



Full Parish Council Meeting Meeting Minutes for Monday, January 5, 2026.

Present: Alison Sercombe, Toby Newman, Peter Ramsdale, Richard Barrett, Paul Gregory, Paul Willmott, Lucy Thomas, John Wolstenholme

Officer: Clerk & Asst. Clerk

Members of the Public/Online: 0/0

The meeting opening at 19:30 and closed at 20:44

23-34	Item	Action
#148/25-26	APOLOGIES FOR ABSENCE Cllr Street, Cllr Shepherd, Cllr Fox, Cllr Cooper, Cllr Brooks. Noted and accepted.	
#149/25-26	DECLARATIONS OF INTEREST Cllr Willmott and Cllr Ramsdale for Wheatley Playing Fields Trust and Wheatley Rugby Club #161 v Cllr Newman & Cllr Thomas- Wheatley Park School #156	
#150/25-26	TO CO-OPT TO FILL TWO VACANCIES No applications received.	
#151/25-26	TO RECEIVE & APPROVE MINUTES From Parish Council meeting held on 1st December 2025 – previously circulated . Were approved by the Council and duly signed by the Chairman as a true record of the meeting.	
#152/25-26	TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS From Parish Council meeting held on 1st December 2025 – previously circulated <ul style="list-style-type: none">i. Tree register - Completed. Actions to be arranged.ii. Cooper Close land, potential storage area, still to be investigatediii. Littleworth Allotments - to mark out remaining plotsiv. Ambrose Rise ditch clearance - Completed 10/12/2025v. Trailer cover has been order – 05/01/2026	
#153/25-26	PUBLIC PARTICIPATION & PUBLIC QUESTIONS (maximum of 30mins in total and 5mins per person) Start 7.35pm Finished 7.35pm. No public participation.	
#154/25-26	TO RECEIVE AN UPDATE FROM THE CLERK And includes	

- i. Wheatley Newsletter- Dec/ Jan edition distributed, Feb/ Mar deadline- Thursday 15th January 2026
- ii. 2026/2027 Precept has been submitted to SODC and we have received a receipt of confirmation.
- iii. Quarterly Play Area Inspection November 2025 - Report received and update given.
- iv. Kelham / Farm Close Alley Drain – Oxfordshire County Council are still investigating ownership. Assistant Clerk to chase.
- v. Grounds Team are making progress with outstanding works around the village, litter clearing and overall tidy.
- vi. Environmental Visual Audit – Clerk to respond to the email and arrange a meeting to progress this matter.
- vii. Parking on Littleworth Apron – Cllr Ramsdale reports the situation is improving, but some cars are still forcing pedestrians onto the road. Removal of untaxed vehicles is slow, likely not until summer. Environmental Health have closed previous cases, but Cllr Ramsdale is liaising with them to ensure action. Pressure will be maintained to keep the issue on their radar.
- viii. To discuss Graffiti – Several areas of the village, including private property, have been affected by graffiti with the same tag. The matter has been reported to the police, who are investigating. Appropriate action will be taken in consultation with affected residents. Chair and Clerk will discuss further and report to Open Spaces.

#155/25-26 TO DISCUSS RECENT/UPCOMING COUNCIL EVENTS, COMMUNITY ENGAGEMENT ACTIVITIES

- i. Councillor Development Day – Agreed and confirmed for Saturday 28th March 2026. Clerk to book the hall. Session to include the Sport and Leisure Strategy and Risk Register.
- ii. Oxfordshire Play Association Play Day - Saturday 4th July 2026
- iii. Wheatley Artisan Market – Agreed to explore April and September as potential dates for the market.

#156/25-26 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR- CLLR BEARDER

New Year update from Cllr Bearder to be circulated by Clerk.

Cllr Bearder and Cllr Ramsdale met to discuss highway conditions, particularly pothole repairs, these were raised as a priority concern.

Parking schemes will be explored, subject to available funding and potential funding sources.

Church Road lines will be removed and correctly repainted on 17th January, including the High St. outside the village shops.

Ongoing issues were noted with the sports centre being locked and the public being trapped in the car park. The school has raised concerns about unauthorised access, and further discussion with the Park Sports Centre is required.

#157/25-26 TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR- CLLR RAMSDALE

SODC – A grant of £50,000 has been award to Wheatley Parish Council for the Church Road Rec refurb.

Flooding Report – The main issue identified is securing funding to support the installation of the proposed measures. A strategy including new designs is being developed to enable works to proceed in time for summer.

Maintenance responsibilities remain unclear and require careful consideration, including funding, capacity, time, and resources. A sustainable solution is needed to support both the village and the Council.

#158/25-26 TO CONSIDER RESPONSES TO CONSULTATIONS

- i. SAPPP and CIPFA Launch Joint Consultation on Proper Practices for Smaller Authorities – Clerk to respond with support from Locum Clerk and Bookkeeper.
- ii. Annual Review of the Playing Pitch Strategy and Leisure Facilities Strategy – Wheatley Playing Field trust will take responsibility of this and respond accordingly
- iii. Oxfordshire Street Design Code – Cllr Newman to look at and respond accordingly

#159/25-26 TO APPROVE POLICIES & CORE DOCUMENTS

- i. [IT Policy](#) – Section 8 raised by Cllr Barrett as conflicting with National Cyber Security Centre guidance. Agreed to remove and approve the policy.
- ii. [Risk Assessments](#) – Voted and approved.

- iii. [Risk Register](#) - Voted and approved. To be reviewed during the Councillor Development Day.
- iv. [Standing Orders](#) – Voted and approved in response to Locum Clerk's question section 4d)v in favour of delegated powers.
- v. [Code of Conduct 2023](#) - Councillors agreed to adopt the current code with no amendments.

#160/25-26 TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM:

- i. Finance Committee – [15.12.2025](#) next meeting 16.02.2026
- ii. Open Spaces Committee –[17.11.2025](#) next meeting 19.01.2025 – to discuss Church Road rec refurb in more detail.
- iii. Planning Committee –[10.12.2025](#) next meeting 14.01.2026 –
- iv. Staffing Committee – 25.09.2025 next meeting 12.01.2026
- v. Littleworth Playing Fields Working Group –no meeting
- vi. Oxford Brookes Development Working Group - no meeting
- vii. Traffic Working Group – 23.09.2025 next meeting TBC
- viii. Wheatley Neighbourhood Plan Working Group- 26.11.2025 next meeting 13.01.2026
- ix. Littleworth Apron Working Group- 27.03.2025 next meeting TBC
- x. The Cadet hut – Site visit 16.01.2026, working group to be created.

#161/25-26 TO RECEIVE UPDATES/REPORTS FROM:

- i. Community Larder- Cllr Willmott
- ii. Flooding Group- [meeting 26.11.2025](#) – Chair to write in the newsletter to find suitable Flood Wardens.
- iii. Howe Trust– [Update received](#)
- iv. Maple Tree Centre– [Update received](#)
- v. Wheatley Playing Field Trust - [Update received](#) - a meeting will be arranged with Wheatley Parish Council to discuss in more detail.
- vi. Merry Bells Management Committee- no update.
- vii. Sport and Leisure Plan Group - [Update received](#)
- viii. Thames Valley Police- Quarterly meeting, next meeting 20.01.2026

#162/25-26 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION

- i. SODC updates- Noted as per emails circulated to all Councillors.
- ii. Oxford County Council Updates- Noted as per emails circulated to all Councillors.

- iii. NALC Updates - Noted as per emails circulated to all Councillors.
- iv. Healthwatch Oxfordshire Briefings - Noted as per emails circulated to all Councillors.
- v. Matthew Barber- Police & Crime Commissioner updates
- vi. Thames Valley Police- Noted as per emails circulated to all Councillors.
- vii. WPC newsletter Editor recruitment

#163/25-26 TO APPROVE FEES & CHARGES FOR 2026-2027

Approved.

#164/25-26 ITEMS FOR INFORMATION

#165/25-26 DATE OF NEXT MEETING Monday 2nd February 2026

#166/25-26 TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF ITEMS TO BE DISCUSSED (Openness of Local Government Regulations 2014)

Approved. Start 20:27pm.

#167/25-26 TO CONSIDER QUOTES FOR VEHICLE ACTIVATED SIGNS (VAS)

Clerk to prepare and send a report to Councillors ahead of the next Full Council meeting, providing supporting evidence and the additional criteria discussed.