

# Wheatley Parish Council Minutes Monday 7th June 2021

**Present:** R Barrett (RB), P Bignell (PB), C Coxon (CC), P Gregory (PG), R Harding (RH), D Lawrence (DL), T Newman (TN), A Sercombe (AS), (Chair), Cllr Street (RS), L Tully (LT), P Willmott (PW). OCC Cllr T Bearder (TB)

**Officer:** Michelle Legg, Clerk to the Parish Council (Clerk)      **Members of Public:** approx. 3

**The meeting started at 7.30pm and closed at 9.45pm**

**No      Item**

- 22.      APOLOGIES FOR ABSENCE –** Cllrs Cooper, Shepherd and SODC Cllr Kantor,
- 23.      DECLARATIONS OF INTEREST –** Cllr Willmott - Wheatley Playing Field Trust and Wheatley Rugby Club
- 24.      TO RECEIVE MINUTES from** Parish Council meeting on Tuesday 4<sup>th</sup> May 2021 were signed, by the Chairman as a true record of the meeting.
- 25.      TO CO-OPT INTO TWO CASUAL VACANCIES, FOLLOWING RESIGNATION OF CLLRS BOOTH AND LAMONT.**  
Three candidates had attended, seeking co-option into the two vacancies. Each of the three candidates spoke to the council, sharing their experience, interests, and skills. Councillors also had the opportunity to question the candidates.

A vote was taken by the councillors and Frances Burnett and Peter Ramsdale and after signing their acceptance of office were co-opted onto the parish council and took their seats at the meeting.

- 26      TO RECEIVE A REPORT FROM COUNTY COUNCILLOR TIM BEARDER**  
Cllr Bearder had been successful in retaining his role as County Councillor and has also been voted into the role of district councillors for the neighbouring parish.  
Drainage  
clearance of highway drains  
overgrowth of other areas  
Cllr Gregory, state of roadways (ladder hill chicanes, opposite Middle ground, Keydale, Kellys road, old road also).

- 27.      TO RECEIVE A REPORT FROM DISTRICT COUNCILLOR ALEXANDRINE KANTOR. NONE RECEIVED**      **AK**

**The meeting was taken into public session at 20:05**

**Questions for OCC Cllr Bearder.** A member of the public questioned Cllr Bearder on his ability to manage three council positions. They also asked for clarification on the county councils' position on weight restriction enforcement. Cllr Bearder gave an explanation on the issue of cameras not being able to be installed on roads that are not on a bus route. This was challenged, given Church Rd and parts of Holloway Rd are on the bus route.

The resident was asked to share information with the council via the Clerk.

Cllr Bearder answered some of these points with information on LTNs, parking enforcement, working with Google/Sat Nav companies, other developers, and contractors. Camera enforcement is bound by legislation, which causes issues.

## **HGVs & Weight Restrictions**

Resident was disappointed with OCCs action on this matter. They had researched various options and solutions and had been in contact with OCC Bearder.

The issue is ongoing, and the creation of a committee could be created to work on these issues.

### **HGV & Weight Restrictions**

As well as supporting the points already raised, resident asked for companies to be spoken to regarding works and access.

### **Resident from Big Clean initiative**

Resident, who has been leading the village clean-up attended and gave an update on the initiative.

### **Burial Ground**

Asked for clarification on progress on new burial ground, which was provided by the Clerk.

Clerk has a meeting planned with the PCC to discuss matters of the burial ground

## **Meeting was taken back into session at 20:31**

### **28. TO RECEIVE AN UPDATE FROM THE CLERK**

- i) Awaiting delivery of interpretation board for Memorial Gardens
- ii) SSE carried out outstanding tree work in Church Rd Rec. This has allowed our contractors to complete their work.
- iii) Search for Grounds Maintenance storage facility.
- iv) June/July edition of newsletter produced and circulated
- v) Weed spraying planned for end of May (weather permitting)
- vi) Councillors reminded that their council email addresses should only be used for council business.
- vii) Weight restriction breaches reported to OCC
- viii) Cycle rack to be replaced at junction with Station Rd and High St. Bollards are to be installed at the same time.
- ix) Clerk attended briefing on Unity bank.

Cllr Tully asked whether further signage could be installed to promote the parish council's disabled bays. **Clerk and Cllr Tully to have a site meeting.**

**Clerk/LT**

### **29. TO RECEIVE AN UPDATE ON WHEATLEY NEIGHBOURHOOD PLAN AND TO DISCUSS NEXT STEPS**

Chair of the group gave a brief update on the plan, following the successful referendum, and the group are carrying out a final check of the document by 10<sup>th</sup> June.

Cllr Burnett mentioned difficulties in accessing and summarising the document during the recent referendum. This was organised and promoted by SODC. She suggested a clear and concise summary. Committee took this view on board.

- i) To formally request a review of the 'made' plan. Proposed by Cllr Newman, seconded by Cllr Street and was approved. **Clerk to write to the WNP committee.**  
**Committee asked for Cllrs to review the document and come back to them with any comments.**
- ii) To appoint a second council representative to the committee. Cllr Barrett volunteered to represent the council.
- iii) To discuss training for councillors on how to utilise the 'made plan' when undertaking its statutory obligation to considering planning applications.  
**Clerk and TN to arrange training sessions.**
- iv) Incorporation into decision making process

**Clerk**

**All**

**Clerk/TN**

### **30. TO RECEIVE INTERNAL AUDITORS REPORT AND DRAFT RESPONSES**

Following internal audit visit on 20<sup>th</sup> May 2021

Cllr Newman approved comments made by the Clerk and was subsequently

**Clerk**

approved by the council.

**31. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT**

- i) to approve Section 1 of Annual Governance and Accountability Return . Clerk read out all the statements and these were approved by the council.
- ii) to approve dates for exercise of elector's rights. These were agreed as Tuesday 8<sup>th</sup> June to Monday 19<sup>th</sup> July 2021. **Notice to be displayed by the Clerk.**

Clerk

**32. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS**

- i) to review and approve asset register -approved by council.
- ii) to approve Section 2 of Annual Governance and Accountability Return. These were reviewed and approved by the council. **Clerk to submit AGAR to external auditor.**

Clerk

**33. TO RECEIVE AN UPDATE ON STRATEGIC PLAN & ACTION PLAN - noted**

Clerk

**34. TO RECEIVE UPDATES FROM COMMITTEES AND WORKING GROUPS**

- i) Finance Committee – next meeting 21<sup>st</sup> June
- ii) Planning Committee – minutes circulated, next meeting 9<sup>th</sup> June.
- iii) Open Spaces Committee – minutes circulated from recent meeting.
- iv) Staffing Committee – no meeting planned
- v) Wellbeing Committee – inaugural meeting took place 26<sup>th</sup> May. Minutes to be circulated in the coming days.
- vi) Brookes Development Working Group – nothing to report
- vii) Community Emergency Plan – no progress
- viii) Holton Pavilion Project. Meeting took place with contractor to carry out site inspections. Further sealed asbestos found.
- ix) Littleworth Playing Fields Working Group – representatives frustrated by lack of progress. Asked chair of the group to share documents in a timely manner and asked for more information on ability to confirm potential of a lease. Other representatives felt that more pressure should be applied, and a letter sent to the school. **This was agreed and a letter to be sent**
- x) Littleworth Traffic Working Group – traffic monitors in place. Data will be reviewed. Chair to write to TVP heads of roads to tackle illegal parking.
- xi) Youth Council & Youth Club - Awaiting date of meeting from school

PW/RH

**35. TO RECEIVE UPDATES/REPORTS FROM EXTERNAL PARTNERS**

- i) Howe Trust – nothing to note
- ii) Good Neighbour Scheme - progressing
- iii) Maple Tree Centre – report circulated ahead of meeting. Reopening going well despite restrictions. Speaking with OCC Tim Bearder on rent costs
- iv) Merry Bells Management Committee – open and available for bookings. Stable block tenants operating from site.
- v) Oxford Brookes Residents Association – nothing to report
- vi) Thames Valley Police – Closure order placed on property in Crown Road. Enquiries continue following recent thefts. Anticipating busy period post 21<sup>st</sup> June of restrictions are lifted.
- vii) Wheatley Charities – Educational Grant information shared
- viii) Wheatley Playing Field Trust – near normal service has resumed. Tennis courts open for use by community. Applications can be made via trust website.
- ix) Wheatley Windmill Preservation Society – newsletter circulated, and open day dates shared.

**36. CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION**

(previously circulated)

- i) Email from OCC Cllr Tim Bearder regarding open letter. Independent advice given to the council advised that the parish council had not discussed or approved this action. Cllrs reminded earlier in the meeting on the appropriate use of their council email addresses.
- ii) SODC – various updates; COVID-19, election results, new appointments, funding, car parking changes, climate action,
- iii) OCC – COVID-19 updates, road closures, funding for roads, unauthorised encampments
- iv) OALC – Updates circulated.
- v) NALC – updates circulated. Clerk and Chair attended recent session, AS and LT attended session on engaging with young people
- vi) OCVA – training opportunities
- vii) Cloudy IT – tree planting certificate
- viii) Wheatley Playing Field Trust – pavilion repairs in the region of £8,000 to be undertaken. Trust will patch and repair to make good.
- ix) Keep Britain Tidy – Spring Clean campaign.

**37. ITEMS FOR INFORMATION**

**All**

**DATE OF NEXT MEETING MONDAY 5<sup>TH</sup> JULY 2021**