



Wheatley Parish Council Meeting Agenda for Monday, November 6, 2023

Councillors are hereby summoned to attend a meeting of Full Parish Council Meeting to be held at the Merry Bells, 89 High St, Wheatley on Monday, November 6, 2023, at 19:30 for the purpose of transacting the following business.

Signed: *M Legg* Clerk to the Parish Council, 01 November 2023

Members are reminded to declare an interest for relevant agenda

There will be an OPEN SESSION at approximately 7.35pm, when questions may be taken from the public. Copies of documentation and meeting links are available from the parish office, clerk@wheatleyparishcouncil.gov.uk or 01865 875615.

AGENDA

#116/2023-24. APOLOGIES FOR ABSENCE

Cllr Ramsdale

#117/2023-24. DECLARATIONS OF INTEREST

#118/2023-24. TO RECEIVE MINUTES

From Parish Council meeting on **2nd October 2023**– previously circulated

Attachments

[2023.10.02 Parish Council Meeting Minutes.pdf](#)

#119/2023-24. TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS

From Parish Council meeting on **2nd October 2023**.

#120/2023-24. TO RECEIVE AN UPDATE FROM THE CLERK

And includes.

- i. Damage to Littleworth Green
- ii. WPC generic business cards have been ordered and are available to Cllrs.
- iii. PAT testing completed.
- iv. SLCC National Conference notes
- v. Community Governance course - year 1 assignments submitted.
- vi. Fence repairs at Cullum Rd reported to residents/relevant agencies. Awaiting repairs to be undertaken.
- vii. Value Office Agency - lease details submitted.

#121/2023-24. TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR

#122/2023-24. TO RECEIVE A REPORT FROM COUNTY COUNCILLOR



Wheatley Parish Council Meeting Minutes for Monday, October 2, 2023.

Present: Paul Gregory, Toby Newman, Alison Sercombe, Anthony Shepherd, Richard Street, Lizzie Tully, Paul Willmott. Cllr Davis joined after her co-option.

Apologies: Richard Barrett, Peter Ramsdale

Officer: Clerk

Members of the Public: 12

The meeting opening at 19:30 and closed at 21:48

#94/2023-24. APOLOGIES FOR ABSENCE

Had been received from Cllrs Barrett and Ramsdale and were accepted and approved by the council.

#95/2023-24 DECLARATIONS OF INTEREST

Cllr Willmott for Wheatley Playing Field Trust

#96/2023-24. TO COOPT TO FILL COUNCILLOR VACANCIES FOLLOWING UNCONTESTED ELECTION & RESIGNATION OF CLLR MARA

Sophi Davis came forward seeking co-option onto the parish council.

OBJ: The council approved her co-option, and she joined the committee after signing her acceptance of office.

PUBLIC PARTICIPATION - started at 19:35 and closed at 19:46

Resident – Had questions on OCC's proposal to address traffic and parking proposal. The parish council were not considering this until its November meeting and would hope to hold a public meeting to share this with the community.

Residents – Questioned parish council's role in the process

Resident – asked for clarification on the COUNCIL'S response to Waterstock Golf Club. Cllr Newman's had sent the council's response to SODC planning officer, and it has yet to be put on SODCs website.

Resident – Raised issued of low hanging trees. Resident asked to report via Fixmystreet.

Resident – Raised issue of pedestrian safety through Littleworth. Cllr Newman gave a summary of the green route provision, within Wheatley Neighbourhood Plan.

Resident- Raised issues around land at Littleworth Industrial Park

#97/2023-24. TO RECEIVE MINUTES - The minutes from the Parish Council meeting on **Monday 4th September 2023**, were accepted and signed, by the Chairman as a true reflection of the meeting.

98/2023-24. TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS

From Parish Council meeting on Monday 4th September 2023

#60/2023-24 – response received.

#77/2023-24 Update from Cllr Newman

#79/2023-24 Village Parking Survey - report has now been shared by OCC. Suggest WPC discuss this on 6th November following a public meeting be held beforehand.

#99/2023-24 TO RECEIVE AN UPDATE FROM THE CLERK

- i. Grit bin has been ordered for Templars Close
- ii. Registration for 20mph zone has been made to OCC.
- iii. Consultation deadline for Littleworth Allotment permissive footpath is 30th September. A successful focus group took place in September. There was insufficient time available to adequately review all the findings ahead of this meeting. The Clerk and Chairman expect to have this available for 6th November.
- iv. Latest Cllr development day took place on 30th September and was an interesting session. For those who were unable to attend, the notes will be available.
- v. Clerk has met with and supplied contractor with information to support registration of Church Rd Rec. Further work is required to gather evidence for the village green on High St.
- vi. Clerk to meet Internal Auditor for part 1 of WPCs audit in November 2023
- vii. Update on Christmas Fair 2023. Stall holders have been allocated and fees are being paid. Youth Club have shown an interest in arranging a fundraising activity.

#100/2023-24 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR

Cllr Bearder was not present, nor a report available.

#101/2023-24. TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR

Flood Alleviation – SODC are proposing to approve funding for the scheme £120k from EA. Scheme will include attenuation pond. Cllr Sercombe requested that SODC officers contact the parish council to work on this project.

☐ Surgery is on the 14th of October 2023

3,000 free trees available for residential trees.

#102/2023-24 TO RECEIVE A PROPOSAL AND PRESENTATION FROM FRESHWATER HABITATS TRUST

Cllr Sercombe welcomed Sain and Hannah from Freshwater Habitats Trust, who have been appointed by SODC to install natural flood management at Littleworth Nature Reserve and incorporate land owned by Wheatley Parish Council.

Cllr Newman proposed that the council approve the FWHT to draw up designs on its land to support the proposed project. Council approved this. FWHT will present their plans for its meeting on the 6th of November 2023.

#103/2023-24. TO RECEIVE AN UPDATE FROM WHEATLEY NEIGHBOURHOOD PLAN COMMITTEE

Final review has been submitted.

23rd November is the anticipated date for referendum, although awaiting confirmation from SODC.

The Clerk asked whether the chairman and vice chairman were willing to co-host a public meeting and to discuss communications ahead of the referendum. Clerk to liaise with councillors and committee to arrange a scoping meeting.

#104/2023-24. TO CONSIDER WORKING IN PARTNERSHIP WITH OXFORDSHIRE PLAY ASSOCIATION TO DELIVER WHEATLEY & HOLTON PLAY & ACTIVITY DAY 2024 - [REDACTED] The council approved this and will likely take place on Saturday 13th July 2024.

#105/2023-24. TO CONSIDER RESPONSES TO CURRENT CONSULTATION - none

#106/2023-24. TO APPROVE POLICIES AND DOCUMENTS

- i. Risk Register - Updated Risk Register, - approved

#107/2023-24 TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM:

- i. Finance Committee – next meeting 16th Oct
- ii. Open Spaces Committee – next meeting 20th Oct
- iii. Planning Committee – next meeting 11th Oct, previous minutes circulated.
- iv. Staffing Committee – no meeting planned.
- v. Communications Working Group – meeting to be arranged.
- vi. Holton Park Liaison Group - continue to work with developer.
- vii. Holton Pavilion Project - Cllr Willmott to update 'Gifted' document.
- viii. Littleworth Playing Fields Working Group – permission has been granted from DoFE. OCC are preparing a license to sublet the site. ODST is commissioning a tree survey and a consultant to map the field. A request for a draft lease has been made and awaiting the lease to be sent. Councillors were keen to clarify the funding from SODC for flood alleviation and attenuation and await further info from Cllr Kantor.
- ix. Oxford Brookes Residents groups – nothing to report.
- x. Traffic Working Group – meeting was cancelled as report was not available in time. Future meeting to be arranged.
- xi. Youth Club – Clerk has met with OPA and interested parties. Propose to start after October holidays 6-8pm on Friday evenings.

xii. Youth Council – Cllr Newman has met again with Head of WPS

#108/2023-24. TO RECEIVE UPDATES/REPORTS FROM:

- i. Community Larder – numbers have dropped but food is still taken.
- ii. Good Neighbour Scheme – losing clients.
- iii. Howe Trust – Trustees meeting has taken place and improvements noted. WPC representatives have requested a monthly update but have not received one yet. Lots of work being done on the land.
- iv. Maple Tree Centre – report circulated.
- v. Merry Bells Management Committee – meet 5th Oct.
- vi. Oxford Brookes Residents Association
- vii. Thames Valley Police – PCC update circulated.
- viii. Wheatley Charities – nothing to report.
- ix. Wheatley Playing Field Trust – AGM took place on 26th Oct. Annual Report will be available from the Charity Commission website as soon as access is reestablished. WPFT are currently experiencing issues with bank.
- x. Wheatley Windmill Preservation Trust- will soon be commissioning mortar repairs to the windmill.

#109/2023-24 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION

- i. Age UK and Action for Carers - intro to CEO
- ii. Healthwatch Oxfordshire - September Briefing
- iii. Lagan Homes - re purchase of Miss Tombs Field
- iv. SODC, various - including Planning sessions, events, EV charging, planning training, climate change
- v. OCC, various - including - 20mph programme involvement,
- vi. NALC, various - Chief Exec. bulletin, updates
- vii. J Howell MP - September newsletter
- viii. OPFA - AGM agenda
- ix. OALC – Sept update – noticed that OCC have sign cleaning kits. Clerk confirmed that we have access to one.

#110/2023-24. ITEMS FOR INFORMATION - none

#111/2023-24. DATE OF NEXT MEETING - Monday 6th November 2023

#112/2023-24. TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE PUBLIC DUE TO THE COMMERCIALLY SENSITIVE NATURE OF BUSINESS TO BE TRANSACTED - Approved

#113/2023-24. TO APPROVE CONTRACT FOR UTILITY SUPPLIES FOR 2024 AND BEYOND
Approved contract for 12 months.

#114/2023-24. TO CONSIDER S106 LEGAL AGREEMENT FROM SODC FOR PLAY AREA MAINTENANCE - Approved. Agreement to be signed.

#123/2023-24. TO APPROVE POLICIES AND DOCUMENTS

- i. Ethical Decision Matrix
- ii. Risk Assessments 2023-24
- iii. Communications Policy
- iv. Website Accessibility Statement 2023
- v. Privacy notices (internal and external)
- vi. Data Breach Procedures
- vii. Subject Access Requests

Attachments

[Risk Assessments.pdf](#)
[Website Accessibility Statement draft review 24.09.2023.docx](#)
[Privacy Notice -internal revised 24.10.2023.docx](#)
[Privacy Notice -external - revised 24.10.2023.docx](#)
[Data Breach Procedure revised Oct 2023.docx](#)
[Subject Access Request \(SAR\) revised Oct 2023.docx](#)
[Communication Policy - Oct 2023.docx](#)
[Ethical Decision Matrix.pdf](#)

#124/2023-24. TO CONSIDER REPORT FOR IMPROVEMENTS TO VILLAGE PARKING/HIGHWAYS

Attachments

[Village Centre Proposals.jpg](#)
[London Rd Littleworth.jpg](#)

#125/2023-24. TO APPROVE EXTENDING PUBLIC ACCESS TO THE PERMISSIVE FOOTPATH THROUGH LITTLEWORTH ALLOTMENTS

#126/2023-24. TO CONSIDER RURAL FOOTPATH PROPOSAL FROM GARSINGTON PC

Attachments

[Footpath to Garsington.docx](#)

#127/2023-24. TO RECEIVE AN UPDATE FROM WHEATLEY NEIGHBOURHOOD PLAN COMMITTEE & UPDATE ON REFERENDUM

Attachments

[WNP referendum presentations.png](#)

#128/2023-24. TO RECEIVE AN UPDATE ON CELEBRATING VOLUNTEER AWARDS 2023

#129/2023-24. TO RECEIVE AN UPDATE ON CHRISTMAS FAIR

Attachments

[Item 129 Christmas Fair update.pdf](#)

#130/2023-24. TO CONSIDER RESPONSES TO CURRENT CONSULTATION

- i. Oxfordshire County Council - Health & Wellbeing consultation
- ii. Oxfordshire County Council - [Lane Rental Scheme](#)
- iii. OCC, SODC & OALC - [Oxfordshire Councils Charter](#)

Attachments

[Survey questionnaire - word format.docx](#)

#131/2023-24. DRAFT BUDGET FOR 2024-25

Attachments

[DRAFT Budget.pdf](#)

#132/2023-24. TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM:

- i. Finance Committee – comments received from grant applicant. Update from OCC regarding grass cutting recharge.
- ii. Open Spaces Committee –
- iii. Planning Committee –
- iv. Staffing Committee –
- v. Communications Working Group –



LCRS 5. Risks report Allotments

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Powers to provide land for allotments and to enter into

Requirement =

Aim = To reduce the opportunity for allotment holders to integrate

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Unauthorised use of land	Regular monitoring and site visits Communications with plot holders/residents Imposing terms of tenancy agreement Withdraw of allotment plot	Annually	Low	Medium	2	
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered.	Annually	Low	Medium	2	
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded and details held according to Data Protection/GDPR legislation Update Waiting list as above	Annually	Low	Low	1	
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure allotment agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Low	1	
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	As and when	Low	Medium	2	
53	Environmental	Dumping/Hazardous substances	Review and enforce tenancy agreement. Carry out periodical site inspection. Liaise with police/other authority where necessary.	Annually	Low	Medium	2	
219	Environmental	Poor Grass Cutting	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.	Annually	Low	Low	1	



LCRS 5. Risks report Allotments

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Powers to provide land for allotments and to enter into

Requirement = To ensure that site is maintained to the required/acceptable

Aim = Arrange periodical site inspection.

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
214	Environmental	Untidy Plots	Regularly review and enforce terms of tenancy agreement Carry out periodical site visits.	Annually	Low	Medium	2	
311	Environmental	Vandalism of sites	Carry out regular monitoring and inspection of allotments and fencing Carry out any repairs or liaise with other land owners to carry out repairs as required Liaison with local policing teams or other partners Seek to instigate legal action against perpetrators	Annually	Low	Medium	2	
215	Environmental	Build up of non-compostable rubbish	Review and enforce tenancy agreement. Ensure responsibility for site maintenance defined. Carry out periodical site inspection. Liaise with police/other agencies where necessary. Consider appropriate removal of waste	Annually	Low	Medium	2	
449	Financial	Failure to collect rents & charges	Review and enforce terms of of tenancy agreements Maintain proper records of income received and banked Maintain allotment register and waiting list Follow defined procedure for collecting debts	Annually	Low	Low	1	
0	Physical	Damage to property and persons from trees	Trees are monitored and regular maintenance carried out Trees are surveyed in line with council policies Any recommendations are actioned appropriately	Annually	Medium	High	6	Yes
310	Physical	Unoccupied Plots	Maintenance of waiting list. Regular reports in local newsletter, website, noticeboards and social media	Monthly	Low	Medium	2	
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when	Low	Low	1	
58	Physical	Uncontrolled equipment.	Review and enforce terms of tenancy agreement. Regularly monitor and inspect allotments	Quarterly	Low	Medium	2	



LCRS 5. Risks report Allotments

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Powers to provide land for allotments and to enter into

Requirement = To ensure that all council owned equipment is properly

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
59	Physical	Maintenance of council owned equipment	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete.	Annually	Low	Medium	2	
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets.	Annually	Low	Low	1	
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

1.9



LCRS 5. Risks report

Burial Grounds, cemeteries and closed churchyards

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to provide and maintain open space or burial ground in

Requirement = To keep the closed churchyards in a good state of repair and

Aim = To undertake regular miantenance of the closed churchyards

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Maintenance of closed churchyards	Ensure that the sites are visited regularly Issues reported and necessary action taken Work with volunteers to maintain St Mary's Churchyard Work with PCC to develop a Management Plan Work with PCC, diocese and SODC to seek necessary permissions for work Allocte appropriate budget for maintenance and repairs		Low	Medium	2	
0	Administration/ Legal	Permissions sought for works to be carried out	Ensure that stateholders are contacted and informed of proposed works Ensure that all permissions are sought and granted before work begins		Low	Low	1	
0	Physical	Damage to property and persons from trees	Undertake regular maintenance to prolong health of trees Any concerns are reported Undertake tree inspections in line with council Tree Policy Report and undertake any actions highlighted in tree surveys		Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.3



LCRS 5. Risks report Bus Shelters & Street Furniture

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to provide and maintain shelters, Power to provide

Requirement = To ensure that all equipment is of a high quality and is

Aim = To ensure that all equipment is of a high quality and is

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Provision of poor quality equipment or poor installation	Ensure equipment is purchased from a reputable company Ensure equipment is installed by a reputable and experienced company/contractor or trained member of staff Appropriate permissions are sought before installation Checks are made after installation and before work is signed off.		Low	Medium	2	
87	Environmental	Cleaning and maintenance of Bus Shelters and furniture	Maintain proper records of work carried out. Have procedures in place to remove/replace/cordon off hazardous equipment Regular inspections are carried out Repairs are undertaken promptly	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	2.0
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LCRS 5. Risks report Code of Conduct

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Duty to adopt a code of conduct

Requirement = Councillors to follow the Paris Council's code of conduct

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Councillor disregarding Code of Conduct	Ensure councillors issued with a copy of the Good Councillors Guide and Code of Conduct Councillors to attend an induction session within the first two months of election/co-option Councillors to be offered training opportunities relevant to the roles/committees the become involved in. Learning and Development Policy reviewed annually Code of Conduct reviewed annually and updated in line with changes to legislation or best practice Any concerns over councillor behaviour is reported to the Clerk/Chair or district council's monitoring officer	Annually	Low	High	3	
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers and forward onto SODC	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.5



LCRS 5. Risks report Computing

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain adequate security of site and equipment

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed or files are encrypted	Annually	Low	Medium	2	
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	High	3	
365	Technical	Crash of IT System	Appropriate contractor appointed to provide back up of systems Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored	3	Average score:	2.3
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LCRS 5. Risks report Council Meetings

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
452	Administration/ Legal	Failure to meet statutory duty	Ensure Clerk/Assistant Clerk are adequately trained and aware of duties and best practices. Meetings are held in line with current legislation Ensure that all members are notified of meeting by way of summons and agenda within required timescales Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Minutes are taken and compiled and available. Arrange signing by chairman and maintain file.	Annually	Low	Low	1	
453	Administration/ Legal	Access	Meetings are held in line with current legislation Ensure that access is available to all and have regard to provisions Set aside specific area for Press & Public and relocate to suitable venue if required/available Filming/recording notices are available at each public meeting	Annually	Low	Low	1	
0	Administration/ Legal	Failure to report Council business appropriately	Ensure proper, timely and accurate records of council business are made Ensure all minutes are paginated and signed at the next appropriate meeting Electronic and hard copies are maintained Copies of all meetings are kept in line with council's retention and disposal policy and archived appropriately		Low	High	3	
0	Administration/ Legal	Failure to respond to elector's wish to exercise its right	Ensure Cllrs and staff are aware of Elector's Rights Notices are displayed in line with current legislation Follow procedure for dealing with enquiries Increase awareness of accessibility of the Council to the public		Low	High	3	



LCRS 5. Risks report Council Meetings

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =

Requirement = Ensure that effective arrangements are in place to minimize

Aim = To ensure that any conditions that might lead to personal

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	Medium	2	
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

2.0



LCRS 5. Risks report

Council Property & Documents

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =
Requirement =
Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Damage to environment through use of resources	Reduce reliance on paper copies of documents Adequate electronic copies are stored and filed Back-up of data is made		Low	Low	1	
0	Financial	Loss of assets	Adequate support from IT providers Allocate responsibility for all assets and documents Property is utilised and stored correctly and safely. Review authorised signatories Use of online banking procedures and authorisations Ensure adequate insurance cover is held Annual review of related policies and procedures		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	1.5
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LCRS 5. Risks report COVID-19 (Coronavirus)

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = To ensure health and safety of employees and visitors during

Requirement = To reduce impact of office closure due to lockdown

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Council unable to carry out its functions/duties	Office staff to have access to laptop and back up to enable access to council files and to facilitate working from other locations Office staff to have passwords to webmail and cloud based software in order to access emails and other software. Staff to communicate any changes to councillors and community via social media and website. Notices to be displayed where possible Council to consider delegated powers in order for functions and duties to be carried out	Annually	Low	Medium	2	
0	Physical	COVID-19 contamination - Outside workers	Staff given PPE to wear whilst as at work and advice given on howto effectively wear the items. Any damaged or missing PPE to be reported as soon as possible Staff given hand sanitiser to use during working day and reminded on regular hand washing regime. Lone working policies to be followed at all times Staff to work in isolation where possible and to follow social distancing at all other times, including when in public areas.		Low	Medium	2	
0	Physical	Staff illness from COVID-19	Staff to follow health advice if they show symptoms Staff to follow sickness reporting procedures detailed in their contract of employment Staff to follow government advice regarding self isolating and shielding Employers to manage risk with vulnerable members of staff. Home working to be facilitate - if appropriate Sickness reporting and procedures to be followed		Low	Medium	2	



LCRS 5. Risks report COVID-19 (Coronavirus)

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = To ensure health and safety of employees and visitors during

Requirement = Guidance for Play Areas during COVID-19 outbreak 2020

Aim = To reduce spread of Coronavirus through play areas and

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Use of Play Areas during pandemic	Visual inspections to be carried out weekly. Annual inspections to be carried out Promote social distancing through signage, consider taking some equipment out of use Cleaning to be promoted through signage. Users advised to clean habnds and equipment before and after use Deep cleans to take place every 3 weeks Bins to be checked and emptied Promote use of face coverings through signage Reduce time spent in play areas - signage to ask not to consume food and drink, limited numbers, take rubbish home Staff to use PPE when carrying out duties. Hand sanitiser issued to staff		Low	Low	1	



LCRS 5. Risks report

COVID-19 (Coronavirus)

Wheatley Parish Council

Assessment for year 2023 To 2024

Your Duty = To ensure health and safety of employees and visitors during

Requirement = To reduce risk of contamination

Aim = To reduce risk of contamination

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Contamination from surfaces and people - office based	<p>All employees/councillors given information on how to reduce risk to themselves through effective hand cleansing, cleaning of PPE and any additional guidance issued from relevant agencies.</p> <p>Sanitising sprays and wipes available to clean surfaces</p> <p>Hand sanitiser available and to be used as you enter and leave the office</p> <p>Office cleaning to be carried out and increased if necessary.</p> <p>Hand washing facilities available</p> <p>Waste to be disposed of appropriately.</p> <p>If advised by agencies action the closure of office and facilities to be considered and implemented.</p> <p>Staff/councillors to remain away from the office if they feel unwell or for 10 days if they show symptoms or are asked to self-isolate following track and trace guidance.</p> <p>Where possible parish surgeries should take place outside, but when the weather does not permit this signage will be displayed asking members of the public to stay outside or just inside the doorway and to wear a mask whilst speaking to staff/councillors</p> <p>Staff/Councillors to socially distance from members of the public</p>		Low	Medium	2	



LCRS 5. Risks report COVID-19 (Coronavirus)

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = To ensure health and safety of employees and visitors during

Requirement = To reduce opportunity of contamination from C-19

Aim = To implement measure that reduce opportunities for

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Contamination from attending face-to-face meetings	Follow C-19 current government guidance and legislation Follow hirers booking conditions) Sanitising facilities for all attendees Building is aired with the opening of doors and windows Ensure social distancing in maintained Carry out adequate cleansing and sanitising of all used surfaces and publically accessible areas Recommend that face coverings are worn by all attendees, unless medically exempt Meeting is managed so that attendees do not need to raise their voice Use of microphone is considered - if available Alternative methods of hosting meetings are used in line with current legislation Attendees are made aware of the requirement to report to the meeting organiser and building managers, if they show any C-19 systems, or have a positive result from C-19 test.		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

6	Average score:	1.8
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LCRS 5. Risks report Data Protection

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality and/or personal details	Ensure staff and and councillors receive training to maintain compliance with current legislation Ensure all parties comply with the Retention and Disposal Policy and data/files are handled appropriatly and disposed off in a timely/appropriate manner Review related policies and procedures annually Any breaches are reported in line with current procedures Secure personal details/files appropriately Maintain registration with ICO Ensure adequate insurance cover is in place	Annually	Low	High	3	
0	Administration/ Legal	Non-compliance of Data Protection/GDPR legislation	Allocate responsibility for monitoring and reviewing policies and practices Review policies annually to maintain compliance Seek advice and guidance if needed	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

3.0



LCRS 5. Risks report Employment of Staff

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Duty to appoint staff

Requirement = To ensure that the council fulfills it's responsibilities.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Periodically review contracts of employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	High	3	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Low	Medium	2	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Medium	2	
352	Professional	Attacks on Personnel	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance. Lone Working Policy is reviewed annually. Copies given to staff and councillors	Monthly	Low	High	3	
362	Professional	Lack of Learning and Development opportunities	Review learning and development policy Annual Staff Appraisals and regular reviews take place to highlight any training needs. Take advantage of any localised training through local associations, OALC, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records. Adequate budget allocated for learning and development	Annually	Low	Low	1	



LCRS 5. Risks report Employment of Staff

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Duty to appoint staff

Requirement = To improve recruitment.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
361	Professional	Inability to recruit	Review recruitment policy Review terms of employment and job role in line with vacant post Advertise opportunities in appropriate locations. Consider use of SLCC/NALC/OALC opportunities (Clerk/Ast Clerk)	As and when	Low	Medium	2	
38	Professional	Inability to retain staff	Regular Staff Appraisals and reviews Provide training/personal development opportunities Periodic review of job roles Complete exit questionnaire.	Annually	Low	Medium	2	
0	Professional	Lone working	Lone working policy is reviewed annually or in line with best practice	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

8

Average score:

2.3



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2023 To 2024

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = To ensure that appropriate insurance cover in place.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
382	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers.	Annually	Low	Medium	2	
0	Administration/ Legal	Pedestrian and vehicle collision	Review event applications from external parties and monitor during external events Apply for and maintain road closures during the event To use appropriate signage and barriers Provide adequate event stewards to monitor road closure barriers Vehicle movements within the event site and monitored and cease during the event, unless in an emergency. Any movements are carried out with banksman and vehicles use hazard lights	Annually	Low	Medium	2	
0	Administration/ Legal	Appropriate licenses	Ensure that all licences are applied for in a timely manner Ensure that all requirement of licenses are met and understood		Low	Medium	2	
149	Administration/ Legal	Staff training	Review Learning and Development Policy Ensure that all staff receive appropriate training where necessary. Maintain records of training provided	Annually	Low	Low	1	
442	Administration/ Legal	Absence of key staff	Define responsibility for staff control Ensure that proper arrangements are in place to meet service requirements. Have arrangements in place for emergency cover.	Annually	Low	Medium	2	



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2023 To 2024

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = To help prevent instances of food poisoning

Aim = To maintain high standard of food hygiene for all food

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Food hygiene issues	Review food hygiene licenses for all suppliers Refuse entry for any providers not meeting food hygiene standards Carry out spot checks during events Liaise with SODC food inspectors for guidance and support	Annually	Low	Medium	2	
169	Environmental	Noise pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	As and when	Low	Medium	2	
429	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
167	Financial	Failure to review rents and charges	Review all charges annually as an integral part of the budgetary process.	Annually	Low	Low	1	
170	Financial	Failure to collect rents & charges	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking. Issue tickets/receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Council approval required for write-off on any irrecoverable debts.	Annually	Low	Medium	2	
171	Financial	Contractual arrangements with service providers- films, artistes etc.	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of council.	As and when	Low	Medium	2	



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2023 To 2024

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = To minimize the risk of loss by theft/misappropriation.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
165	Financial	Box Office controls	Determine policy and responsibility for box office security. Define responsibility cash handling procedures Ensure appropriate staff training. Maintain comprehensive records, ticket returns/reconciliation etc. Arrange periodical checks/internal audit.	Annually	Low	Low	1	
0	Fire	To safeguard against the risk of fire.	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	Medium	2	
177	Physical	Maintenance and security of buildings	Define responsibility for maintenance and security Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	
173	Physical	Maintenance and security of equipment	Define policy for maintenance and security of equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register and proper records Provide for any necessary staff training. Provide appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that any disposals are properly dealt with.	Annually	Low	Low	1	



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2023 To 2024

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = To minimize the risk of loss

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
178	Physical	Stock control	Determine responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Annually	Low	Low	1	
0	Physical	Stall/activity at community events	To ensure that all equipment used is in good working order If at an outdoor event gazebo or other equipment is withdrawn if weather conditions deteriorate To ensure that staff/councillors are trained or briefed on how to deliver activity professionally and safely To ensure that adequate insurance is in place To ensure that the area is kept clean and tidy before, during and after the event. All staff and councillors conduct themselves in a professional manner	Annually	Low	Medium	2	
179	Physical	Security of exhibits	Determine policy/ responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place.	Annually	Low	Low	1	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	Medium	2	



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2023 To 2024

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = To ensure proper maintenance of equipment and minimize

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
440	Physical	Maintenance of equipment	Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide for any necessary staff training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

20

Average score:

1.6



LCRS 5. Risks report Financial Management

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss associated with failure to

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry our periodical inventory checks.	Annually	Low	High	3	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	High	3	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Ensure GPC is renewed every 4 years GPC is used correctly Legislation and best practice outside of GPC is adhered to Ensure Financial Regulations are reviewed annually	Annually	Low	High	3	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue processed and copies kept Arrange prompt payment of all sums due.	Quarterly	Low	High	3	
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Monthly	Low	High	3	



LCRS 5. Risks report Financial Management

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To protect interest of council.

Aim = None

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.	Annually	Low	Medium	2	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council	Monthly	Low	High	3	
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorised members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	Medium	2	



LCRS 5. Risks report Financial Management

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that expenditure is properly authorised and

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
304	Financial	Failure to ensure proper use of funds under specific powers / S137	<p>Ensure that all expenditure under section 137 is separately recorded in the cashbook.</p> <p>Ensure that total expenditure does not exceed the statutory limitation for the council.</p> <p>Ensure that all grant applications are complete and fully supported prior to submission to committee/council</p> <p>Ensure that all approvals are properly recorded in council minutes.</p> <p>Ensure that no alternative statutory authority is available.</p>	Quarterly	Low	Medium	2	
347	Financial	Poor Financial Management	<p>Determine responsibility for the management of the financial affairs of the council.</p> <p>Maintain and review Standing Orders/Financial regulations.</p> <p>Maintain an effective budgetary control/financial reporting system.</p> <p>Maintain an effective internal audit.</p>	Annually	Low	Medium	2	
306	Financial	Loss of money through theft/misappropriation.	<p>Financial regulations are reviewed annually.</p> <p>Electronic banking is the preferred method of transactions</p> <p>Determine responsibility for cash at all sources.</p> <p>Ensure that receipts are issued for all income.</p> <p>Ensure that secure arrangements are in place for all monies held pending banking.</p> <p>Ensure that proper arrangements are in place for prompt recording and banking of all cash received.</p> <p>Ensure regular bank reconciliation</p> <p>Arrange regular report to council.</p> <p>Ensure that council holds adequate fidelity guarantee insurance.</p> <p>Authorised signatories and reviewed and amended as needed</p>	Monthly	Low	High	3	



LCRS 5. Risks report Financial Management

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that effective financial controls are in place

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

11

Average score:

2.6



LCRS 5. Risks report Gifts

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to accept gifts

Requirement = To protect interest of council and members

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1	Average score:	2.0
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LCRS 5. Risks report Investments

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to participate in schemes of collective investment

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0								
200	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register. Maintain effective internal audit. Review Investment Strategy regularly	Annually	Low	Low	1	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Annually	Low	Low	1	
198	Financial	Inappropriate investment	Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council	Annually	Low	High	3	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monmitoring report to council.	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.0



LCRS 5. Risks report Life -saving appliances

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to provide life-saving appliances (e.g. lifebelts,

Requirement =

Aim = To ensure that any life-saving appliances are in good working

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Unavailability of life-saving appliances	Regularly check that appliances are in good working order Records are maintained Maintain up to date records with local agencies Any repairs or replacement items are ordered as quickly as possible		Low	High	3	

Completed by:

Date:

Position:

No of risks scored Average score:



LCRS 5. Risks report Litter

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to issue fixed penalty notices for litter offenses in the

Requirement = To employ trained/experienced personnel

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
225	Administration/ Legal	Inefficient service provision	Ensure that staff have appropriate training and equipment Ensure that staff are aware of all health & safety issues Arrange for issue of written contract of employment. Arrange issue of adequate protective clothing.	Monthly	Low	Medium	2	
3	Environmental	Unauthorised Fly posting/nuisance.	Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
1	Environmental	Vandalism/theft/damage	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Low	Medium	2	
7	Environmental	Inappropriate location of litter bins	Install bins at suitable locations, based on demand Carry out periodical review Replace bins as required and in line with budgets	Annually	Low	Medium	2	
437	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Medium	2	
2	Physical	Failure to empty	Define responsibility for clearing bins Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation.	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

2.0



LCRS 5. Risks report Markets

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to provide

Requirement = To ensure proper administration of market

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
246	Administration/ Legal	Agreements with stallholders	Ensure that a signed agreement is in place as a pre-requisite to market stall occupation. Make appropriate arrangements in respect of casual users. Maintain a register stallholders	Annually	Low	Low	1	
247	Administration/ Legal	Inadequate insurance cover	Council policy covers required activities Ensure that appropriate cover is held for all statutory and other risks. Arrange periodical review	Annually	Medium	Medium	4	Yes
243	Administration/ Legal	Contracts with Service providers ie Waste disposal	Ensure that signed contracts are in place. Check that insurance requirements etc are being met. Enforce conditions of contract.	Annually				
242	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
13	Environmental	Inadequate cleaning of market premises.	Determine responsibility for cleanliness/hygiene of premises. Maintain a maintenance log/cleaning regime. Enforce conditions for stallholders. Arrange for periodical check.	Monthly				
241	Environmental	Rubbish accumulation	Define responsibility for cleanliness/hygiene of area Waste bagged and collected	Weekly	Low	Medium	2	



LCRS 5. Risks report Markets

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to provide

Requirement = To maximize income and minimize the risk of loss.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
245	Financial	Failure to collect income	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of receipts. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	Medium	2	
244	Financial	Failure to review charges	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Low	1	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Monthly	Low	High	3	
426	Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete. Ensure that where appropriate proper maintenance contracts are in place. Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Monthly	Low	Medium	2	



LCRS 5. Risks report Markets

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to provide

Requirement = To maintain security of council premises.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
418	Physical	Security of market	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	
359	Physical	Public/Personal Injury	Define responsibility for all areas of the market operation. Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all market users. Arrange regular site inspection to ensure that defined standards are being maintained. Take action where necessary against offenders. Ensure appropriate insurance cover in place.	Daily	Low	Low	1	
425	Physical	Security of equipment	Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register.	Annually	Low	Low	1	
420	Physical	Maintenance of market	Stall holders are advised within booking terms and conditions on their requirements and responsibility for their own equipment Council to be responsible for their own equipment	Quarterly	Low	Medium	2	
422	Physical	Control of hazardous substances	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	As and when	Low	Medium	2	
417	Physical	Occupation of Unauthorised stalls	Maintain register of approved stallholders. Carry out regular inspection of market sites. Instigate action against offenders.	Daily				



LCRS 5. Risks report Markets

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to provide

Requirement = To control market stall size.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
421	Physical	Encroachment by stallholders	Site plan drawn up Stall holders allocated space, in line with booking conditions Carry out regular inspections to ensure that actual size does not exceed that approved.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored	15	Average score:	1.7
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LCRS 5. Risks report Newsletters

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to publish information about the council, its services

Requirement = To meet required standard.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met. Disclaimer printed in newsletter	As and when	Low	Medium	2	
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held. Disclaimer printed in newsletter	As and when	Low	High	3	
0	Environmental	Financial Management	Review editorial costs and contract by Finance/Staffing Committee in February/March of each year Review printing costs by Finance Committee in February/March of each year Consider arranging a contract for printing services	Annually	Low	Medium	2	
0	Environmental	Failure to deliver and litter	Liaise with volunteers to ensure delivery is made within timescales. Liaise with co-ordinator is issues arise Ad-hoc testing of distribution. Promote delivery opportunities to community	Quarterly	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Medium	2	
0	Financial	Failure to collect income from advertising etc	Define responsibility for collection of income Determine advertising policy and allocate responsibility. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	High	3	



LCRS 5. Risks report Newsletters

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to publish information about the council, its services

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Non production of newsletter	Determine responsibility for and ensure that all publication deadlines are met. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions. Review conditions periodically.	Quarterly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

2.3



LCRS 5. Risks report Nuisances

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to deal with offensive ditches

Requirement = To minimize risk.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Matters prejudicial to health	Work with external partners, agencies and residents/businesses to resolve issues with nuisances	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1	Average score:	3.0
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LCRS 5. Risks report

Planning & Development Control

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to be notified of planning applications affecting the

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Ensuring decisions are made lawfully	Ensure planning committees are quorate to enable decisions to be made lawfully Ensure planning applications are reviewed without prejudice Ensure planning applications are considered in line with made Neighbourhood Plan Ensure responses to planning applications relate to material considerations Ensure responses are returned within deadlines		Low	High	3	
0	Administration/ Legal	Security of records	Records are maintained and stored in line with council security procedures Employees and councillors are trained in GDPR legislation and council policies are procedures Security measures are in place and reviewed to keep records and data safe and secure		Low	High	3	
0	Administration/ Legal	Non updating of Planning Register	Determine responsibility of maintenance of council's Planning Record Refer to council's retention and disposal policy for correct handling of records Employees and Councillors handle data in line with GDPR policies and legislation		Low	Low	1	
0	Administration/ Legal	Non representation at District Council Planning Committees	Council representatives to attend SODC planning committees as required to present council's views or support for developments Liaison with SODC Cllr to support/decline of applications		Low	Medium	2	
202	Environmental	Failure to comply within consultation deadline	Ensure regular Planning Committees take place Keep up-to-date with legislation and adapt meeting schedule if required Liaise with the Planning Authority for possible extension. Take necessary action (in line with Standing Orders) if extensions are not available.	Annually	Low	Medium	2	



LCRS 5. Risks report

Planning & Development Control

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to be notified of planning applications affecting the

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)	
Completed by:					<i>No of risks scored</i>		5	Average score:	2.2

Date:

Position:



LCRS 5. Risks report Play Areas

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to provide and manage recreation grounds, public

Requirement =

Aim = Reduce likelihood of injuries

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate maintenance of equipment	Carry out regular inspections Maintain records of inspections and issues Resolve issues promptly Consider annual maintenance costs during annual budget setting process Consider replacement costs as part of planned maintenance schedule Monitor grant opportunities to help fund projects		Low	High	3	
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	High	3	
0	Environmental	Vandalism	Take reasonable action to maintain security of site Arrange for regular site visits Maintain liaison with external partners and gencies Take action as necessary	Weekly	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process. Consider long term budget provision for replacing equipment Monitor and apply for grant to help fund projects	Annually	Low	Medium	2	
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	High	3	
0	Physical	Personal Injury	To arrange annual ROSPA inspections for all play equipment and areas To carry out or arrange any rectifications detailed in inspection reports Remove or take out of action any damaged equipment. Define responsibility for and ensure regular inspection of play areas, equipment & play surfaces. Maintain records of all inspections/maintenance.	Annually	Low	High	3	



LCRS 5. Risks report Play Areas

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to provide and manage recreation grounds, public

Requirement = To reduce potential injuries

Aim = To arrange annual inspections and maintenance of play

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

6

Average score:

2.7



LCRS 5. Risks report

Provision of Office Accommodation

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process	Annually	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing is carried out by landlord Ensure appropriate staff training is carried out Provide for strict security/control of combustible materials held by council. Liaise with landlords to make sure they meet their requirements	Annually	Low	High	3	
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings and VDU assessments Where appropriate submit report to council/committee for approval to repair/replace.	Monthly	Low	High	3	
349	Physical	Poor Office Conditions	Arrange periodical inspection of office by landlord and contractors Report any adverse conditions to landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Quarterly	Low	Medium	2	
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.6



LCRS 5. Risks report Road Sign Cleaning

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = General Power of Competence

Requirement = Provide adequate training and documentation

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Adequate training	Appropriate records kept and training delivered		Low	Medium	2	
0	Environmental	Contamination	Review safety and security of all areas on a regular basis Staff are trained in process and risk assessments relevant to the task Any chemicals are handled in line with COSHH details and training		Low	Medium	2	
0	Financial	Inadequate insurance cover	Insurance cover is adequate for all activities Staff and volunteers are adequately trained and have been given relevant documents PPE available and used		Low	Medium	2	
0	Physical	Maintenance of equipment	Equipment (currently loaned by OCC) is fit for purpose Equipment is used appropriately and returned at end of use Any damage is reported to Line Manager Equipment is collected by OCC officers		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4	Average score:	2.0
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LCRS 5. Risks report Storage and use of flammable liquids

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =

Requirement =

Aim = To reduce incidents of contamination and pollution

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Contamination and pollution	Liquids are stored and labelled appropriately and away from sources of heat. Any spillage is cleaned up immediately and disposed off appropriately		Low	High	3	
0	Financial	Risk of fire	Chemicals are stored away from heat sources or other flammable equipment		Low	Medium	2	
0	Physical	Safe use of flammable liquids	Staff given appropriate training to control the risks and to identify signs of leaks Safety equipment/PPE used/worn Use of flammable liquids is kept to a minimum		Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.0



LCRS 5. Risks report Street/Footway Lighting

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to light roads and public places in the council's area

Requirement = To ensure proper administrative arrangements

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
279	Administration/ Legal	Contracts with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually	Low	Medium	2	
293	Environmental	Fly posting	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
285	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
203	Environmental	Failure to provide lighting	Monitor Service Level Agreement with major authority on a regular basis Report any faulty lights as soon as possible Monitor service performance and enforce agreement conditions.	Quarterly	Low	Low	1	
290	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process.	Annually	Low	Low	1	
281	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all equipment. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
287	Physical	Security of inspection plates etc.	Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.3



LCRS 5. Risks report Trees

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to plant and maintain trees and shrubs and lay out

Requirement = Application to planning authority for work to be carried out

Aim = To comply with legislation

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Permissions granted for work on trees within Conservation Area or with TPO	Check with planning authority to identify conservation area and trees with TPO Complete required paperwork for submission to planning authority When urgent work is required, that timely action is taken to seek approval Contractors do not begin work until permissions have been given		Low	Medium	2	
0	Environmental	Tree planting	Large trees are planted using skilled arborists or other suitable contractors Small trees may be planted by staff, councillors or the public Site risk assessments are carried out before planting Equipment is checked for suitability Trianing is carried out Records are kept Watering and maintenance is carried out		Low	Medium	2	
0	Financial	Tree failure	Undertake regular inspections of trees Maintain records Undertake any necessary action using qualified and reputable arborists Health and safety measures undertaken to safeguard public and staff		Low	High	3	
0	Technical	Maintenance of council's tree stock	To gather information on known council trees Update records/maps of tree locations, conditions and maintenance carried out To create a tree policy To undertake survey of high risk trees Where identified urgent tree work is carried out Work is undertaken by qualified and reputable arborists Replanting udertaken wherever possible		Low	Medium	2	



LCRS 5. Risks report Trees

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to plant and maintain trees and shrubs and lay out

Requirement = To compile a detailed list of all council owned trees

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.3



LCRS 5. Risks report

Use of Chipper

Wheatley Parish Council

Assessment for year 2023 To 2024

Your Duty =

Requirement =

Aim = To reduce pollution, fire

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	COSHH	All equipment is maintained as per manufacturers schedule and is cleaned after use Equipment is not left on site unattended Re-fuelling is undertaken on site in well ventilated area. No smoking is allowed		Low	Medium	2	
0	Physical	Equipment overturning	Work area is cordoned off and warning signs posted Ensure area is clear of people, particularly children and pets.		Low	Medium	2	
0	Physical	Manual Handling	Manual Handling is kept to a minimum where possible and competent/trained staff to operate machinery		Medium	Medium	4	Yes
0	Physical	Training and proficiency	Ensure that staff have received work instructions and user manual for equipment Adequate PPE is available and worn					
0	Physical	Adverse weather condition	Site specific hazards identified		Medium	Low	2	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.5



LCRS 5. Risks report

Use of Electrical Hand Tools/Equipment

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =

Requirement =

Aim = Reduce risk of equipment being out of use

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Measure	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required (> 3)
0	Financial	Resources available to maintain or replace equipment	Budgets include costs of repairing or replacing equipment Assett register lists all equipment that supports insurance policy cover		Low	Medium	2	
0	Physical	Correct use of equipment	Ensure that staff have received adequate training Ensure staff have read user manual Ensure staff have and wear PPE					
0	Physical	Electrocution	Staff given instructions/training on how to use the equipment Annual PAT testing is undertaken Power sockets should not be overloaded Visual inspection of equipment and cables are undertaken before each use Defective equipment must be taken out of use Defects reported to line manager Fire Extinguishers available and maintained Equipment is switched off and stored appropriately when not in use		Low	High	3	
0	Physical	Slips, Trips and falls	Staff given adequate instruction and training on safe use of equipment Trailing cables shall be managed to reduce the risk of slips, trips and falls. Equipment should be used in appropriate areas and on safe surfaces Any outdoor equipment shall have the correct voltage and safety measures in place		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.3



LCRS 5. Risks report

Use of Grounds Maintenance Equipment

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =

Requirement =

Aim = To reduce environmental impact

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Areas are maintained to reduce impact on bio-diversity and trees, shrubs	Seasonal activities are carried out at appropriate times Hedge and tree cutting is limited during bird nesting season (unless H&S reasons apply) Only work agreed is carried out Clear work instructions are given to staff and contractors Staff receive training on the work they are to undertake Issues or concerns are raised with line manager		Low	Medium	2	
0	Financial	Adequate resources to enable maintenance or replacement of equipment	Annual budgets take into account costs of maintenance or replacement of equipment Asset register records all equipment which assists insurance cover Adequate insurance cover is in place		Low	Medium	2	
0	Physical	Injury to operatives or public	Ensure operatives have received training on equipment Ensure operatives have read manuals and instructions for equipment Ensure PPE is available and worn by operatives					
0	Physical	Risk to users and public whilst equipment is in use	Staff receive appropriate training in the use of each piece of equipment Staff are informed of the risks associated with the use of each piece of equipment Safety equipment/PPE is available and used Annual maintenance checks are carried out to ensure equipment is fit for purpose Inspections of equipment are undertaken before each use Issues or defects are raised with line manager Defective equipment is taken out of action until repairs can be made Appropriate warning signs are displayed Working area is safe, cordoned off as appropriate Tasks are carried out at quieter times of the day		Low	Medium	2	



LCRS 5. Risks report

Use of Grounds Maintenance Equipment

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =

Requirement =

Aim = To reduce risks to staff, public and property

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
Completed by:					No of risks scored	3	Average score:	2.0
Date:			Position:					



LCRS 5. Risks report

Use of hand tools/equipment

Wheatley Parish Council

Assessment for year 2023 To 2024

Your Duty =

Requirement =

Aim = To reduce risks to all parties

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Damage to staff or public from use of equipment	Staff to have undertaken general awareness training along with specific training on each item of equipment Staff to be trained on the safe cleaning, storage and maintenance of all tools Appropriate PPE available and used Any damaged tools taken out of use and reported to line manager Tools only to be used for the purposes they are intended		Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Use of ladders

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =
Requirement =
Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Risk of fall from ladders	Use of ladders should be for short periods of time, where no viable alternative is available Staff trained in basic ladder safety, including the use, inspection and safety measures whilst working with ladders and from height Ladders to be secured and footed before use Damaged ladders to be taken out of use and reported to line manager as soon as possible Overreaching from ladders shall not be permitted Ensure operatives have received relevant training	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



LCRS 5. Risks report

Use of paint/wood preservative

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =

Requirement =

Aim = To reduce environmental impact

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Contamination from chemicals	Staff are trained to ensure paint/wood preservative is correctly stored and used Items are disposed off safely Any leaks or spillages are cleaned up and disposed of Any incidents are reported to line manager		Low	Medium	2	
0	Physical	Risk to employees and public during the use of paint or wood preservatives	Staff are trained to use, store and maintain chemicals appropriate Inform staff of hazards from the substances they are using Safety equipment/PPE is available and used Work areas are safe and adequately cordons/signage is used		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	2.0
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LCRS 5. Risks report

Village Signs and noticeboards

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to erect (with Highway Authority/Planning approval)

Requirement =

Aim = To manage resources to ensure adequate budget allocation

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate budget provision	Budget allocation includes adequate financial provision for repair and maintenance	Annually	Low	Low	1	
0	Administration/ Legal	Failure to obtain necessary approval.	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway/Planning Authority	As and when	Low	Low	1	
0	Physical	Vandalism	All assets are covered by insurance policy Site is inspected and made safe Any repairs or replacement of items are carried out appropriately and safely Items are removed appropriately Site is left clean and safe Liaise with agencies to identify perpetrators		Low	Medium	2	
0	Physical	Inadequate maintenance	Resources are available to undertake repairs and maintenance. Staff or contractors have sufficient training and support to carry out repairs safely Appropriate PPE is available Appropriate signage and work space is available to keep staff and public safe	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.3



LCRS 5. Risks report Virtual Meetings

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = To hold virtual working/action group meetings as per

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Unwanted disturbances or behaviour	Virtual meetings are only used for working/action groups and not for council or committee meetings, unless it is to facilitate the presence of the Clerk. Councillors have access to their IT software which includes virtual team meeting software Virtual meeting protocol in place Officers to manage waiting room/lobby and to remove any person that causes a disruption to the meeting Alternative opportunities are considered for any councillor with limited IT access Meetings are arranged in line with council Standing Orders Virtual meeting protocol adopted, followed and reviewed in line with any changes in legislation					
0	Professional	Decisions are not made in a legal manner	Meetings to follow virtual meeting protocol and in line with current legislation		Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

3.0



LCRS 5. Risks report War Memorials

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to maintain, repair, protect and adapt war memorials

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually	Low	High	3	
208	Physical	Vandalism	Maintain liaison with external stakeholders and agencies. Take action as appropriate against offenders.	Annually	Low	High	3	
469	Physical	Inadequate budget provision	Review service provision within annual budget process. Identify potential grants that may be suitable to support budgets	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3	Average score:	2.7
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LCRS 5. Risks report Water Supply

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to make use of wells, springs or streams in the
Requirement = To meet statutory requirements for extraction

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of Licence	Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Annually	Low	Low	1	
213	Physical	Loss/damage to Water Supply	Define responsibility for maintenance of water supply Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor. Ensure bills are paid on time	As and when	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

1.5



LCRS 5. Risks report Web Sites

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to provide a website to give information about the

Requirement = To ensure that the council is protected from charges of

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Risk arising from use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.	Annually	Low	Low	1	
457	Administration/ Legal	Content	Ensure that all content is regularly reviewed Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.		Low	Medium	2	
0	Administration/ Legal	Lack of visibility of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.	Annually	Low	Low	1	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Medium	2	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Low	Medium	2	
0	Administration/ Legal	The placing of information on site that may put people at risk.	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.	Annually	Low	Low	1	



LCRS 5. Risks report Web Sites

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to provide a website to give information about the

Requirement = To ensure that the site activity is not restricted to one person.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Annually	Low	Medium	2	
0	Administration/ Legal	Non compliance of Website Accessibility Guidelines	To carry out independent review of website To complete Website Accessibility Statement that is available on the website Review website at least annually and amend statement as appropriate Make any necessary changes to aid compliance Keep up to date with technological advances so that improvements can be made Liaise with website provider on regular basis		Low	Medium	2	
0	Administration/ Legal	Non conformance with the Data Protection/GDPR legislation	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	Medium	2	
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	High	3	
0	Administration/ Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.	Annually	Low	Medium	2	



LCRS 5. Risks report Web Sites

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty = Power to provide a website to give information about the

Requirement = To minimise risk

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.	Quarterly	Low	Low	1	
0	Administration/ Legal	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	Low	1	
0	Administration/ Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.	As and when	Low	Medium	2	
0	Administration/ Legal	Accurate and up-to-date information	Ensure information is correct and up-to-date. Any out of date information is removed as appropriate No personal details are displayed without prior consent		Low	Low	1	
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Annually	Low	Low	1	



LCRS 5. Risks report Web Sites

Wheatley Parish Council Assessment for year 2023 To 2024

Your Duty = Power to provide a website to give information about the

Requirement = To minimise risk arising from poor design.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	
0	Technical	Lack of visability of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and udates their listing.	Quarterly	Low	Low	1	
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views,comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

19

Average score:

1.5



LCRS 5. Risks report Working at height

Wheatley Parish Council
Assessment for year 2023 To 2024

Your Duty =
Requirement =

Aim = To reduce risk of falls or falling objects

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Risk of fall from height or falling objects	Staff are made aware of the risks and hazards of working at height Staff are trained in the use and inspection of safety equipment/PPE Staff are provided with training in manual handling techniques Staff are aware of council's lone working policies.		Medium	High	6	Yes

Completed by:

Date:

Position:

No of risks scored

1

Average score:

6.0



Wheatley Parish Council Accessibility Statement 2023

Wheatley Parish Council website

Our [website](#) is run by Wheatley Parish Council's website is managed predominately internally by officers, with some assistance provided by hosting company and local providers.

In line with Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 the council wants the site to be accessible to as many people as possible. For example, you should be able to:

- Change colours and fonts
- Zoom in up to 300% without text spilling off the screen
- Navigate most of the website using a keyboard
- Navigate most of the website using speech recognition software
- Listen to most of the website using a screen reader

If you need assistance is making your device easier to use, please visit [AbilityNet](#), or other specific websites for further information.

How accessible is the council's website?

Following independent testing we acknowledge that some parts of our website are not fully accessible and are working to resolve this:

Area of website	Action to be taken	Review date	Review date and notes
Some pdfs (from scanned documents) are not fully accessible	Work to find software that will increase accessibility.	6 Annually months from adoption	Have monitored technology since adoption of the policy but no solution is currently available
		04.10.2021	continue to review options
		05.09.2022	utilising alternative text and description boxes
		24.10.2023	as above. Still unable to find fully accessible pdfs

We continue to work with external experts to review and improve our website in line with best practice and local council specific requirement.

If you identify any issues, please contact the Parish Office.

What to do if you do not have access to the website

If you do not have access to the website of need information in a different format (pdf, large print etc.) please contact the Parish Office (clerk@wheatleyparishcouncil.gov.uk or 01865 875615 to discuss your needs.

Date of policy: ~~05.09.2022~~ 24.10.2023

Approving committee: Full Council

Reviewing Committee: Full Council

Date of committee meeting: N/A

Policy version reference: N/A

Supersedes: N/A

Policy effective from: ~~06.09.2022~~ 07.10.2023

Date for next review: 2024



Wheatley Parish Council Privacy Notice- internal

1. Purpose of this policy

In line with UK General Data Protection Regulation (UK GDPR), this document sets out the type of personal information we collect (or are supplied with).

It tells you how the information is held, who we share it with and how it will be used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

The Council cannot disclose confidential information or information, is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law.

2. Relevant Legislation

- Freedom of Information Act 2000
- UK General Data Protection Regulation (UK GDPR)

The Council cannot disclose confidential information or information, is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law.

3. Related Council Policies and Documents

- Code of Conduct
- Financial Regulations
- Retention and Disposal Policy
- Social Media Policy
- Strategic Plan
- Standing Orders
- Data Breach Procedure
- Subject Access Requests
- Privacy Notices
- Publication Scheme

4. What information do we collect and what information are we supplied with?

During an appointment and your employment or volunteering with Wheatley Parish Council we will or have created a record in your name, updating these records at key point during the month/year. We do not sell personal information to other organisations.

~~The data controller for your personal data at Wheatley Parish Council is yet to be confirmed.~~

5. How do we use your information?

We use your personal information in the following ways:

- To meet requirements of employment legislation /volunteering with WPC
- To correspond to you about your employment/volunteering
- To process HMRC, payroll and pension transactions and reports
- To contact you during times of emergency
- To produce statistical information

6. Who might we share the information with?

We might share information with the emergency services where we consider this may be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

Employees only: Your personal details may be passed to third party contractors carrying out payroll functions. Contractors will use your details only for that specific purpose and will then delete them.

Your information may be used to detect and prevent fraud in respect of public funding, and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.

7. Transfer of data outside the EEA

Wheatley Parish Council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured by contract.

8. How long do we keep data?

Our retention and disposal document is available from our website (www.wheatleyparishcouncil.gov.uk). Any changes made to this policy and our data protection/information will be publicised on the website. Hard copies will be handed to you.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in the future. We may also need to retain some financial records about you for statutory purposes (anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request is made.

9. How can I access the information you hold about me?

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns with you before we stop processing your data.

Please make any requests or complaints to:

The Data Protection Officer, Wheatley Parish Council, 89 High St, Wheatley, Oxon,
OX331XP, via clerk@wheatleyparishcouncil.gov.uk

If you are dissatisfied with the handling of your request or complaint, you have a right to speak to the Information commissioner. There is no charge for making an appeal. Contact details are:

The Information Commissioner's Office, Wycliffe house, Water Lane, Wilmslow, Cheshire,
SK9 5AF

Date of policy: 24.10.2023

Approving committee: Full Council

Reviewing Committee: Communications Working Group

Date of committee meeting: N/A

Policy version reference: N/A

Supersedes: 04.10.21

Policy effective from: 07.11.23

Date for next review: 2025



Wheatley Parish Council Privacy Notice- external

1. Purpose of this policy

In line with UK General Data Protection Regulation (UK GDPR), this document sets out the type of personal information we collect (or are supplied with).

It tells you how the information is held, who we share it with and how it will be used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

2. What information do we collect and what information are we supplied with?

When you contact us, we create a record in your name. To that record we add information that you give us. We collect and use information about councillors and employees.

We are supplied with a copy of the register or electors by the South Oxfordshire District council. We do not sell personal information to other organisations.

3. How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (e.g. allotments)
- To provide services to residents including sending you information about current and future services. This includes a list of current allotment plot holders and waiting lists for allotments. It also includes mailing lists for newsletters.
- To allow other organisations to provide services to residents
- To carry out consultation or market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf.
- To produce statistical information
- To collect or process payments.

4. Who might we share the information with?

We might share information with the district/county council or emergency services where we consider this may be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us your letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Your contact details may be passed to contractors carrying out consultation work or surveys. Contractors will use your details only for that specific purpose and will then delete them.

If you are in debt to us, your details may be passed to a debt recovery agency for the purpose of recovering the debt.

Your information may be used to detect and prevent fraud in respect of public funding, and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.

5. Transfer of data outside the EEA

Wheatley Parish Council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured by contract.

6. How long do we keep data?

Our retention and disposal document is available from our website (www.wheatleyparishcouncil.gov.uk). Any changes made to this policy and our data protection/information will be publicised on the website and by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in the future. We may also need to retain some financial records about you for statutory purposes (anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request is made.

7. How can I access the information you hold about me?

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns with you before we stop processing your data.

Please make any queries, requests, or complaints to:

Clerk to the Parish Council, Wheatley Parish Council, 89 High St, Wheatley, Oxon, OX331XP, clerk@wheatleyparishcouncil.gov.uk

If you are dissatisfied with the handling of your request or complaint, you have a right to speak to the Information commissioner. There is no charge for making an appeal. Contact details are: The Information Commissioner's Office, Wycliffe house, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Date of policy: 24.10.2023
Approving committee: Full Council
Reviewing Committee: Communications Working Group
Date of committee meeting: N/A
Policy version reference: N/A
Supersedes: 04.10.21
Policy effective from: 07.11.23
Date for next review: 2025



Wheatley Parish Council Data Breach Procedure

1. Purpose of this policy

As part of the General Data Protection Regulation (UK-GDPR) the council is required to have procedures in place to ensure security of all its personal data and lines of responsibilities.

This policy should ensure that the council meets the requirements of legislation and minimise risks associated with breaches.

2. Scope

This policy covers all types of personal data and includes hard copies and electronic data.

Personal data is information that can identify an individual (contact details, date of birth, bank details or information on their health, family, or education)

It applies to all officers, councillors, consultants, and contractors.

The council regularly reviews the data it stores.

Data breaches may be classified as confirmed or suspected incidents, this could include (but is not restricted to).

- loss or theft of sensitive or confidential data/equipment on which data is stored – USB stick, laptop, hard drive, tablet, or paper copy.
- unauthorised use or access to files or systems
- attempts to gain unauthorised access to files or systems.
- altering personal data without permission
- human error (e.g., sending personal data to incorrect recipient)
- system failure

3. Reporting incidents

Anyone who becomes aware of breach should report this to the Clerk and Chairman immediately.

If this is outside of normal office hours, it must be reported as soon as possible.

Details of the incident should be reported using the Data Breach Report Form. (Appendix 1)

Any breach that is likely to result in a “risk to the rights and freedoms” must be reported to the ICO “without undue delay” and where practicable within 72 hours of being aware of it.

If the report is made outside of the 72 hours the report should include reasons for the delay.

The Clerk/Chair should first determine whether the breach is still occurring. If so, appropriate steps should be taken to stop or minimise the breach.

An assessment should be undertaken by the Clerk/Chairman to establish who should undertake investigations into the breach, whether information can be recovered or reclaimed, whether the police should be informed, what internal or external advice or support should be sought.

Further investigations should be undertaken ideally within 24 hours and will assess the type of data involved, its sensitivity, protections currently in place, has the data been used illegally or inappropriately, who has been affected and what the consequences of the breach may be.

4. Notifications

If the breach is likely to have resulted in a “risk to the rights and freedoms” it must be reported to the ICO “without undue delay” and where practicable within 72 hours of being aware of it. If the report is made outside of the 72 hours the report should include reasons for the delay.

Similarly, any individuals who may have been affected by the breach should be contacted without delay, with details on the data involved and how the breach has occurred. Clear guidance and advice should be given to reduce further risks to the individual.

The involvement of third parties (police, insurers, banking, and credit companies) will need to be considered based on the data involved and the nature of the breach.

Any breach will be reported to Full Council at the next available meeting.

5. Record Keeping

Records of any breaches, investigations and contact with individuals or third parties should be kept, regardless of whether the ICO is involved. Records will be stored in line with the council’s Retention and Disposal Policy

6. Evaluation and Resolution

A full review and report of the incident will be undertaken by officers/councillors covering the causes, responses, policies, procedures and security measures and controls.

The report will be presented to Full Council at the next available meeting.

7. Documentation Review

This and all UK-GDPR related documentation will be updated as and when changes in legislation occur. It will be reviewed annually in line with other policies.

8. References

NALC LO2-18 Reporting Personal Data Breaches

Date of policy: 24.10.2023
Approving committee: Full Council
Reviewing Committee: Communications Working Group
Date of committee meeting: N/A
Policy version reference: N/A
Supersedes: 04.06.21
Policy effective from: 07.11.23
Date for next review: 2025.



(Appendix 1) Data Breach Report Form

Notification of Data Security Breach	To be completed by the Clerk/Ast Clerk/Chair
Date incident discovered	
Date(s) of incident	
Place of incident	
Name of person reporting incident	
Contact details:	
Brief description of incident:	
Brief description of data lost	
Number of data subjects involved:	
Have data subjects been contacted?	YES NO
Has any personal data been placed at risk?	YES NO
Brief description of any action taken at the time of discovery	
Received by: On:	Action taken: On:

Assessment of Breach	To be completed by appointed person(s)
Details of data breach: (records, equipment involved)	
What information has been lost?	
How much data has been lost? (if IT, when was the last back up?)	
What impact will this loss have on the council?	
How many data subjects were affected?	
What is the sensitivity of the data?	
Is the data relating to the racial or ethnic origin, political opinions or religious beliefs, trade union membership, genetics, biometrics, health, sex life or sexual orientation?	YES NO
Could the data be used to commit fraud or identify theft? I.e. bank account details, copies of passports?	YES NO
Relating to individuals work performance, salaries of personal life that could cause significant distress?	YES NO
Security information that may put an individual in danger?	YES NO
Reported to: ICO (if applicable) Data subjects: Third Parties: (police, banks – if applicable) Report to Full Council: (attached)	By Date

Review	To be completed by appointed person(s)
Date:	
Action taken	
Follow up, action required, recommended	



Wheatley Parish Council Subject Access Request Procedure & Form

1. Purpose of this policy

Under the General Data Protection Regulations (UK-GDPR) the right of access, commonly referred to as subject access, gives individuals the right to obtain information about and a copy of their personal data.

Individuals have the right to obtain confirmation that we are processing their personal data, a copy of their personal data and other supplementary information which is included in the council's privacy notice.

Subject Access Requests (SAR) can be made verbally or in writing. They can also be made to any part of the council (including by social media) and does not have to be to a specific person or contact point.

The council has a legal responsibility to identify such requests so officers and councillors should familiarise themselves with this document and the councils GDPR procedures.

Further information is available at <https://ico.org.uk/>

A request does not have to include the phrase 'subject access request' or Article 12 or 15 of the UK-GDPR, as long as it is clear that the individual is asking for their own personal data.

2. Exemptions:

There are some exceptions:

- References that **you** give
- Publicly available information
- Crime and taxation
- Management information (restructuring or possible redundancies)
- Negotiations with requestor
- Regulatory activities e.g., planning enforcement, noise nuisance
- Legal advice and proceedings
- Personal data of third parties

3. Procedure

Should you identify a 'Subject Access Request' (SAR) either verbally or in writing please contact the Clerk/Assistant Clerk as soon as possible with details of the individual and the date the request was made.

The Clerk/Assistant Clerk will then begin to complete the SAR, seeking appropriate identification

Copies of all SAR forms (substantiated or not) should be filed in the appropriate folder in the parish office and an annual report will be made to the council.

SARs may be applied to part of documents rather than a whole document and redaction of information may be more suitable than removing or deleting the document in its entirety.

4. Complaints

Should an individual not be satisfied with the council's response, the council must treat this as a complaint.

Date of policy: 24.10.2023

Approving committee: Full Council

Reviewing Committee: Communications Working Group

Date of committee meeting: N/A

Policy version reference: N/A

Supersedes: 04.06.21

Policy effective from: 07.11.23

Date for next review: 2025.



Subject Access Request (SAR) Form

Requestor information		
Name of requester: Email Address: Phone number:	Postal Address: Method of communication:	
Date SAR made:		
Is the request made under the Data Protection Legislation?	Yes	No
Date SAR action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject requestor within the one-month period)	Yes	No
Extension date advised to the subject requestor and method of contact:		
Identification must be proven from the below list: <ul style="list-style-type: none"> • Current UK/EEA Passport • UK Photo card Driving Licence (Full or Provisional) • EEA National Identity Card • Full UK Paper Driving Licence • State Benefits Entitlement Document • State Pension Entitlement Document • HMRC Tax Credit Document • Local Authority Benefit Document • State/Local Authority Educational Grant Document • HMRC Tax Notification Document • Disabled Driver's Pass • Financial Statement issued by bank, building society or credit card company • Utility bill for supply of gas, electric, water or telephone landline • A recent Mortgage Statement • A recent council Tax Bill/Demand or Statement • Tenancy Agreement • Building Society Passbook which shows a transaction in the last 3 months and their address 		
Verification sought that the SAR is substantiated:	Yes	No
Verification received:	Yes	No

Verification if the Council cannot provide the information requested:	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned:	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/or removal		

Categories of Data to Check

Data	Filing Cabinet	Laptop/ Computer	Checked	Corrected/ Deleted	Actioned by
Employment/HR					
Democracy					
Statutory Function					
Legal Requirement					
Business					
Consultation Data					
Advertising					
General Data					

Complaint Procedure

(Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)

Completion date of request:	
Date complaint received by requested and details of the complaint:	
Date complaint completed and outcome :	



Wheatley Parish Council Communication Policy

Approved 04.10.2021, reviewed 06.11.2023.

1. Purpose of this policy

Wheatley Parish Council (WPC) recognises its role within the community as a communicator to individual residents, local organisations and businesses. Within its own Strategic Plan, WPC is committed to 'Provide excellent communications and transparency'.

This Communication Policy will lay out how the council communicates and engages with the community. Communication is as much about listening to what residents think about the council and the needs of the community, as well as telling the community about the work of the parish council and its services.

2. Relevant Legislation

- Freedom of Information Act 2000
- Local Government Act 1986 and 1972
- Local Government Finances Act 1972
- Public Bodies (Admission to Meetings) Act 1960,
- UK General Data Protection Regulation (UK GDPR)
- Website Accessibility Guidelines 2.0

The Council cannot disclose confidential information or information which is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract, or by common law.

3. Related Council Policies and Documents

- Code of Conduct
- Financial Regulations
- Retention and Disposal Policy
- Social Media Policy
- Strategic Plan
- Standing Orders
- Data Breach Procedure
- Subject Access Requests
- Privacy Notices
- Publication Scheme

4. Correspondence (email or letter)

All correspondence relating to the Council should be addressed to the Parish Clerk in the first instance either via email at clerk@wheatleyparishcouncil.gov.uk or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible.

However, all Parish Councillors have their own Council email addresses which have the format [firstnamelastname@wheatleyparishcouncil.gov.uk](mailto:firstname.lastname@wheatleyparishcouncil.gov.uk).

The Clerk/Assistant Clerk is responsible for dealing with email received and passing on anything relevant to councillors or external agencies for information and/or action.

All communications on behalf of the Council will usually come from the Clerk/Assistant Clerk. In instances where this is not the case, the Clerk should be copied in.

Individual councillors are at liberty to communicate directly with villagers in relation to their own personal views, if appropriate, with a copy to the Clerk.

It is important to note that any emails sent to Parish Council email addresses will be subject to The Freedom of Information Act requirements. These procedures will ensure that a complete and proper record of all correspondence is kept.

All new email requiring data to be passed on may be followed up with a data consent request before action is taken with that correspondence.

It is imperative that all correspondents never forward personal information on to other people or groups outside the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if possible. If email is used, then an acknowledgment will be sent via email.

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings unless requested.

Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Council regrets that, for reasons of computer security and virus protection, anonymous emails, and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Clerk/Assistant Clerk or any Councillor. If the parishioner is not satisfied with the response, they may wish to address their concern to the Clerk/Assistant Clerk, or Chairman, as appropriate. If appropriate the issue may be placed on the agenda for the attention of the full Council.

The Clerk/Assistant Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

5. Events

The council may decide to support or deliver events for the benefit of the community. Such events will be promoted within the community and provide an opportunity for the council to raise its awareness. Advertising of events will be carried out using many of the outlets identified in this document.

6. External representations

Each year councillors are appointed to represent the council within village organisations. Councillors will use this opportunity to share information, provide support and to promote partnership working, to support the community.

Any requests for council representatives, or attendance at events or meetings should be made to the Clerk/Assistance Clerk, in the first instance.

7. Newsletter

The council will aim to produce a village Newsletter (Wheatley News), 6 times a year. This will be edited, printed, and delivered to every property in Wheatley, to local business.

and public buildings and made available online from the council's website www.wheatleyparishcouncil.gov.uk

Each issue will provide opportunities for the parish council, village organisations and residents to share news, articles, and updates.

This will be funded by paid for advertising space, made available to local businesses and organisations. This will be managed by the Clerk/Assistant Clerk.

8. Noticeboards

The Council have installed four noticeboards within the parish. The main noticeboard, outside the parish office, High St, Wheatley will be used to display agendas, planning notices, formal documents and other information that may be useful to the public.

The three remaining noticeboards (London Rd – Triangle, Roman Rd – Iffley Vets and Littleworth Green) are accessible to all. Where possible the council will post information that may be useful to the public here. The public can also place notices and posters, providing they are of relevance to the village and removed in a timely manner

Council staff and councillors will regularly monitor and, where necessary, remove out-of-date or inappropriate items.

9. Parish Council Meetings

The Council approves its meeting schedule at its first meeting of the council year (usually May). Upon approval the schedule is displayed on the parish noticeboard and on the website.

Agendas and summons are displayed at least three clear days before meeting are scheduled to take place.

Members of the public are welcome to attend meetings. Each full council meeting facilitates an 'open session' where issues can be raised, and questions asked.

During other committee meetings, the public may be invited to speak during discussions. This will be at the discretion of the Chairman.

Minutes from meetings are displayed in draft form, on the council's website as soon as possible after a meeting and updated once approved. Hard copies are available from the Parish Office.

WPC will continue to press for the ability to hold hybrid council meetings. Until this is available WPC will utilise technology to make meetings accessible online.

10. Annual Parish Meeting

The Annual Parish Meeting is convened by the Chairman of the Parish Council and is generally held in April each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

11. Other Public Meetings

Throughout the year, there may be other public meetings arranged, to discuss village matters. These may or may not involve WPC. **However, WPC will, where possible share information about such events.**

12. Parish Office & Surgeries

The Council benefits from its offices at 89 High St, Wheatley, which is the base for the Clerk/Assistant Clerk. However, the council does operate a flexible working ethos and the parish office may not be staffed every day of the week.

The Clerk/Assistant Clerk will respond to any voice messages or correspondence as promptly as possible. An 'out of office' message is sent from the council's email account.

Where possible the council offers parish surgeries every Wednesday and Saturday morning from 9.30-11.30am. These will be staffed by the Clerk/Assistant Clerk or a councillor.

Parish Surgeries provide an opportunity to drop into the parish office to view planning applications, discuss village issues or to seek advice or guidance.

Appointments outside of these hours can be made, by prior arrangement.

13. Press releases

To raise awareness of the council's activities and services, the council may choose to share positive news stories or other information with a wider audience.

A draft release will be written for approval by the Chairman, before being issued to the relevant media outlets (e.g., Oxford Mail, NALC, SLCC etc.)

14. Promotional Material

The Council may wish to promote events and activities using posters, or other imagery.

Any images should have the owner's permission, or be from a reputable, recognized royalty free website.

Posters and advert should be placed on council noticeboards, on social media platforms or used in other ways to raise awareness.

All material should be removed as soon as possible, after an event or deadline has passed.

15. Social media

The Council ~~will create~~ **has** its own Social Media presence to engage with the local community and to share useful information from other organisations and agencies.

This is managed by the Clerk/Assistant Clerk, with access given to the Chairman/Vice Chairman to be used in an emergency.

The use of social media does not replace existing forms of communication but is used to enhance communication with a wider range of the population.

A full social media policy has been adopted.

16. Website

The Council will provide a website (www.wheatleyparishcouncil).

To ensure transparency the Council will arrange for the publication of the following documents:

- End of year accounts
- Annual governance statement
- Internal audit report
- External audit report
- Expenditure £100 or greater
- Key documents and policies
- Minutes, agendas, and papers of formal meetings

Where possible agendas will be displayed at least three clear days before the meeting is scheduled and draft minutes will be posted as soon as possible after a meeting.

The final minutes will be posted, once approved.

The website is hosted and supported by an externally appointed company but is managed on a regular basis by the Clerk/Assistant Clerk.

17. Communication in practice

Please see Appendix 1, for examples of how WPC can use its communication tools.

Date of policy: 04.10.2021
Approving committee: Full Council
Reviewing Committee: Communications Working Group
Date of committee meeting: N/A
Policy version reference: N/A
Supersedes: 04.10.21
Policy effective from: 07.11.23
Date for next review: 2025

Appendix 1

The council has many communication tools at its disposal, examples of how these will be used are shown below:

	Website	Noticeboard /Poster	Parish Office	Social Media	Correspondence	Newsletter
Parish Council Meetings	YES	YES	YES	YES	NO	YES
Consultation	YES	YES	YES	YES	MAYBE	YES*
Community Event	YES	YES	YES	YES	MAYBE	YES*
Urgent H&S activity	YES	NO	MAYBE	YES	MAYBE	NO
Planned H&S activity impacting residents	MAYBE	MAYBE	YES	MAYBE	YES	MAYBE
Information supplied by other agencies, relevant to community	MAYBE	YES	YES	YES	MAYBE	YES*

*Providing information is available at time of print



Wheatley Parish Council- Ethical Decision Matrix

The Ethical Decision Matrix should be used for decision that are deemed complex, costly, or controversial. Please tick all that apply.

Complex

Costly (over £2,500)

Controversial

Ethical decisions to consider	YES	NO
1. Will the decision have a positive/negative impact on vulnerable people in the community? If so to what extent?		
2. Will the decision have a positive/negative impact on those with protected characteristics? If so to what extent?		
3. Will the decision have a positive/negative impact on diversity/inclusivity in the community? If so to what extent?		
4. Will the decision have a positive/negative impact on future generations – economically, socially, or environmentally If so to what extent?		
5. Will the decision have a positive/negative impact on the community? If so to what extent?		
6. Will the decision have a positive/negative impact on the biodiversity? If so to what extent?		
7. Will the decision have a positive/negative impact on the climate? If so to what extent?		
8. Will the decision have a positive/negative impact in the short term? If so to what extent?		
9. Does the expenditure/resources represent good value for money? If so to what extent?		
Decision (most ethical option)	Date	

Author:	Clerk – Michelle Legg
Strategic Goal:	Goal 1, 2 and 3 To continue to support the village so it becomes a vibrant and sustainable community for everyone.
Summary:	Report addressing the positive and negative impact, that extending accessibility to the footpath would have on the site, adjacent properties, and the community.
Recommendation:	To extend access to the footpath through Littleworth Allotments, to the wider community and public and to undertake further work on the allotments.

1. Introduction

1.1 Earlier in 2023, Wheatley Parish Council (WPC) were approached, asking for access to the footpath running through its land (ON124794) at Littleworth Allotments, (figure 1) to be expanded, allowing the public to use the footpath. The footpath is currently a permissive footpath for allotment holders only.



Fig 1 map of Littleworth allotments and current permissive footpath

- 1.2 WPC agreed to consider this proposal but not until it had canvassed the community, adjacent properties and allotment holders capturing the views of the community.
- 1.3 WPC also agreed to approach Thames Valley Police and SODC's Urban Design Team. Unfortunately, both parties were unable to help in this matter.

2. Public consultation

- 2.1 WPC agreed for public consultation to take place between 27th July and 30th September 2023. Residents could respond either online or via paper copies (Appendix A). Paper copies were hand delivered to all adjacent properties, allotment holders and were available from the parish office. Whilst several paper copies were returned, the vast majority of responses were made via the online survey. A summary of results can be found in Appendix B.
- 2.2 A total of 111 responses were received, with 62% (68) in favour of extending access to the permissive footpath. A further 36.7% (40) were not in favour of extending access.
- 2.3 For those not in favour, the security of properties and lack of privacy, were the biggest concerns (29.87%/28.57%, (23/22 responses).
- 2.4 92.79% (103) of respondents had visited Little Nature Reserves within the last twelve months, and 10.79% (15) had accessed the site via the existing permissive footpath.
- 2.5 Of the 7.21% of those who had not visited the site, 75% (3) of respondents stated accessibility to the site as a reason for not visiting. Similarly improved pedestrian access would help some respondents (4) visit the nature reserve more often.

3. Focus Group

- 3.1 During the consultation period Cllr Sercombe and the Clerk facilitated a focus group, involving six stakeholders.
- 3.2 Detailed notes from this meeting can be viewed in Appendix C. Key points raised included safety and privacy of households, safety and security of plots and produce. In the absence of other footpaths, the allotments could provide safer routes the nature reserve and provide access to greens spaces.
- 3.3 Some mitigation measures were discussed. These included new signage or not updating the current signage, ecological surveys, designated footpath marked/not marked

4. Site visit

- 4.1 Several councillors and the Clerk carried out a site visit on 3rd August 2023. The inspection covered the council's land/ allotments and to review concerns raised by residents/allotment holders.
- 4.2 The visit identified :
- one plot that was still not being cultivated. This has subsequently been addressed and a new tenant has taken over.
 - some households backing onto the allotments have removed or reduce the height of boundary fencing whilst others have installed new fencing or planting.
 - a lack of boundary markers, delineating council/homeowners land especially in areas where fences have been removed.

- some areas, mainly on the slope have been planted/cultivated well, others have not been cultivated or are heavily planted with trees/shrubs.
- at least one shed that seems to have been sited on council land.
- appreciated the elevated position of the site in relation to some of the adjacent properties.

5. Risks

Residents' security.

5.1 Whilst it is not the case that all properties backing onto Littleworth Allotments are insecure, the visibility into the gardens of a few properties could prove to be a nuisance to the residents and affect their privacy. Mitigation measures could be taken to provide screening conducive to the area.

Local wildlife.

5.2 Currently there are several woodland animals that frequent the site, attracted by the produce in the allotments and the quietness of the location. However, wildlife does adapt, and it is not anticipated that the number of visitors to the site would rise exponentially.

Security of allotments

5.3 Reports of damage at Littleworth Allotments have been minimal, and it is not anticipated that damage or antisocial behaviour would increase dramatically, however this could be monitored.

5.4 Reports of trespassing on the allotments have been minimal, and it is not anticipated that episodes would increase dramatically. Defining the allotment plots with markers would clearly delineate the footpath, reducing issues of trespass onto allotments.

6. Climate change and biodiversity

6.1 The National Allotment Association ¹states that “although the primary purpose of allotment sites is to grow food, they offer many other benefits and their contribution to supporting wildlife in urban areas is significant. They form some of the best habitat mosaics and wildlife corridors, often linking up with parks, tracks, hedgerows, churchyards, and rivers”. WPC wishes that this continues to be the case at Littleworth Allotments, plot holders, the community and the local flora and fauna all benefitting.

7. Conclusion

7.1. From the data and qualitative information supplied by householders, allotment holders and members of the public, evidence points towards extending the permissions to allow access up to Littleworth Nature Reserve.

7.2. There are some issues that WPC need to address around the boundary of WPC land, which can be addressed in due course.

¹ <https://www.nsalg.org.uk/allotment-info/wildlife-gardening-on-allotments/>

7.3. WPC takes into consideration the issue of security of some properties which are more open than others. However, WPC feel that mitigating steps can be taken to alleviate householders' valid concerns.

7.4. WPC also is mindful of the traffic through Littleworth and the hazardous nature of walkers progressing through this part of the village to join the footpath higher up, and the limited pavement and poor access from Old Road for people with small children, mobility issues and pushchairs.

7.5. The options for members to consider are:

- a) access and permissions to the footpath remain as they are (permissive access for allotment holders only).
- b) Permissions to allow public access the footpath are extended allowing for the small increase in villagers who may wish to use it.

8. Recommendation

8.1 It is recommended that WPC agrees to the option, detailed in 7.2; and extending the existing permissions of the footpath (ss 7.5) to allow the public to use the footpath, as a safer option to access Littleworth Nature Reserve and adjacent footpaths, supporting WPCs strategic aim of supporting a green route through the village.

8.2 However, this report wishes to recommend that the following is also undertaken:

- A certified surveyor/ or equivalent is appointed to identify the boundary of WCP's land, and where this is in an unfenced area, suitable boundary markers are installed.
- Liaise with allotment holders/residents to address any encroachment/unsuitable planting issues.
- Liaise with residents regarding measures to support privacy concerns.
- Allotment plots are marked, which will in turn delineate the footpath.
- New signage is installed at the east and western ends of the footpath.

APPENDIX A CONSULTATION QUESTIONS



The Parish Office, 89a High Street,
Wheatley, Oxford, OX33 1XP
01865 875615
clerk@wheatleyparishcouncil.gov.uk

Clerk to the Council: Michelle Legg

We would like your views - Should the permissive footpath through Littleworth Allotments be opened to the community?

Wheatley Parish Council is responding to a request to extend public access to the permissive footpath through Littleworth Allotments, linking Littleworth to Littleworth Nature Reserve and other public footpaths.

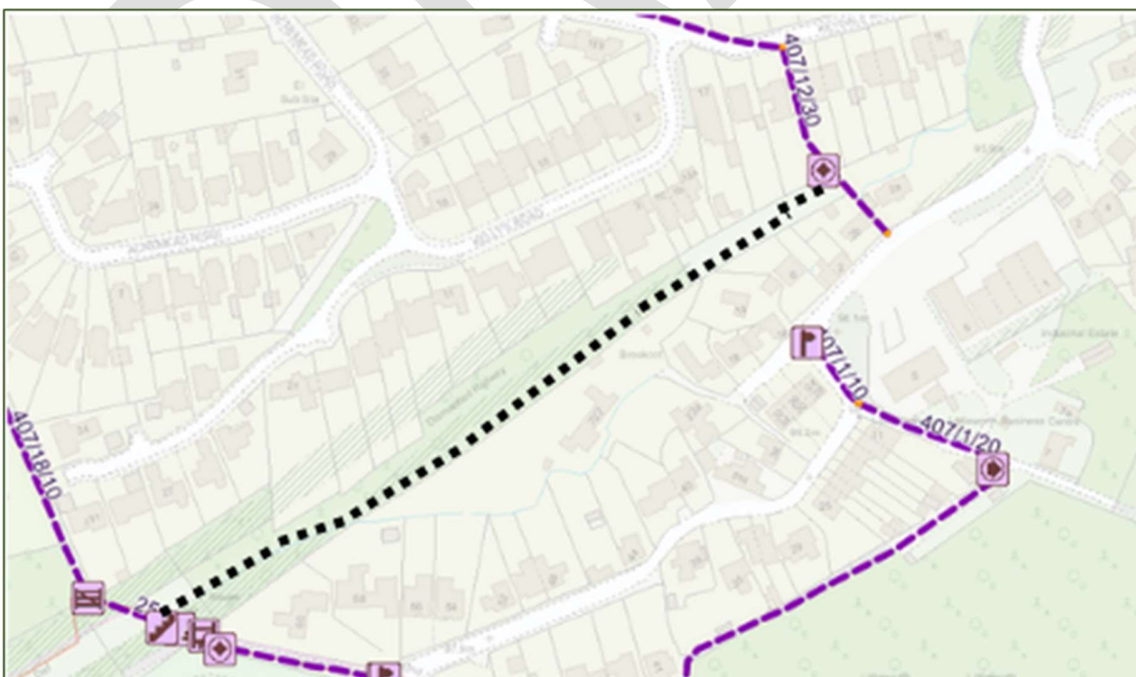
We would like to hear your views on this proposal. You can respond in the following ways:

1. Online using the QR Code provided
2. Online by visiting <https://forms.office.com/e/4YvuzRpTZ1>
3. Completing and returning this survey

All data collected will be used in line with our Privacy Policy available from www.wheatleyparishcouncil.gov.uk.

CPRE defines a permissive footpath as pathways that you're allowed to use because the person who privately owns that land has made the route available to the public.

There is already a permissive footpath in place, for the use of allotment holders only as shown below:



Q1 Please provide your post code:

Q2 Have you visited Littleworth Nature Reserve in the last two years?

- Yes (Please go to Q3)
- No (Please go to Q5)

Q3 If you have answered 'Yes' to Q2, how often have you visited Littleworth Nature Reserve?

- Daily
- Weekly
- Monthly
- Seasonally
- Yearly
- Other

Q4 How did you access Littleworth Nature Reserve? Please tick all that apply.

- Via footpath from Old Rd/Kellys Rd
- Via footpath from Littleworth Rd
- Via footpath from Littleworth Allotments
- Via footpaths in Horspath
- Other (please provide details)

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Q5 If you have answered 'No' to Q2, please share your reasons for not visiting Littleworth Nature Reserve? Please tick all that apply.

- Not interested
- Didn't know it was there
- Too far away
- Accessibility getting to the nature reserve
- Accessibility around the nature reserves
- None of the above
- Other (please provide details)

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Q6 Would any of the following help you visit Littleworth Nature Reserves more often? Please tick all that apply.

- Car parking facilities
- Improved accessibility around the reserve
- Improved accessibility getting to the nature reserve
- Improved pedestrian access to the nature reserve
- Other (please provide details)

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Q7 Do you support extending access to the permissive footpath through Littleworth Allotments?

- Yes (Please go to Q8)
- No (Please go to Q9)
- Don't know.

Q8 What are your main reasons for not supporting the proposal? Please tick all that apply.

- Safety of pedestrians
- Safety of residents
- Security of property
- Theft of produce
- Lack of privacy
- None of the above
- Other (please provide details)

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Q9 Please share your views, comments or any useful information why you support the proposal.....
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Q10 Please share your views, comments, or any useful information why you do not support the proposal
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Thank you for taking the time to complete this survey. To ensure your comments are considered, please return your copy to: The Parish Office, 89a High Street, Wheatley, Oxford, OX33 1XP or by email to clerk@wheatleyparishcouncil.gov.uk

Consultation period runs from 27th July until 30th September 2023

APPENDIX B CONSULTATION RESULTS 25.09.2023

Should the permissive footpath through Littleworth Allotments be opened to the community?

111
Responses

07:30
Average time to complete

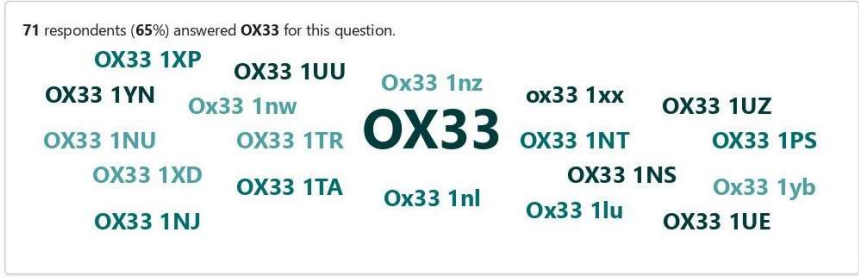
Closed
Status

1. Please provide your post code:

111
Responses

Latest Responses
"OX33 1NT"
"Ox33 1sz "
"OX331NJ"

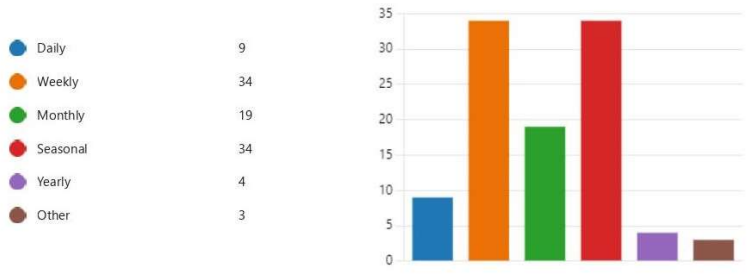
Update



2. Have you visited Littleworth Nature Reserve in last two years?



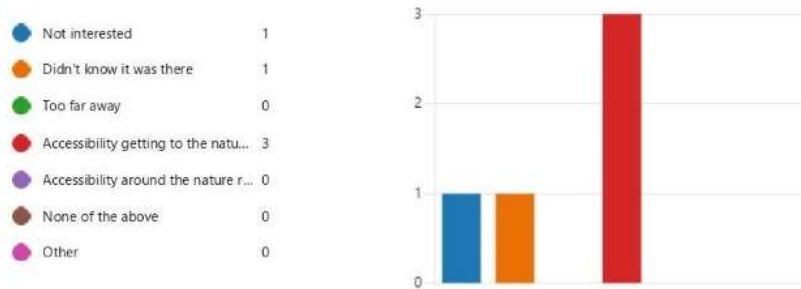
3. If you answered Yes to question 2, how often have you visited Littleworth Nature Reserve?



4. How did you access Littleworth Nature Reserve? Please tick all that apply



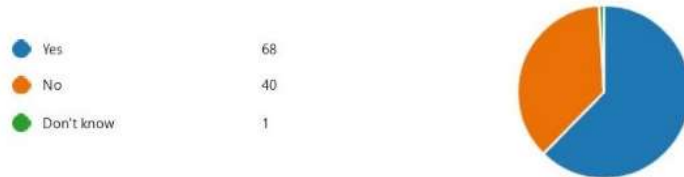
5. If you answered No to question 2 please share your reasons for not visiting Littleworth Nature Reserve:



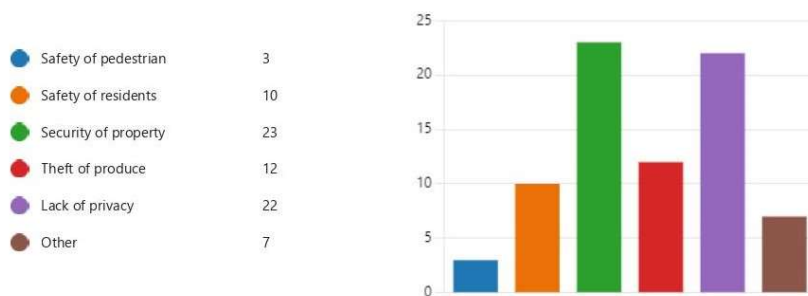
6. Would any of the following help you visit Littleworth Nature Reserve more often? Please tick all that apply



7. Do you support extending access to the permissive footpath through Littleworth Allotments?



8. What are your main reasons for not supporting the proposal



APPENDIX C FOCUS GROUP NOTES 25.09.2023

Attendees: G Stephens, M Gibson, J Stewart, R Forsyth, J Barnes, B Price, Cllr Sercombe, M Legg (Clerk)

Present to discuss the proposal to permit the public to access the permissive footpath through Littleworth Allotments.

Cllr Sercombe posed four questions:

1. How might the increased footfall on the footpath, impact the immediate environment?
2. How might the increased footfall impact residents?
3. How important is it for the community to access green spaces/nature areas safely?
4. What are the benefits of opening up the footpath for the community?

The group discussed these in turn, with points written on post-it notes and then discussed within the group. As part of this process clusters of points were accumulated under the following headings:

- A. Safety
- B. Wildlife
- C. Infrastructure
- D. Community
- E. AOB
- F. Questions to answer

Safety

- No pathway through Littleworth for walkers, children etc.
- Security of allotments (dogs, dog fouling, litter, theft of produce).
- White lines on roads not working.
- Increase visibility of security/vulnerability of residents
- ? Increase break-ins.
- Concerns for child safety when in gardens
- Privacy of properties
- Higher footfall could increase security as more people using the footpath and deter crime

Wildlife

- It could close off an 'open' space to wildlife/deter wildlife from eating produce.
- Minimal impact on environment/wildlife
- Make it less safe.

Infrastructure

- Currently path swops sides so could impact the allotment at this point.
- Additional litter and dog mess
- Impact on produce
- Create muddy conditions but mitigation measures could be implemented.
- Suggest no change to current path, signage or expenditure on improvements but allow access.

- Some compromise to security and privacy of adjacent properties would be likely.

Community

- Positive benefit to certain local residents if permission was extended.
- Safer route to access the nature reserve.
- Provide a safe and enjoyable route for children and local residents.
- Access to nature reserve is effectively limited to local residents, should be extended to wider community.
- Absolutely vital that members of the community have access to green spaces for mental and physical health.
- Existing interest in the nature reserve and improving access would be a massive benefit.
- Possible access for primary school, groups, cubs, brownies etc.
- Any improvement to the path should NOT detract from efforts to establish a viable active travel route to the nature reserve.

AOB

- Any permission granted should be reviewed after 12-months. Would need discussion on what methods are used to undertake the review (usage date etc.)
- Locals pay for the allotments as part of their precept, so feel that should have the benefits of the open space.

Questions to answer

- Would there be an increased footfall? If yes, anticipate most would be locals.
- Loss of produce (what impact does this have on Howe Trust allotment holders)
- Impact on wildlife – could ecological surveys help answer these questions?

Mitigations

- Clear signage inc. dogs on lead etc, new dog bin or leave signage as is.
- Liaise with Howe Trust to discuss measures in place to limit impact on allotment holders, in relation to the concerns raised (produce etc.)

Next steps

Representatives from WPC would take these points and review them alongside the formal consultation results, before presenting a report to Wheatley Parish Council.

I contact you on behalf of Garsington Parish Council. We are in the very initial stages of considering a rural footpath linking Garsington and Wheatley and would like to involve you at this early stage to canvas your opinion and hopefully gain provisional support. Garsington PC has conducted a brief survey for a footpath along the Wheatley Road on the righthand side if you are travelling from Garsington to Wheatley.

We believe there is sufficient width to accommodate a gravel pathway (or similar) that would allow people to run and walk between the two villages. O.C.C. has money in its budget for projects that work to its Net Zero and Vision Zero targets and in my work on the school bus campaign, we were told that £1.5 million has been set aside for projects enabling children to get to school by foot or bicycle. So now is a good time to start such a project.

This would have the following advantages for us all:

- 1) fewer cars going through and parking in Wheatley to access amenities
- 2) a permanent and environmentally friendly solution to the recent school bus issue which has been resolved only for as long as a sufficient number of pupils use the new Oxford Bus Company transport
- 3) car-less access to Wheatley transport connections which are far superior to those in Garsington
- 4) fewer cars on the school run twice a day
- 5) closer ties between our villages, where currently friends can only visit safely by car.

We would be very grateful if you could respond, letting us know if you are happy to put this proposal onto the agendas of your next parish council meetings and advise us of the response it receives. Please note, we are not asking for help in raising funds for the project but merely to gain a consensus with our neighbouring PCs before progressing to the next stage. Our intention is to invite all interested parties to join the Footpath Committee.

Regards,
Annalisa Miller
Footpath committee



WHEATLEY PARISH COUNCIL– 2023 CHRISTMAS FAIR

01.11.23 ITEM 129

Author: (Ast Clerk) Lucy Collinson
Strategic Aim: Goal 2 – Support our village to become a vibrant, sustainable and safe place.
Summary: Update on 2023 Wheatley Christmas Fair 2023

Background

This report has been compiled as an update on the 2023 Wheatley Christmas Fair planning.

This is its 7th Year, but the first of it being under Wheatley Parish Council. It takes place on the on Friday 24th November 2023 from , 2pm-8pm, with a road closure in place from 1aam to 11pm.

Completed

- The Merry Bells has been booked (free of charge) for use of the Main Hall, Kitchen, and Coffee Room.
- Festoon lighting & flood lights booked via That Event Company.
- All Artwork created (Facebook, Posters and Banner)
- 25/10/2023- Banner booked from Parchment Prints, £40+VAT.
- Facebook Page updated to 2023 Wheatley Christmas Fair and new artwork added.
- Booking & Agreement forms updated and emailed out to interested parties.
- All confirmed stall holders are being followed via the Christmas Fair Facebook page so they can be tagged in scheduled posts.
- First Aid- Lucy Collinson
- Litter picking & bins- Lucy Collinson & Grounds Staff.
- Marshalling- Grounds Staff

Stalls

- 22 outside stall holders booked.
- 7 Food stall holders booked.
- 7 inside stall holders booked.
- Fire Brigade doing Santa's Grotto again and providing additional First Aid and Fire Safety.

Entertainment

Below is the Order of Entertainment at present.

3.15pm- 4pm	Wheatley Soul Band- TBC
4pm- 4.20pm	Wheatley Children's Choir
5pm-5.40pm	Wheatley Adults Choir
6pm-6.30pm	City of Oxford Silver Band
7pm-7.30pm	City of Oxford Silver Band

The City of Oxford Silver Band are the only ones charging for their performances. This has been paid for direct by The Howe Trust (Wheatley), as in previous years, following a grant application submission of £150.

Road Closure

A Temporary Road Closure application was made on the 17/10/2023 for the High St, from Taylors to the end of the High Street, 11am-11pm. This has now been approved and Advance Warning signs have been updated and displayed from 01/11/2023 at Bell Lane and High St by Taylors.

Outstanding tasks

Stalls

Chase any outstanding payments, booking forms & insurance etc documents.

Entertainment

Confirm final slots.

Facebook

Schedule posts for the event, including stall holders.

Road Closure

- Deliver letters to High St residents for advanced warning.
- Source 4 Barriers (2 beginning of High St by Taylors, 2 in front of barrier car).
- Source 3 Road Closure signs (Outside Taylors, Top Bell Lane, by barrier car) from Mike Gorman.
- Organise Marshall for barriers by Taylors. This will be covered by our Grounds Team.

Legislation - Risk Assessment for Road Closure Application

Current financial situation

Expenditure:

That Event Company- £540, inc VAT, to be paid after event.

Event banner - £48, inc VAT, awaiting invoice.

Income

22 outside stall holders booked- 19 paid (total £924), 3 outstanding (total £108).

7 Food stall holders booked- 3 paid (total £108), 4 outstanding (total £144).

7 inside stall holders booked- 6 paid, 1 is a part payment and Asda no charge (total £162), 1 outstanding (total £6).

Fire Brigade doing Santa's Grotto again- no charge.

Total outstanding- £258.00 from stall holders but expect payments to be received shortly.

SAGE- Invoices raised and to be emailed to those who have paid.

Oxfordshire Health and Wellbeing Strategy 2024-2030

What do we want to know?

We want to hear what you think about the draft Oxfordshire Health and Wellbeing Strategy 2024-2030. We want to hear your views on the principles and priorities we have set out in the strategy to support people's health and wellbeing in the county.

What is the Health and Wellbeing Strategy and what does it mean for you?

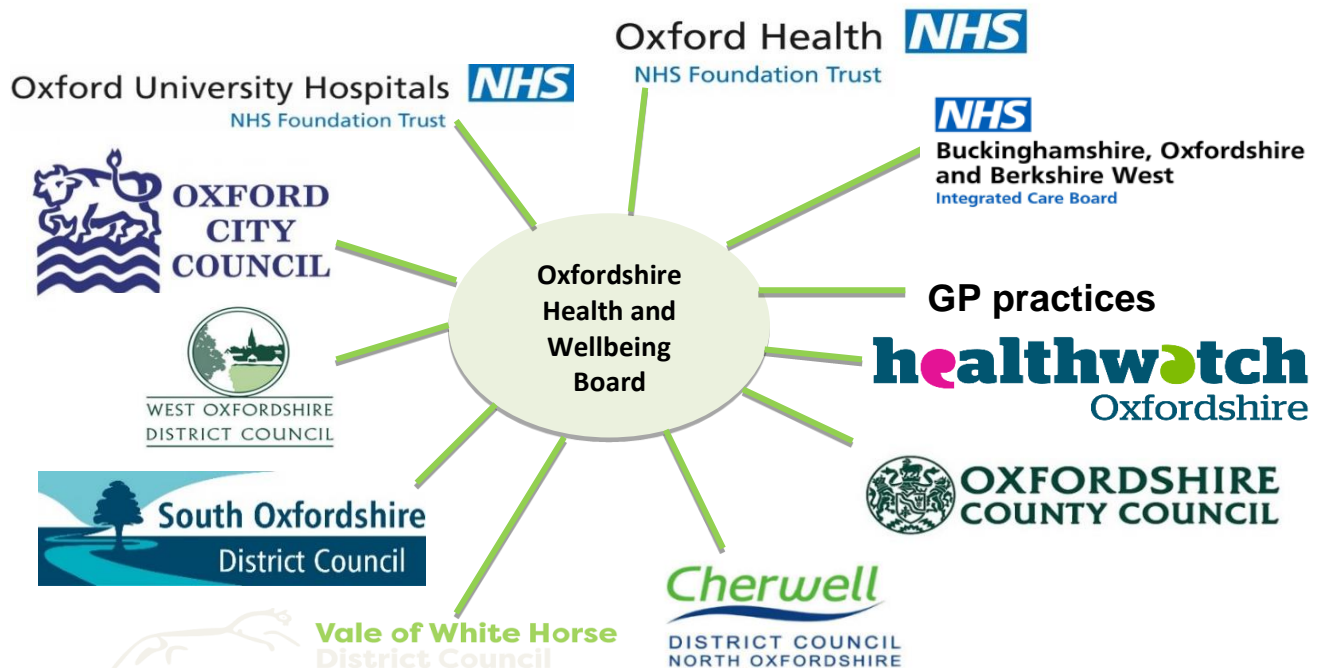
The Health and Wellbeing Strategy is the primary strategy for health and wellbeing in Oxfordshire. It sets out how we will improve health and wellbeing for local people. The strategy is a statutory duty of the Oxfordshire Health and Wellbeing Board.

In developing this strategy we have already heard from over 1000 residents on what helps them to stay healthy and well (click [here](#) and [here](#) to see the feedback). This feedback has been used to develop a draft Health and Wellbeing Strategy. We now want to hear what you think of the draft strategy.

Lots has changed since the Health and Wellbeing Board's last strategy in 2019, including Covid-19 and the cost-of-living crisis. We know that people's lives have changed, and so our approach must change too.

What is the Oxfordshire Health and Wellbeing Board?

The [Oxfordshire Health and Wellbeing Board](#) is a group of local councils, NHS organisations. Healthwatch Oxfordshire is also on the Board as an independent member.



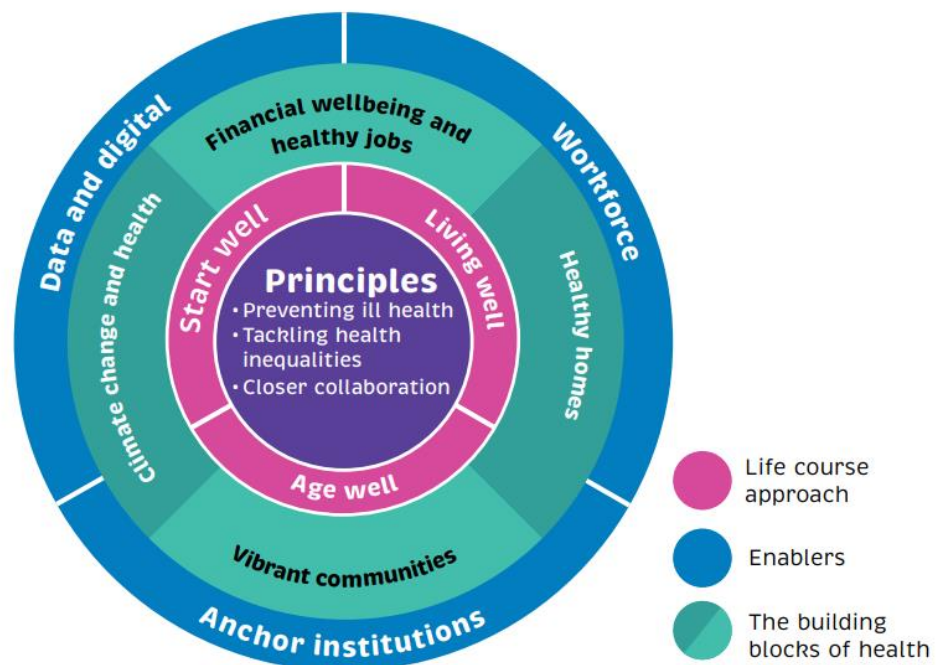
What is the Oxfordshire Health and Wellbeing Strategy?

The Oxfordshire Health and Wellbeing Strategy sets out how the members of the Health and Wellbeing Board will work together to help Oxfordshire's residents to stay healthy, well, and cared for. It says how we are going to do this from 2024 – 2030.

The strategy focuses on the things people need to stay healthy and well. This includes things like housing, employment, a good standard of living, and a healthy living environment. When we get this right, it reduces the need for services, like GPs and hospitals. Access to, and provision of medical care, are covered in two separate strategies – the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board Primary Care Strategy (which is currently being developed) and the [NHS Joint Forward Plan](#).

Here is a summary of the Health and Wellbeing Strategy

Health and wellbeing strategy



	I am responding as: (Choose one option)
<input type="checkbox"/>	an Oxfordshire resident
<input type="checkbox"/>	a member of the public living outside of Oxfordshire
<input type="checkbox"/>	a business representative (please give the name of the business you represent)
<input type="checkbox"/>	a representative of a group or organisation (please give the name of the group/organisation you represent)
<input type="checkbox"/>	a parish, town, district, or county Councillor (please give your name and the parish or town/ward or division you represent)
<input type="checkbox"/>	Other (please specify)

Please give your name and the parish or town/ward or division you represent

Section 1
The principles

The draft strategy has 3 principles which will drive all the health and wellbeing work we do. They are:

- tackling health inequalities (minimising the avoidable and unfair differences in health between people in the county)
- preventing ill-health
- closer collaboration between services and with communities to support health and wellbeing

Q1.1.1: Do you think these are the right principles to guide our health and wellbeing work?

Yes
Partly
No
Not sure

Q1.1.2: If no or partly, or not sure, please tell us why you gave that answer

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Section 2

The Health and Wellbeing Strategy sets out priorities for health and wellbeing across the life course. There are many factors—some positive, some negative—that influence our health and wellbeing at different stages of our lives. We have described this using the following headings:

- ‘Start Well’ (priorities relating to children and young people’s health and wellbeing)
- ‘Live Well’ (priorities relating to adults’ health and wellbeing)
- ‘Age Well’ (priorities relating to older adults’ health and wellbeing)

Q2.1: Would you like to comment on the ‘Start Well’ priorities for children and young people?

Yes
No

Start Well priorities

By listening to a range of groups across Oxfordshire, we have identified 2 priorities to help improve children and young people’s health and wellbeing.

Priority 1: The best start in life

Priority 2: Children and young people’s emotional wellbeing and mental health

You will now be asked questions about each of these priorities.

Priority 1: The best start in life

All children in Oxfordshire should experience a healthy start to life and be ready for school, especially in our most deprived communities. This means they can benefit as much as possible from their education.

Q2.2.1: Do you think this priority reflects the needs of children and young people in Oxfordshire?

Yes
Partly
No
Not sure

Q3.2.2: If no or partly, or not sure, please tell us why you gave that answer

Q2.2.1: Do you think anything should be changed or removed in this priority?

Yes
No

Q3.3.2: If yes, please tell us more

Q2.3.1: Is there anything else you would like to tell us about this priority?

Yes
No

Q3.4.2: If yes, please tell us more

Priority 2: Children and young people's emotional wellbeing and mental health

More children and young people in Oxfordshire should experience good mental health and emotional wellbeing, supported by improved mental resilience. Mental resilience is a person's ability to adapt to change and uncertainty.

Q2.4.1: Do you think this priority reflects the needs of people in Oxfordshire?

Yes
Partly
No
Not sure

Q3.5.2: If no or partly, or not sure, please tell us why you gave that answer

Q2.5.1: Do you think anything should be changed or removed in this priority?

Yes
No

Q3.6.2: If yes, please tell us more

Q2.6.1: Is there anything else you would like to tell us about this priority?

Yes
No

Q3.7.2: If yes, please tell us more

Section 3

Q3.1: Would you like to comment on the 'Live Well' priorities for adults' health and wellbeing?

Yes
No

Live well priorities

By listening to a range of groups across Oxfordshire, we have identified 2 priorities to help improve adults' health and wellbeing.

Priority 1: Healthy people and healthy places

Priority 2: Physical activity and active travel

You will now be asked questions about these priorities.

Priority 1: Healthy people and healthy places

The length and quality of people's lives in Oxfordshire should not be negatively impacted by exposure to tobacco, alcohol, or unhealthy weight. People in Oxfordshire should live in healthy environments which help them to live healthy lives.

Q3.2.1: Do you think this priority reflects the needs of people in Oxfordshire?

Yes
Partly
No
Not sure

Q4.2.2: If no or partly, or not sure, please tell us why you gave that answer

Q3.3.1: Do you think anything should be changed or removed in this priority?

Yes

No

Q4.3.2: If yes, please tell us more

Q3.4.1: Is there anything else you would like to tell us about this priority?

Yes

No

Q4.4.2: If yes, please tell us more

Priority 2: Physical activity and active travel

Residents of Oxfordshire should be able to remain active throughout their lives, especially in our most deprived areas.

Q3.5.1: Do you think this priority reflects the needs of people in Oxfordshire?

Yes

Partly

No

Not sure

Q3.5.2: If no or partly, or not sure, please tell us why you gave that answer

Q3.6.1: Do you think anything should be changed or removed in this priority?

Yes

No

Q3.6.2: If yes, please tell us more

Q3.7.1: Is there anything else you would like to tell us about this priority?

Yes

No

Q3.7.2: If yes, please tell us more

Section 4

Q4.1: Would you like to feedback on the priorities for 'Age Well' older adults' health and wellbeing?

Yes

No

Age well priorities

By listening to a range of groups across Oxfordshire, we have identified 2 priorities to help improve older adults' health and wellbeing.

Priority 1: Maintain independence

Priority 2: Strong social relationships

You will now be asked questions about these priorities.

Priority 1: Maintain independence

We will support more older residents to remain independent, healthy, and valued for as long as possible.

Q4.2.1: Do you think this priority reflects the needs of people in Oxfordshire?

- Yes
- Partly
- No
- Not sure

Q4.2.2: If no or partly, or not sure, please tell us why you gave that answer

Q4.3.1: Do you think anything should be changed or removed in this priority?

- Yes
- No

Q4.3.2: If yes, please tell us more

Q4.4.1: Is there anything else you would like to tell us about this priority?

- Yes
- No

Q4.4.2: If yes, please tell us more

Priority 2: Strong social relationships

Everyone in Oxfordshire should be able to flourish by building, maintaining, and re-establishing strong social relationships. We want to reduce levels of loneliness and social isolation, especially in rural areas.

Q4.5.1: Do you think this priority reflects the needs of people in Oxfordshire?

Yes

Partly

No

Not sure

Q4.5.2: If no or partly, or not sure, please tell us why you gave that answer

Q4.6.1: Do you think anything should be changed or removed in this priority?

Yes

No

Q4.6.2: If yes, please tell us more

Q4.7.1: Is there anything else you would like to tell us about this priority?

Yes

No

Q4.7.2: If yes, please tell us more

Section 5

The building blocks of health

Our health is shaped by the world around us. When we don't have the things we need, like warm homes and healthy food, and are constantly worrying about making ends meet, it puts a strain on our bodies and can make us unwell. When we live in a healthy environment, with good-quality affordable homes, strong social connections, and access to natural spaces, we are more able to be healthy.

By listening to a range of groups across Oxfordshire, we have identified 4 key areas of action to drive the development of healthy places.

Priority 1: Financial wellbeing and healthy jobs

Priority 2: Climate change and health

Priority 3: Healthy homes

Priority 4: Vibrant communities

The following questions are about these priorities.

Priority 1: Financial wellbeing and healthy jobs

All of Oxfordshire's people should have good living standards, financial wellbeing (feeling secure and in control of your finances), and access to the basics: food and water, shelter and heating, the internet, clothes, and physical activity. Our local economy should be inclusive, equitable, and fair and everyone should be able to contribute through life-long learning and good quality and stable work.

Q5.1.1: Do you think this priority reflects the needs of people in Oxfordshire?

Yes

Partly

No

Not sure

Q: 5.1.2 If no or partly, or not sure, please tell us why you gave that answer

Q5.2.1: Do you think anything should be changed or removed in this priority?

Yes

No

Q5.2.2: If yes, please tell us more

Q5.3.1: Is there anything else you would like to tell us about this priority?

- Yes
- No

Q5.3.2: If yes, please tell us more

Priority 2: Climate change and health

The health and care system in Oxfordshire should take action to reduce climate change and the impacts of climate change on people's health.

Q5.4.1: Do you think this priority reflects the needs of people in Oxfordshire?

- Yes
- Partly
- No
- Not sure

Q5.4.2: If no or partly, or not sure, please tell us why you gave that answer

Q5.5.1: Do you think anything should be changed or removed in this priority?

- Yes
- No

Q5.5.2: If yes, please tell us more

Q5.6.1: Is there anything else you would like to tell us about this priority?

Yes

No

Q5.6.2: If yes, please tell us more

Priority 3: Healthy homes

Everyone should have access to quality, affordable, and energy efficient homes which support their health and wellbeing. Social, private rented, and new build homes should be of a good material standard and maintained to prevent health issues, especially from cold, damp, and overheating.

Q5.7.1: Do you think this priority reflects the needs of people in Oxfordshire?

Yes

Partly

No

Not sure

Q5.7.2: If no or partly, or not sure, please tell us why you gave that answer

Q5.8.1: Do you think anything should be changed or removed in this priority?

Yes

No

Q5.8.2: If yes, please tell us more

Q5.9.1: Is there anything else you would like to tell us about this priority?

Yes

No

Q5.9.2: If yes, please tell us more

Priority 4: Vibrant communities

We will support and enable our diverse and vibrant communities to play their key role delivering better health and wellbeing for people across Oxfordshire.

Q5.10.1: Do you think this priority reflects the needs of people in Oxfordshire?

Yes

Partly

No

Not sure

Q: 5.10.2 If no or partly, or not sure, please tell us why you gave that answer

Q5.11.1: Do you think anything should be changed or removed in this priority?

Yes

No

Q5.11.2: If yes, please tell us more

Q5.12.1: Is there anything else you would like to tell us about this priority?

Yes

No

Q5.12.2: If yes, please tell us more

Section 6

Enablers

We have identified 3 things that will enable us to meet the priorities in the draft strategy. These are:

- The workforce – we will recruit and retain a diverse social care and NHS workforce. They should be healthy and well, feel valued and respected, reflect our communities and be empowered to make a difference.
- Data and digital - we will use insights from data to help us make decisions.
- Anchor institutions – we will strengthen our links to local people and communities through anchor institutions. Anchor institutions are large organisations based in Oxfordshire that have an impact on surrounding communities.

Q6.1.1: Do you think these enablers are the right tools to use to improve people's health and wellbeing in Oxfordshire?

Yes

Partly

No

Not sure

Q6.1.2: If no or partly, or not sure, please tell us why you gave that answer

Q6.7.2: Is there anything else you would like to tell us about these enablers?

Yes

No

Q6.11.2: If yes, please tell us more

Section 7

Q7.1.1 Is there anything else you would like to tell us about the draft Health and Wellbeing Strategy?

Final section: About You

We would like to know more about you so that we can understand more about our residents, as it helps us to know if we are hearing the views of a wide range of people and communities.

If you do not wish to provide any of this information, please select prefer not to say.

All information given is anonymous and is governed by the [General Data Protection Regulations 2018](#).

Q1	How did you find out about this consultation? (Choose all that apply)
<input type="checkbox"/>	Facebook
<input type="checkbox"/>	X/Twitter
<input type="checkbox"/>	Instagram
<input type="checkbox"/>	LinkedIn
<input type="checkbox"/>	NextDoor
<input type="checkbox"/>	Oxfordshire.gov.uk website
<input type="checkbox"/>	Email from Oxfordshire County Council
<input type="checkbox"/>	Local news item (newspaper, online, radio, tv) Radio advert
<input type="checkbox"/>	Oxfordshire County Councillor District Councillor
<input type="checkbox"/>	Parish or town councillor
<input type="checkbox"/>	Local community news item
<input type="checkbox"/>	Poster / information in local library Local community group / organisation
<input type="checkbox"/>	Friend / relative
<input type="checkbox"/>	Other (please specify)

Q2	What is your postcode? Please provide the first four or five digits of your postcode (but not the letters at the end). e.g. OX1 1 or OX14 5.

Q3	What is your age? (Choose one option) *
<input type="checkbox"/>	Under 16
<input type="checkbox"/>	16 - 24
<input type="checkbox"/>	25 - 34
<input type="checkbox"/>	35 - 44
<input type="checkbox"/>	45 - 54
<input type="checkbox"/>	55 - 64
<input type="checkbox"/>	65 – 74
<input type="checkbox"/>	75 - 84
<input type="checkbox"/>	85 or over
<input type="checkbox"/>	Prefer not to say

Q4	What is your sex? (Choose one option) *
<input type="checkbox"/>	Female
<input type="checkbox"/>	Male
<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	I use another term (please state here)

Q5	What is your ethnic group or background? (Choose one option)*
<input type="checkbox"/>	Asian or Asian British (Indian, Pakistani, Bangladeshi or any other Asian background)
<input type="checkbox"/>	Black or Black British (Caribbean, African, or any other Black background)
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Mixed or multiple ethnic groups (White and Black Caribbean, White and Black African, White and Asian, and any other mixed background)
<input type="checkbox"/>	White (British, Irish, or any other white background)
<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	Other ethnic group or background (please specify)

Q9	Are your day-to-day activities limited because of a long-term illness, health problem or disability which has lasted, or is expected to last, at least 12 months? (Choose one option) *
<input type="checkbox"/>	Yes - a lot
<input type="checkbox"/>	Yes – a little
<input type="checkbox"/>	No
<input type="checkbox"/>	Prefer not to say

Q10	Are you a carer? A carer is anyone who cares, unpaid, for a friend or family member who, due to illness, disability, a mental health problem or an addiction, cannot cope without their support. Both children and adults can be carers. (Choose one option)
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Prefer not to say

Data protection and privacy *

Under the Data Protection Act 2018, we (Oxfordshire County Council) have a legal duty to protect any personal information we collect from you. Oxfordshire County Council is committed to open government and this may include quoting extracts from your consultation response in our report.

We will not however, disclose the names of people who have responded unless they have provided consent. For this purpose, we ask that you are careful not to disclose personal information in your comments – for example the names of service users or children. If you do not want all or part of your response to be made public, or shared with councillors, please state below which parts you wish us to keep confidential.

View Oxfordshire County Council's privacy notice online at:

www.oxfordshire.gov.uk/privacy-notice

Q11	Please use this space to tell us if there is any specific part of your response you wish to keep confidential:

Stay in touch

We invite you to sign up to get regular email updates on news, events, and developments from across the county.

Any contact details you provide will be separated from the feedback you have shared in this survey.

Q12	Would you like to sign up to receive these regular email updates?
	Yes
	No

Q12a	Please provide your email address below, so we can contact you and send a link to our sign-up page where you can tailor which communications you receive:

Thank you for taking the time to answer these questions

Your responses will help highlight any changes that may need to be made to the strategy before it is formally adopted by the Health and Wellbeing Board in 2024.

Expenditure	Agreed Budget 2020-21	Agreed Budget 2021-22	Agreed Budget 2022-23	Total Spend 2022-23	Agreed Budget 2023-24	DRAFT BUDGET Q4
General Administration	68,250.00	81,753.75	93,380.03	74,976.03	96,620.75	102,252.75
Staff costs						
Employee costs	41,000.00	48,000.00	52,000.00	49,051.56	55,120.00	60,632.00
Employer NI	1,000.00	2,500.00	3,500.00	2,509.31	3,500.00	3,500.00
Employer's Pension Contributions	1,000.00	2,300.00	3,000.00	2,478.82	3,000.00	3,000.00
Pension Deficit Payments		1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Utilities						
Water Rates	50.00	51.25	52.53	27.07	52.53	52.53
Gas & Electricity	600.00	615.00	630.00	272.14	1,200.00	1,200.00
Meeting and office costs						
Office costs	9,000.00	9,225.00	10,000.00	7,112.29	10,000.00	10,000.00
Meeting costs	2,000.00	2,050.00	2,050.00	780.10	2,050.00	2,050.00
IT Costs	3,000.00	2,000.00	4,500.00	2,482.53	4,500.00	3,000.00
Motor Expenses	600.00	615.00	1,000.00	851.44	1,000.00	1,000.00
Post & Telephone	500.00	560.00	560.00	414.02	900.00	1,000.00
Professional fees and charges						
Legal & Professional Fees	1,500.00	1,537.50	2,000.00	0.00	2,000.00	3,000.00
Insurance	2,500.00	2,500.00	2,500.00	1,349.17	1,500.00	2,000.00
Audit & Accountancy fees	3,500.00	3,500.00	3,587.50	2,349.50	3,618.22	3,618.22
Subscriptions	400.00	2,000.00	1,800.00	1,600.91	1,980.00	2,000.00
Learning & Development	1,500.00	3,000.00	5,000.00	2,497.17	5,000.00	5,000.00
Open Space Maintenance	67,500.00	46,512.50	56,500.00	22,442.37	51,080.00	76,400.00
Tree Maintenance	7,000.00	9,000.00	9,000.00	4,180.00	9,000.00	10,000.00
Repair & Maintenance	14,500.00	18,000.00	18,000.00	12,175.27	1,980.00	18,000.00
Grass Cutting (contract)	7,500.00	6,000.00	6,000.00	5,001.11	6,600.00	6,600.00
Waste removal	500.00	512.50	1,500.00	1,085.99	1,500.00	1,800.00
Traveller incursions		10,000.00	5,000.00	0.00	5,000.00	0.00
St Mary's Churchyard			7,000.00	0.00	7,000.00	0.00
Open Space Projects						
Church Rd Rec Improvements	15,000.00	0.00	10,000.00	0.00	20,000.00	20,000.00
Littleworth Playing Field Project	3,000.00	3,000.00	0.00	0.00	0.00	20,000.00
Community	51,500.00	54,200.00	48,000.00	41,380.68	64,235.00	44,900.00
Neighbourhood Plan	3,000.00	3,000.00	3,000.00	6,524.41	0.00	0.00
Holton Pavillions	6,000.00	6,000.00	3,000.00	9,175.00	3,000.00	3,000.00
New Pavilion			1,000.00	475.00	17,855.00	0.00
Cadet Hut						
Highways, Footpaths & Street Furniture	7,500.00	7,500.00	7,500.00	0.00	7,500.00	5,000.00
Grants						
Grants S137	0.00	0.00		2,250.00		
Community Grants	6,000.00	7,000.00	7,000.00	2,950.00	7,000.00	7,000.00
Maple Tree Children's Centre	5,000.00	5,000.00	5,000.00	5,000.00	3,000.00	2,000.00
Communication & engagement						
Newsletter expenditure	14,000.00	13,000.00	14,000.00	12,366.14	14,000.00	15,000.00
<i>Wheatley Info Brochure</i>	<i>1,500.00</i>	<i>1,500.00</i>	<i>0.00</i>	<i>0.00</i>		
Community events		2,000.00	2,800.00	1,625.94	3,080.00	4,000.00
Celebrating Volunteers Event			700.00	0.00	800.00	800.00
Publicity	1,500.00	1,200.00	1,000.00	1,014.19	1,000.00	1,100.00
Youth Support	2,000.00	5,000.00	3,000.00	0.00	7,000.00	7,000.00
Other expenditure	4,550.00	4,420.00	620.00	199.54	4,012.50	250.00
Bank Charges	250.00	100.00	0.00	199.54	200.00	250.00
General Expenses	300.00	307.50	307.50	0.00	1,000.00	0.00
Loans (repayments and interest)	0.00	0.00	0.00	0.00	0.00	0.00
Bad debts	500.00	512.50	312.50	0.00	312.50	0.00
Election costs	0.00	0.00	0.00	0.00	2,500.00	0.00
Total	191,800.00	186,886.25	198,500.03	138,998.62	215,948.25	223,802.75

Income	Agreed Budget 2020-21	Draft Budget 2021-22	Actual Budget 2022-23	Total Spend 2022-23	Budget setting 2023-24	Total Spend Q4
Income	172,545.00	197,116.47	246,582.47	160,310.25	215,948.25	224,113.25
Newsletter						
Newsletter Advertising	16,000.00	14,500.00	14,500.00	8,827.05	13,550.03	13,550.03
Newsletter Subscriptions	40.00	40.00	40.00	0.00	40.00	30.00
Open Spaces						
Allotments	142.00	102.00	168.00	153.00	185.00	200.00
OCC recharge for verges	1,500.00	1,500.00	1,500.00	1,479.18	1,500.00	0.00
Grants and precept						
Precept	129,263.00	138,954.47	138,954.47	138,954.00	149,733.22	159,733.22
Section 106 Contribution	15,000.00	30,000.00	35,000.00	0.00	0.00	15,000.00
Community Infrastructure Levy	0.00	1,500.00	1,000.00	1,044.41	0.00	3,500.00

Neighbourhood Plan	0.00	0.00	5,000.00	7,700.00	0.00	0.00
Pavilion Project Grants	0.00	0.00	TBC	0.00	0.00	0.00
Transferred from reserves (littleworth field)						20,000.00
Grants received	10,000.00	10,000.00	50,000.00	0.00	50,000.00	10,000.00
Other Income						
Interest	500.00	400.00	300.00	1,974.61	900.00	2,000.00
Donations	0.00	0.00	0.00	50.00		0.00
Publication scheme & Photocopying	0.00	20.00	20.00	28.00	30.00	100.00
Community Events						
Other Income	100.00	100.00	100.00	100.00	10.00	0.00
Total	172,545.00	197,116.47	246,582.47	160,310.25	215,948.25	224,113.25

- vi. Holton Pavilion Project -
- vii. Littleworth Playing Fields Working Group –
- viii. Oxford Brookes Development Working Group -
- ix. Oxford Brookes Residents groups –
- x. Traffic Working Group –
- xi. Youth Club –

#133/2023-24. TO RECEIVE UPDATES/REPORTS FROM:

- i. Community Larder –
- ii. Good Neighbour Scheme -
- iii. Howe Trust – report circulated.
- iv. Maple Tree Centre – report circulated.
- v. Merry Bells Management Committee
- vi. Oxford Brookes Residents Association
- vii. Thames Valley Police
- viii. Wheatley Charities –
- ix. Wheatley Playing Field Trust –
- x. Wheatley Windmill Preservation Trust

#134/2023-24. CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION

- i. SODC - various including Homeless Day, parish news, events, affordable housing.
- ii. Thames Valley Police - call for witnesses,
- iii. Citizens Advice - newsletter
- iv. Royal British Legion (Wheatley) - Remembrance Sunday details
- v. OALC/OCC - Town & Parish Charter Summit, updates
- vi. Community First Oxford - AGM
- vii. TVP - alerts and updates
- viii. OCC - Unauthorised encampments
- ix. NALC - Chief Executives update, newsletters, webinars and events
- x. Healthwatch Oxfordshire - updates
- xi. Caversham Lakes
- xii. J Howell MP - update
- xiii. CPRE - campaigns update
- xiv. Fields in Trust - update
- xv. Resident of Littleworth Rd regarding flooding issues
- xvi. Cllr Bearder - Bayswater Brook
- xvii. Be Free Young Carers (grant recipient) - newsletter.
- xviii. Community First - newsletter
- xix. PCC - Crime Bulletin Oct 23

#135/2023-24. ITEMS FOR INFORMATION

#136/2023-24. DATE OF NEXT MEETING

Monday 4th December 2023



To view the meeting online, please scan the QR code

