



Full Parish Council Meeting Minutes for Monday, June 3, 2024.

Present: Alison Sercombe, Toby Newman, Richard Barrett, Andrew Cooper, Paul Gregory, Paul Willmott, Anthony Shepherd, Lizzie Tully, Peter Ramsdale, Sophi Davis

Officer: Clerk

Members of the Public: 3 in person, 1 online

The meeting opening at 19:30 and closed at 20:40

23-34	Item	Action
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#25/24-25	APOLOGIES FOR ABSENCE - Apologies received from Cllr Street were accepted and approved.	
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#26/24-25	DECLARATIONS OF INTEREST - Cllr Willmott and Cllr Ramsdale for Wheatley Playing Fields Trust and Wheatley Rugby Club	
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#27/24-25	TO CO-OPT TO FILL FOUR VACANCIES – no one came forward	
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#28/24-25	TO RECEIVE MINUTES from Parish Council meeting on Monday 13th May 2024 were received and approved by the council and were duly signed by the Chairman as a true record of the meeting.	
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#29/24-25	TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS From Parish Council meeting on Monday 13th May 2024.	
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#200/23-24iv Cllr Newman to circulate proposed amendments to Grants Policy, ahead of Finance Committee. Cllr Newman will circulate his amendments by 11th June.

#30/24-25	PUBLIC PARTICIPATION & PUBLIC QUESTIONS	
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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.

Resident raised several issues/questions:

Farm Close Rd laybys, piece of concrete in one of the bays is loose. The clerk advised residents to take the issue up with OCC.

Resident - Village Green encroachment, Clerk has not seen any recent evidence of this. Cllrs and residents to forward evidence, so residents can be approached.

Concerns of encroachment were reported by 'The Triangle'. The Clerk advised that the land adjacent to the care home is the responsibility of OCC and should be reported to them.

Resident questioned whether the VAS near the Garden Centre was working.

Resident thanked the council for the new bus stop, although they commented that the seat is too narrow.

OCC parking enforcement, did we know when enforcement may be implemented?

Cllrs Ramsdale and Barrett confirmed that there is no formal notification from OCC yet. - Hopefully more information will be available at the next Traffic Working Group.

Requested an additional light on footpath alongside Cornfields. This is OCC footpath and OCC should be approached.

Public toilet – request for one was made.

#31/24-25 TO RECEIVE AN UPDATE FROM THE CLERK And includes:

- i. Recruitment of Grounds Maintenance Operative, due to start on 10th June
- ii. Community have been supportive in collecting jars for Play & Activity Day, donations still be collected.
- iii. Internal Auditor visit took place on 22nd May (report to be received later in meeting).
- iv. Wheatley News (June/July) has been printed and distributed.
- v. New green roofed bus shelter installed

#32/24-25 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR

OCC Cllr Bearder was not in attendance, nor a report available.

#33/24-25 TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR

SODC Cllr Kantor had sent her apologies and shared a recent update from SODC Communications team.

#34/24-25 TO CONSIDER RESPONSES TO CURRENT CONSULTATION

Members approved, delegating the task of responding to SODC open space and allotment consultation.

#35/24-25 TO APPROVE CORE DOCUMENTS:

- i. Financial Regulations - approved
- ii. Fire Risk Assessment - approved
- iii. Updates to Risk Register – noted and approved

#36/24-25 TO RECEIVE INTERNAL AUDITORS REPORT – received and noted comments. Clerk has included the CIL allocation into reserves document.

#37/24-25 TO APPROVE ANNUAL GOVERNANCE STATEMENT

- i. To approve Section 1 of the Annual Governance and Accountability Return – Each statement was read and approved by the council.
- ii. To approve dates for exercise of electors' rights – approved. Clerk to post the notice.

#38/24-25 TO APPROVE ANNUAL ACCOUNTABILITY STATEMENTS

- i. To review and approve asset register - approved
- ii. To review financial statements and approve Bank reconciliation - approved

- iii. To approve Section 2 of the Annual Governance and Accountability Return – approved.

#39/24-25 TO RECEIVE FEEDBACK/UPDATES FROM RECENT/UPCOMING TRAINING/DEVELOPMENT/ENGAGEMENT EVENTS

- i. OALC Talking Tables event (AS). Cllr Sercombe gave a precis of the event.
- ii. Littleworth Field public consultation (AS/ML). Clerk gave an update with further public events to be arranged.
- iii. Play & Activity Day (ML), Clerk reminded councillors to respond to the e-form regarding attendance and support on the day.

#40/24-25 TO RECEIVE UPDATES, MINUTES AND ACTIONS FROM:

- i. Finance Committee – Meet again 17th June, expect several grant applications to be considered.
- ii. Open Spaces Committee – Minutes circulated. Clerk has received documentation from contractors, for 2 applications (Village Green and Church Rd Rec) and has completed statutory declarations. Packs are to be sent to Land Registry along with cheques 2 x £30 to cover the application fees.
- iii. Planning Committee – Meet again on 12th June. Expect an update regarding Holton Park and potentially Cinnamons.
- iv. Staffing Committee – nothing to report
- v. Communications Working Group – nothing to report
- vi. Holton Pavilion Project and receive Wellers Hedley response regarding Pavilion Lease had been shared with councillors. Cllr Ramsdale has a meeting arranged with Gifted to provide further information and to get an update on progress.
- vii. Littleworth Playing Fields Working Group – Cllr Newman reported that a draft lease has been made available, but not early enough to be discussed at the meeting. Therefore, councillors agreed to hold an extraordinary meeting at 7.30pm on Monday 24th June.
- viii. Oxford Brookes Development Working Group – meet again on Wed 5th June. Provisional plans are now in the parish office and anticipate submission to planning authority in the coming weeks, when formal consultation will begin.
- ix. Traffic Working Group – OCC approved parking and marking improvements on 23rd May. Recommendations for 20mph areas are being discussed with officers. Resident had contacted the council regarding the number of bus services operating along Church Rd. This will be discussed at the next meeting, but further review may be best put on hold until revised 400 service and new 280 services are in operation.
- x. Youth Club – still seeking one additional member of staff.
- xi. Youth Council – nothing to report.

#41/24-25 TO RECEIVE UPDATES/REPORTS FROM:

- i. Community Larder – ASDA are no longer supporting the scheme. Supplies are being supplemented by local allotment holders.
- ii. Good Neighbour Scheme -nothing to report
- iii. Howe Trust – New ponds have been dug and tours of site being undertaken by trustees/volunteers.
- iv. Maple Tree Centre – report circulated
- v. Merry Bells Management Committee – continuing to renew leases with tenants. WPC lease already agreed.
- vi. Oxford Brookes Residents Association- minutes circulated

- vii. Thames Valley Police – Local Neighbourhood Officer is keen to meet regularly to discuss joint priorities. Cllr Sercombe, Gregory and the Clerk to attend these meetings.
- viii. Wheatley Charities – Education grant applications remain open.
- ix. Wheatley Playing Field Trust – Cyclocross is being introduced onto the separate field (opposite 6th form centre)
- x. Wheatley Windmill Preservation Trust – held a very successful open day and continue their summer programme.

#42/24-25 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION

- i. Community First - newsletter
- ii. John Howell MP - April newsletter
- iii. Healthwatch - monthly update
- iv. NALC, various newsletters, Chief Exec bulletins, updates, events, new good Councillors Guide
- v. OCC - May update, unauthorised encampments, Oxford Councils Charter
- vi. SLCC - updates
- vii. SODC, updates, communications, elections for Police & Crime Commissioner
- viii. Sustrans - info and meeting
- ix. Thames Valley - Data breach update
- x. Residents - Traffic/buses on Church Rd

#43/24-25 ITEMS FOR INFORMATION

#44/24-25 DATE OF NEXT MEETING 1st July 2024