

26/04

Aynho Parish Council

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PARISH COUNCIL GENERAL MEETING

Venue: Aynho Village Hall

2nd March 2026, 7:00PM

MINUTES

Present:

Cllr Dawn Willis (Chair)

Cllr Ray Willis

Cllr Poppy Hoole

Cllr Helen Mackenzie

Cllr Les Horley

Cllr Jerry Stephenson

0 members of public

Meeting commenced: 19:00

25/192 Apologies for absence

Apologies received: Cllr David Leigh.

On the proposition of Cllr Horley, it was **RESOLVED**: to approve apologies from Cllr Leigh.

25/193 Members' declaration of interest in items on the agenda

None.

25/194 Public Participation

None.

25/195 Minutes of Meeting of the Parish Council of 2nd February 2026

On the proposition of Cllr R Willis, it was **RESOLVED**: to approve minutes of the Meeting of the Parish Council 2nd February 2026.

25/196 Planning

To discuss and approve a response as a consultee on:

[2026/0351/TCA](#) - 21 Blacksmiths Hill Aynho OX17 3AH - Elder (Sambucus) tree at northeast corner of garden to be removed. Tree has been assessed by an arborist as dying. *No comments.*

[2026/0448/TCA](#) - 1 The Glebe Aynho OX17 3AZ - Two mature apple trees - perform maintenance pruning by reducing overgrown vertical branches and any dead, diseased or damaged branches to enhance the health of the tree. *No comments.*

[2026/0545/S73](#) - Aynhoe Park House Aynho Park Aynho OX17 3BQ - Variation of Condition 1 to omit reference the previously approved gates elevations and replace with revised gate elevations drawing to approval WNS/2022/0818/MAF (Variation of Condition 1 (plans) and Condition 9 (landscaping) to planning application S/2020/0488/MAF (Three new dwellings, new heritage workshop and associated parking, new gated access and landscape works) to include a new pool to House 2 only at Aynhoe

Park House). *On the proposition of Cllr Horley, it was **RESOLVED**: to repeat previous objections. Also to request clarification of condition relating to circular walk is being met.*

25/197 Authorisation of Payments

Cllrs Stephenson & Horley inspected and confirmed bank reconciliation and invoices against payments schedule.

On the proposition of the Chair, seconded by Cllr Horley, it was **RESOLVED**: to approve payments scheduled February to March 2026.

On the proposition of Cllr Stephenson, it was **RESOLVED**: to receive and note schedule of receipts **£130.50**.

25/198 Bank Reconciliation

On the proposition of Cllr Stephenson, it was **RESOLVED**: to receive and note bank reconciliation to 17th February 2026.

25/199 Annual Meetings

On the proposition of Cllr Horley, it was **RESOLVED**: to confirm the date, time and venue of the Annual Parish Meeting, as 20th April 7pm, Main Village Hall.

On the proposition of the Chair, it was **RESOLVED**: to confirm the date, time and venue of the Annual Parish Council Meeting, as 11th May 7pm, Mary Cartwright Room.

25/200 Publication Scheme

On the proposition of the Chair, seconded by Cllr Stephenson, it was **RESOLVED**: to approve the Publication Scheme.

25/201 Data Protection & GDPR Policy

On the proposition of the Chair, seconded by Cllr Horley, it was **RESOLVED**: to approve the Council's Data Protection & GDPR Policy to ensure compliance with the UK General Data Protection Regulation and the Data Protection Act 2018, and to note responsibilities for implementation and review.

25/202 Data Protection and Privacy Policy

Privacy Notice (website) <https://aynho-pc.gov.uk/privacy-policy/>

On the proposition of the Chair, seconded by Cllr Stephenson, it was **RESOLVED**: to approve the revised Privacy Notice prepared to ensure compliance with the UK General Data Protection Regulation and the Data Protection Act 2018, and to authorise publication on the Council website.

25/203 Asset Register

Councillors noted the following additions to the Asset Register: Picnic Bench, Picnic Table Sandpit, SumUp Machine and Starlink Wi-Fi.

Cllr R Willis advised that the speed camera has now been received and is to be added. Also, the Table Tennis Table purchased is in the process of being installed at the Sports Field; this is also to be added to the register.

The Clerk will represent the Asset Register at the next meeting with further additions.

25/204 Pavilion Wi-Fi and CCTV

Cllr R Willis updated: The Starlink hardware has now been installed at the Pavilion and that the system only requires the account to be set up before becoming operational.

Cllr Horley reported that a Business Account could not be established as the Council does not hold a VAT registration, therefore alternative account options will be explored. Members noted that the Wi-Fi should provide a community benefit at minimal cost and that access could be controlled via an app.

Cllr R Willis confirmed he is currently reviewing CCTV camera options and will report back with further information and costings at the next meeting.

Members noted that responsibilities relating to the management of CCTV would need to be clearly established, including compliance with data protection requirements and the installation of appropriate signage.

25/205 Cricket Club Licence Agreement

Cllr Horley provided an update regarding the proposed Cricket Club Licence Agreement. He advised that Aynho Cricket Club (ACC) had expressed dissatisfaction with the draft agreement put forward by the Council. Cllr Horley reiterated his view that a licence agreement should be in place for all organised clubs using the Sports Field facilities in order to properly manage and regulate usage.

While ACC agreed in principle that an agreement should exist, they have held back from signing the current draft and indicated they will provide alternative examples for consideration. Cllr Horley reported that he has also contacted other parish councils and obtained an example agreement which they advised was necessary to avoid potential conflict; however, this document appeared more comprehensive than the Council's original proposal. The Council is currently awaiting ACC's suggested amendments or examples.

The Chair explained that ACC had requested exclusive use of the facility, which would prevent other residents from accessing the area. Members noted this was an issue that should be addressed within any formal agreement. It was also reported that ACC had requested that the area be fenced off throughout the year, except for approximately five games played by the club. Members further noted that no fixture list had yet been received for adult cricket and that no first game had been scheduled pending agreement of the licence.

Cllr Horley expressed confidence that a suitable way forward could be found and advised that any agreement would ideally need to be signed in April in preparation for the start of the cricket season.

Members queried arrangements for public liability insurance. The Clerk advised that a formal agreement would normally include provisions covering usage terms, risk assessments and insurance responsibilities.

On the proposition of the Chair, it was **RESOLVED:** that Cllr Horley meet with ACC to discuss the matter further and report back to the next meeting.

25/206 Playpark – Update

The Chair provided an update on progress to date, including the outcomes of recent discussions with stakeholders, suppliers and contractors.

Various options for the future of the playpark were outlined, including potential improvements or replacement of equipment. Indicative project costs were suggested to be in the region of £50,000 for a more comprehensive upgrade.

Alternative options discussed included replacing two or three individual items, such as swings, a seesaw or elements of the trim trail, rather than undertaking a full replacement project. Another option would be to install a single larger piece of equipment.

The possibility of pursuing a warranty claim in relation to the early failure of existing equipment will be explored. Members also discussed the option of setting aside funds annually to allow for incremental improvements over time.

Grant funding opportunities may also be available. The contractor advised that any grant applications should include ancillary works, including the removal of existing equipment prior to the installation of new items.

Cllr Mackenzie will investigate potential grant opportunities. It was noted that donations received in relation to the Sports Field are ring-fenced towards the playground project.

Members will give the matter further consideration, and the item will be carried forward to a future meeting.

25/207 Village Survey

Cllr Mackenzie provided an update on the proposed Village Survey following a meeting with Cllr Leigh. Cllr Leigh has circulated a test version of the survey. The intention is to replicate the previous survey undertaken in 2020, with updates and modifications where appropriate.

Members discussed the use of SurveyMonkey to host the survey. While there is a fee associated with the platform, it was noted that £500 has been allocated within the budget for this purpose. It was therefore agreed that SurveyMonkey could be used.

Councillors also noted that a printed version of the survey should be made available alongside the online version to ensure residents without online access or capability are able to participate.

On the proposition of Cllr Mackenzie, it was **RESOLVED:** that Cllrs Leigh and Mackenzie review and update the 2020 survey and present a revised version to the next meeting for approval.

25/208 Community Matters

a) Liaison with RH

Cllr Horley reported that he and Cllr D Willis had met with RH informally, in their capacity as residents, to discuss and share the community's ideas regarding the Cartwright. RH advised that they are not currently in a position to provide financial support or formal involvement in relation to the Cartwright.

However, RH indicated they are keen to support community engagement and activities. They expressed willingness to assist with community initiatives on a practical basis. This could include participation in community litter picks (with dates to be shared), providing personnel where possible, and involvement in events such as a sports day, Halloween event, car show, or cricket tournament. While direct financial support is not anticipated, RH indicated they

would be open to supporting fundraising activities and working collaboratively with the Parish Council and community in a hands-on capacity.

b) **Health & Safety:**

No update regarding the request from Little Lane residents for a new grit bin, following the declined request to WNC.

c) **Grounds Maintenance**

Cllr R Willis advised that repair work is required to the swings. It was also suggested that the grounds maintenance contractor be requested to undertake an earlier grass cut due to the current level of growth.

d) **Consultations**

a. **West Northamptonshire Local Plan**

To consider a response to the consultation on the fresh draft of the West Northamptonshire Local Plan, a key opportunity for Parish Councils to review and comment on proposals guiding future development. *No comments.*

b. **Northants CALC Strategic Plan 2026–2029**

Northants CALC is developing its next Strategic Plan. Clerks and councillors are invited to engagement sessions on Monday **23 March 2026**:

- Morning: 10:00–11:30
- Evening: 19:00–20:30

Members are encouraged to book by **17:00 on 16 March 2026** and contribute their views to shape the future of Northants CALC and the parish and town council sector. *No comments.*

c. **Northants CALC HR Support**

NCALC are currently exploring options for providing HR support to councils and would really value your input. To help understand what support would be most useful, they request please take a few minutes to complete our **HR Support in Parish & Town Councils Survey**. The survey is short and should take **no more than 3–4 minutes** to complete. Please submit your response by **5pm on Tuesday 10th March 2026**. *No comments.*

25/209 Newsletter

To discuss items for next newsletter edition – Cllr Mackenzie to edit on behalf of council.

- Facebook Page
- Annual Meetings
- Starlink Wi-Fi at Pavilion
- Community Speed Watch Camera
- Village Survey

25/210 Next Meeting

7th April 2026 – Full Council Meeting (*note: Tuesday due to BH, at Pavilion*)

Meeting closed: 21:00

Signed:

26/05 Planning

To discuss and approve a response as a consultee on:

2026/0806/OUT - Land West Of Bicester Road Aynho - Outline application (all matters reserved except for access) for the erection of two self-build/custom build dwellings within the woodland described as 'The Finger', alterations to existing access from B4100 Bicester Road to enable the full restoration of the east boundary wall to Aynhoe Park, including associated tree works and landscaping.

Issues which cannot be taken into account

Who the applicant is/the applicant's background	Loss of views	Loss of property value	Loss of trade or increased competition
Strength or volume of local opposition	Construction noise/disturbance during development	Fears of damage to property	Party wall disputes
Maintenance of property	Boundary disputes, covenants or other property rights	Private rights of way	Personal circumstances are generally not a material planning consideration

Material Considerations

Overlooking/loss of privacy	Loss of light or overshadowing	Parking	Highway safety	Traffic
Noise	Effect on listed building and conservation area	Layout and density of building	Design, appearance and materials	Government policy
Disabled persons' access	Proposals in the Development Plan	Previous planning decisions (including appeal decisions)	Nature conservation	Public rights of way

Aynho Parish Council
PAYMENTS LIST

30 March 2026 (2025-2026)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
125 IT (Eqpt & Software)	04/03/2026		Co-Op C/A		Sage Payroll	Sage	S	11.00	2.20	13.20
126 Pavilion - Utilities	04/03/2026		Co-Op C/A		Starlink Wi-Fi	Starlink Internet Services L	S	29.17	5.83	35.00
128 Admin (Inc Tel, Stationary & P)	17/03/2026		Co-Op C/A		Virtual Line for Clerk	Virtual Landline	S	5.42	1.08	6.50
127 Pavilion - Utilities	20/03/2026		Co-Op C/A		Water Bill	Wave (Anglian Water)	Z	49.28		49.28
Total								94.87	9.11	103.98

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Aynho Parish Council
RECEIPTS LIST

30 March 2026 (2025-2026)

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
136 Pavilion - Rental Income	27/02/2026		Co-Op C/A		Pavilion Hire	K Angell	X	25.00		25.00
137 Pavilion - Rental Income	02/03/2026		Co-Op C/A		Pavilion Hire	Health Walkers	X	60.00		60.00
138 Pavilion - Rental Income	06/03/2026		Co-Op C/A		Pavilion Hire	K Angell	X	22.50		22.50
140 Pavilion - Rental Income	16/03/2026		Co-Op C/A		Pavilion Hire	K Angell	X	15.00		15.00
139 Tennis Court - Rental Income	16/03/2026		Co-Op C/A		Tennis Court Hire	Catherine Johnson	X	4.00		4.00
141 Tennis Court - Rental Income	18/03/2026		Co-Op C/A		Tennis Court Hire	Shannon Boland	X	5.00		5.00
142 Pavilion - Rental Income	20/03/2026		Co-Op C/A		Pavilion Hire	K Angell	X	27.50		27.50
143 Pavilion - Rental Income	27/03/2026		Co-Op C/A		Pavilion Hire	K Angell	X	25.00		25.00
Total								184.00		184.00

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Aynho Parish Council
PAYMENTS LIST

06 April 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
6	Audit	01/04/2026	26/06	Co-Op C/A		NCALC Subscription	NCALC	S	305.76	61.15	366.91
6	Memberships/Subscriptions	01/04/2026	26/06	Co-Op C/A		NCALC Subscription	NCALC	Z	207.39		207.39
6	Memberships/Subscriptions	01/04/2026	26/06	Co-Op C/A		NCALC Subscription	NCALC	Z	154.67		154.67
6	Memberships/Subscriptions	01/04/2026	26/06	Co-Op C/A		NCALC Subscription	NCALC	Z	42.74		42.74
7	IT (Eqpt & Software)	02/04/2026	26/06	Co-Op C/A		Sage Payroll	Sage	S	11.00	2.20	13.20
9	Pavilion - Utilities	03/04/2026	26/06	Co-Op C/A		Pavilion Wi-Fi	Starlink Internet Services L	S	29.17	5.83	35.00
10	Grass Cutting & Hedges	09/04/2026	26/06	Co-Op C/A		Grass Cut	RJ Groundcare Ltd	S	520.00	104.00	624.00
3	Pavilion - Gen Exp	09/04/2026	26/06	Co-Op C/A		Pavilion Cleaning	K Angell	X	30.00		30.00
5	Sports Field - Gen Exp	09/04/2026	26/06	Co-Op C/A		Green Bin Licence	West Northamptonshire Co	Z	69.00		69.00
10	Sports Field - Grass Cutting	09/04/2026	26/06	Co-Op C/A		Grass Cut	RJ Groundcare Ltd	S	165.00	33.00	198.00
1	Hall Hire	09/04/2026	26/06	Co-Op C/A		Post Office - PC Share	Ayrho Village Hall	X	87.50		87.50
2	Hall Hire	09/04/2026	26/06	Co-Op C/A		VH Hire for PC Meetings	Ayrho Village Hall	X	30.00		30.00
4	PC Website	09/04/2026	26/06	Co-Op C/A		Aynho PC.gov Website	Parish Online	S	315.00	63.00	378.00
8	Clerk & RFO Salary	30/04/2026	26/06	Co-Op C/A		Clerk Salary - Apr	A Youst	X	685.76		685.76
Total									2,652.99	269.18	2,922.17

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Aynho Parish Council
RECEIPTS LIST

07 April 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Pavilion - Rental Income	03/04/2026		Co-Op C/A		Pavilion Hire	K Angell	X	25.00		25.00
3	VAT Refund	07/04/2026		Co-Op C/A		VAT Refund	HMRC VTR	R		1,064.81	1,064.81
2	IT (Eqpt & Software)	07/04/2026		Co-Op C/A		SumUp Air Bundle	Jerry Stephenson	S	20.82	4.17	24.99
Total									45.82	1,068.98	1,114.80

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26/07

Bank Reconciliation

24 March 2026 (2025-2026)

Aynho Parish Council
RECONCILIATION - Co-Op C/A 17-03-2026

From Accounts	£2,003.03
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£2,003.03
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Aynho Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		46,987.10
	ADD Receipts 01/04/2025 - 31/03/2026		44,152.78
	SUBTRACT Payments 01/04/2025 - 31/03/2026		91,139.88
	Cash in Hand 31/03/2026 (per Cash Book)		53,829.15
B	Cash in hand per Bank Statements		
	Petty Cash	31/03/2026	0.00
	Co-Op Deposit Account	31/03/2026	52,503.46
	Zettle by PayPal	31/03/2026	0.00
	Co-Op C/A	31/03/2026	1,325.69
			53,829.15
Less unrepresented payments			
		53,829.15	
Plus unrepresented receipts			
Adjusted Bank Balance		53,829.15	
	A = B Checks out OK		

26/08 **Budget Expenditure Report Qtr 4 2025-26**
<https://aynho-pc.gov.uk/wp-content/uploads/2025/05/Summary-01.04.25-31.03.26.pdf>

26/10 **Asset Register**
<https://aynho-pc.gov.uk/wp-content/uploads/2025/05/Fixed-Assets-and-Long-Term-Investments-Apr-26-1.pdf>

26/11 **Governance**
<https://aynho-pc.gov.uk/wp-content/uploads/2025/05/APC-Subject-Access-Requests-Policy.pdf>
<https://aynho-pc.gov.uk/wp-content/uploads/2025/05/APC-Reserves-Policy.pdf>
<https://aynho-pc.gov.uk/wp-content/uploads/2025/05/APC-Biodiversity-Policy.pdf>

26/13 **Energy Pricing**
<https://aynho-pc.gov.uk/wp-content/uploads/2025/05/Aynho-Parish-Council-1100015910663-Tender-Results.pdf>
<https://aynho-pc.gov.uk/wp-content/uploads/2025/05/Aynho-Parish-Council-1100039906220-UMS-Tender-Results.pdf>

26/16 **Cricket Club Agreement**
<https://aynho-pc.gov.uk/wp-content/uploads/2025/05/Club-License-Agreement.pdf>