

Wheatley Parish Council Minutes Monday 6th February 2023

Present: Cllrs R Barrett (RB), F Burnett (FB), A Cooper (AC), P Gregory (PG), R Harding (RH), J Heath (JH), T Newman (TN), P Ramsdale (PR), A Sercombe (AS) (Chair), A Shepherd (AS), R Street (RS), L Tully (LT).

Officer: Michelle Legg, Clerk to the Parish Council (Clerk)

Members of Public: 3

Meeting started at 19:30 and closed at 21:30

No	Item	Action
184.	APOLOGIES FOR ABSENCE – Cllrs Bignell and Willmott	
185.	DECLARATIONS OF INTEREST –Cllr Ramsdale- Wheatley Playing Field Trust and Wheatley Rugby Club.	
186.	TO RECEIVE MINUTES from Parish Council meeting on Monday 12 th January 2023 were signed, by the Chairman of the council, as a true record of the meeting.	
187.	TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS from Parish Council Meeting on Monday 12 th January 2023 – the Chairman to sign the letter to J Howell MP, regarding the Early Day Motion.	

The meeting opened to the public at 19:32 and closed at 19:36

Resident of Garsington regarding OCC scheme to scrap spare seats on school bus – this was to be discussed at Traffic Working Group

188. **TO RECEIVE A REPORT FROM COUNTY COUNCILLOR TIM BEARDER** – not present or any report available
189. **TO RECEIVE A REPORT FROM DISTRICT COUNCILLOR ALEXANDRINE KANTOR** – apologies received from Cllr Kantor, no report available
190. **TO RECEIVE AN UPDATE FROM THE CLERK**
- i) SODC Formal consultation for Wheatley Neighbourhood Plan started 19th Jan and runs until 2 March 2023
 - ii) Potholes have been reported, escalated, and repaired, but continue to be an issue and concern for many residents.
 - iii) Cuppa, Cake, and Chat event feedback – The Chairman was disappointed with the support and the village was quiet on the day. Most attendees were from the Good Neighbour Scheme or WI.
 - iv) Newsletter printed and distributed.
 - v) OALC courses for councillors booked.
 - vi) Clerk attended SLCC Practitioners conference – notes circulated.
 - vii) First Aid training booking for Ast Clerk booked.
 - viii) Road Closure-Holloway Rd, closure increased to 10 weeks at least. The Clerk had met the contractor and representative from OCC on site to discuss concerns regarding diverted traffic. The Clerk was waiting for an update from OCC on what options were available.
 - ix) Reminder for Councillor Development Day 25th March 2023.
191. **TO APPROVE COUNCIL BRANDING AND GUIDELINES.** Cllr Heath gave a brief presentation showcasing the progress of the communications working group. The council approved the preferred logo and guidelines. **Clerk and Councillors to assist in ALL embedding this into council documents**
192. **TO RECEIVE AN UPDATE FROM WHEATLEY PAVILION PROJECT.** Cllr Newman gave an update on the two meetings that working group members have had with funding organisations. A report will be presented to the council at its meeting in March. The council were reminded that they have an agreement with the Playing Field Trust to rebuild a pavilion.

- 193. TO CONSIDER REQUEST TO SEEK QUOTES FOR A FUNDING FEASIBILITY STUDY FOR NEW PAVILION** – Council approved that the project working group can go ahead and put formal tender documentation together for a feasibility study. **PWG**
- 194. TO RECEIVE AN UPDATE FROM WHEATLEY PLAYING FIELD TRUST REGARDING CONDITION OF EXISTING PAVILION.** A report had previously been circulated, it was agreed that both the parish council and the members of the trust meet to discuss the issues. **Cllr Ramsdale would arrange this meeting.** **PR**
- 195. TO RECEIVE AN UPDATE REGARDING POTENTIAL MOVE TO CADET HUT**
Cllr Newman gave a presentation on the proposal to move the parish office to the cadet hut. Recent conversations with the MoD had shown that they would look to ‘gift’ the building to the parish council. The landowners (OCC) have requested that the MoD bring the building up to a good standard (EPC rated E). The current ground rent is in region of £3,500 per annum. There are some legal issues that would need to be resolved before the council would enter into negotiations.
The council were happy for Chairman and Vice Chairman to continue discussions. **AS/TN**
- 196. TO RECEIVE AN UPDATE REGARDING LITTLEWORTH FIELD**
Cllr Newman gave a presentation on the potential for Littleworth field. Council were happy for the Chairman and Vice Chairman to continue to work with the primary school and school trust to progress this and to report back to the council **AS/TN**
- 197. TO REVIEW QUOTATIONS FOR TREE WORK IN CHURCH ROAD REC AND ST MARY’S CHURCHYARD** – Approved company one, Arbor Tree Specialists (XX) to carry out the work.
- 198. APPROVE IT SOFTWARE LICENCES FROM 1ST MARCH 2023-24**
The council approved that Cloudy IT (£XX) continue to provide the council’s IT services using the current software.
- 199. TO APPROVE CORE DOCUMENTS**
- i) Statement of Internal Controls - approved
 - ii) Finance Regulations – review following internal audit recommendation - approved
- 200. TO RECEIVE UPDATES FROM COMMITTEES/WORKING GROUPS (exceptions only)**
- i) Finance Committee – meet next 20 Feb.
 - ii) Planning Committee – minutes circulated and meet again 8 Feb.
 - iii) Open Spaces Committee – minutes circulated.
 - iv) Staffing Committee – minutes circulated
 - v) Wellbeing Committee – minutes circulated
 - vi) Brookes Development Working Group – will not meet until decision on planning application has been concluded.
 - vii) Holton Pavilion Project – covered earlier in the meeting.
 - viii) Communications Working Group – meeting took place 26th Jan.
 - ix) Littleworth Playing Fields Working Group –
 - x) Traffic Working Group – held meeting on 4th Feb.
 - xi) Youth Council/Club – meeting with OPA to take place in February. Council agreed for an Awards for All application to help fund the Youth Club.
- 201. TO RECEIVE UPDATES/REPORTS FROM EXTERNAL PARTNERS (exceptions only)**
- i) Community Larder –
 - ii) Good neighbour Scheme -
 - iii) Howe Trust – update to follow after Trustees meeting.
 - iv) Maple Tree Centre – Report circulated. New trustee appointed.
 - v) Merry Bells Management Committee – wall repairs in car park carried out
 - vi) Oxford Brookes Residents Association – meeting 21st Feb link shared.
The council asked representative to raise the safety and security issues fom residents
 - vii) Thames Valley Police – nothing to report

- viii) Wheatley Charities – nothing to report
- ix) Wheatley Playing Field Trust – Covered earlier in the meeting
- x) Wheatley Ukraine Refugee Group – updates circulated
- xi) Wheatley Windmill Preservation Society – no update
- xii) Harringtons meeting update – no update

202. CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION

(previously circulated)

- i) SODC – various updates; elections, half term activities, Community Connected questionnaire (Clerk shared Wheatley Directory with SODC). ACV lifted from Wheatley Windmill.
- ii) OCC – unauthorised encampments, tree planting, road closures, potholes
- iii) OALC – Monthly updates,
- iv) TVP/PCC – information on grants to reduce crime, new appointments,
- v) Various - village newsletters – available from parish office
- vi) Healthwatch – update
- vii) Anonymous letter with concerns over safety of Oxford Brookes site, with HS2 workers staying on site.
- viii) Be free young carers newsletter

203. ITEMS FOR INFORMATION - none

Date of next meeting Monday 6th March 2023