



Annual Parish Council Meeting
Monday, 11th May 2026, 7.30pm
DRAFT Minutes

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

In attendance: Asst. Clerk, Peter Ramsdale (SODC Councillor), 2 Members of the Public

Cllr Sercombe welcomed those present to the meeting.

#1/26-27 Election of Chair for 2026-2027 & Declaration of Acceptance of Office

Cllr Thomas proposed Cllr Sercombe for the role of Chair and Cllr Newman seconded. A vote was taken and the Council unanimously resolved to elect Cllr Sercombe as Chair.

The Council resolved for the Chair to sign the Declaration of Acceptance with the Clerk prior to the next meeting.

#2/26-27 Election of Vice Chair for 2026-2027 & Declaration of Acceptance of Office

Cllr Ramsdale proposed Cllr Newman for the role of Vice Chair and Cllr Willmott seconded. A vote was taken and the Council unanimously resolved to elect Cllr Newman as Vice Chair.

The Council resolved for the Vice Chair to sign the Declaration of Acceptance with the Clerk prior to the next meeting.

#3/26-27 To co-opt to fill two vacancies: No applications had been received.

#4/26-27 Apologies for absence: None. Cllr Cooper was absent.

#5/26-27 Declarations of interest/Dispensations:

Cllr Willmott declared an interest in item 12: Wheatley Playing Field Trust.

Cllr Ramsdale declared an interest in item 12: Wheatley Playing Field Trust and Wheatley Rugby Club.

Cllr Shepherd declared an interest in item 12: Wheatley Playing Field Trust.

Cllr Barrett declared an interest in item 12: The Merry Bells Committee.

Cllr Newman declared an interest in item 12: The Merry Bells Committee.

Cllr Fox declared an interest in item 12: The Merry Bells Committee.

#6/26-27 Minutes from the meeting of the Full Council on 13.04.2026: The Council agreed and the Chair signed the minutes from the Parish Council meeting of 13.04.2026 as a true record of the meeting.

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- #7/26-27 Public participation & questions:** There were no representations made.
- #8/26-27 To receive a report from the County Councillor:** The County Councillor was not present and did not send a report.
- #9/26-27 To receive a report from the District Councillor:** The District Councillor reported the following:
- Flooding - Alleviation ponds are being considered and funding is still being secured.
 - Littleworth Business Park – There is a professionals meeting planned to discuss future action.
- #10/26-27 Committees**
- a. The Council received the minutes of the Finance Committee meeting of 27.04.2026.
 - b. There were no recommendations from the Finance Committee.
 - i. **To confirm the Scheme of Delegation (including the delegation of consideration of employment policies and staff contracts to the Staffing Committee):** The Council resolved to adopt the Scheme of Delegation and to delegate the consideration of employment policies and staff contracts to the Staffing Committee.
 - ii. **To review the membership and Terms of Reference for the following committees:** The Council resolved membership for the following committees (See Attachment 1) and their Terms of Reference:
 - a. Finance Committee
 - b. Planning Committee
 - c. Staffing Committee
 - d. Open Spaces Committee
 - iii. **To review the membership and Terms of Reference for the following working groups:** The Council resolved membership for the following working groups. (See Attachment 1)
 - a. Communications Working Group Terms of Reference: The Council resolved to defer this to the next meeting of the Full Council.
 - b. Traffic Working Group Terms of Reference: The Council resolved for this to be reviewed at the next meeting of the

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Traffic Working Group and a new draft to be brought to the next available meeting of the Full Council.

- c. Littleworth Field Working Group Terms of Reference: The Council resolved to defer this until lease is obtained.

- iv. **To consider any new committees and appoint members:** The Council resolved to create the following new working groups: (See Attachment 1)

Cadet Hut Working Group: Vice Chair, Cllr Thomas, Cllr Brooks, Cllr Gregory, Cllr Barrett, Chair

Community Events Working Group: Vice Chair, Cllr Thomas, Cllr Brooks, Cllr John Wolstenholme, Chair

#11/26-27 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

- i. Fix My Street Superuser: The Council resolved for the for Asst. Clerk to continue as a Fix My Street Superuser.
- ii. Agreement with Oxfordshire County Council for grass cutting: The Council noted the agreement.
- iii. Consider any other agreements as necessary: None.

#12/26-27 Review of representation on or work with external bodies and arrangements for reporting back: The Council agreed the representations with the following amendments. See Attachment 1.

- Flood Advisory: Cllr Ramsdale was nominated, Cllr Cooper is to be removed.
- Good Neighbourhood Scheme: Cllr Willmott was nominated.
- Holton Pavilion Maintenance
- Wheatley Neighbourhood Plan Review
- Howe Trust (Wheatley): The Council resolved to defer this to the next meeting of the Full Council.
- Maple Tree: Cllr Fox was nominated.
- The Merry Bells
- Wheatley Charities
- Wheatley Playing Field Trust
- Wheatley Windmill Preservation Society
- Youth Council: No representation
- Thames Valley Police

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- #13/26-27 Standing Orders and Financial Regulations:** The Standing Orders and Financial Regulations were approved with no changes.
- #14/26-27 Review Asset Register as of 31.03.2026:** The Council agreed the Asset Register as of 31.03.2026. It was noted that this will be updated once Church Rd Rec has been officially passed over from the contractor.
- #15/26-27 To consider insurance quotes and the cover provided:** The Council resolved to delegate this to the Clerk in conjunction with the Chair, Chair of the Finance Committee and Vice Chair of the Finance Committee. The Council would like the Clerk to prepare a summary sheet of comparison for review.
- #16/26-27 To consider subscriptions:** The Council agreed the following subscriptions
- Community First Oxfordshire
 - Information Commissioner's Office
 - Oxfordshire Association of Local Councils
 - NALC
 - Oxfordshire Playing Fields Association
 - SAGE. The Council noted this is not an agreed payment, but not a subscription.
 - Society of Local Council Clerks (Clerk and Assistant Clerk)
- #17/26-27 Complaints Procedure:** It was noted that this will be on a forthcoming agenda for update. The Council requested to remove the former Clerk's name.
- #18/26-27 To confirm delegation of the bank mandates to the Finance Committee:** The Council resolved to delegate the bank mandates to the Finance Committee.
- #19/26-27 Risk Assessment:** The Council accepted the Risk Assessment as of 31.03.2026.
- #20/26-27 Information and data protection policies:** The Council resolved to adopt the following with no changes:
- i. Data audit
 - ii. Privacy notices
 - iii. Data breach procedure and form
 - iv. Subject access request
 - v. Retention and disposal policy
 - vi. Publication scheme

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- vii. IT policy
- viii. Website accessibility statement
- ix. Information and data protection policy

- #21/25-26** **General Power of Competence:** The Council noted that it holds the General Power of Competence until May 2027.
- #22/26-27** **Meeting dates for 2026-2027:** The meeting dates for 2026/2027 were agreed. See Attachment 2.
- #23/26-27** **Lock Up/The Repair Shop:** The Council resolved for the Assistant Clerk to submit an email/form of interest to The Repair Shop regarding restoration of the stocks within the Lock Up.
- #24/26-27** **Items of information without decision**
a. **Correspondence:** Correspondence received was noted.
- #25/26-27** **DATE OF NEXT MEETING:** Monday 1st June 2026, 19:30, The Merry Bells Hall. Apologies were given by the Vice Chairman for the meeting on the 1st June.
- #26/26-27** **Confidential item:** The Council resolved to exclude members of the public from the following agenda item due to its confidential nature.
- #27/26-27** **Auto-enrollment pension contribution for 2026/2027:** The Council resolved to proceed with its current pension provision.

The meeting closed at 8.17pm.

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Attachment 1

Councillor Committee Allocation & External Representatives

Date

11.05.2026

	Full Council	Finance	Planning	Open Spaces	Staffing
Chair	Alison Sercombe	Richard Street	Toby Newman	Andrew Cooper	Alison Sercombe
Vice Chair	Toby Newman	Richard Barrett	Paul Willmott	Alison Sercombe	Richard Barrett
Members	Richard Barrett	Paul Gregory	Andrew Cooper	Paul Willmott Anthony Shepherd	Paul Gregory
	Andrew Cooper	Toby Newman	Alison Sercombe	Toby Newman	Toby Newman
	Paul Gregory	Alison Sercombe	Anthony Shepherd	Lucy Thomas	Richard Street
	Paul Willmott	Peter Ramsdale	Lucy Thomas	Lucy Thomas	
	Anthony Shepherd		Fay Fox	Aaron Brookes	
	Richard Street			John Wolstenholme	
	Peter Ramsdale				
	Lucy Thomas				
	Fay Fox				
	Aaron Brookes				
John Wolstenholme					
Vacancy					
Vacancy					

Working Groups

Communications WG Alison Sercombe Toby Newman Lucy Thomas Vacancy	Flood Advisory Peter Ramsdale Roger Beatess	Good Neighbourhood Scheme Paul Willmott	Wheatley Pavilion Maintenance Toby Newman Paul Willmott Paul Gregory Peter Ramsdale Alison Sercombe	Wheatley Neighbourhood Plan Review Toby Newman Alison Sercombe Lucy Thomas Brian Pridmore Charles Parry Richard Barrett
		Howe Trust (Wheatley) Maggie Fyffe Vacancy Vacancy		



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Traffic Working Group Peter Ramsdale Paul Gregory Richard Barrett	Wheatley Charities Mike Lancashire Graham Colverson	Wheatley Playing Field Trust Paul Willmott Peter Ramsdale Anthony Shepherd	Wheatley Windmill Preservation Society Alison Sercombe Vacancy	Youth Council Toby Newman Vacancy
Authorised Signatories Paul Gregory Paul Willmott Alison Sercombe Richard Barrett		Thames Valley Police Paul Gregory Alison Sercombe	Cadet Hut Toby Newman Lucy Thomas Aaron Brooks Paul Gregory Richard Barrett Alison Sercombe	Community Events Toby Newman Lucy Thomas Aaron Brooks John Wolstenholme Alison Sercombe

Attachment 2

May 2026

- 11th May Full Parish Council
- 13th May Planning
- 18th May Open Spaces

June 2026

- 1st Jun Full Parish Council
- 10th Jun Planning
- 15th Jun Finance

July 2026

- 6th Jul Full Parish Council
- 8th Jul Planning
- 20th Jul Open Spaces

August 2026

- 12th August Planning

September 2026

- 7th Sep Full Parish Council
- 9th Sep Planning
- 21st Sep Open Spaces

October 2026

- 5th Oct Full Parish Council



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14th Oct Planning
19th Oct Finance

Newsletter deadlines:

14th May 2026 for June/ July 2026 edition
16th July 2026 for Aug/ Sept 2026 edition
10th Sept 2026 for Oct/ Nov 2026 edition
5th Nov 2026 for Dec 2026/ Jan 2027 edition
14th Jan 2027 for Feb/ Mar 2027 edition
11th Mar 2027 for Apr/ May 2027 edition- TBC