



## Parish Council Meeting Minutes for Monday, April 8, 2024.

**Present:** Alison Sercombe, Toby Newman, Richard Barrett, Andrew Cooper, Paul Gregory, Paul Willmott, Anthony Shepherd, Lizzie Tully, Peter Ramsdale, Sophi Davis and SODC Cllr A Kantor, for part of the meeting.

**Officer:** Clerk

**Members of the Public:** 2

**The meeting opening at 19:30 and closed at 21:08**

23-34	Item	Action
#190/23-24	<b>APOLOGIES FOR ABSENCE</b> received from Cllr Street, accepted, and approved by the council.	
#191/23-24	<b>DECLARATIONS OF INTEREST</b> – Cllr Ramsdale and Willmott for Wheatley Rugby Club and Wheatley Playing Fields Trust	
#192/23-24	<b>TO CO-OPT INTO COUNCILLOR VACANCIES</b> – no applications	
#193/23-24	<b>TO RECEIVE MINUTES</b> From Parish Council meeting on 4th March 2024 were approved and duly signed by the Chairman as a true record of the meeting.	
#194/23-24	<b>TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b> From Parish Council meeting on 4th March 2024. <ul style="list-style-type: none"><li>• #178viii/2023-24 Visit to Welford Gardens – Clerk has chased the care home and is awaiting a date.</li></ul>	
#195/23-24	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> And includes <ol style="list-style-type: none"><li>i. Review of Cllr development day 9th March 2024, Councillors that attended enjoyed the opportunity to discuss topics. Suggested topics for Sep/Oct included Miss Tombs Field and Holton Park (if not already in planning system).</li><li>ii. Update on Smokefree play areas - Wheatley Primary School have asked children to create designs over the Easter Holidays and staff will review initial designs. Grant payment is pending.</li><li>iii. Received notification to submit AGAR 2023-24</li><li>iv. Wheatley News printed and circulated.</li><li>v. New digital phoneline and broadband continues. New router installed; phone lines will be installed on 23rd April.</li></ol>	
#196/23-24	<b>TO RECEIVE A REPORT FROM COUNTY COUNCILLOR</b> – Cllr Bearder has not stayed for the meeting and had not supplied a report. Councillors were disappointed and agreed for the Chairman to contact Cllr Bearder.	
#197/23-24	<b>TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR</b> Cllr Kantor was in attendance and spoke from her report : <ul style="list-style-type: none"><li>• Reminded those present about the current SODC consultation.</li><li>• Light in SODC car park, but has been moved closer to Church Rd.</li></ul>	

Cllr Newman queried the expense of replacing the light in the SODC car park and asked for this to be fed back to officers.

Also queried figures for SODC grants, as these differed. Cllr Kantor agreed to confirm this (subsequently confirmed the two different grant schemes).

Cllr Barrett queried why the EV car clubs were being extended. Was this due to lack of interest or greater interest than expected? Cllr Kantor to check,

Clerk asked for an update on whether EV charging points will be installed at SODC car park? Cllr Kantor to investigate.

(subsequently confirmed and details shared with councillors/Clerk).

Cllr Gregory asked for clarification on brown bin charges/stickers – this was confirmed.

SODC Cllr Kantor left the meeting after this item.

### **#198/23-24 TO CONSIDER RESPONSES TO CURRENT CONSULTATION**

- i. Oxford Airport consultation – agreed not to respond.
- ii. [OCC Parking consultation](#) - Public meeting had been held prior to the council meeting and members discussed the comments raised. Cllr Newman raised the issue of the 1hr to 2hr restrictions, which matches the current provision. Cllr Gregory raised again the issue of Church Rd/Friday Lane junction. Cllr Ramsdale asked **Cllr Gregory to send his suggestions** so Cllr Ramsdale can raise this with OCC officers. Members approved Cllr Ramsdale report with inclusion of the points above. **Cllr Ramsdale to submit.** **PG**
- iii. [SODC Car parking consultation](#) - Cllr Newman queried eligibility for the household that had existing rear access from SODC car park. **Cllr Ramsdale to check with officers.** **PR**  
Cllr Newman suggested at future meeting to discuss the removal of charity bins, which lead to fly tipping. **Clerk to add next agenda.** **PR**  
**Clerk**

**#199/23-24 TO REVIEW USE OF 'MS DECISIONS'** – approved the continuation. **Clerk to arrange payment of invoice** **Clerk**

### **#200/23-24 TO APPROVE POLICIES AND CORE DOCUMENTS**

- i. Scheme of delegation - approved.
- ii. Investment Strategy – approved.
- iii. Statement of Internal Control - approved.
- iv. Grants Policy – Cllr Newman wishes to make further amendments. Members agreed to discuss this at Finance Committee (17<sup>th</sup> Apr). **Cllr Newman to submit suggestions, Clerk to add to agenda.** **TN**  
**Clerk**

### **#201/23-24 TO DISCUSS OR RECEIVE UPDATE ON UPCOMING EVENTS**

- i. Annual Parish Meeting – Notices and agenda have been circulated and displayed. Councillors invited to attend.
- ii. A formal thank you to WNP Committee. Members agreed to invite committee to a 'thank you' event, after the Annual Parish Meeting and agreed for **Clerk to purchase refreshments and to send invites.** **Clerk**

- iii. Local Produce Market – Update provided **Cllrs were reminded of Cllrs the event and asked to support and respond to survey regarding availability for refreshments.**
- iv. Proposals for consultation & public engagement for Littleworth Field - approved

**#202/23-24 TO RECEIVE UPDATES, MINUTES AND ACTIONS FROM:**

- i. Finance Committee – Meet again 15th April.
- ii. Open Spaces Committee – Minutes circulated. Recent resignation of Grounds Operative will leave council with reduced capacity. Chairman invited Cllrs to help with Litter picking.
- iii. Planning Committee – Meet again on 10th April Next meeting will discuss Holton Park western road access. Second OBU application (access on Waterperry Rd) has been refused.
- iv. Staffing Committee – Minutes circulated. Recruitment process to begin as soon as possible.
- v. Communications Working Group – nothing to report.
- vi. Holton Pavilion Project - Cllr Ramsdale gave a precis of current situation. Funding working group to meet in coming weeks to pick momentum up again. Clerk gave an update from conversation with Wellers and is awaiting formal response on lease.
- vii. Littleworth Playing Fields Working Group – Contract for tree work has been issued. Shotover Estate will be clearing boundary area. Expecting Heads of Terms and lease in the next few months. Council to review before seeking guidance from lawyers.
- viii. Oxford Brookes Development Working Group - copies of documents were shared at the time of developers submitting planning application. It is expected that a reserved matters application will be submitted.
- ix. Traffic Working Group – no additional updates from those discussed earlier in meeting.
- x. Youth Club – Clerk had arranged a meeting with OPA to see whether alternative dates could be considered to alleviate the recruitment issues, however a candidate has come forward. . Clerk to arrange a meeting with OPS to discuss options that could move this on.  
Cllr Newman gave an update on the boundary incursion on the Cadet Hut. To progress this, MoD may seek to construct a new boundary and charge the neighbouring property. This would move the project on and allow for further repairs to be carried out.
- xi. Youth Council – nothing to report.

**#203/23-24 TO RECEIVE UPDATES/REPORTS FROM:**

- i. Community Larder – continues.
- ii. Good Neighbour Scheme – have submitted a grant application.
- iii. Howe Trust – meet again in May. Busy and productive meetings, with lots of activities and projects. Will be attending Play & Activity Day.
- iv. Maple Tree Centre – report circulated.
- v. Merry Bells Management Committee- new radiators have been installed in main hall. Confirmed that car park is for those with allocated parking spaces, use of Merry Bells and the public for up to 2 hours if using other village facilities.
- vi. Oxford Brookes Residents Association – Cllr Newman was unable to attend online meeting.
- vii. Thames Valley Police - Wheatley remains a safe place to live. Bruin is meant to be taking the chairs in, from outside the Merry

Bells, to help alleviate ASB on the High St. TVP will patrol the area between 10pm-3am.

- viii. Wheatley Charities – Clerk has chased for updates and received apologies from
- ix. Wheatley Charities – minutes provided.
- x. Wheatley Playing Field Trust – the weather conditions have caused cancellations of matches; bottom pavilion had flooded due to heavy rain. Deep tining and decompaction has been carried out. Summer sports markings have been installed.
- xi. Windmill Preservation Society – cleaning and preparation for new season. New restrictions to be implemented to safeguard visitors.

**#204/23-24 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION**

- i. SODC - Food Waste Action Week, Easter Activities, elections, press releases.
- ii. NALC - newsletters, updates, webinars, chief executives' updates
- iii. OCC - County Council Day, unauthorised encampments updates
- iv. Thames Valley Flood Scheme - scheme update
- v. Healthwatch - latest update
- vi. OALC monthly update
- vii. Ukraine refugee group - Invite to exhibition and presentation
- viii. Police & Crime Commissioner - monthly update
- ix. Cloudy It - invites to webinars and workshops

**#205/23-24 TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED** – approved unanimously and members of the public left the meeting.

**#206/23-24 TO CONSIDER OFFICE RENTAL AGREEMENT 2024-25** – approved the lease in principle but requested that the Clerk to liaise with committee on having an allocated parking space.

**#207/23-24 TO CONSIDER PAY & CONDITION PROPOSALS FOR STAFF 2024-25**  
Members approved the Chairman's report and recommendations.

**#208/23-24 ITEMS FOR INFORMATION** – Cllr Newman shared an invite to Wheatley Society 50th anniversary. Then and now display: 18th May, in Merry Bells.

**#209/23-24 DATE OF NEXT MEETING** Mon 13th May 2024