

Banbury Town Council

Mark Hassall ACMA MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: A23092025
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 16 September 2025

To: All Members of the Town Council.
Others, for information.

You are hereby summoned to attend a Meeting of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **Tuesday, 23 September 2025 at 6.30pm**, for the transaction of the following business: -

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. Apologies for absence

Contact Helen Durkin (01295 250340).

2. Declarations of Interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

3. Minutes of the last Meeting

To approve as correct the Minutes of the Meeting held on the 17 June 2025 (**Enclosed**).

4. Communications

To receive communications from the Town Mayor and / or Leader of the Council.

5. Questions

- a. Any Town Councillor may ask the Town Mayor, or the relevant Committee Chairman or the Town Clerk any questions concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins, and a copy supplied to the Town Clerk.
- b. A period of up to 20 minutes is allocated, during which Members of the public may, at the discretion of the Town Mayor, ask questions of the relevant Committee Chairman on any matter relevant to some question over which the Council has power, or which affects Banbury.

[You are requested to state your name and address before asking your question.]

6. Minutes of Committees

To consider the Minutes of Committees:

- | | |
|--------------------------------------|--------------------------------|
| a) Planning Committee | - 14 May 2025 (Enclosed) |
| | - 11 June 2025 (Enclosed) |
| | - 16 July 2025 (Enclosed) |
| | - 13 August 2025 (Enclosed) |
| | - 10 September 2025 (Enclosed) |
| b) General Services Committee | - 26 August 2025 (Enclosed) |
| c) Resources Committee | - 02 September 2025 (Enclosed) |

7. Annual Return

To receive the report of the External Auditor (Section 3 of the Annual Return) for the year ended 31 March 2025 (**enclosed**).

8. Resolutions Moved on Notice

Resolution No 69 to be moved by Councillor Mallon, and seconded by Councillor Hussain.

“Banbury Town Council thank The Banbury Hive for their recent presentation to Banbury Town Council concerning its proposal for the Banbury Hive at Castle Quay Banbury.

Whilst Banbury Town Council has no influence over the management of Castle Quay, we recognise the number of empty units at the centre and the loss of income Cherwell District Council is experiencing.

Therefore the proposal by The Banbury Hive to set up a social enterprise in Castle Quay would help Cherwell District Council financially by saving business rates to reinvest in Castle Quay, improve the social value of Castle Quay as a destination and assist Cherwell District Council in meeting the objectives of its corporate plan to foster economic centres, promote economic prosperity and to work closely with partners to foster shared solutions .

This council therefore undertakes to write to Cherwell district Council to urge it to work with The Banbury Hive to achieve its stated aims in its Corporate Plan.”

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.

It is not practical to offer detailed advice during the meeting.

Recording of Meeting

- iii) Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first approval of the draft minutes by the committee chairman.

BANBURY TOWN COUNCIL

Minutes of a meeting of Banbury Town Council held at **6:30pm on Tuesday 17 June 2025** at the Town Hall, Banbury.

Present: Councillors Mallon (Town Mayor) and Okeke (Deputy Town Mayor).
Councillors: Beere, Biegel, Cherry, Clarke, Crichton, Dhesi, Eaton, Elugwu, Richards, Strangwood, Thornhill, Tohill-Martin, Urwick, Vaitkus and Woodward.

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment and Deputy Clerk)
Helen Durkin (Executive Officer)

Apologies for Absence: Councillors Brant, Creed, Harwood, Hussain and Mears

Members of the Public: Fiaz Ahmed, Simon Garrett and John Stansfield

BTC.26/25 Declarations of Interest

None.

BTC.27/25 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 13 May 2025 be approved as a correct record and signed by the Town Mayor.

BTC.28/25 Communications

IT WAS RESOLVED to receive and note communications.

BTC.29/25 Questions – Elected Members and Members of the Public

None

BTC.30/25 Planning Committee

It was **RESOLVED** that the Minutes of the Planning Committee meeting held on 14 May 2025 be received by Councillor Beere and seconded by Councillor Woodward.

BTC.31/25 General Services Committee

It was **RESOLVED** that the Minutes of the General Services Committee meeting held on 03 June 2025, be received by Councillor Cherry and seconded by Councillor Biegel.

BTC.32/25 Resources Committee

It was **RESOLVED** that the Minutes of the Resources Committee meeting held on 10 June 2025, be received by Councillor Eaton and seconded by Councillor Richards.

BTC.33/25 Internal Audit

IT WAS RESOLVED that the report be received and noted.

BTC.34/25 Annual Return

IT WAS RESOLVED that the Annual Governance Statement, section 1 of the annual return, be received and signed by Councillor Mallon and the Town Clerk.

BTC.35/25 Accounting Statement

IT WAS RESOLVED that section 2 of the annual return be received and signed by Councillor Mallon and the RFO.

BTC.36/25 Accounts for the year ended 31 March 2025

IT WAS RESOLVED that the Accounting Statements for the year ended 31 March 2025 be approved and be signed on behalf of the Council by Councillor Hussain and the RFO.

BTC.37/25 Notice of Electors Rights

IT WAS RESOLVED that the Notice of Electors Rights be approved.

BTC.38/25 Financial Regulations

IT WAS RESOLVED that the Financial Regulations be reviewed and approved.

BTC.39/25 Standing Orders

IT WAS RESOLVED that the Standing Orders be reviewed and approved.

BTC.40/25 Co-Option of Councillor

IT WAS RESOLVED that the received applications of volunteers to fill the vacancy within the Neithrop North ward be received.

IT WAS RESOLVED that the chosen candidate be proposed and seconded by Councillors for each applicant, those candidates were then voted upon.

IT WAS RESOLVED that the chosen candidate be John Stansfield

The Meeting ended at 6:54pm.

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
14 May 2025 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Beere (Chairman)
Councillors: Dhesi, Harwood, Tohill-Martin and Woodward.

Other attendance: Cllr Richards for Cllr Thornhill

Officers: Robert Duxbury (Planning Officer)
Helen Durkin (Executive Officer)

PL.16/25 Apologies

Councillor Thornhill

PL.17/25 Declarations of Interest

Councillor Harwood declared personal interest as members of the Cherwell District Council Planning Committee.

PL.18/25 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the meeting held on the 26 February 2025 be approved as a correct record and signed by Cllr Beere.

PL.19/25 Planning Applications to be Considered

The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.

Officers responded to a number of questions raised by Members.

- 25/00788/F - Steam House Bagels - Sainsbury's Local, Unit 1, Walker Road, Banbury - Use of site as cafe and proposed installation of extraction equipment.
 - **Banbury Town Council made no objection.**
- 25/00204/F - A2B Castle Cars Ltd - Land Opposite Banbury Station Car Park Station Approach, Banbury - RETROSPECTIVE - Change of Use of land and erection of outbuilding for Sui Generis Use for taxi company.
 - **Banbury Town Council object to the application on the grounds that the application still does not provide sufficient information to allow the proposed development to be fully assessed by OCC or us. Further information regarding the current use of the site and the use of the proposed development is required at this stage to enable the full assessment the impact of the development. The Members also expressed their concern about the apparent lack of sanitation facilities for this workplace. Please refuse the application and/or reconsult when the required information is available.**
- 25/00752/F - Mr Timothy Beckett - 2 Church View, Banbury - Conversion of existing dwelling to form two dwellings.
 - **Banbury Town Council object to this proposal on the grounds that the development impacts upon the neighbours. We understand that the extensions may be beyond permitted development tolerances. Therefore the substandard appearance and over-domination of the development can also be taken into account, and these matters add to the level of harm caused by the over-development of the site and possible on-street**

car parking, and all these considerations justify refusal of the application. If we are wrong about the "permitted development" matter we still consider that the over-development and parking justify refusal in any event.

- 25/00802/F - Mr M Hassan - 25 Harlech Close, Banbury - Conversion of garage to habitable accommodation and subdivision of dwelling to form studio flat at ground floor level.
 - **Banbury Town Council object to this proposal, on the grounds that in the light of deficiencies in garden space and car parking, this is considered to be overdevelopment of the building which will result in harm to the character and amenity of the area.**
- 25/00801/F - Ms Shofia Mumtaz - 28 Orchard Way, Banbury - Erection of new two bedroom dwelling and creation of new access.
 - **Banbury Town Council object to the proposal on the grounds that this site is too small to accommodate this house without causing undue harm to the amenity of the adjacent house in Beesley Road and to the character and amenity of the area. As such the proposal is contrary to Cherwell Local Plan policy. Access to the side road is also in a dangerous position likely to be detrimental to highway safety.**
- 25/00203/F - Mr Diljeet Singh - Unit 4, Plot 9C Thorpe Close, Banbury - Change of Use from Class E commercial to Class F2 local community use to provide a Gurdwara Sahib - a place of worship –
 - **Banbury Town Council note the withdrawal of the application.**
- 25/00813/F - Detail Property Ltd - Shoezone, 1 High Street, Banbury - Change of Use of 1st, 2nd and 3rd floors to create 2 no. flats and reconfiguration of ground floor to 2 no. commercial units.
 - **Banbury Town Council made no objection.**

PL.20/25

Planning Applications Delegated to the Town Clerk

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.21/25

Decision Notice

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council.

- 19/01047/OUT - Land North East Of Oxford Road West Of Oxford Canal and East Of Bankside Banbury – Approved by CDC (Section 106).
- 24/03271/F - 11 Farmfield Road, Banbury - Approved after receipt of amended plans reducing impact up neighbour

IT WAS RESOLVED that the report be noted.

Date of next meeting – **Wednesday 11 June 2025 at 18:30pm**

The meeting ended at **7.39 pm**

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
11 June 2025 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Beere (Chairman) and Cllr Woodward (Vice Chair)
Councillors: Tohill-Martin.

Alternate attendance: Councillor Biegel for Councillor Thornhill
Councillor Creed for Councillor Dhesi

Officers: Robert Duxbury (Planning Officer)
Helen Durkin (Executive Officer)

PL.22/25 Apologies
Councillors Dhesi and Thornhill

PL.23/25 Declarations of Interest
Councillors Biegel and Creed declared personal interest as a members of the Cherwell District Council Planning Committee.

PL.24/25 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the meeting held on the 14 May 2025 be approved as a correct record and signed by Cllr Beere.

PL.25/25 Planning Applications to be Considered
The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.
Officers responded to a number of questions raised by Members.

- 25/00828/F - Kenneth Dalti – 127 Warwick Road, Banbury - Formation of 8 Bedroom HMO requiring Change of Use class from C3 to Sui Generis.
Proposal includes extensions to the existing building as approved under application 24/02557/F
 - **Banbury Town Council object to the proposal on two grounds.**
 - 1. The overall level of activity in this semi-detached house after conversion will be likely to be detrimental to the character and amenity of the area and to the residential amenities of the adjacent house and therefore contrary to Local Plan policy.
 - 2. The proposed car parking arrangements are poor and may result in manoeuvring and parking on the highway to the detriment of safety

- 25/00960/F – Grundon Waste Management Ltd - Grundon Waste Management, Rocket Road, Banbury - Temporary permission to allow the use of the existing Grundon's lorry parking by the third party, including an installation of a temporary cabin unit and an erection of a temporary security fencing around the lorry parking area.
 - **Banbury Town Council have no objection, however, the Town Council is concerned about;**
 - The earlier and increased early morning HGV movements set out in the application. It is considered that this could create a noise nuisance to nearby residents at this otherwise quiet time of the day. If this application is to be agreed we would wish the existing time restriction conditions to be maintained.
- 25/01081/F - Elme Property Development Ltd – 12-14 West Bar Street, Banbury - Change of use of building from retail to C4 (House in Multiple Occupation). First floor extension.
 - **Banbury Town Council raise no objections.**
- 25/01173/F – DVSA Ltd - Colin Sanders Innovation Centre, Mewburn Road, Banbury - Change of Use of Suites 8 and 9 from Office (Use Class E) to a Driving Test Centre.
 - **Banbury Town Council support the proposal and raise no objections.**
- 25/01186/F – Mr & Mrs Ewles - Garage At 2 The Limes, Oxford Road, Banbury - Demolition of existing garage and erection of a flat-roofed two-storey dwelling.
 - **Banbury Town Council raise no objections but wish to be assured that the nearest tree, T7, is protected from damage by a condition requiring the hand digging of the nearest foundations and any nearby trenching.**
- 25/01211F – Mr B Dempster – 1 Horton View, Banbury - Extension to and conversion of single dwelling into two dwellings with associated internal and external works.
 - **Banbury Town Council object to the proposal on the following grounds.**
 - There is inadequate information about garden subdivision between the units, and no information about either car parking or waste bin/cycle parking provision. In the absence of such information the scheme cannot be fully assessed and may be substandard in one or more of these issues, it may cause harm to the amenities of neighbours, and/or cause harm to highway safety by increasing the incidence of on-street parking near the busy junction adjacent.

- 25/01271/F – AMP Clean Energy - Verge North Of McGregor Cory Ltd And Adjacent, Middleton Road, Banbury - Construction of micro energy storage facility.
- **Banbury Town Council support this proposal but wish to be assured that it will be conditioned to ensure that as much existing surrounding planting is kept as possible.**

PL.26/25 Planning Applications Delegated to the Town Clerk

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.27/25 Decision Notices

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council.

- 24/03035/F - 90 Parsons Piece, Banbury - Addition of a garage door and walls to existing car port to create enclosed garaging.
- **Banbury Town Council Objected - The enclosing of a parking space as proposed would be an unfortunate precedent for the enclosure of other spaces in a haphazard way to the detriment of the overall appearance of this part of the estate**
- 25/00542/F - 53 Orchard Way Banbury - Erection of building to form annexe ancillary to the main dwelling.
- **Banbury Town Council Objected - This large freestanding building is large enough and sited in such a position that it could function as a self-contained independent dwelling. As such it would be detrimental to the amenities of properties to either side and therefore contrary to Local Plan policy.**
- 25/00745/F - 47 Padbury Drive, Banbury - Installation of two pitched roof dormers to rear and rooflights to front elevation to facilitate conversion of loft to habitable space.
- **Banbury Town Council Objected - This is considered to be an ugly solution to the intended roof conversion which could be improved by the use of two traditional dormers side by side**

IT WAS RESOLVED that the report be noted.

Date of next meeting – **Wednesday 16 July 2025 at 18:30pm**

The meeting ended at **7.36 pm**

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
16 July 2025 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Beere (Chairman) and Cllr Woodward (Vice Chair)
Councillors: Dhesi, Harwood, Stansfield, Tohill-Martin and
Thornhill

Alternate attendance:

Officers: Robert Duxbury (Planning Officer)
Helen Durkin (Executive Officer)

PL.28/25 Apologies
None

PL.29/25 Declarations of Interest
Councillors Harwood and Thornhill declared personal interest as a members of the
Cherwell District Council Planning Committee.

PL.30/25 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the meeting held on the 11 June 2025 be
approved as a correct record and signed by Cllr Beere.

PL.31/25 Planning Applications to be Considered
The Committee considered various planning applications that had been referred to
the Town Council for consideration by Cherwell District Council (CDC) and were
matters that had been delegated to the Planning Committee or where a Ward
Member had referred a delegated application.
Officers responded to a number of questions raised by Members.

- **25/01139/F** - Porsche Cars Great Britain Ltd – Land at Stroud Park -
Development of a EV charging facility with associated lounge area, soft
landscaping and other ancillary facilities
 - **Banbury Town Council support this proposal and make no
objections.**
- **25/01462/F** – IRP Holdings Limited c/o London Metric Property Plc –
Wickes/Topps Tiles on Southam Road - Demolition of existing frontage,
erection of a rear extension and construction of new garden centre at Unit 1 to
create a Unit 1(a) (Class E), sub-division of Unit 1 to create Unit 1(b) (Class
E/Sui Generis drive thru unit) and retention of Unit 2 (Class E) with associated
access, car parking, drainage and landscaping.
 - **Banbury Town Council commented “You may recall that in
considering a related application last year 24/01538/F, Banbury Town
Council expressed their concern about the impact of further
unrestricted retail floorspace in out of centre locations upon the
vitality and viability of the town centre, and they sought CDC’S
assurance that this will be carefully and fully assessed by
independent experts that you instruct. We note that subsequently
CDC approved that application. We remain concerned about the
impact of this proposal, but in light of your previous decision, we
raise no objections”.**

- **25/01526_527/F** – Patrick Bradshaw – 44 Market Place - Conversion of upper floors of 44 Market Place to two self-contained flats.
 - **Banbury Town Council raise no objections to the proposals.**
- **25/01653/F** – Elme Property Development Ltd - Change of Use from C3 dwelling to Sui Generis large HMO.
 - **Banbury Town Council object to the proposal on the grounds that the application provides insufficient information to enable full assessment of accommodation intended. In the absence of such information it can only be assumed that the private facilities for seven residents would be insufficient and substandard. Furthermore the level of occupation and consequent activity in and around the property is likely to be detrimental to the amenity and quiet enjoyment of surrounding houses.**

❖ **Councillor Thornhill excused herself from the meeting declaring a personal interest in the following application;**

- **25/01545/F** – Manor Oak Homes and Mr and Mrs Donger – Land at Hanwell Fields - Outline planning application for up to 150 dwellings and associated open space with All Matters Reserved other than access
 - **Banbury Town Council object to this development as being premature pending the outcome of the emerging Cherwell Local Plan 2021-2042. By reason of its scale and siting beyond the built-up limits of the settlement, and within the countryside, the proposal would result in development of a greenfield site that contributes to the rural character of the approach into Banbury and is important in preserving the character of this edge of Banbury and would be unduly prominent in the landscape. This concern is considered to outweigh any tilted balance that would exist if the land supply were deemed to be insufficient after the outcome of the Local Plan examination and inspectors report. The proposal is therefore considered to be unacceptable in principle and contrary to Policies ESD15 of the Cherwell Local Plan 2011-2031 Part 1, Saved Policy C33 of the Cherwell Local Plan 1996, and Government guidance contained within the National Planning Policy Framework.**

PL.32/25

Planning Applications Delegated to the Town Clerk

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.33/25

Decision Notices

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council.

- **24/00960/F** – Temporary permission to allow the use of the existing Grundon's lorry parking by the third party, including an installation of a temporary cabin unit and an erection of a temporary security fencing around the lorry parking area

- **Decision of District Council - Approved without time limits. The case officer did not share our concerns about early morning noise nuisance.**

IT WAS RESOLVED that the report be noted.

Date of next meeting – **Wednesday 13 August 2025 at 18:30pm**

The meeting ended at **7.25 pm**

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
13 August 2025 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Beere (Chairman) and Cllr Woodward (Vice Chair)
Councillors: Dhesi, Harwood, Tohill-Martin and Thornhill

Alternate attendance:

Officers: Robert Duxbury (Planning Officer)
Helen Durkin (Executive Officer)

PL.34/25 Apologies
None

PL.35/25 Declarations of Interest
Councillors Harwood and Thornhill declared personal interest as a members of the Cherwell District Council Planning Committee.

PL.36/25 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the meeting held on the 16 July 2025 be approved as a correct record and signed by Cllr Beere.

PL.37/25 Planning Applications to be Considered
The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.
Officers responded to a number of questions raised by Members.

- **24/03213/REM** – Minster Property Group - Deerfields Farm, Canal Lane, Bodicote. **Amended Plans.**
 - **Banbury Town Council raised no objections.**
- **24/03220/F** – Mr R Firoozan - 24-26 Broughton Road, Banbury. **Amended Plans.**
 - **Banbury Town Council are pleased to see the improvements to this scheme and now raises no objections.**
- **R3/0062/25** – OCC - Tramway Road, Station Approach, Windsor Street and Bridge Street, Banbury.
 - **Whist being supportive of the desirability of the scheme the Town Council has concerns about two aspects of the revisions**
 1. The omission of the layby for 6 cars and its replacement with a smaller on-carriageway facility is considered unacceptable. More capacity for drop-off / pick-up is necessary, not less. We would be happy to see car park capacity reduced to achieve this,
 2. The omission of some footpaths and the provision of other footways with a width of only 1.5m is considered unacceptable. Such a width is inadequate for persons using buggies/prams, wheelchairs and walkers to pass other pedestrians without stepping into the carriageway and is therefore unsafe. If such arrangements are necessary because no other options exist, then further protection for pedestrians between the footway and the carriageway (e.g. barriers/bollards) should be explored.

PL.38/25 Planning Applications Delegated to the Town Clerk

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.39/25 Decision Notices

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council.

- **24/02964/F** – Ground Floor, 10 High Street, Banbury - Conversion of rear of ground floor commercial unit to form an additional dwelling.

- **Decision of District Council – Approved**

- **25/00752/F** – 2 Church View, Banbury - Conversion of existing dwelling to form two dwellings.

- **Decision of District Council - Approved**

IT WAS RESOLVED that the report be noted.

Date of next meeting – **Wednesday 10 September 2025 at 18:30pm**

The meeting ended at **7.20 pm**

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
10 September 2025 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Beere (Chairman) and Cllr Woodward (Vice Chair)
Councillors: Dhesi, Harwood and Tohill-Martin

Alternate attendance: Councillor Mears for Councillor Thornhill

Officers: Mark Hassall (Town Clerk & RFO)
Helen Durkin (Executive Officer)

PL.40/25

Apologies

Councillor Thornhill

PL.41/25

Declarations of Interest

Councillor Harwood declared personal interest as a member of the Cherwell District Council Planning Committee.

Town Clerk Mark Hassall declared an interest in planning application 25/01205/F and left the room before it was discussed.

PL.42/25

Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the meeting held on the 13 August 2025 be approved as a correct record and signed by Cllr Beere.

PL.43/25

Planning Applications to be Considered

The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.

Officers responded to a number of questions raised by Members.

- **25/00407/F** - Mr Rob Kelly - Elgin Energy EsCo Ltd - Land At Hanwell Estate, Main Street, Hanwell.
 - **Banbury Town Council feel that there is a need for a traffic routeing agreement, and express concern about the probable traffic disruption / congestion that forming the cable run will cause.**
- **25/01764/F** - Mr Yasser Hanif – 27 Park Road, Banbury
 - **Banbury Town Council raise no objections.**
- **25/01989/F** – One Brother Property Ltd – 37 Brinkburn Grove, Banbury
 - **Banbury Town Council raise no objections.**
- **25/01205/F** – Mr M Hayat – 101 Middleton Road, Banbury
 - **Banbury Town Council object to this proposal on the grounds that the application has insufficient information on the provision of bathroom facilities to judge whether the conversion will produce satisfactory accommodation.**

- The Town Council is also concerned about the level of usage and activity in this location, with the possible adding of further residents and that the proposal will be detrimental to the character and appearance of the Conservation Area.
- Finally, the Town Council consider that CDC should request detailed construction information about the formation of the enlarged basement, to ensure the structural stability of the house and adjoining properties.

PL.44/25 Planning Applications Delegated to the Town Clerk

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.45/25 Decision Notices

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council.

➤ **24/02964/F** - Ground Floor, 10 High Street, Banbury.

- **Decision of District Council – Approved**

➤ **25/00752/F** - 2 Church View, Banbury.

- **Decision of District Council - Approved**

IT WAS RESOLVED that the report be noted.

Date of next meeting – **Wednesday 15 October 2025 at 18:30pm**

The meeting ended at **7.17 pm**

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at **6.30pm on Tuesday 26 August 2025** at the Town Hall, Banbury.

Present: Councillor Cherry (Chair), Councillor Biegel (Vice Chair)
Councillors: Elugwu and Okeke.

Alternate Members: Councillor Mallon for Councillor Strangwood
Councillor Mears for Councillor Tohill-Martin
Councillor Hussain for Councillor Okeke

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Environment Director)
Helen Durkin (Executive Officer)
Nicky Halford (Parks & Cemeteries Manager)

GS.22/25 Apologies for Absence
Councillor Strangwood

GS.23/25 Declarations of Interest
None.

GS.24/25 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on the 13 May 2025 and the 03 June 2025 be approved as a correct record and signed by the Chair.

GS.25/25 Parks and Cemeteries Service
The Committee considered a report of the Director of Environment providing an update for Members on:

Parks & Cemeteries Team.
4th Corner Landscape Contract.
Ranger Service / Play Areas.
Cleansing Service.
Parks Lighting / CCTV.
PlayZone Schemes.
Sports Facility – Hard Surfaces.
People's Park Café.
Hanwell Fields Cricket Facility.

Parks & Cemeteries Team

- ◆ The team are up to date with all scheduled work.
- ◆ The grounds team have delivered a high standard of maintenance on the cricket and bowls facilities, Banbury Lions Cricket team even hosted an international match at Hanwell Fields against Pakistan.
- ◆ The planting day in the park was a great success with all the school children in attendance and participating in the planting with this year's theme "My Favourite Story". The parks team has had a constant battle this year, due to the hot weather, to keep the summer bedding plants looking good at People's Park and the two Cemeteries.

- ◆ The cemetery team have been very busy for this time year undertaking burial duties in our cemeteries and have delivered the service in line with funeral bookings.
- ◆ The team made sure the park was presented at its best for planting day, Town Mayors Funday, Playday and VJ commemoration event.
- ◆ The Council had an inspection of its Pesticide Procedures by the Health and Safety Executive (HSE). I am pleased to report that the Council had a clean bill of health with regard to its safe use and storage of pesticides. Two minor recommendations were identified by the HSE, both items have been actioned.

4th Corner Landscape Contract

- ◆ The contractor performance against the works schedule is good.
- ◆ They are currently fully staffed in line with those that were identified within the terms of the contract extension agreement.
- ◆ The wild flower meadows that were added to the contract were a great success, the yellow rattle germinated and provided good colour in early summer. The contracted cuts, thrashing and bailing were undertaken at the optimum time, to ensure seed was dropped for next year's regrowth.
- ◆ Due to the hot weather it has been difficult to undertake the post season renovations of the football pitches, despite best efforts germination of the reseeded worn areas has not been as effective as it should be at this point prior to the start of the new playing season. Working with 4th Corner the plan next year, if weather conditions allow, will be to start renovations early before the end of the playing season.
- ◆ The second street weed control treatment of roadside kerbs was completed in July as scheduled.

Park Ranger Service / Play Area Update

- ◆ The Park Rangers continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.
- ◆ The team continue to undertake repair work on the findings made as a result of the inspection reports.
- ◆ The new trim trail unit at People's Park was installed and opened in time for the School Summer Holidays.
- ◆ The refurbishment of the skate ramp facility was undertaken at Spiceball Park in time for the School Summer Holidays. The work included complete replacement of the riding surface on the beginners ramp, replacement of all damaged sections on the advanced ramp and repainting of all metal work on both units.
- ◆ The Rangers have provided support and assistance in the delivery of the Council's Event programme over the summer.

Cleansing Service Update

- ◆ Cleaning of public toilets is ongoing, no problems to report.
- ◆ The monthly cleaning of all sports pavilions continues, with the exception of the weekly cleaning at the Cricket Pavilion at Hanwell Fields following fixtures.
- ◆ Parks & Open Spaces Cleansing – The service provided by Cherwell District Council continues to be delivered in line with the Service Level agreement, no issues to report.

Lighting / CCTV Update

- ◆ The run of lighting columns at Chandos Sports Ground to serve the PlayZone have now been installed.
- ◆ The new lighting for Banbury Cross and the Fine Lady Statue have now been installed.
- ◆ The problem with the CCTV camera that was not working in centre of People's Park has been investigated and Cherwell District Council have ordered the repair.

PlayZone Scheme Update

- ◆ The construction of the Chandos Close Play Zone is almost complete, there is only the flood lighting and some remedial works to be completed. It will be ready for the being officially opened on the 5th of September as planned.
- ◆ The construction of the Princess Diana Park PlayZone is under way and should be completed in October. Affected local residents were informed of the project by means of letter drop.

Sports Facility - Hard Surfaces Update

- ◆ The trees affecting the Multi-Use Games Areas (MUGA) at Moorfields Park and Bankside Park have now been removed and the stumps treated to kill the roots.
- ◆ The tree in the Sanctuary Housing property affecting the Tennis Courts at Hornton View Sports Ground has now been removed.
- ◆ As approved at The General Services Committee on 03/06/2025 and the Resources Committee on the 10/06/2025, quotations can now be invited for:
- ◆ The resurfacing and painting of the MUGA facilities at Moorfields and Bankside Parks.
- ◆ The cleaning and repainting of all the other MUGA facilities within the other parks across Banbury.
- ◆ The resurfacing and painting of courts 5 and 6 at Horton View Sports Ground.

- ◆ The cleaning, surface repairs and repainting of courts 1-4 at Horton View Sports Ground.

People's Park Café Update

- ◆ Unfortunately, the lease to operate the Café in People's Park with the current operator was ended on the 15th August due to breaches of the lease agreement.
- ◆ Once the café is cleared and prepared for reletting the Council will need to advertise for a new Café Operator.

Hanwell Fields Cricket Facility Update

- ◆ The current Licence to operate a cricket academy during the summer season at Hanwell Fields ends on the 31st August 2025. The Licence holder Al Medina 313 have over the last two years have made Hanwell Fields Sports Ground the home for their team Banbury Lions. The team has had great success and they have approached the Council to sign a new licence on a longer term.
- ◆ To enable them to continue to progress into the higher cricket leagues and to attract funding to develop the academy they need to demonstrate that they have security of a home ground into the future.
- ◆ The recommendation to members is that Officers prepare a longer licence for signing by Al Medina 313 to continue to develop and operate their Cricket Academy based at Hanwell Fields, ensuring good use of the Sports Facility during each summer cricket season.

Recommendations

IT WAS RESOLVED to receive and;

To note the Parks and Cemeteries Service Update.

To note the 4th Corner Landscape Contract Update.

To note the Ranger Service / Play Area Update.

To note the Cleansing Service Update.

To note the Parks Lighting Update.

To note the PlayZone Scheme Update

To note the Sports Facility – Hard Surfaces.

To note the People's Park Café.

To recommend to Resources Committee - 13.3 The Preparation of a Licence for a Cricket Academy to operate at Hanwell Fields Sports Ground.

GS.26/25 Income & Expenditure Report

The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 26 August 2025. Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast versus the projected budget.

General Services variances were principally

- ◆ Staffing costs remain within budget, and have now incorporated central government annual salary increases agreed with trade unions of 3.2% effective from 1st April 2025.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of August invoice across Parks.
- ◆ Tree works orders have largely been completed and with the final few days currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- ◆ Sports facilities works to get facilities reviewed ahead of the football season, whilst the dry and hard ground conditions have hampered goal mouth restoration, other remedial works have been completed. NNDR council tax adjustment backdated to reflect increased income at Hanwell Fields relating to increased sports use.
- ◆ Additional expenditure is being incurred to secure and upgrade the lighting of the Banbury Cross and Fine Lady statues, which is within budget parameters following successful grant applications via CDC from central government UK SPF fund (Capital – Park Refurb), this project is 70% complete ahead of the darker evenings.
- ◆ Completion of Chandos PlayZone is followed by the installation of a PlayZone at Princess Diana park, with grant funding for the full costs incurred due to be received from CDC (25%) and Football Foundation (75%).
- ◆ Improvements to bus shelters providing Green Roofs (in partnership with Bauer Media Outdoor (nee Clear Channel), and Real Time Info (in partnership with OCC).

IT WAS RESOLVED to receive and note the Income and Expenditure report.

The meeting ended at 7:32pm

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at **6.30pm on Tuesday 02nd September 2025** in the Town Hall, Banbury.

Present: Councillor Hussain (Chair)
Councillors: Creed, Eaton, Stansfield and Vaitkus.

Alternate Members: Councillor Strangwood for Cllr Mallon

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Helen Durkin (Executive Officer)

R.28/25 Apologies for Absence
None

R.29/25 Declarations of Interest
None.

R.30/25 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 10 June 2025 be approved as a correct record and signed by the Chairman, these were proposed by Councillor Eaton and seconded by Councillor Vaitkus.

R.31/25 Income & Expenditure Report
The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 22 August 2025.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committees' expenditure was within forecast versus the projected budget.

General Services variances and points to note were principally:

- ◆ Staffing costs remain within budget, and have now incorporated central government annual salary increases agreed with trade unions of 3.2% effective from 1st April 2025.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of August invoice across Parks.
- ◆ Tree works orders have largely been completed and with the final few days currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- ◆ Sports facilities works to get facilities reviewed ahead of the football season, whilst the dry and hard ground conditions have hampered goal mouth restoration, other remedial works have been completed. NNDR council tax adjustment backdated to reflect increased income at Hanwell Fields relating to increased sports use.

- ◆ With the current licence for cricket use at Hanwell expiring in August 2025, officers are exploring the current clubs requirements for a longer term licence to support the ongoing development aspirations of the club. The recommendations of General Services G.S.25/25 to Resources Committee - 13.3 is the preparation of a licence for a cricket academy to operate at Hanwell Fields sports ground.
- ◆ Additional expenditure is being incurred to secure and upgrade the lighting of the Banbury Cross and Fine Lady statues, which is within budget parameters following successful grant applications via CDC from central government UK SPF fund (Capital – Park Refurb), this project is 70% complete ahead of the darker evenings.
- ◆ Completion of Chandos PlayZone is followed by the installation of a PlayZone at Princess Diana park, with grant funding for the full costs incurred due to be received from CDC (25%) and Football Foundation (75%).
- ◆ Improvements to bus shelters providing Green Roofs (in partnership with Bauer Media Outdoor (nee Clear Channel), and Real Time Info (in partnership with OCC).

Underspends on Resources Committee, principally:

- ◆ Corporate, Central Administration and Civic continue to be well controlled. Additional legal costs are being incurred to settle and resolve an outstanding past employee complaint, following receipt of Chairmans concurrence for expenditure to be committed. Elevated expenditure will be captured within the 6+6 budget review.
- ◆ Town Council Events are currently within acceptable budget parameters, with a confirmed grant of £3k remaining outstanding to be received.
- ◆ Town Hall – includes utility costs to be recharged to OCC under the lease of first floor, alongside additional ongoing hire of the interview room by CDC on Tuesdays and Thursdays every week for the next three months.
- ◆ Other services to the Public include timing of small grants (including Warm Welcome grant scheme).
- ◆ Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target which is anticipated to exceed income budget.

IT WAS RESOLVED to receive and note the Income and Expenditure report.

IT WAS RESOLVED to receive and note the annual salaries increases agreed between the trade unions and central government.

IT WAS RESOLVED to **APPROVE** the Chairman of Resources entering a licence with representatives of Banbury Lions Cricket Club to operate at Hanwell Fields Sports Ground, and to request officers to draw up an up to 10 year licence with appropriate no fault break clauses, in order to enable the Council to secure alternative strategic sports provision at the same site should the opportunity arise.

R.32/25 Pay Award 25/26

IT WAS RESOLVED To receive and note the local Government Services Pay Agreement 2025/26

Banbury Town Council

R.33/25 Health & Safety

IT WAS RESOLVED To receive and note the Health & Safety Policy Statement.

R.34/25 Twinning Agreement

IT WAS RESOLVED To receive and **RECOMMEND** reaffirming to full council the Twinning Agreement between Banbury & Hennef.

Background Papers: Nil

The meeting ended at 7.25pm

ENVIRONMENTAL, HEALTH AND SAFETY POLICY STATEMENT

The management of Banbury Town Council operates an integrated environmental, health and safety management system, which is geared towards the identification and control of key processes in our organisation. It is also our intention to encompass environmental, health and safety best practice into our business activities and decisions and to:

- Bring this Policy Statement to the attention of all stakeholders.
- Carry out regular audits of our environmental, health and safety management systems.
- Comply with legislation, guidance and approved codes of practice issued at International, National and Local levels.
- Eliminate risks to the environment, health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes.
- Ensure that emergency procedures are in place at all locations for dealing with foreseeable environmental, health and safety incidents.
- Establish meaningful, measurable targets and goals for environmental, health and safety performance.
- Maintain an open and constructive dialogue on environmental, health and safety issues with our employees, contractors, suppliers, customers and regulatory authorities.
- Maintain our premises, provide and maintain safe plant and equipment.
- Minimise waste and increase recycling within the framework of our waste management procedures.
- Only engage contractors who are able to demonstrate due regard to environmental, health and safety law.
- Prevent pollution to land, air and water.
- Promote environmentally responsible purchasing.
- Provide adequate resources to control the environmental, health and safety risks arising from our work activities.
- Raise awareness, encourage participation and train employees in environmental, health and safety matters.
- Reduce the use of water, energy and any other natural resources.
- Seek opportunities to continuously improve our ability to identify measure and control the environmental, health and safety impacts of our activities.
- Where risks cannot be eliminated they will be minimised by substitution, use of physical controls or, as a last resort, through safe systems of work.

This Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed:



Dated:

3/9/25

Position: Town Clerk

Freundschaftserklärung

Der Rat der Stadt Banbury und der Rat der Stadt Hennef (Sieg) unterstützen die Bemühungen der Banbury & District Twinning Association und des Vereins für Europäische Städte-Partnerschaft Hennef e.V., die sich ihrerseits seit 1981 / 45 Jahren dafür einsetzen, dauerhafte Freundschaft und Verständnis zwischen den Bürgerinnen und Bürgern ihrer Städte zu entwickeln und zu pflegen.

Der Rat der Stadt Banbury und der Rat der Stadt Hennef (Sieg) erklären ihre Bereitschaft, die gemeinsamen Ziele der Banbury & District Twinning Association und des Vereins für Europäische Städtepartnerschaft Hennef e.V. zu fördern.

Wir, die Bürgermeister und die Bürgerinnen und Bürger beider Städte sind überzeugt, dass eine freundschaftliche Beziehung beider Städte zur Förderung des gegenseitigen Verständnisses und zur Stärkung des Friedens und des kulturellen Austausches beitragen wird.

Unterschrift BM

Declaration of Friendship

The Banbury Town Council and the Hennef Town Council express their common interest in encouraging and supporting the endeavours made since 1981 / for 45 years of the Banbury & District Twinning Association and the Verein für Europäische Städte-Partnerschaft Hennef e.V. in seeking to promote and foster lasting friendship and understanding between the citizens of their respective communities.

The Banbury Town Council and the Hennef Town Council affirm their support of the united purpose of the Banbury & District Twinning Association and the Verein für Europäische Städte-Partnerschaft Hennef.

We, the Mayors and the citizens people of both towns, are convinced that a friendly relationship between the two towns will help to promote mutual understanding and strengthen peace and cultural exchange.

Our ref: 979/1858125

27 August 2025

Mr M Hassall
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Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2025

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2025.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following point

- Insufficient information was provided with the intermediate testing supporting data submitted which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely



Moore

Encs.



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Banbury Town Council

Internal Audit Report 2024-25 (Final)

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the AGAR.

This report sets out the work undertaken in relation to the 2024-25 financial year which were completed on 11th October 2024 and by 5th February and 14th May 2025. We have undertaken our reviews for the year and we wish to thank the Town Clerk/RFO in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our reviews for the year to date. We have ensured that governance and financial controls remain effective.

Internal Audit Approach

In completing our reviews for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a series of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Omega software to maintain its accounting records. Three bank accounts are operated with NatWest (Disbursements; Salaries and Special Interest) with transactions on each recorded in separate cashbooks in Omega. Further surplus funds are deposited with Santander and Barclays in a selection of term deposit accounts.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Verified the accurate carry forward of the prior year's closing Trial Balance detail in the financial software into the accounts for 2024-25 by reference to the 2023-24 closing Trial Balance;
- Ensured that the financial ledger remains "in balance" for the year to date;
- Ensured that an appropriate cost centre and nominal ledger income and expenditure coding structure is in place;
- Checked and agreed a sample of transactions on the Salaries and Special Interest accounts for the year to September 2024 and 31st January and 31st March 2025;
- Checked and agreed detail on the latest disbursement account reconciliations as at September 2024 and 31st January and 31st March 2025; and
- Checked and agreed detail of the other two account reconciliations as at 30th September 2024 and 31st January and 31st March 2025.

Conclusions

We are pleased to report that no significant issues have been identified in this area.

Review of Corporate Governance

Our objective here is to ensure that the Council has developed an appropriate approach to the management of corporate governance; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have completed our review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (excluding Planning) for the year to determine, as far as we may reasonably be expected, whether any issues exist that may have an adverse effect on the Council's financial or other operational stability in the short, medium or long term.

We note that the Standing Orders and Financial Regulations were adopted in June 2024. NALC have issued a new model of the Financial Regulations dated April 2024.

Council may wish to review their approved Financial Regulations and a copy of the new model document has been provided to the Clerk to assist with this consideration.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment. As noted above Council may wish to review the current Financial Regulations to the new model Regulations.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official ordering process is in place and operated for all appropriate purchases, acknowledging that a range of goods and services are provided under contractual requirements (e.g. Grass Cutting) or legislation (e.g. non-domestic rates);
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have examined a sample of payments processed in the financial year.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2025 which have been reimbursed by HMRC.

Conclusions

We are pleased to report that no significant issues have been identified in this area

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

A Financial and Risk Management Policies are in place, which was approved respectively by Council at its October 2024 meeting.

The Council's insurance is provided by Aviva: we have reviewed the current year's schedule noting that Employers and Public Liability cover are in place at £10 million and £15million respectively, together with Fidelity Guarantee/Internal crime cover of £5 million and Business Interruption together cover on the Council premises and contents cover, all of which we consider appropriate for the Council's present requirements.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We note that Full Council approved, at its January 2025 meeting, a precept level of £2,299, 215 for 2025-26.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

The Council receives income from a variety of sources in addition to the annual precept, including monies received from burial and associated fees, allotment and premises rents, Town Hall room hire, special events, grants and donations and bank interest.

- We note that members continue to review annually the scale of fees and charges for the various amenities, with appropriate revisions approved for the current financial year;

We have examined the management controls and income arising from Allotments and the Cemeteries for 2024-25 and consider that they are managed effectively and the records are maintained to a very satisfactory standard.

We have reviewed the Sales Ledger, as it stands currently, and are pleased to report that there are no significant debts, however there are a number of small long dated invoices/debtors in existence of which the Council are aware.

Conclusions

There are no matters requiring formal recommendation in this area of our review process.

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Staff Salaries

The Council employs a number of staff preparing the monthly payroll in-house using the Sage payroll software. In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as most recently updated from April 2023 as regards employee contribution bandings.

To meet these objectives, we have, by reference to the payroll run for September 2024: -

- Ensured that the Council reviews and approves pay scales for staff annually;
- Examined a sample of employment contracts ensuring that gross pay is in accordance with that detail or, where superseded by a subsequent letter confirming a change in employment terms, in line with that letter;
- Checked the tax and NI deductions being applied in September 2024 to the relevant HMRC tables;

- Similarly, ensured that the appropriate pension percentage contribution is being applied to those employees contributing the LGPS scheme; and
- Agreed the gross amounts paid to all individuals in September 2023 by reference to the supporting payslips.



Conclusions

We are pleased to record that no issues have been identified in this area.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

We are pleased to note that the Council has an appropriate Treasury Management Policy which was reviewed by the Council in October 2024.

The Council currently has £1.6 million held on deposit with Santander bank: we have verified the holding by reference to current statements held. We have also checked the posting of interest in the nominal ledger.

There are no loans outstanding currently repayable either by or to the Council.

Conclusions

No issues require formal comment or recommendation.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Banbury Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We identified during our initial review of the Annual Governance and Accountability Return that boxes 1-6 of Section 2 of the AGAR do not arithmetically add down to Box 7 by £1 when summed. When rounding the numbers for the Return care should be taken to ensure boxes 1-6 sum to box 7 in accordance with Paragraph 2.19 of JPAG Practitioners' Guide 2024 and that box 7 agrees or reconciles to box 8 as is required per Paragraph 2.23 of JPAG Practitioners' Guide 2024. Generally, this would be considered a trivial error but as it is a repeat of the error made in the previous year we consider the points raised in the report of the external auditor have not been fully actioned and therefore that Assertion 7 should have been answered 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority:

The announcement date provided on the Notice of Public Rights showed that the period was announced (published) on the same day as it commenced. This is contrary to the Accounts and Audit Regulations 2015, Part 15(3) which states this should be published no later than one day before the date of that commencement. In future the council needs to provide a minimum of 1 day as notice prior to the commencement of the period of public rights. We would anticipate the council taking this issue into account when it completes Assertion 4 on its 2025/26 Annual Governance and Accountability Return.

The Internal Auditor has answered 'Not covered' to control objective L on the Annual Internal Audit Report. In future, we would anticipate the review of the Internal Auditor to cover this control objective.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

Moore

Date

26/08/2025



Banbury Town Council
The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ
T 01536 461900

Rutland House
Minerva Business Park
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Peterborough, PE2 6PZ
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www.moore.co.uk

Invoice No.: 333002
Date: 27 August 2025
Ref: 16903/979

Payment Terms: 30 Days
VAT Number: 120 4315 30

DESCRIPTION OF SERVICES

FEE

Fixed rate fee in relation to completing the 2024/25 External Auditor's limited assurance review.

2,940.00

Net Fee

2,940.00

VAT @ 20.0%

588.00

Total Fee

£3,528.00

PAYMENT DETAILS

BACS payments to Barclays Bank, account no. 83808459, sort code: 20-67-40.

Please make cheques payable to Moore and send to Oakley House, 3 Saxon Way West, Corby NN18 9EZ

We also accept all major debit and credit cards.

[Partners:](#) Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey BFP ACA FCCA, Jen Nixon FCCA MAAT, Tim Woodgates CTA FCCA, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA, Amanda Ety FCA. [Associates:](#) Paul Nash FCCA, Lorna Bloor FCCA, Hannah Sardeson FCCA, Ben Higgins FCCA. Registered to carry on audit work in the UK; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.