



Full Parish Council Meeting Meeting Minutes for Monday, September 1, 2025.

Present: Councillors Alison Sercombe, Toby Newman, Richard Street, Peter Ramsdale, Andrew Cooper, Paul Gregory, Paul Willmott, Anthony Shepherd, Lucy Thomas, Cllr Fay Fox joined after co-option

Officer: Ast Clerk

Members of the Public in person/ online: 0/5

The meeting opening at 19:30 and closed at 21:17

Item	Action
#69/25-26 APOLOGIES FOR ABSENCE -Cllr Richard Barrett, Cllr Daniel Masters, were accepted and approved unanimously	
#70/25-26 DECLARATIONS OF INTEREST Cllr Wilmott and Cllr Ramsdale for Wheatley Playing Fields Trust and Wheatley Rugby Club- item #83 ix Cllr Newman & Cllr Thomas- Wheatley Park School Cllr Barrett- The Merry Bells committee- item #83 vi Cllr Sercombe- Wheatley Windmill Preservation Trust- item #83 xi	
#71/25-26 TO CO-OPT TO FILL FOUR VACANCIES (Local Government Act 1972 s82) Fay Fox sought co-option onto the council. Members unanimously approved the appointment. On signing her acceptance of office Cllr Fox joined members at the council tables.	
#72/25-26 TO RECEIVE MINUTES From Parish Council meeting held on 7th July 2025 – previously circulated. Were approved by the Council and duly signed by the Chairman as a true record of the meeting.	
#73/25-26 TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS From Parish Council meeting held on 7th July 2025 – previously circulated i. VAS updates to 20mph. Emails have been sent on the 02/06/2025 to both companies who have supplied the signs. Replies have confirmed signs can not be adapted for new 20mph so new devices will be needed. Quotes sought and to be discussed, see item 92	

- ii. Tree work- meeting being arranged with Tree Surgeon to discuss work needed, delayed due to Summer holidays

#74/25-26 PUBLIC PARTICIPATION & PUBLIC QUESTIONS (maximum of 30mins in total and 5mins per person) Started 19:34 ended 20:02

Littleworth Parking & Environmental Health update- Some unfit cars have been removed by owners. Concern as some residents are starting to park their cars on the apron, but they have their own off-street parking. Land Registry documents are being confirmed with WPC. Environmental Health are engaged and are working with residents to then decide on action required.

Clare Joyce- new Vicar for St Mary's Church introduced herself. Hearse's are causing issues for the buses when parking outside the Church. Advised that hearse's can park opposite the Church on the double yellow lines and to engage with the Traffic Working Group if needed.

Flooding- the A40 flooded, when Wheatley flooded in Sept 2024 & then traffic was being diverted through Wheatley but this hasn't been included in the Section 19 report. The Section 19 recommendations report puts onus on homeowners, but is flood alleviation measures going to be put in place by Oxford County Council? Cllr Ramsdale & Cllr Bearder are seeking accountability/ action. Roger will send an email to raise his concerns and copy Wheatley Parish Council in.

Pollution incident- the sewage treatment works are back to full capacity, Cllr Ramsdale to chase investigations.

#75/25-26 TO RECEIVE AN UPDATE FROM OFFICERS And includes

- i. Newsletter deadline- Thursday 11th September 2025
- ii. AGAR External Auditor passed- The 2024-2025 External Auditor report was accepted by council and can now uploaded to WPC website and displayed on the notice board
- iii. 2025 NJC Pay Review processed for Ast Clerk, backdated to 1st April 2025
- iv. Littleworth Allotments- new contract being drafted
- v. Annual Play area inspections taken place- action plan to be created for completion
- vi. Antisocial/ Criminal Behaviour- continuing. Residents are encouraged to report all incidents to the Police. Environmental Visual Audit booked in.
- vii. Parking on Littleworth Green- work continuing including letters delivered to businesses and houses, which has had some impact

- viii. Grounds Team tasks completed- bench repairs/ reconditioning, Bus Stop painting, weeding, path clearance, Winter Preparedness checks and watering as needed while adhering to the Hose Pipe Ban
- ix. Tree work- SSE to carry out work near Littleworth Nature Reserve/ Allotments to ensure clearance for existing overhead cables, date TBC
- x. Active Communities event at the Park Sports Centre on Tuesday 26th August well attended
- xi. The Parks Sports Centre parking arrangements- the SODC Leisure Officers have confirmed the parking is moving to the 6th Form Centre, initially due to the Solar panels being fitted on the Sports Centre and then will stay there as Wheatley Park School are fencing the school in as part of there Safe Guarding responsibilities.
- xii. Cowley to East Claydon Overhead Line Refurbishment Project update- current phase complete, future work TBC (likely 2 years time)
- xiii. Thames Valley Police Cyber Training- Ast Clerk attended (For Beginners, For Businesses, For Parents)
- xiv. Highways Asset Response Team (HART) pilot scheme to local maintenance. Wheatley Parish Council has been chosen for this and an initial meeting has taken place
- xv. TVP marking up power tools Cllr Shepherd to pass on details for council equipment to be marked

#76/25-26 TO DISCUSS RECENT/UPCOMING COUNCIL EVENTS, COMMUNITY ENGAGEMENT ACTIVITIES

- i. Local Produce Market- Sat 13th September 2025, 9am-1pm. Planning
- ii. Wheatley Christmas Fair- Friday 28th November 2025, 2pm-8pm. Planning.
- iii. Councillor Development Day- Saturday 11th October 2025 9am-3pm, Coffee Room The Merry Bells
- iv. Oxfordshire Play Association Youth Sessions- Tues 29th & Thurs 31st July 2025 12pm-3pm- well attended

#77/25-26 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR- CLLR BEARDER

- i. A40 Flyover mesh damage. Temp fix at present, perm fix on Highways list but they are backlogged and still working on 2024 cases.

- ii. Cllr Willmott- vegetation at the M40 slip road has been cut again.

#78/25-26 TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR- CLLR RAMSDALE

- i. Councillor Grant pot of £7.5k closes on Friday 5th December 2025, 12pm.
- ii. Meeting with Flooding engineers on 12th Sept and Chair of Flooding Group attending. Grants being investigated for Flood Alleviation
- iii. Road markings are being completed outside the shops & to the side, Church Rd, Park Hill & Littleworth.
- iv. Pollution incident- back to full capacity, Cllr Ramsdale to chase investigations
- v. Local Government Reorganisation- open meeting 22nd Sept 7pm, Beckley Village Hall with the 3 proposals being presented
- vi. SODC have allocated £10m for affordable housing

#79/25-26 TO CONSIDER RESPONSES TO CONSULTATIONS

- i. Community Governance Review 2025/2026- deadline Friday 19th Sept 2025. Cllr Sercombe to investigate
- ii. Garsington to Wheatley pathway- Garsington Parish Council. Cllr Sercombe to respond and advise we do not have resources
- iii. A40 London Rd gap closure- deadline Friday 12th Sept 2025. Ast Cler, to respond to support the closure

#80/25-26 TO APPROVE CORE DOCUMENTS

- i. WhatsApp communication to be added to the Communications Policy for internal communication.

#81/25-26 TO APPROVE ENGAGEMENT OF INTERNAL AUDITOR 2025-2026 As per (England) Account & Audit Regulations 2015, Regulation 5

Approved unanimously. Ast Clerk to sign and return to Internal Auditor.

#82/25-26 TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM:

- i. Finance Committee – 16.06.2025, next meeting 20.10.2025
- ii. Open Spaces Committee –21.07.2025, next meeting 15.09.2025
- iii. Planning Committee – 09.07.2025, next meeting 10.09.2025
- iv. Staffing Committee – 21.05.2025, next meeting TBC, Clerk recruitment- applications close Fri 5th Sept 2025

- v. Littleworth Playing Fields Working Group –no meeting
- vi. Oxford Brookes Development Working Group - no meeting
- vii. Traffic Working Group – 24.03.2025, next meeting TBC
- viii. Wheatley Neighbourhood Plan Working Group- 20.08.2025, next meeting 15.10.2025
- ix. Littleworth Apron Working Group- 27.03.2025, next meeting TBC

#83/25-26 TO RECEIVE UPDATES/REPORTS FROM:

- i. Community Larder- Cllr Willmott, continuing, food donations down
- ii. Flooding Group/ Actions- Section 19 recommendations report received.
- iii. Good Neighbour Scheme– no update received
- iv. Howe Trust- Cllr Sercombe has resigned from this position. Two cooptative vacancies to be filled, to be discussed at Cllr Development Day. Ast Clerk read out a letter from the Howe Trust thanking Cllr Gregory & Sercombe. The Wheatley Parish Council Oak Tree needs maintaining, agreed to be maintained by councillors.
- v. Maple Tree Centre– no update received. Friday 19th Sept 3pm- 5pm Summer Fete
- vi. Merry Bells Management Committee- Cllr Barrett. Contract signed for the car park enforcement
- vii. Thames Valley Police- Quarterly meeting held 20.07.2025
- viii. Wheatley Charities – no update received
- ix. Wheatley Playing Field Trust – Meeting held with Trustees and WPC. Report provided by Paul Willmott. WPC have agreed that the Trust can engage with a Structural Engineer, which the Trust will pay for.
- x. Wheatley Ukraine Refugee Group- update via email 06.08.2025
- xi. Wheatley Windmill Preservation Trust- Cllr Sercombe. Next Open day Sunday 14th September

#84/25-26 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION

- i. SODC updates- South News, Holiday Activities, White Horse lettings, SO Charitable Lottery Funds, Council IT Maintenance, Performing Arts Grant, Councillor Community Grant Scheme
- ii. Oxford County Council Updates-Community Floods Projects funding awarded
- iii. NALC Updates
- iv. OALC Newslettter
- v. Healthwatch Oxfordshire Briefings

- vi. Shotover Preservation Society
- vii. Matthew Barber- Police & Crime Commissioner updates
- viii. Thames Valley Police- Safer Roads Data, It's that antisocial campaign
- ix. Wheatley Morris Dancers recruiting
- x. Public Health Oxfordshire- Tobacco Control Strategy
- xi. Oxford University Hospitals Annual Public meeting- Thurs 18th Sept 2025 5.30pm Tingewick Hall, JR
- xii. Local Government Reform Public meeting- Mon 22nd Sept 2025 7pm, Beckley Village Hall
- xiii. The Parks Sports Centre Decarbonisation Project
- xiv. Request from a member of the public for a remembrance plaque on the Triangle bench- approved

#85/25-26 ITEMS FOR INFORMATION

#86/25-26 DATE OF NEXT MEETING Monday 6th October 2025

#87/25-26 TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF ITEMS TO BE DISCUSSED (Openness of Local Government Regulations 2014) Start 20:56

#88/25-26 TO CONSIDER QUOTES/ COURSE OF ACTION FOR VEHICLE ACTIVATED SIGNS (VAS)

- i. Resident request for VAS on High St- not approved.
- ii. Smiley face signs preferred. ElanCity signs preferred pending quotes, replace existing signs (2 on Ladder Hill and 1 on London Rd by Morland Close). Council approved the Ast Clerk to investigate further.

#89/25-26 TO DISCUSS PARISH OWNED LAND AND USEAGE

- i. Coopers Close land, potential for a storage area. Council approved the Ast Clerk to investigate further with Planning.