



# Wheatley Parish Council Meeting Agenda for Monday, May 13, 2024

To: All Members of Wheatley Parish Council

Councillors are hereby summoned to attend a Full Council meeting of Wheatley Parish Council at the Merry Bells, 89 High St, Wheatley on Monday, May 13, 2024, at 19:30 for the purpose of transacting the following business.

Signed: *M. Legg* Clerk to the Parish Council, 08 May 2024

Members are reminded to declare an interest for relevant agenda items

The meeting is held in public who are welcome to come along. You can also watch live:

scan the QR Code to join or copy and paste <https://bit.ly/44v9zgn> .

Copies of documentation and meeting links are available from the parish office, [clerk@wheatleyparishcouncil.gov.uk](mailto:clerk@wheatleyparishcouncil.gov.uk) or 01865 875615.



## AGENDA

- #1/24-25. **ELECTION OF CHAIRMAN FOR 2024-25 & ACCEPTANCE OF OFFICE**
- #2/24-25. **TO APPROVE STANDING ORDERS 2024-25**
- #3/24-25. **TO CO-OPT TO FILL FOUR VACANCIES**
- #4/24-25. **ELECTION OF VICE-CHAIRMAN FOR 2024-25 & ACCEPTANCE OF OFFICE**
- #5/24-25. **APOLOGIES FOR ABSENCE**  
Apologies received from Cllr Ramsdale
- #6/24-25. **DECLARATIONS OF INTEREST**  
Cllr Willmott - Wheatley Playing Fields Trust and Wheatley Rugby Club.
- #7/24-25. **TO RECEIVE MINUTES**  
From Parish Council meeting on Monday 8th April 2024 – previously circulated
- #8/24-25. **TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS**  
From Parish Council meeting on Monday 8th April 2024.
- #9/24-25. **PUBLIC PARTICIPATION & PUBLIC QUESTIONS**  
In line with Standing Orders #3, Members of the public have the opportunity to raise any issues or ask questions to members, not exceeding 5mins unless directed by the Chairman of the meeting . Maximum of 30 minutes allocated for this agenda item
- #10/24-25. **TO RECEIVE AN UPDATE FROM THE CLERK**  
And includes:
  - i. WNP Green route and complaint and correspondence
  - ii. Recruitment of Grounds Maintenance Operative
  - iii. Feedback on Local Produce Market

- iv. Approved grants have been processed and paid (OPA, Good Neighbour Scheme and Maple Tree)
- v. End of Year/Annual Return, draft reports and figures have been completed and circulated to councillors. Internal Audit will take place on 21st May. Council will need to approve AGAR at the June meeting.  
Council has exceeded the £200,000 threshold and will need to provide additional information, as detailed in Transparency Code 2015.

**#11/24-25. TO RECEIVE A REPORT FROM COUNTY COUNCILLOR**

**#12/24-25. TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR**

**#13/24-25. TO CONSIDER RESPONSES TO CURRENT CONSULTATION**

- i. [SODC - 'The Way Forward' Consultation on forward plan](#)

**#14/24-25. TO APPROVE CORE DOCUMENTS:**

- i. Schedule of policies and documents
- ii. Schedule of meetings 2024-25
- iii. Councillor code of conduct
- iv. Maternity leave & pay policy - following changes to legislation.
- v. Emergency dependent policy - following changes in legislation.
- vi. Paternity leave & pay policy - following changes in legislation.
- vii. Complaints policy.

**#15/24-25. TO REVIEW FINANCIAL PRACTICES**

- i. Review of regular banking standing orders and direct debits
- ii. Review of authorised signatories and bank mandates
- iii. Review of subscriptions
- iv. To approve delaying a review of Financial Regulations until RFO and/or Finance Committee have reviewed the new model Financial Regulations
- v. To approve delaying a review of Council land and assets (Asset register) and expenditure incurred under General Power of Competence until the June meeting when included in documents for Annual Governance Review.

**#16/24-25. TO REVIEW AND APPROVE INSURANCE COVER FOR 2024-25**

[Review/approval of policy and premiums for 2024-25](#)

**#17/24-25. TO APPROVE MEMBERSHIPS TO COMMITTEES, WORKING GROUPS AND EXTERNAL REPRESENTATIVES FOR 2024-25**

**#18/24-25. TO APPROVE TERMS OF REFERENCE FOR COMMITTEES**

Review of terms of reference for council committees. Those for working groups to be considered by the relevant committee.

**#19/24-25. TO RECEIVE UPDATE/MINUTES AND RECOMMENDATIONS FROM:**

- i. Annual Parish Meeting 2024
- ii. Finance Committee –
- iii. Open Spaces Committee –
- iv. Planning Committee –
- v. Staffing Committee –
- vi. Communications Working Group –

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

**#20/24-25. TO RECEIVE UPDATES/REPORTS FROM:**

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

**#21/24-25. CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION**

- i. Community First - newsletter
- ii. Fields in Trust - message from celebrity ambassadors
- iii. John Howell MP - April newsletter
- iv. Healthwatch - monthly update
- v. NALC, various newsletters, Chief Exec bulletins, updates, events,
- vi. OCC - April update, unauthorised encampments
- vii. SLCC - updates
- viii. SODC, updates, communications, elections for Police & Crime Commissioner
- ix. SSEN - Have your say opportunities.
- x. Thames Valley - statistics, ASB, Careers and volunteering event
- xi. TVERC - newsletter
- xii. Wheatley Good Neighbour Scheme - email thanking WPC for grant
- xiii. Wheatley Ukrainian Refugee Co-ordinating Group, minutes of meetings and invite to photo exhibition.
- xiv. Residents - WNP Green route & Cinnamons

**#22/24-25. ITEMS FOR INFORMATION**

**#23/24-25. DATE OF NEXT MEETING – 3<sup>rd</sup> June 2024 (TBC)**

**#24/24-25. RESOLUTION TO EXCLUDE PUBLIC AND PRESS**

- i. Approve letter of engagement for bookkeeping services
- ii. Lease for Parish Office