



Full Parish Council Meeting Meeting Minutes for Monday, April 13, 2026.

Present: Alison Sercombe (Chair), Toby Newman (Vice-Chair), Richard Barrett, Paul Gregory, Paul Willmott, Anthony Shepherd, Peter Ramsdale, Lucy Thomas, Fay Fox, John Wolstenholme

Officer: Clerk/Asst. Clerk

Members of the Public: 2

The meeting opening at 19:30pm and closed at 20:28pm.

#232/25-26 APOLOGIES FOR ABSENCE Cllr Brooks & Cllr Street. Noted and accepted. Cllr Cooper absent.

#233/25-26 DECLARATIONS OF INTEREST

Cllr Willmott & Cllr Ramsdale – Wheatley Playing Field Trust and Wheatley Rugby Club- item 244 v.

Cllr Shepherd – Wheatley Playing Field Trust – item 244 v.

Cllr Barrett, Cllr Newman & Cllr Fox – The Merry Bells Committee – item 244 vi.

#234/25-26 TO CO-OPT TO FILL TWO VACANCIES

No application received.

#235/25-26 TO RECEIVE & APPROVE MINUTES

From Parish Council meeting held on **2nd March 2026** – [previously circulated](#) – Previous minutes were approved by the Council and duly signed by the Chairman as a true record of the meeting.

#236/25-26 TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS

From Parish Council meeting held on **2nd March 2026** – previously circulated

- i. Tree register- Completed and sent to Tree Contractor to action new tree surveys
- ii. Littleworth Allotments- to mark out plots & create contract, contractor being engaged- Asst. Clerk.
- iii. VAS- Signs have been ordered and awaiting delivery/Installation, provisional installation date mid-May.
- iv. Environmental Visual Audit- Recent visit and referral to other organisation for additional support, meeting booked 15.04.26

- v. Smokefree Parks- Meeting booked to discuss next steps with OCC
20.04.26

#237/25-26 PUBLIC PARTICIPATION & PUBLIC QUESTIONS (maximum of 30mins in total and 5mins per person) Open 19:34pm. Closed 19:34pm.

#238/25-26 TO RECEIVE AN UPDATE FROM THE CLERK

And includes

- i. Wheatley Newsletter- Apr/ May edition distributed, Jun/ Jul deadline- Thursday 14th May 2026
- ii. Wheatley Newsletter Advertiser Booking Forms 2026/27 Renewal- Assistant Clerk actioning a few outstanding
- iii. Update on Kelham/Farm Close alley drain – Awaiting information from Oxfordshire County Council. The Assistant Clerk has emailed Cllr Bearder and the company issued with the road closure for the investigative works to establish where the work is taking place.

Cllr Bearder suggested that local MP be approached to assist in progressing the matter, which Cllr Bearder can do.

- iv. Memorial Gardens- A case officer has been assigned from the diocese.
- v. Parking on Littleworth Apron – Update Ongoing.
- vi. Received notification to submit AGAR 2025-2026.
- vii. Internal Audit booked for May. EGM maybe needed to approve AGAR once ready. TBC

#239/25-26 TO DISCUSS RECENT/UPCOMING COUNCIL EVENTS, COMMUNITY ENGAGEMENT ACTIVITIES

- i. Councillor Development Day- Successful day where Cllrs looked into the coming year.
- ii. Wheatley Litter Pick, Sat 21st March 2026, 11 people attended, large area covered, a big thank you to all involved.
- iii. Wheatley Artisan Market- Sat 18th April 2026, stalls booked & Sat 12th Sept 2026, 9am-1pm
- iv. Annual Parish Meeting- Tuesday 5th of May 2026 7:30pm at The Merry Bells
- v. Oxfordshire Play Association Play Day- Sat 4th of July 2026

#240/25-26 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR- CLLR BEARDER

Cllr Bearder provided an update noting that the strategic financial update has been delayed.

A question was raised regarding markings around the village to clarify what works are taking place, believed to relate to water and gas pipes. Cllr Bearder advised he is currently unaware of any planned works and will confirm whether any works are scheduled.

A resident complaint was noted regarding parking enforcement in the village, specifically a fine issued in the Merry Bells car park. Cllr Bearder reply to resident email.

Concerns were raised regarding a lack of enforcement. It was noted that a new enforcement contract is due for renewal in August, and that some enforcement activity has taken place on a Saturday along the High Street. Cllr Bearder will circulate the current report from enforcement officers.

Reference was made to the Section 19 report, which states that work is planned to clear a rubble blockage. Clarification was sought on whether this will be completed before the winter months. Cllr Bearder confirmed that this work will be carried out alongside planned improvements to drainage into the culvert.

#241/25-26 TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR- CLLR RAMSDALE

An update on flooding was provided. Confirmation of funding from the Environment Agency is still awaited, with the potential for additional funding from the County Council.

Cllr Ramsdale will follow up on the proposal for the attenuation pond.

An update was provided regarding Littleworth apron, where responsibility for the environmental health issue remains unresolved. Other authority bodies have been contacted to address the ongoing concerns.

It was noted that the SODC Planning Committee has approved a new burial ground adjacent to the athletics track.

#242/25-26 TO APPROVE POLICIES & CORE DOCUMENTS

- i. Payroll changes and Auto-enrolment pension contribution for 2026/2027 – Cllrs voted to Agree & Approve the Document
- ii. Data Audit – Cllrs voted to Agree & Approve the Document
- iii. Document Retention Policy - Cllrs voted to Agree & Approve the Document
- iv. Website Accessibility Statement - Cllrs voted to Agree & Approve the Document

Policy Review and Implementation

- i. It was suggested that current policies should be reviewed to ensure they are up to date and properly implemented, and to confirm whether this is a requirement or necessary to undertake.
- ii. The Clerk will check with the Locum Clerk regarding the process for auditing existing policies and whether this review is required.

#243/25-26 TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM:

- i. Finance Committee – [18.03.2026](#) next meeting 20.04.2026
- ii. Open Spaces Committee – [16.03.2026](#) next meeting 18.05.2026
- iii. Planning Committee – [11.03.2026](#) next meeting 08.04.2026
- iv. Staffing Committee – 08.04.2026 next meeting 17.04.2026
- v. Littleworth Playing Fields Working Group – no meeting
- vi. Oxford Brookes Development Working Group- no meeting
- vii. Traffic Working Group – 25.02.2026 next meeting tbc – Cllr Ramsdale has had 4 people come forward for community speed watch
- viii. Wheatley Neighbourhood Plan Working Group- 26.11.2025 next meeting tbc
- ix. Littleworth Apron Working Group- 27.03.2025 next meeting tbc

#244/25-26 TO RECEIVE UPDATES/REPORTS FROM:

- i. Community Larder – Cllr Willmott provided an update.
- ii. Flooding Group – Meeting held on 26.11.2025. S19 report update noted.
- iii. Howe Trust – No update.
- iv. Maple Tree Centre – No update.
- v. Wheatley Playing Field Trust – Cllr Willmott and Cllr Ramsdale reported that investigative works have been completed. The next stage is to go out to tender for works to be carried out over the summer period. A survey will be circulated and presented at the May meeting for consideration.
- vi. Merry Bells Management Committee – Cllr Barrett reported that the move to 3-hour parking is due to go live on 14.04.26. The AGM for the Merry Bells will take place on 23.04.26 at 19:00.
- vii. Sport and Leisure Plan Group – No update.
- viii. Thames Valley Police – Quarterly meeting scheduled for 20.01.2026, with the next meeting on 15.04.2026.
- ix. Wheatley Charities – Consideration was given to the re-appointment of members. Councillors voted to accept and approve Graham Culverson and Mike Lancashire.

#245/25-26 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.

#246/25-26 ITEMS FOR INFORMATION

- i. Grass cutting quote update 2026 – A revised quote of £9,151.99 (including VAT) has been received to reflect an RPI increase.
- ii. Confirmation of 2026-27 Membership renewal for Community First Oxfordshire (CFO) £70. Pre-approved 16.06.25 item 13i. – Clerk to action and approve renewal of membership.

#247/25-26 CADET HUT COMMUNITY CONSULTATION SURVEY

- i. [Community Consultation Survey](#) – Cllrs vote to accept and approve to go out to the community
- ii. [Proposal for Cadet Hut](#) - Cllrs vote to accept and approve the proposal for the Cadet Hut

#248/25-26 DATE OF NEXT MEETING

Monday 11th May 2026, 19:30pm Merry Bells Hall

#249/25-26 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. Closed session commenced at 20:20pm.

#250/25-26 TO CONSIDER IT SERVICES CONTRACT FOR 2026-2027

To consider quote from current supplier – Councillors resolved not to proceed with the contract with Cloudy IT Decisions. The Clerk will action this decision.