

# Minutes Annual Meeting of Wheatley Parish Council Monday 13<sup>th</sup> May 2019

**Present:** P Bignell (PB) A Cooper (AC), P Gregory (PG), R Harding (RH), P Hood (PHo), D Lamont (DL), (Chair), A Sercombe (AS), R Street (RS), P Willmott (PW).  
Joined after co-option R Forsyth (RF), Toby Newman (TN), Anthony Shepherd (ASh)  
OCC Cllr T Bearder (TB), SODC Cllr A Kantor (AK).

**Officer:** Michelle Legg, Clerk to the Parish Council (Clerk)      **Members of Public:** 6

No	Item	Action
1.	<b>ELECTION OF CHAIRMAN FOR 2018-19 AND ACCEPTANCE OF OFFICE</b> Cllr Bignell proposed Cllr Lamont for the role, this was seconded by Cllr Hood. All councillors were in favour of this. Cllr Lamont continued to chair the meeting	
2.	<b>APOLOGIES FOR ABSENCE</b> – Cllr Harrison, Tully	
3.	<b>DECLARATIONS OF INTEREST</b> – Cllr Willmott, Wheatley Rugby Club and Wheatley Playing Fields Trust. Cllr Lamont Wheatley Playing Fields Trust	
4.	<b>TO CO-OPT INTO FOUR VACANCIES FOLLOWING UNCONTESTED ELECTION</b> Three residents had put themselves forward for co-option. Having reviewed their personal statements the council agreed to co-opt them all. Toby Newman, Rachel Forsyth and Anthony Shepherd took their seats at the council table. The council still has 1 vacancy.	
5.	<b>ELECTION OF VICE CHAIRMAN</b> Cllr Lamont proposed Cllr Willmott, this was seconded by Cllr Gregory. This was agreed unanimously by the council.	
6.	<b>TO RECEIVE MINUTES</b> Parish Council meeting on Monday 1 <sup>st</sup> April 2019 – previously circulated were signed as a true record of the meeting, once Cllr Street was added to the list of attendees	
	<b>ACTIONS</b> - Minute 166 (2018/19) Chair still to contact Taylor Wimpey re London Rd wall. All other actions were either completed or would be addressed later in the meeting.	
7.	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> <ul style="list-style-type: none"><li>i) Update on Annual Parish Meeting – Thu 16<sup>th</sup> May 2019. Over 15 organisations will be attending. Councillors and stall holders have been sent further information</li><li>ii) Disabled Parking Bays –Clerk has contacted contractors for an up-to-date quote before work is carried out. Cllr Kantor will take this up with SODC once more information has been shared with her. <b>Clerk to circulate</b></li><li>iii) Clerk facilitated meeting between Merry Bells and Village Archive. Clarification was given on the reduced rental already applied, which has been covered by a grant from the parish council, as the charity has no other way to fund this. All parties were keen to investigate the charity moving into the Stables, once they are vacated by TVP.</li><li>iv) Newsletter - Newsletter deadline is 15<sup>th</sup> May. In 2019 advertisers are being offered the facility to pay for the whole year's advertising in one payment, benefiting from 10% discount and 1 invoice. This has been well received.</li><li>v) Wheatley &amp; Holton Play &amp; Activity Day (Sat 6<sup>th</sup> July) Is the most supported (by local organisations and financially) event that OPA will deliver this year.</li></ul>	<b>Clerk/ AK</b>

Posters, boards and social media posts will be orchestrated over the coming weeks.

- vi) Tree Planting – awaiting date for work to be carried out. A slight delay has been experienced due to paternity leave.

**8 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR TIM BEARDER**

Cllr Bearder had provided the Clerk an update on Ash Die Back, this had been circulated to Cllrs

He still needs to liaise with officers on the parking outside the Sun, which has since been sold, (so may no longer be an issue).

A new OCC officer has been appointed to help deliver community bus services. A meeting is planned with C Gowers to identify what has been achieved so far before further work can continue.

**9 TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR ALEXANDRINE KANTOR**

Alexandrine has been in post 10 days and had met with sodc officers, issues raised by residents include youth provision, disabled parking and parking enforcement.

**The floor was opened up to the public at 20:01**

**John Fox – Wheatley Neighbourhood Plan**

Consultation has now started for the plan. WNP has also received a letter notifying of OBU appeal against SODC planning decision.

25<sup>th</sup> May will involve a meeting and presentation at Wheatley Primary School.

An amendment has also been lodged asking to change the test of the application to include a pavilion.

Cllr Willmott had been liaising with GVA and WNP in the capacity of a trustee of Wheatley Playing Field Trust.

Cllr Bignell asked for clarity on the weight that the draft WNP against planning appeal at OBU. Cllr Newman confirmed that at the moment it may be considered. Further weight will be given once it is fully adopted, however the appeal will be based on the conditions at the time.

The council was reminded that the development lies within the boundaries of Holton, although it is included in the Wheatley Neighbourhood Plan.

**The meeting was take back into session at 20:16**

**10. TO MAKE A DECLARATION FOR GENERAL POWER OF COMPETENCY**

This was agreed by the council

**11. TO REAFFIRM WPC ADOPTION OF SODC COUNCILLOR CODE OF CONDUCT**

This was agreed by the council

**12. REVIEW AND CONFIRM FULL COUNCIL AND STANDING COMMITTEE MEETING DATES FOR 2019-20**

The proposal was to continue with the existing dates and regularity of meetings. Walkabouts for Open Spaces Committee to be reinstated during the summer.

**13. REVIEW OF REGULAR BANKING STANDING ORDERS & DIRECT DEBITS**

These were agreed by the council

**14. TO APPROVE INSURANCE PROVIDER/QUOTE FOR 2019/20**

Quotes and cover was discussed. Cllr Newman proposed, seconded by Cllr Lamont to approve policy with Inspire, via Broker. **Clerk to arrange**

**Clerk**

**15. TO APPROVE LONE WORKING POLICY**

This was discussed amongst the council and approved. Cllr Shepherd asked whether Outdoor workers have completed DBS checks, which they had not. This topic will be discussed further. **Clerk to implement**

**Clerk**

**16. TO DISCUSS COUNCILS AIMS AND OBJECTIVES FOR THE COMING YEAR AND TERM**

Discussions took place on topics/ objectives that should be addressed by the council during its term (next 12months – 4 years) Items raised included; implementation of Wheatley Neighbourhood Plan, implementing disabled parking in High St, Farm Close Road, Patio, communicate developments on Ox/Cam Expressway, adopting a strategic plan, making more grant applications, support green route, improved community use of Littleworth field and other open spaces, improvements village square, parking and traffic outside primary school, youth provision, traffic, community cohesion with new residents, replacement pavilion at Holton, improved highways (especially weeding and cleaning), Farm Close Road Rec Play Area, Church Road Rec improvements provision, tackling untidy areas.

**The Clerk and Councillors will put together a strategic document to cover all these areas.**

**ALL**

**17. APPOINTMENT OF MEMBERS TO STANDING COMMITTEES & WORKING GROUPS** (Specific roles and terms or reference will be decided at the first meetings of each committee)

- i) Finance Committee – Cllr Newman, Forsyth and Harding to join existing committee
- ii) Planning & Infrastructure Committee – renamed to address delivery of WNP. Cllr Harding removed himself from the committee.
- iii) Open Spaces Committee – Cllr Shepherd agreed to join the committee
- iv) Staffing Committee – remain with existing members
- v) Village Square Working Group - A Cooper to lead on this support from Clerk
- vi) Community Transport Working Group - R Street with support from Clerk
- vii) Wheatley & Holton Play & Activity Day – Lizzie with support from Clerk
- viii) Expressway Advisory Group – remain with existing members
- ix) Flood Alleviation & Advisory Group, remain with existing members
- x) Burial Ground – Paul G and Paula Hood with support from Clerk

**18. TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM**

- i) Open Spaces Committee – next meeting 20<sup>th</sup> May
- ii) Finance Committee – minutes circulated with agenda
- iii) Planning Committee – latest meeting took place on 8<sup>th</sup> May

**19. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES AND TO RECEIVE UPDATES/REPORTS**

- i) Expressway Action Group – R Harding. Updates had been circulated by Clerk
- ii) Howe Trust – M Fyffe, P Gregory and T Newman
- iii) Littleworth Playing Fields Working Group - P Willmott, R Harding, L Tully (TBC). A Shepherd agreed to join this group. Planned meeting cancelled until 24 May when ODST should have paperwork for review.
- iv) Maple Tree Centre- L Tully (TBC)
- v) Merry Bells – P Harrison (TBC)
- vi) Neighbourhood Action Group – A Sercombe
- vii) OALC – D Lamont put himself forward for their Executive Committee.
- viii) Oxford Brookes Residents Association P Bignell
- ix) Wheatley Charities - M Lancashire
- x) Wheatley Nursery School & John Watson (Community Governor Role) – P Hood to consider this
- xi) Any new roles to be considered - none

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

- i) WNP Consultation documents available from Parish Office
- ii) Expressway reports and information circulated
- iii) Oxford Brookes University have lodged an appeal against SODC planning decision.

**21. ITEMS FOR INFORMATION**

- i) Wheatley Park School and John Watson will be undertaking a litter pick on Tues 23 May around Park Hill and the Spinney on London Rd.

**DATE OF NEXT MEETING 3<sup>RD</sup> JUNE 2019**