepted from M Eagle.	
b. There were no declarations of interest	
c. There were no requests for dispensations	
d. It was proposed seconded and unanimously agreed to appoint Mrs Zoe Lynn as Proper Officer, Clerk and Responsible Financial Officer.	
e. It was proposed seconded and unanimously agreed to approve the minutes of the meeting held on 14th November 2024 as a true record.	SP to sign, file and place final version on noticeboard. Clerk to post on website.
f. District Councillor Report A written report from the District Councillor had been received and circulated (see Appendix A). SP to follow up and see if any new information to pass on, issues with dog bins needs looking at.	SP to follow up.
g. Public Contributions and Questions: There were none	
2. Planning	

No Planning Applications	
3. <u>Parish Matters</u>	
a. Update on the pavilion car park and agree action An update was received and further quotes were required.	HS to chase quotes
b. Thames Path The Parish Council was regrettably unable to offer funding for this project but hopee that sourcing may be procured by the Thames footpath team from, for example, Mend the Gap funds.	Clerk to follow up
c . Recreation ground rules for use. To be carried forward to the next meeting.	SP, HS, MMJ & ME to discuss
c. Areas of village infrastructure to seek outside funding for The following were suggested: <ul style="list-style-type: none"> • Car Park • Traffic Calming signs, etc. • Outside funding needed for River front. Environment Agency and Highways to be contacted. • Posts are dangerous by the river, causing a H&S issue. HS to list dangers to Clerk. 	Clerk to make contact with environment agency & highways following HS list.
4. <u>Finance and Governance</u>	
a. Schedule of payments A schedule of payments and associated invoices had been circulated in advance to all councillors (appendix B). It was proposed seconded by and unanimously agreed that this be approved.	
b. Expenditure v Budget Current expenditure v budget had been circulated and was noted.	
c. 2025/26 budget and precept A draft of the 2025/26 budget had been. This was discussed and it was agreed to increase the amount transferred to the Earmarked reserve for the pavilion roof. It was proposed, seconded and unanimously agreed to approve the budget (appendix C) and request a precept of £34,124	Clerk to submit precept request
d. Annual Parish Meeting The room was unavailable on 15 th May and the Clerk would circulate alternative dates.	Clerk to send out some dates and confirm

e. Lloyds bank mandate It was agreed to add Zoe Lynn to the bank mandate.	HS to send forms to Clerk to complete to set this up
f. It was unanimously agreed to apply for a debit card for use by the Clerk for council business only, with a limit of £500 subject to prior approval and with all expenditure to be reported at the next meeting.	HS, SP to set up
g. Insurance. The insurers had advised that clubs may need separate insurance cover. Zurich Quote had quoted £56 annually. A meeting was needed with club representatives to discuss.	SP to set up meeting in January
h. Gov.uk domain name with Hugo Fox was considered. It was agreed that more information was required and HS would check work involved in moving over and migration costs and timeframes.	HS
i. Membership to the Society of Local Council Clerks. It was agreed to pay for the Clerks membership to the SLCC and for the latest version of Local Council Administration (yellow book)	Clerk to action
5. The date of the next meeting was agreed as 13th February 2025	

The meeting closed at 9.30pm.

Appendix A

Title	District Councillor's Report
Councillors	Cllr Anne-Marie Simpson
Parish	Moulsford Parish Council
Date	14 November 2024

[Booking link](#) for planning surgeries for town and parish councils
Annual Corporate Plan Performance Report – [2023-2024](#)
Climate Action Plan Performance Report – 2023-2024 [Quarter 4](#)

Councillor Community Grant

The deadline for our Councillor Community Grant Scheme is fast approaching. Community organisations, including town and parish councils have until **Friday 29 November** to apply for funding of up to £5,000 from each South Oxfordshire District Councillor.

If there are any projects within your ward that you think would benefit from funding, do reach out to them and let them know about how we can support them.

You can find the details on our website southoxon.gov.uk/grants and organisations can also contact our Community Enablement team if they have any questions grants@southandvale.gov.uk.

Household Support Fund

We expect the next round of the Household Support Fund to open in the New Year following the recent Government announcement of the extension to 31 March 2025. The scheme is currently closed whilst officers consider any changes to the approach and delivery of the funding to our residents. If members receive enquiries from people struggling with the cost of living, the community hub can still help.

Residents can contact our Community Hub team on 01235 422600, email communitysupport@southandvale.gov.uk or visit our website: [South](#) / [Vale](#)

First Habitat Bank created in the District

South Oxfordshire District Council is proud to announce it has helped create the first habitat bank in the district aiming to increase biodiversity and reduce river pollution while also allowing necessary development.

The council has worked with the environmental charity Trust for Oxfordshire's Environment (TOE) and a local landowner on plans to transform 16.5 acres off Windmill Lane, Towersey from intensively farmed arable land to a biodiverse mosaic of grassland, scrub, and woodland habitats. This will provide a haven for pollinators such as bees and butterflies, mammals including water voles and birds such as curlews and barn owls.

The new habitat bank will provide a stable income for the landowner through [biodiversity net gain](#), making the rest of their farm business more resilient in the face of a changing climate.

The owner of the land at Towersey first heard about biodiversity net gain – where developers buy biodiversity credits from habitat banks to offset building works – when they attended the farm innovation show in 2022. They then worked with TOE to develop the project and liaise with the council as the local planning authority.

The site is next to the Thame Valley Conservation Target Area, a strategically valuable area for nature recovery. Over the coming decades, the land will be managed to allow wildflowers to bloom and set seed in the summer, with an annual hay cut in the autumn. This will create habitat and food for a host of wildlife species in an arable-dominated landscape.

By removing the land from intensive agricultural production, fewer chemicals from pesticides and fertiliser and less sediment will run into the Cuttle Brook that runs on the northern border of the site, improving the health of one of the River Thame's main tributaries. You can read more here [First habitat bank created in South Oxfordshire - South Oxfordshire District Council](#)

You can also read more about [Habitat Banks here](#)

Rethinking waste

We're entering a new era for rubbish with the launch of our new joint Waste Resources and Street Cleansing strategy.

The new strategy, which was formally approved by Cabinets, puts a strong emphasis on encouraging and enabling people to reduce, reuse, repair, refill and rehome items - instead of throwing them away.

With reduce and reuse top of the agenda, last month, representatives from both councils popped along to check out the great work happening at two local initiatives – [Sustainable Didcot's Repair Café](#) and [Sustainable Wantage's Clothes and Book Swap](#).

Everyone can read the strategy and find out more about rethinking waste and our plans to keep our streets clean and tidy at: www.southandvale.gov.uk/rethinkingwaste.

Appendix B

Schedule of payment for approval at the November Council meeting Invoices circulated to councillors

Pre-paid under delegated authority

Supplier	Details	Net	Vat	Total
MH Goals Ltd	New goal posts	2653.60	530.72	3184.32
SLCC enterprises	Advertising for Clerk	268.00	53.60	321.60
Tom Bosher Garden	Hedge and grass cutting	211.25	0	211.25

To be paid

Supplier	Details	Net	Vat	Total
S Oxford DC	Emptying dog bins April to Oct	644.05	128.81	772.86
HMRC	Mnth 6 overdue	17.10	0	17.10
HMRC	Mnth 7 payment (due 22/1/25)	70.80	0	70.80
M Mousley Jones	Refund (see expense claim)	42.95		42.95

Regular payments

BT	Broadband and telephone	36.44	9.10	45.54
Hugo Fox	Website	9.59	2.4	11.99

Appendix C
Budget 2025/26

Income

OCC Grass Cutting payment	383.00
MEC Contribution	1,500.00
Bank Interest	200.00
100 Club	2,000.00
Allotment	340.00
Pavilion Lease	1.00
Moulsford News Advertising	250.00
Grants	-
Precept	-
	34,124
TOTALS	38,798

Expenditure

Clerk's Salary	5,541.00
Clerk's PAYE	1,385.00
Consultancy Services	1,000.00
Payroll Services	180.00
Audit Fee	375.00
Subscriptions & Licences	381.00
Memberships	400.00
Bank Charges	54.00
Allotment Lease	350.00
Domain/Email/Zoom (IT)	1,000.00
Internet	455.00
Insurance	2,568.00
Pavilion Mortgage	3,908.00

Churchyard Maintenance (Section 137)	200.00
Highways Maintenance	900.00
Playground Maintenance	3,500.00
Pavilion Maintenance	2,000.00
Grounds Maintenance	2,200.00
Dog Bins	1,500.00
Allotment Maintenance & water	200.00
Training	500.00
Stationery	200.00
Total running cost expenditure	28,798

Transfer of funds to Accumulated Reserves

Elections	500.00
General Contingency	2,000.00
Riverside	
Playground	1,000.00
Roof repairs	4,000.00
Pavilion	2,500.00
Total Expenditure	38,798