

**Minutes for the Annual Parish Council Meeting
Tuesday 26th May 2026 at 8.00pm**

Present:

Councillor Tim Banister
Councillor David Sullivan
Councillor Peter Gorman
The Clerk
Residents and Public – 1

Welcome and introductions

Members are reminded that this is a meeting in public, not a public meeting, and all points, questions and comments should be addressed through the Chair.

Election of Chairman and Deputy Chairman

Councillor Phil John was nominated and seconded to be Chairman. The Chairman may be elected in his absence and is allowed to sign his declaration of office at a later date, according to the Local Government Act 1972. Councillor Banister was nominated and seconded to be Vice Chairman. Nomination was agreed and Councillor Banister signed the declaration form.

Apologies for Absence

Received from District Councillor Chris Brant, Councillors Phil John and Chris Hackley

Declarations of Interest *Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.*

1243 Minutes of the meeting held 24th March 2026 (previously circulated) and Matters arising. The minutes had been circulated in advance of the Meeting. They were agreed to be a true record of the Meeting and were signed by the Vice Chairman. It was agreed that there were no matters arising that were not covered elsewhere on the agenda.

1244 Governance Arrangements

Delegation arrangements

It was reported that the Parish Council have no delegated committees as the Parish Council meetings cover all matters.

1245 Review and Adoption of Standing Orders and Financial Regulations and Insurance policy (previously circulated and as amended)

It was reported that Standing Orders and Financial Regulations based on the OALC template were amended in May 2026. No further amendments were proposed to either document and it was recommended that these be adopted for the forthcoming year.

The Insurance policy documents were reviewed and found to be acceptable – this is the first year of a three year contract.

Resolved: To accept the proposed Standing Orders and Financial Regulations for 2026-27, and the insurance policy documents



1246 Review of Arrangements with Local Authorities

OCC Grass Cutting: The Parish Council continued to undertake certain of the County Council's functions relating to highways, public rights of way, and water courses under the Highways Act 1980, and where relevant, the Road Traffic Regulation Act 1984 and the Land Drainage Act 1991, and any other enactment giving the County Council the duty or the power to carry out the functions delegated under this agreement.

This relates to grass cutting as set out in the Schedule to the Deed.

1247 Representation at external bodies and reporting arrangements:

- **PC Local Cluster Group:**

It was recommended that should a local cluster group be reconvened the Chairman and Clerk or Councillors should attend. The Parish Council would consider, discuss and vote on recommendations as necessary. Mollington PC is continuing to discuss reconvening this group with local parishes.

- **CDC/OCC Parish Liaison:**

It was recommended that one or more councillors and the Clerk attend the Cherwell District Council/Oxfordshire County Council Parish Liaison meeting (twice a year) and report back to the subsequent parish council meeting.

1248 Review of Asset Register and Insured Risks

It was noted that the Asset Register and Risk assessments, previously circulated, had been updated and it was recommended to approve both documents for 2026/27.

Resolved: To accept the proposed Asset Register and Risk Assessment for 2026-27

1249 Membership of other bodies:

It was reported that the Parish Council continued to be members of the following bodies:

- SLCC
- OALC and NALC

1250 Annual Review of Policies

- **Complaints Procedure** - It was reported that the Parish Council complies with Cherwell District Council's Code of Conduct, which all councillors have accepted. Complaints will be dealt with under this Code of Conduct.
- **Freedom of Information Act 2000** The Clerk will process any requests made under the Freedom of Information Act 2000.
- **General Data Protection Regulations 2018 (GDPR)** The Clerk will manage the use of data and process any requests made under the GDPR. The Parish Council had agreed the following in relation to GDPR: Information and Data Protection Policy;
 - Data Privacy Notice and Consent to hold Contact; and
 - Retention and Disposals policy; and
 - List of Documents for Retention or Disposal.
- **Press and Media** It was reported that the Clerk will deal with issues involving press and media.
- **IT Policy** The IT Policy was updated and reviewed

Resolved – To accept the Review of the Annual Policies



1251 Date and time of meetings for the forthcoming year: Parish Council and other meetings; to be held at 8pm in the Village Hall unless otherwise stated:

- 28 July 2026
- 22 September 2026
- 24 November 2026
- 26 January 2027
- 23 March 2027
- 27 April 2027 Annual Parish Meeting
- 25 May 2027 Annual Parish Council Meeting

A summons to meetings will be circulated to Councillors by email 3 clear days before the meeting, and will be posted on the notice board and parish web site.

1252 Register of Members Interests – It was reported that councillors were requested to complete the annual declaration of interests if any changes were made and return to the Clerk as soon as possible.

Whilst this was not mandatory it was agreed that it was good practice.

1253 Adoption of Annual Governance Statements and Accounting Statement for 2024/25

The Annual Governance and Accountability Return (AGAR) 2025/26 Form 2 previously circulated was considered.

It was resolved to:

- declare Mollington Parish Council exempt from the requirement for a limited assurance review as both Income and Expenditure were below the threshold of £25,000;
- receive and note the Annual Internal Audit Report;
- approve the Annual Governance Statement (Section 1);
- approve the Accounting Statements (Section 2) previously certified by The Clerk;
- publish the numerical and narrative explanations for significant variances in the accounting statements; and
- commence the public rights period to start on 3rd June 2026 and ending on the 14th July 2026

1254 Chairman's Annual Report

The Chairman is travelling and has requested the Vice Chair Mr Tim Banister read out the Chairman's review of the work of the Parish Council since the last Annual General Parish Council Meeting in May 2025.

Foremost I would like to give thanks to councillors David Sullivan, Peter Gorman, and Tim Banister who have served as councillors over the last 12 months and new member Chris Hackley who joined in early 2026. Their continued support has been welcomed and appreciated by myself.

Additionally, I would like to give my thanks to Ginetta Best, the Clerk who manages the governance and financial affairs of the Parish Council. Her guidance and experience has ensured that we adhere to the role and responsibilities of being Parish Councillors.

The PC thanks, and looks forward to increased attendance at meetings, our Local District Councillors who provide where necessary their help, guidance and support.

I would like to add special mention to a now invigorated Village Hall Committee, led by Ann Ryan, who manages the Village Hall on behalf of the Custodian Trustees (Mollington Parish Council). Her leadership should be highly commended.

It goes without saying that my thanks extends to those members of the public who have been able to attend meetings and help to raise, question and make clear any concerns.

The Parish Councillors' roles and responsibilities have been identified via the website as well as Mollington Matters.

The increased precept in 25/26 helped us carry out further maintenance activities around the village and I'm pleased that the 26/27 precept had a nominal increase, to be able to ensure that we continue essential works within the village.



The PC are conscious of keeping the increases as low as possible but with the higher cost levels and extended works it was necessary to ensure that the PC financial position is healthy and able to undertake works including emergency / one off activities without a negative impact on the reserves. Business for the Parish Council continued during the year with several planning applications, including tree works in the conservation area. Most applications were approved or withdrawn with some applications remaining to be determined by Cherwell District Council.

The major change in village maintenance activities resulted in appointment of a new contractor (4th Corner) for the grass cutting and when required tree/ hedge cutting. This appointment was brought about by the end of the previous contract period (3y +1 yr) with Thomas Fox and the requirement to have a Tendering process and appoint a new contractor. I would like to thank Thomas Fox for their services these past 4 years and whilst they did tender for the new contract, they were unsuccessful this time. It should be mentioned that the scope of works has remained the same but we have experienced some initial issues with the level of service but I can confirm that after further recent on-site meetings with the new contractor I believe we will see the quality of work improved significantly.

Everybody is aware of the propensity of poor road conditions, blocked gullies/ drains and potholes throughout the village. Many emails have been sent to Oxfordshire Highways and Thames Water as well as multiple FixMyStreet reporting.

On site meetings and discussions have taken place with Oxfordshire Highways to get these issues upgraded and some works have been undertaken on limited resurfacing around March Road / Main Road. Promises have been made by the authorities and dates are set for gullies clearance to be completed early July 26 in Lower Farm Lane, but we still await confirmation of scope of work / timelines for the ever-present water leakage repairs near the Green and related road works on potholes that can only be completed once the drainage issues have been rectified.

The PC continue to communicate with Highways Engagement Officer to seek completion dates. I would like to thank Bob Wadsworth for his continued support in identifying/markings areas of concern (within the 20mph signage) where these works are required. In many ways we are restricted by OCC's volume of works, prioritisation and budgetary constraints. Further correspondence / support through District Councillor Chris Brant has taken place and will continue to pressure OCC to finalise Mollington works.

Highways department have filled and replaced grit bins. An additional dog bin in Lower Farm Lane has been installed.

Orchard Playing Fields have recently had hedge and tree works done. Steps were taken to remove the slide and fill in the tunnel area due to safety concerns. Further work on adding new bark around the swings / climbing frame will be completed in the near future. Steps are being taken to focus expenditure on the maintenance on the Chestnut Vale play area and to date additional bark has been added as well as application of weedkiller. The grass level of the football field will be lowered throughout the summer grass cutting.

The PC is looking at ideas to improve the visual impact around the village and will be identifying areas where some planters and seating could be located, this was included in the 26/27 budget plans. The PC will be looking for volunteers to assist in the ongoing maintenance of any planting to reduce expenditure but initial outlay/ additional plants etc will be funded from the PC budget.

It is hoped that the PC will look at creating a volunteer 'workforce' to support various minor works throughout the village during the next 12 months. This has been mentioned in the recent Mollington Matters

I would like to thank councillor Tim Banister for creating a more readable and informative Mollington Matters, and for delivering a copy to each household in the parish.

The Village Hall has continued to raise funds through coffee mornings, quizzes, the Christmas Fayre, Car Boot sale, indoor short bowls and games night although the latter was poorly attended. Private bookings have improved. The VH committee has actively managed the creation of a VH refurbishment / cladding fund as the overall exterior is deteriorating. A recent Mollington Matters issue raised the need for funding. Any help or contributions should be addressed in the first instance to Ann Ryan.

It is hoped that future events are well supported by the village,

The popular Mollington Munch continues to have record numbers attending the lunches. Our thanks must go to all of the ladies' team of volunteers who make it such a success.

Finally, I would like to welcome all those who have moved to the village and say a fond farewell to those that have left.

