

2026/1

Minutes of the Ordinary Meeting of OXBOROUGH PARISH COUNCIL

held on Wednesday 14th January 2026 in the Village Hall

Present:

Councillors: G. Allison (Chair), S. Willies (Vice-Chair), A. Vyse, B. Chapman, G.Powell

In attendance: County Councillor Fabian Eagle, District Councillor Scott Hussey, Sarah Hunt (locum clerk, by invitation)

Members of the public: 12

Clerk to the meeting: Jo Lloyd

Meeting opened at 7.34 pm

- 1 Declarations of recording / social media use: None.
- 2 Apologies for absence: None.
- 3 Declarations of personal and/or prejudicial interest from members in any item to be discussed and requests for dispensations: Cllr Vyse declared an interest in item 12 as an employee of the recycling company.
- 4 The Council accepted the services of Jo Lloyd as clerk to the meeting, with additional admin services to be provided as required following the meeting, proposed by Cllr Powell and seconded by Cllr Vyse. It was agreed that the provision of admin services could be delegated to another locum clerk if necessary, for continuity of business before the next meeting, in collaboration with the Chair and Vice-Chair.
- 5 **Reports from County and District Councillors:**

County Cllr Fabian Eagle: Cllr Eagle updated Council on the upcoming County Council elections, it is still not known whether they will go ahead.

He gave information about NCC budget, with Council Tax due to rise 4.99% Some of this increase will cover the SEND debt interest. Rural funding will be cut.

The "High Streets Matter" scheme will continue and Cllr Eagle would like a similar scheme for hospitality. The extra verge cut at dangerous junctions is to be adopted county wide. There will also be extra hazardous waste collections.

Cllr Eagle said he has money left in his community fund which Parish Councils can apply for. The traditional games for villages to borrow will be available from April, to be collected from North Pickenham. They can be booked in advance.

A MOP asked about road closures for events. Cllr Eagle advised that road closures can be arranged through Highways and that he has some barriers which can be used.

District Councillor Scott Hussey: Cllr Hussey reported on some of the implications of Local Government Reorganisation. The District Council are likely to offer to transfer some assets to Parish Councils, e.g. plots of land. It is not known whether this will affect Oxborough. Town Councils may take on the responsibility for car parks which will need to be funded. This might be through increases in Council Tax or by introducing parking charges.

Cllr Hussey reported on BC budget. He said that Council Tax is likely to rise with the new Unitary Authorities.

- 6 To allow public participation – *strictly limited to a maximum of 20 minutes (3 minutes per person) in compliance with adopted standing orders, section 3: e,f,g,h.*

A MOP asked questions about the draft budget and queried whether the Council could fundraise for more money. It was explained that a Parish Council can't rely on fundraising for its operational costs.

A MOP suggested that a Village Fete might be good for community cohesion.

A MOP reminded Cllrs about a NALC course on fundraising they had emailed about, and which they had offered to pay for a Cllr to attend.

A MOP queried whether their emailed questions regarding the bottle bank had been received as they had not had an answer. It was confirmed they had been received.

Cllr Chapman said that number of emails had been sent with concerns about the proposal, these are summarised in the Correspondence Log.

A representative of the VH committee queried the figures in the draft minutes for the report given at the last meeting. The clerk confirmed that these figures have been corrected following an email. The draft minutes online will be replaced with the amended ones. The representative gave some further figures for proceeds of the VH bottle bank over the last couple of years. For YE23/24 a total of £235 was raised from all recycling banks, £81.53 of this was from glass. For YE 24/25 a total of £243.11 was raised from the 2 glass bins.

A MOP queried the outcome of the vote in principle on the bottle bank held at the last meeting, as there had been an interruption and challenge from MOP following the vote after which the Chair had suggested the vote would have to be retaken. The clerk explained that a vote cannot be overturned or deferred after it has taken place, but acknowledged the confusion over the matter.

- 7 The minutes of the Parish Council Meeting held on 12th December 2025 were approved as a true and correct record, and signed by the Chair. Cllr Willies abstained.

8 **Matters Arising from previous meetings, not elsewhere on the agenda.**

Cllr Willies asked Cllr Allison if he had written the letter of thanks to the former clerk. Cllr Allison confirmed that he had.

Cllr Willies asked about the cancellation of the Nurture Landscapes contract, and whether they have been asked to quote for the next year. Cllr Allison said that he has been seeking quotes from a number of companies, and once all have been received they will be brought to Council.

9 **Finance:**

- a. **Bank balance / reconciliation:** The bank balance was £5258.18 as at 1/12/2025.
- b. **Authorisation of payments / signing of cheques:** A cheque for the final payment of £150.79 to Nurture Landscapes was signed by Cllrs Allison and Willies.
- c. **Income received:** none.
- d. **Budget for 26/27:**
A draft budget had been circulated among Cllrs before the meeting. It was suggested that Cllrs go through the budget line by line, to ensure that each was a good estimate of funds needed for the next year. After doing this it was agreed that some budget lines needed to be increased. The clerk's salary budget needs to allow for employment of a locum clerk while there is no permanent clerk. Quotes for grass cutting, insurance, laptop and website/emails are predicted to be higher than initially budgeted. In order to comply with Data Protection regulations, the Council needs to purchase a mobile phone for Council use and enrol with the Information Commissioners Office. It was agreed that the budget for hedges and trees should be increased to allow for a tree survey and any maintenance needed. Cllr Willies said that the SAM sign needed repairs but a donation was offered to cover this expense. Cllr Chapman proposed accepting the amended budget, seconded by Cllr Powell and all agreed. The budget is attached at Annex A.
- e. Council considered the precept needed for 26/27. As a result of the budget setting process it was agreed that this figure needed to increase to allow Council to function properly and fulfil its statutory duties. It was resolved to request a precept of £11,894, proposed by Cllr Powell, seconded by Cllr Chapman and agreed.

- 10 **To consider the purchase of a laptop for the use of the Parish Clerk and receive quotes:**
This item was deferred until the next meeting due to lack of time.
- 11 **To consider the provision of website and emails from NALC:** This item was deferred until the next meeting due to lack of time.
- 12 **To receive an update on the bottle bank proposal and view designs:** Cllr Allison had given a brief update during Public Participation. He is awaiting more information from Highways and the Conservation Officer regarding permissions. A map received suggests that Highways own the first 1m of the verge.
- 13 **To consider in principle holding a Village Fete on the Green:** Cllr Powell introduced the proposal to hold a fete on the Village Green in collaboration with the Village Hall Committee. A 1970s theme has been suggested. A village sub-committee will be formed to explore further and discuss arrangements. Cllrs agreed this was a good idea.
- 14 **Correspondence:** A correspondence log was circulated. No items requiring further action, but it was noted that there were a number of objections from MOP to the bottle bank proposal. The correspondence log is attached at Annex B.

15 **Highways updates:** None.

16 It was suggested that Council have an Extraordinary Meeting before the next Ordinary meeting, due to lack of time to address some of the items on this meeting's agenda. The meeting was closed at 10.32pm.

Signed by the Chair: _____

Date: _____

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Annex A: Budget for 26/27

OXBOROUGH PARISH COUNCIL: Proposed Budget for financial year ending 31 March 2027					
Receipts					
	Actual 24/25	Forecast YE 25/26	Draft Budget 26/27	Revised budget 26/27	
Precept	£3,559.48	£3,915.43	£8,004.00	£11,894.00	
NT rent	£200.00	£200.00	£200.00	£200.00	
VAT refund	£491.60	£404.56			
Village Green hire	£160.00				
TOTAL	£4,411.08	£4,519.99	£8,204.00	£12,094.00	
Payments					
				Revised	Added
Clerk	£1,569.10	£200.00	£3,500.00	£4,700.00	£1,200.00
Admin costs	£239.65	£250.00	£208.33	£208.33	£0.00
Insurance	£283.62	£283.55	£300.00	£500.00	£200.00
Subscriptions	£103.55	£104.41	£110.00	£200.00	£90.00
Audit	£81.00	£81.00	£83.33	£83.33	£0.00
Training			£200.00	£200.00	£0.00
Grass cutting	£1,260.00	£1,809.48	£1,666.67	£2,666.67	£1,000.00
Play area	£82.00	£84.00	£91.67	£91.67	£0.00
Equipment / software		£300.00		£400.00	£400.00
Hedges / trees			£625.00	£1,625.00	£1,000.00
Donations	£175.00	£175.00	£175.00	£175.00	£0.00
Website / emails		£60.00	£400.00	£400.00	£0.00
Bank charges	£60.00	£60.00	£60.00	£60.00	£0.00
TOTAL	£3,853.92	£3,407.44	£7,420.00	£11,310.00	£3,890.00
General reserves					
Carried forward			£3,256.88	£3,256.88	
Add			£784.00	£784.00	
			£4,040.88	£4,040.88	