



## Full Parish Council Meeting Meeting Minutes for Monday, February 2, 2026.

**Present:** Alison Sercombe (Chair), Cllrs Peter Ramsdale, Richard Barrett, Paul Gregory, Paul Willmott, Anthony Shepherd, Lucy Thomas, Fay Fox, John Wolstenholme, Aaron Brooks  
**In attendance:** District Cllrs Tim Bearder

**Officer:** Clerk

**Members of the Public:** 3

### The meeting opening at 19:30 and closed at 20.40

Item	Action
<b>#168/25-26 APOLOGIES FOR ABSENCE</b> Cllr Street, Cllr Newman. Noted and accepted. Cllr Cooper absent.	
<b>#169/25-26 DECLARATIONS OF INTEREST</b> Cllr Willmott and Cllr Ramsdale for Wheatley Playing Fields Trust and Wheatley Rugby Club #181 v Cllr Shepherd for Wheatley Playing Fields Trust #181 v Cllr Thomas- Wheatley Park School Cllr Barrett & Cllr Fox- The Merry Bells committee- item #181 vi	
<b>#170/25-26 TO CO-OPT TO FILL TWO VACANCIES</b> No applications received.	
<b>#171/25-26 TO RECEIVE &amp; APPROVE MINUTES</b> From Parish Council meeting held on <b>5th January 2026</b> – <a href="#">previously circulated</a> – Were approved by the Council and duly signed by the Chairman as a true record of the meeting.	
<b>#172/25-26 TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b> From Parish Council meeting held on <b>5th January 2026</b> – previously circulated	
	<ul style="list-style-type: none"><li>i. Tree register – Ongoing. Clerk to action.</li><li>ii. Cooper Close land, potential storage area, still to be investigated</li><li>iii. Littleworth Allotments- to mark out remaining plots. Asst Clerk to action.</li><li>iv. IT Policy Email From Locum Clerk- 25.01.2026 Cllrs to consider response – to review in policies</li></ul>
<b>#173/25-26 PUBLIC PARTICIPATION &amp; PUBLIC QUESTIONS</b> (maximum of 30mins in total and 5mins per person) Start 19.35pm. Finished 19.40pm.	

A member of the public thanked the Council for the yellow lines on Church Road but raised ongoing concerns about potholes.

Issues were also reported with blocked drains and holes near the lower kerbs opposite the church, causing water to run down properties on the south side and contributing to flooding.

Cllr Ramsdale advised that the Flood Working Group is reviewing drainage issues linked to High Street flooding and will pass on the concerns.

An update was requested regarding the school's response to closing the park sports centre gates. Parking has been permitted opposite the sports centre; however, concerns were raised about the car park becoming full and public safety if vehicles are locked in.

Cllr Bearder requested that a letter be sent to him so the matter can be taken forward.

**#174/25-26 TO RECEIVE AN UPDATE FROM THE CLERK** And includes

- i. Wheatley Newsletter- Feb/ Mar edition distributed, Apr/ May deadline- Thursday 12th March 2026
- ii. Wheatley Newsletter Advertiser Booking Forms 2026/27 Renewal- Assistant Clerk to action
- iii. WPC newsletter Editor recruitment- Update
- iv. Environmental Visual Audit- Meeting booked for 16th March 2026
- v. Update on South Oxford Science Village Briefing with Gummer Leathes – Clerk to provide updates where applicable
- vi. Update on Kelham/Farm Close alley drain- awaiting information from Oxfordshire County Council – Cllr Fox advised that the matter was checked that morning, and Cllr Bearder offered support going forward.
- vii. Memorial Gardens- discussion in progress with St Mary's Church Vicar to add solar lighting to unlit steps, due to a resident raising a concern about trips/falls – Cllr Sercombe met the Vicar to raise issue, Vicar has written to diocese already, but Vicar recommended WPC invest in solar lights – Clerk to source lights for interim
- viii. Parking on Littleworth Apron – ongoing

**#175/25-26 TO DISCUSS RECENT/UPCOMING COUNCIL EVENTS, COMMUNITY ENGAGEMENT ACTIVITIES**

- i. Councillor Development Day- Booking Confirmed for Sat 28th March 2026 – Saturday Surgery to be added to the agenda & Grey Belt.
- ii. Oxfordshire Play Association Play Day- Sat 4th of July 2026
- iii. Wheatley Artisan Market- Sat 18th April 2026 & Sat 12th Sept 2026, 9am-1pm
- iv. Wheatley Spring Clean- Sat 21st March 2026 9am-12pm

- v. Annual Parish Meeting (between 1st March and 1st June)- to confirm 2026 date. Clerk to action.

**#176/25-26 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR- CLLR BEARDER**

County budget being set next week. £4m is going into drain repairs for collapsed drainage.

Cllr Sercombe asked Cllr Bearder about Ladder Hill potholes. The issue lies with the repair of potholes and them lasting. Same issue with the primary school.

Cllr Bearder confirmed that potholes are a county-wide issue caused by long-term underfunding and acknowledged that resurfacing is required to prevent recurring problems.

Cllr Bearder classified Ladder Hill as a failed road, explaining pothole repairs are funded from revenue budgets; repair teams have been doubled, and the county has borrowed significant sums since 2019 to maintain the road network.

Cllr Sercombe requested that the state of the roads become a standing agenda item. Cllr Bearder agreed, noting that the item should take a proactive approach focused on future actions.

Cllr Bearder reminded residents to continue reporting issues via Fix My Street, and Cllr Gregory suggested including information in the WPC letter on how residents can report potholes and claim for vehicle damage through OCC.

**#177/25-26 TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR- CLLR RAMSDALE**

[Update](#)

**#178/25-26 TO CONSIDER RESPONSES TO CONSULTATIONS**

- i. Fields in Trust- Protecting our playing fields. The council resolved for the Clerk & Cllr Willmott to respond on the Councillors behalf.
- ii. Invitation- T&P councils and Local Government Reorganisation 09.02.2026. – **The council resolved for** Cllr Ramsdale to attend on the Councillors behalf.
- iii. Holloway Road (Holton, Wheatley) – Proposed 20mph Speed Limit – The Council resolved for Cllr Ramsdale to respond on the Councillors behalf.

**#179/25-26 TO APPROVE POLICIES & CORE DOCUMENTS**

- i. [Information and Data Protection Policy](#) – Cllrs Agreed & Approved.
- ii. [Privacy Notice- Internal](#) - Cllrs Agreed & Approved.
- iii. [Privacy Notice- External](#) - Cllrs Agreed & Approved.
- iv. [Publication Scheme](#) - Cllrs Agreed & Approved.
- v. [Subject Access Request Procedure and Form](#) - Cllrs Agreed & Approved.
- vi. [Data Breach Procedure](#) - Cllrs Agreed & Approved.

- vii. [Social Media Policy](#) - Cllrs Agreed & Approved.
- viii. [Communication Policy](#) - Cllrs Agreed & Approved.
- ix. IT Policy – Consider response to discuss with Locum Clerk – Clerk & Cllr Willmott to finalise changes with Locum Clerk ahead of next Full Council Meeting.

**#180/25-26 TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM:**

- i. Finance Committee – [15.12.2025](#) next meeting 16.02.2026
- ii. Open Spaces Committee –[19.01.2026](#) next meeting 16.03.2026
- iii. Planning Committee –[14.01.2026](#) next meeting 11.02.2026
- iv. Staffing Committee – [12.01.2026](#) next meeting tbc
- 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 25.02.2026, 4pm Merry Bells
- viii. Wheatley Neighbourhood Plan Working Group- 26.11.2025 next meeting TBC
- ix. Littleworth Apron Working Group- 27.03.2025 next meeting TBC

**#181/25-26 TO RECEIVE UPDATES/REPORTS FROM:**

- i. Community Larder- Cllr Willmott
- ii. Flooding Group- meeting 26.11.2025- Chair has written a paragraph for Flood Wardens via the Newsletter
- iii. Howe Trust– [Update received](#)
- iv. Maple Tree Centre– [Update received](#)
- v. Wheatley Playing Field Trust- Cllr Willmott – suggested we are to meet soon following structural report
- vi. Merry Bells Management Committee- Cllr Barrett. No update received.
- vii. Sport and Leisure Plan Group – Cllr Ramsdale. Next action to meet with stakeholders.
- viii. Thames Valley Police- Quarterly meeting 20.01.2026, next meeting tbc

**#182/25-26 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. OALC Newsletter- Noted as per emails circulated to all Councillors.
- v. Healthwatch Oxfordshire Briefings- Noted as per emails circulated to all Councillors.
- vi. Matthew Barber- Police & Crime Commissioner updates- Noted as per emails circulated to all Councillors.
- vii. Thames Valley Police- Noted as per emails circulated to all Councillors.
- viii. Wellford Gardens- Councillor to give talks. Clerk to clarify what is required.

- ix. Greater Oxford Local Government proposal – Chair to give an update. Chair has put to Councillors whether they wish to respond. The Council resolved not to respond or sign the proposal.

**#183/25-26 ITEMS FOR INFORMATION**

None.

**#184/25-26 DATE OF NEXT MEETING** Monday 2nd March 2026

**#185/25-26 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 20.25pm

**#186/25-26 TO CONSIDER QUOTES FOR VEHICLE ACTIVATED SIGNS (VAS)**

To consider quotes for VAS. Cllrs resolved to accept the quote for Westcotec smile activated sign (£4,269.00 inc VAT) Clerk to get final costing. Traffic working group to confirm number required. Budget figure to be confirmed.

**#187/25-26 TO CONSIDER QUOTE FOR CHURCH ROAD REC**

- i. To look through and discuss proposal. Cllrs confirm they have read report.
- ii. To consider quote provided for Church Road Rec. Cllrs agreed to accept the quote from Home Front (£94,892.61 ecl VAT). Chair/Clerk to process.

**#188/25-26 TO CONSIDER IT SERVICES CONTRACT FOR 2026-27** To consider quotes from current supplier. Cllrs agreed to accept the quote from Cloudy IT (£2,153.95 inc VAT). Clerk to process renewal. Clerk to ring and ask about pop up message