

**MINUTES OF THE ANNUAL MEETING OF SOULDERN PARISH COUNCIL**  
**HELD IN THE VILLAGE HALL**  
**ON 1st June 2026**

**Present:**

**Nick Oakhill (NO) CHAIR**  
**John Hoodless (JH)**  
**Heidi Dennison (HD)**  
**Kate Green (KG)**  
**Rob Large (RL)**  
**Amanda Sharman (AS)**

**Members of the Public:**

**Katy Draper,**  
**David Carlisle**  
**Joanna Carlisle**  
**C/Cllr Epps**

**Cathy Fleet (CF) CLERK**

- 06.26.1.01     **Apologies for absence****  
No apologies had been received  
NO thanked Cllr Epps and D/Cllr David Rogers for their input on a regular basis.
- 06.26.1.02     **Declarations of Interests****  
There were no declarations of interest
- 06.26.1.03     **Public participation****  
There was no public participation
- 06.26.1.04     **To elect a Chairman for the forthcoming year****  
HD nominated and AS seconded that Nick Oakhill be elected Chair for the forthcoming year.
- 06.26.1.05     **To elect a Vice-Chairman for the forthcoming year****  
KG proposed and AS seconded that Heidi Dennison is elected Vice Chair
- 06.26.1.06     **To appoint the Responsible Financial Officer for the forthcoming year****  
NO proposed and HD seconded that Cathy Fleet be appointed RFO for the forthcoming year.
- 06.26.1.07     All councillors confirmed that there are no changes to their Register of Interests**
- 06.26.1.08     **To receive the minutes of the last parish council meeting****

The minutes of the parish council meeting held on 30<sup>th</sup> April 2026 were checked for accuracy and content, agreed as a true record of the meeting and signed by the chair.

#### 06.26.1.09 Clerks Report and Actions from previous meeting

No	Action	Owner	Update
April26.01	<b>Cherry tree proposal</b> - Clerk to respond to writer of the letter	CF	<b>Completed Action closed</b>
April26.02	<b>SUC Trustee</b> - Clerk to respond to SUC - thanks to Norma and nominate James Maw.	CF	<b>Completed Action closed</b>
April26.03	<b>Summary and letter to Mr &amp; Mrs Blunt to finally resolve the issue at Foxhill Lane</b>	NO	<b>Summary is finished and approved Letter is in draft form pending changes after which it will be sent.</b>

#### 06.26.1.10 Correspondence

- **NO** - letter received regarding smells in the village - The problem is not from McDonalds but from the pumping station. NO has spoken with technical rep of McDonalds who have dedicated 2 taps in their staffroom to run continuously all day to flush the system out. Thames Water has put tankers at the pumping station to totally empty it. The situation will be monitored.
- NO - Contact from Norma Jones regarding a break-in at the shed on the playing field. NO investigated and shut the window - no damage was done
- NO - SSE SPAM phone messages received and ignored.
- Email from KD regarding the SUC extra ordinary meeting on Wednesday
- Work to the fallen wall outside the church will commence this week.

#### 06.26.1.11 Reports from County/District Councillors (David Rogers –CDC) (Gareth Epps – OCC)

##### **Cllr Epps had submitted a written report and highlighted:**

- PFAS - attended meeting regarding Forever Chemicals at Heyford Park which was discussed in Parliament and a ministerial visit will take place.
- Cllr Epps is now on the Cabinet with the Transport portfolio
- Will be on Radio Oxford tomorrow
- Pilot scheme for Quiet Roads will be taking place
- OxSRFI briefing meeting on 4th June

#### 06.26.1.12 Highways

Some potholes around the village have been mended (reported January, mended in May)

A stile by Deely's field is rotting - **KD to report to OCC**

**06.26.1.13 Planning** –The following planning documents had been received:

[25/02739/F](#)

St Josephs High Street Souldern  
OX27 7LA

PART RETROSPECTIVE - Various minor alterations including insertion of air bricks to redundant chimney flues, installation of damp protection at ground level, replacement guttering, stone lintels to front door and windows, canopy to front door, reinstatement of side boundary wall with gate, removal of stone wall and railings to front and replacement with railings and gate, widen and extend existing driveway and installation of footway, installation of CCTV cameras and an EV charging point, amendment to approved colour of external timber gates and amendment to exhaust vent of kitchen extension

& [25/02740/LB](#)

**NO to draft objection**

**06.26.14 Finance**

- 06.26.18.1** The End of year accounts were approved
- 06.26.18.2** The internal Audit report was received
- 06.26.18.3** The Exemption Certificate was approved and signed
- 06.26.18.4** The Accounting Statement was approved and signed
- 06.26.18.5** The Governance Statement was approved and signed
- 06.26.18.6** The following monthly accounts were approved for payment

Souldern PC Monthly Accounts payable May 2026						
Date	Invoice No	To	Detail	Amount	VAT	Notes
28/05/2026		Cathy Fleet	Clerk salary May	140.24		paid by S/O
28/05/2026		HMRC	PAYE	57.12		paid by S/O
01/06/2026		Gallagher	Insurance	590.23		
01/06/26	2761	Nigel Prickett	Grasscutting	<b>486.00</b>	81.00	

1273.59

**Other matters**

Tollgate Cottage - Building work has commenced but permission not granted and the carport being built appears to be hanging over the fence. **KG to contact CDC Case Officer**

**Date of next meetings** : last Thursday of the month 7.30pm:

25 June, 30 July, 24 Sept, 29 Oct, 26 Nov

**Signed** .....

**Chair, Souldern Parish Council**

**Date** .....

**ACTION LIST SUMMARY**

No	Action	Owner	Update
June(1)26.01	<b>A stile by Deely's field is rotting</b> - KD to report to OCC	<b>Katy Draper</b>	
June(1)26.02	<b>Planning</b> - NO to draft objection to <a href="#">25/02739/F</a> &25/02740/LB, St Josephs	<b>NO</b>	