



Parish Council Meeting Minutes, Monday, May 13, 2024.

Present: Alison Sercombe, Toby Newman, Richard Street, Richard Barrett, Paul Gregory, Paul Willmott, Anthony Shepherd

Apologies: Sophi Davis, Peter Ramsdale, Lizzie Tully

Officer: Clerk

Members of the Public: 13 plus 1 online

The meeting opening at 19:30 and closed at 21:02

23-34	Item	Action
#1/24-25	ELECTION OF CHAIRMAN FOR 2024-25 & ACCEPTANCE OF OFFICE Cllr Sercombe, welcomed those present to the meeting. Cllr Newman proposed Cllr Sercombe for the role of Chairman, this was seconded by Cllr Gregory. Before a vote was taken, Cllr Newman proposed that the council suspend its Standing Orders, to facilitate Cllr Sercombe's election, as this would be her fourth term. This was seconded by Cllr Barrett and approved unanimously by members, by a show of hands. A vote was then taken on Cllr Sercombe's election into the role. This was approved unanimously, and Cllr Sercombe duly signed her acceptance of office. It was proposed by Cllr Newman to reinstate Standing Orders, this was seconded by Cllr Barrett and approved unanimously.	
#2/24-25	TO APPROVE STANDING ORDERS 2024-25 The new Standing Orders, previously circulated by the Clerk were considered. They were approved, with a request that they are revisited before the end of the council year.	
#3/24-25	TO CO-OPT TO FILL FOUR VACANCIES – no applications had been received.	
#4/24-25	ELECTION OF VICE-CHAIRMAN FOR 2024-25 & ACCEPTANCE OF OFFICE Cllr Street proposed Cllr Newman be elected to the role of Vice-Chairman, this was seconded by Cllr Barrett and approved by a show of hands.	
#5/24-25	APOLOGIES FOR ABSENCE Apologies received from Cllr Ramsdale, Davis and Tully were accepted and approved.	
#6/24-25	DECLARATIONS OF INTEREST Cllr Willmott – Wheatley Playing Field Trust, Wheatley Rugby Club Cllr Newman – Wheatley Park School	

Signed:

Date:

#7/24-25 TO RECEIVE MINUTES The minutes from the meeting on 8th April 2024 were accepted, approved and were duly signed by the Chairman as a true record of the meeting.

#8/24-25 TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS

#198-2023-24 iii – Request to SODC for the removal of charity clothing bins – **added to Open Spaces Committee, 20th May.**

Clerk

#200/23-24iv Cllr Newman to submit suggestions for improvement to Grants policy. **Cllr Newman to circulate in advance of Finance Committee**

TN

#9/24-25 PUBLIC PARTICIPATION & PUBLIC QUESTIONS, session started at 19:40 closed at 20:06

Building owners – spoke regarding environmental health and planning issues with SODC, in relation to Cinnamons. They also sought clarity over WPC's comments to the building planning application.

Clarification was given and Cllr Newman reminded the owners that the issues with SODC departments should be raised directly with the authority.

Resident – Sought clarity of comments made by WPC in their response to planning application.

Cllr Newman provided a response to this, revisiting the comments made via SODC planning portal. It was suggested that the planning application response is discussed at the next Planning Committee (12th June). **Ast Clerk to add this to the agenda.**

Ast Clerk

Resident – OCC parking enforcement consultation. Wanted to clarify when enforcement would start. This was an OCC project and WPC would expect OCC to provide information about key dates.

#10/24-25 TO RECEIVE AN UPDATE FROM THE CLERK

- i. WNP Green route and complaint and correspondence
- ii. Recruitment of Grounds Maintenance Operative, extended by one week. Clerk will begin shortlisting 14th May.
- iii. Feedback on Local Produce Market - positive response from those who attended. Outdoor areas were very popular. Some would like to see the whole event outside. Clerk confirmed some traders, specifically request indoor space. A balance is required. A road closure would be required to extend outdoor pitches, which may not be well received from other businesses or residents.
- 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 -

Cllr Bearder was not present, nor had a report been circulated ahead of the meeting.

Signed:

Date:

#12/24-25 TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR - Cllr Kantor was in attendance and confirmed Wallingford's bathing status. Reminded Councillors of SODC's 'The Way Forward' consultation. Cllr Street was curious about the response rates have been so far for the consultation. Cllr Sercombe shared her concerns over 'consultation fatigue' that is being suffered by parish councils, in general, and what actions SODC are taking in response to answers and points raised.

Resident - asked how much SODC were spending on the water testing for bathing places. Cllr Kantor to investigate this.

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

- i. SODC The way forward. Councillors agreed not to respond.

#14/24-25 TO APPROVE CORE DOCUMENTS:

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

#15/24-25 TO REVIEW FINANCIAL PRACTICES

- i. Review of regular banking standing orders and direct debits - approved.
- ii. Review of authorised signatories and bank mandates - approved.
- iii. Review of subscriptions – approved.
- iv. To approve delaying a review of Financial Regulations until RFO and/or Finance Committee have reviewed the new model Financial Regulations – approved.
- 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. – approved.

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

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

Cllr Wilmott queried whether additional, external support to Pavilion funding group would be beneficial. This would be discussed at the next meeting of the group.

Cllr Barrett was happy to fill vacancy on Open Spaces Committee

Cllr Willmott happy to be added to Traffic Working Group

The document, with additions noted above, was approved by the council.

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

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

- i. Annual Parish Meeting 2024 – minutes circulated.
- ii. Finance Committee – Gave a summary of his notes from NALC finance session
Funding is a real concern, national push to increase income from assets. Heritage Lottery, sharing of resources and efficiencies of close working. Investments, liquid but make them work for you.
- iii. Open Spaces Committee – meet again on 20th May. The agenda will be circulated.
- iv. Planning Committee – minutes circulated and meet again 12th June.
- v. Staffing Committee – no planned meetings.
- vi. Communications Working Group – no met, but meeting to be arranged.
- vii. Holton Pavilion Project – Awaiting Gifted, unsure whether this has been undertaken. Agreed that Cllr Ramsdale would be given until the end of May to respond to Gifted. Clerk to arrange an online meeting with the contractor in June.
- viii. Littleworth Playing Fields Working Group – OCC have issued a license to ODST, who are working on sublet to WPC. Tree works have been commissioned.
In the interim WPC will be running public consultation on what the community would like to see.
Cllr Gregory requested a site visit. This will be discussed at the Open Spaces Committee.
- ix. Oxford Brookes Development Working Group - Meeting arranged for 5th June, with HPC and Crest Nicholson. Awaiting hard copies to be delivered
- x. Traffic Working Group – OCC have emailed about 20mph. Traffic working group to be convened to discuss this.
- xi. Youth Club – nothing to report.
- xii. Youth Council – nothing to report.

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

- i. Community Larder –
- ii. Good Neighbour Scheme – grant received.
- iii. Howe Trust – Cllr Gregory reported that three new wildlife ponds are being created.
- iv. Maple Tree Centre – report circulated.
- v. Merry Bells Management Committee – LT was not in attendance.
Clerk gave a summary of
- vi. Oxford Brookes Residents Association- minutes circulated.
- vii. Thames Valley Police – been in contact regarding ASB. Patrols are being increased.
- viii. Wheatley Charities – Annual educational grants are being promoted again.
- ix. Wheatley Playing Field Trust – Some trustees have taken place with Wheatley Park School. Nothing else to report.
Clerk to circulate report to councillors regarding lease with the WPFT.

Signed:

Date:

- x. Wheatley Windmill Preservation Trust – Held their first event of 2024, which was well attended, raising in region £1,000 towards the charity.

#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

Cllr Sercombe would be attending Talking Tables session with OALC.

#23/24-25 DATE OF NEXT MEETING 3rd June – Cllr Street gave his apologies ahead of the meeting.

#24/24-25 RESOLUTION TO EXCLUDE PUBLIC AND PRESS FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED. This was approved unanimously, and members of the public left the meeting so the following business could be discussed.

- i. Approve letter of engagement for bookkeeping services – Date wrong on page 1 but approved by members.
- ii. Lease for Parish Office – approved but agreed to revisit discussions over a designated parking space.

Signed:

Date: