



## Full Parish Council Meeting Minutes for Monday, November 4, 2024.

**Present:** Alison Sercombe, Toby Newman, Richard Street, Richard Barrett, Paul Gregory, Anthony Shepherd, Lucy Thomas, Lizzie Tully, Peter Ramsdale,

**Officer:** Clerk

**Members of the Public/online:** 5/0

**The meeting opening at 19:30 and closed at 21:10**

24-25	Item	Action
<b>#122/24-25</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies received from Cllrs Cooper and Wilmott were received, accepted and approved.	
<b>#123/24-25</b>	<b>DECLARATIONS OF INTEREST</b> Declarations were received from Cllrs Sercombe & Gregory (Howe Trust) for Item 135 and Cllr Ramsdale (Wheatley Playing Field Trust) Item 148	
<b>#124/24-25</b>	<b>TO CO-OPT TO FILL FOUR VACANCIES</b> (Local Government Act 1972, section 84). No applications received.	
<b>#125/24-25</b>	<b>TO RECEIVE &amp; APPROVE MINUTES</b> from Parish Council meeting on 7th October 2024 were approved by the council and duly signed by the chairman as a true record of the meeting.	
<b>#126/24-25</b>	<b>TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b> - none	
<b>#127/24-25</b>	<b>PUBLIC PARTICIPATION &amp; PUBLIC QUESTIONS</b> Resident – Village Green (High St) encroachment, Clerk advised that the GMO have been tasked to measure the site. - Encroachment by 'The Triangle' The Clerk confirmed that the adjacent land is OCC's and should be reported on Fixmystreet. - Yellow lines – anticipate areas needing completing w/c 4 <sup>th</sup> November	
<b>#128/24-25</b>	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> And includes: i. Clerk proposes to close the parish office between 24th Dec until 2nd Jan ii. Notes from SLCC National conference have been shared iii. Interim audit (virtual) to be carried out 4th December 2024. iv. Clerk has reconfirmed no requirements for <a href="#">TV licence</a> v. Littleworth Allotments vi. PAT testing completed	
<b>#129/24-25</b>	<b>TO RECEIVE A REPORT FROM COUNTY COUNCILLOR</b> OCC Bearder confirmed that funding for flood mitigation is still available and continues to be investigated.  11 <sup>th</sup> November gully jetting is being carried out in the village.  OCC are reviewing the impact of the Governments recent budget. OCC are limited to 2% and 3% increase.	

Following recent court case Cllr Bearder is meeting with business owners, landlords and officers to resolve the issues.

Cllr Sercombe asked Cllr Bearder what decisions were made to clear the ditches at Little Milton, whilst this has not been carried out in Wheatley. Cllr Newman and the Clerk supported this with accounts of earlier reports, yet still no actions have been taken.

Cllr Barrett asked for confirmed details of the s19 report, as no deadline could be supplied. Cllr Sercombe suggested that this is diarized and challenged if not available within 6 months, as suggested by Cllr Bearder.

Cllr Newman raised the issue of the A40 cycle track and the poor quality of the surface and overgrowth, which is not supporting active travel. Cllr Bearder suggested that there is no budget for these repairs.

Cllr Newman asked for the access of the wooded area at Lye Quarry to be reviewed, given the anti-social behaviour experienced.

**#130/24-25 TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR**

Cllr Kantor had sent her apologies and shared information about her SODC Cllr grant pot.

**#131/24-25 TO CONSIDER RESPONSES FROM PUBLIC CONSULTATION FOR LITTLEWORTH FIELD & NEXT STEPS.**

This report would be available at the Open Spaces Committee.

**#132/24-25 TO CONSIDER RESPONSES TO EXTERNAL PUBLIC CONSULTATION**

- i. [SODC Street Trading](#) – approved no response
- ii. [Proposed changes to the additional Council Tax charge for long-term empty properties](#) – approved no response
- iii. [Oxfordshire's draft Local Nature Recovery Strategy Consultation](#) – approved no response
- iv. [OCC's proposals for expansion of 20mph zone in Wheatley.](#)  
Councillors approved including recommendations to Extend the 20mph to Holton Turn off Waterperry Rd, from Holton/A40 bridge into Holton up to existing 20mph by WPS, upgrading the advisory 20mph on High St amended to full 20mph zone and clarify the missing section on London Rd (between St Mary's and the Glebe).

**#133/24-25 TO DISCUSS RECENT/UPCOMING COUNCIL EVENTS, COMMUNITY ENGAGEMENT ACTIVITIES**

- i. Feedback from recent council events
  - a. Cllr Development Day held on 12th October. Positive comments received about the days and councillors look forward to the next one.
- ii. Wheatley Christmas Fair - [Fri 29th November.](#) Cllrs approved risk assessments and site plan
- iii. Parish surgeries - increase in attendance from the community. Cllr Gregory suggested confirming dates before the Clerk leaves
- iv. Remembrance Services. -
  - a. Request from local [RBL Branch for services in memorial gardens](#)
  - b. Cllrs reminded of remembrance services. Cllr Sercombe would like to see councillors in attendance.

c. Council approved a donation of £50 to the RBL Poppy Appeal and the use of a sustainable wreath for 2024.

Clerk to action.

- v. Wellford Gardens Christmas Quiz. A team of six had come forward for the event. The clerk has booked a table.

**#134/24-25 TO NOTE 2024-25 NJC PAY AWARD** Noted – the increases applicable to the Clerk and Assistant Clerk would be implemented during November payroll, with back pay to be included from April 2024.

**#135/24-25 TO CONSIDER GRANT APPLICATION FROM HOWE TRUST (WHEATLEY) FOR £1,000 TOWARDS CHRISTMAS HAMPER INITIATIVE -**

Cllrs Gregory and Sercombe left the meeting room and Cllr Newman chaired the meeting whilst this item was discussed. Members approved a grant of £1,000 towards the Christmas Hamper initiative, supporting local families.

**#136/24-25 TO APPROVE FEES AND CHARGES FOR 2025-2026 - Approved**

**#137/24-25 TO CONSIDER ANY LARGE GRANT APPLICATIONS FOR 2025-2026**

- i. [Oxfordshire Play Association - £3,000 \(Youth Activities during 2025\)](#) – Approved unanimously
- ii. Maple Tree - Large Community Grant - £3,000 (Running costs for 2025-26).

The Chairman welcomed Mr Harding who was representing the organisation, and who spoke the council about their application. It was approved to £2,000, as included in the draft budget but would consider further grant applications should the organisation have other projects that meet the grant criteria. Councillors thanked all at the Maple Tree for their continued work.

**#138/24-25 TO APPROVE BUDGET FOR 2025-2026**

Cllr Street gave a precis of discussions at both the Cllr Development Day and Finance Committee, that had helped to form the draft budget that was approved unanimously.

**#139/24-25 TO APPROVE PRECEPT REQUEST FOR 2025-2026**

Cllrs approved a 5% increase to the 2025-26 precept (£169,011) for the upcoming financial year.

**#140/24-25 TO APPROVE CORE DOCUMENTS AND POLICIES**

- i. [Harassment Policy](#) - approved
- ii. [Grant Policy](#) - approved

**#141/24-25 TO RECEIVE AN UPDATE ON RECRUITMENT FOR A NEW CLERK/RFO**

Promotion of the vacancy has been carried out with the deadline closing on Wed 6<sup>th</sup> November. It was agreed for the Clerk to circulate the shortlisting documentation to members of the staffing committee members, with invites to interview sent to those that meet the criteria

Interviews proposed for w/c 11<sup>th</sup> November

**#142/24-25 TO RECEIVE UPDATES/MINUTES AND ACTIONS FROM:**

- i. To appoint Cllr Thomas to Planning and Open Spaces Committees and Communication Working Group - approved
- ii. Finance Committee – already discussed in main meeting
- iii. Open Spaces Committee – next meeting 18<sup>th</sup> Nov
- iv. Planning Committee – next meeting 13<sup>th</sup> November
- v. Staffing Committee – tbc
- vi. Communications Working Group – notes from meeting previously circulated.
- vii. Holton Pavilion Project - arranging lead for 5-year plan. Cllr Ramsdale suggested working closer with WPFT
- viii. Littleworth Playing Fields Working Group – Littleworth Clerk to chase Wellers regarding OCC lease and Cllr Sercombe to chase via school
- ix. Oxford Brookes Development Working Group - meeting w/c 11th. Crest Nicholson are getting frustrated with SODC over the delays.
- x. Traffic Working Group – OCC Consultation in place for 20mph. Majority of road markings have been completed. consultation on 20mph discussed earlier in the meeting. Other areas for focusing – outside the Kings Arms and Ambrose Rise.
- xi. Youth Club/Activities – OPA have submitted proposal to SODC to utilise revenue grant to develop mini play days for years 6-8.

**#143/24-25 TO RECEIVE UPDATES/REPORTS FROM:**

- i. Community Larder – no update available
- ii. Good Neighbour Scheme – no update
- iii. Howe Trust – Allotment AGM at the end of the week, and Trustee meeting was held in April. Cllr Gregory and Cllr Sercombe to meet to discuss parish issues relevant to the site
- iv. Maple Tree Centre – updated given earlier in meeting
- v. Merry Bells Management Committee – meet Thursday 7<sup>th</sup> November. New height restriction barrier to be installed.
- vi. Thames Valley Police – met October with local sergeant. Issues of multiple dogs being walked in Shotover, who are causing issues with other dog walkers.  
It was agreed for Cllr Sercombe to liaise with TVP.
- vii. Wheatley Charities – nothing received
- viii. Wheatley Playing Field Trust – Cllr Ramsdale offered to give a summary of the trusts annual report at the December meeting
- ix. Wheatley Windmill Preservation Trust, open days have stopped for 2024. The continuing success is positive but also comes with its own challenges.

**#144/24-25 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION**

- i. CloudyIT - insights and training, webinars
- ii. Community First Oxfordshire - newsletter & AGM
- iii. Healthwatch - update
- iv. Maple Tree -
- v. NALC, Chief executives' bulletins, newsletters, info on new website
- vi. OALC - October update, training opportunities
- vii. OCC - slides from Digital Infrastructure Programme, unauthorised encampments,
- viii. OPFA - invite to AGM 21st October 2024.
- ix. Police & Crime Commissioner - update Sep 2024
- x. SLCC - updates,
- xi. SODC - South News, Active Communities, current consultation
- xii. TVP - Updates, TVP policing priorities

xiii. Ukraine Refugee Coordinating Group - minutes of recent meeting

**#145/24-25 ITEMS FOR INFORMATION - none**

**#146/24-25 DATE OF NEXT MEETING - 2nd December 2024**

**#147/24-25 TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE  
COMMERCIALLY SENSITIVE NATURE OF ITEMS TO BE DISCUSSED  
(Openness of Local Government Regulations 2014). Approved**

**#148/24-25 TO CONSIDER QUOTES FOR DRAINAGE INVESTIGATIONS FOR  
PAVILIONS (Local Government (Miscellaneous) Provisions Act 1976  
s9) Councillors considered the Clerks report and quotes, unanimously  
approving the appointment of Hydro Cleansing to undertake the  
drainage/CCTV investigations (£2893 +VAT).**