

# Annual Meeting of Wheatley Parish Council

## Meeting Minutes Monday 14<sup>th</sup> May 2018

**Present:** Cllrs Bell (RB), P Bignell (PB), A Cooper (AC), P Gregory (PG), R Harding (RH), P Harrison (PH), P Hood (PHo), D Lamont (DL) (Chair), T Newman (TN), A Sercombe (AS) R Street (RS), L Tully (LT), P Willmott (PW)

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

**Members of Public:** approx. 2

No	Item	Action
1.	<b>ELECTION OF CHAIRMAN FOR 2018-19 AND ACCEPTANCE OF OFFICE</b> Cllr Lamont was nominated by Cllr Bell and seconded by Cllr Newman. All voted in favour and Cllr Lamont duly signed his Acceptance of Office	
2.	<b>APOLOGIES FOR ABSENCE</b> – Cllr Shields and Palmer	
3.	<b>ELECTION OF VICE-CHAIRMAN</b> – Cllr Willmott was nominated by Cllr Newman, seconded by Cllr Lamont. All voted in favour and Cllr Willmott duly signed his Acceptance of Office.	
4.	<b>DECLARATIONS OF INTEREST</b> – Cllr Lamont – Wheatley Playing Fields Trust Cllr Willmott – Wheatley Playing Fields Trust and Wheatley Rugby Club	
5.	<b>APPOINTMENT OF MEMBERS TO STANDING COMMITTEES</b> <ul style="list-style-type: none"><li>i) Finance – membership to remain as it is as Cllr Sercombe joined at the last meeting</li><li>ii) Open Spaces – Cllr Bignell agreed to join the committee</li><li>iii) Planning – Cllr Palmer to be approached with Cllr Hood stepping down</li><li>iv) Staffing – Cllr Sercombe to join the committee</li><li>v) Any new committees to be considered – Neighbourhood Plan Review Committee to be created once the Neighbourhood Plan Committee have completed their project.</li></ul>	
6.	<b>REVIEW AND APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES</b> <ul style="list-style-type: none"><li>i) Merry Bells – Cllr Harrison</li><li>ii) OALC – Cllr Bell</li><li>iii) Wheatley Playing Fields Trust – Cllr Willmott's term has come to an end. It and was agreed that Cllr Willmott would continue for another term until 2021.</li><li>iv) Howe Trust – Cllr Gregory and Cllr Newman</li><li>v) Neighbourhood Action group – Cllr Sercombe</li><li>vi) The Maple Tree Centre – Cllr Tully to continue</li><li>vii) Littleworth Playing Fields Working Group – Cllrs Willmott, Tully and Harding to continue</li><li>viii) Wheatley Charities – Mike Lancashire (2020) and G Colverson (2019)</li><li>ix) Wheatley Nursery School &amp; John Watson (Community Governor Role), Cllr Tully.</li><li>x) Brookes Residents Association– Cllr Bignell</li><li>xi) Flood Advisory Working Group- Cllrs Harding and Cooper</li></ul>	
7.	<b>REVIEW AND CONFIRM FULL COUNCIL AND STANDING COMMITTEE MEETING DATES FOR THE YEAR</b> The calendar of dates were agreed.	

**8 MINUTES and ACTIONS from**

- i) Parish Council meeting on Monday 9 April – minutes previously circulated were signed as a true record of the meeting  
Clerk still to liaise with David Harverson regarding the microphone,  
Councillors were reminded to send ideas for OCC Councillor grants.
- ii) Annual Parish Meeting on Thursday 3<sup>rd</sup> May – previously circulated were noted. Cllr Hood felt it was a good organised and well attended meeting.

**Cllr Hood proposed, seconded by Cllr Lamont to take the council out of standing orders and to open the floor to the general public at 20:05**

**David ‘Gaby’ Heycock Business Improvement Manager for Oxfordshire Fire & Rescue Service. Item 13**

Gave a brief summary of a 12-month trial (starting end of June 2018) where changes will be made to the stations mobilisation. Minimum personnel reduced from 4 to 3 crew to enable the quickest response. A crew of 3 would have restrictions on the level of work they could undertake but could carry out initial assessments and allocate resources quicker. Practices have been developed from a trial with Kent Fire and Rescue Service. During the trial there will be public consultation which the Parish council can be involved in.

Questions were asked about the relationship and support from the Fire Brigades Union. - The relationship is a good one and work continues.

Further questions were raised about recruitment and how the Parish Council could help support the work of the station. The Clerk to liaise with Cllr Palmer of initiatives and campaigns

There will be public consultation and the parish council will be involved.

**Roger Bettes – Flood Alleviation Working Group**

Has met with SODC Flood Officers to discuss the project and has shared survey data.

**Chris Sewell – (Vice Chair) Maple Tree Centre**

Brief update was given. The Clerk will make sure the centre’s report is included in the Parish meeting updates and reiterated the grant application process (subject to agreement later in the meeting)

**Chair declared meeting back in session at 20:31**

**9 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR KIRSTEN JOHNSON**

Local transport meeting has taken place and has been told there is s106 money available from London Road Development. South Oxfordshire Community Transport has been created and set up similarly to West Oxfordshire model.

Cllr Hood suggested the SSEN grant to be investigated to help with a future project.

Expressway Action Group meeting with John Howell MP took place.

Cllr Johnson is meeting with John Watson School to help address some of the issues. Clerk asked for the parking issues to be discussed with officers.

Cllr Gregory asked for clarification on the traveller’s movements recently. Cllr Johnson receives regular updates and will share information.

**10. TO RECEIVE A REPORT FROM DISTRICT COUNCILLOR TOBY NEWMAN**

Land supply figures are now up 5.4 years, so all planning applications are now being considered on their individual merits. Where neighbourhood plans are in place this is reduced to 3 year land supply.

Cooking oil (placed in a plastic bottles) can now be included in your food waste caddy

£811,000 available for capital grants and applications available 18th June.  
SODC are updating their Facebook page.  
Cllr Bell asked about the Local Plan. SODC Council meeting will be held to discuss this.  
Cllr Bignell asked about community skips. Cllr Newman will investigate.

**11. TO RECEIVE AN UPDATE FROM THE CLERK**

We have utilised office equipment from OBU and reshuffled the office slightly  
GDPR work continues.  
Annual parish meeting was successful and thanked all those involved

**12. TO ADOPT A LEARNING AND DEVELOPMENT POLICY**

Proposed Cllr Lamont, Seconded by Cllr Hood.

**13. TO RECEIVE A REPORT FROM WHEATLEY FIRE STATION RELATING TO INITIAL LIMITED RESPONSE**

Discussed in open session

**14. TO RECEIVE ACCOUNTS FOR 2017-18**

**Clerk to circulate further information to councillors.** Finance committee to meet 6.30pm-8pm on 21st May to discuss further.

**Clerk**

**15. TO CONSIDER THE COUNCILS STATEMENT OF INTERNAL CONTROLS PREVIOUSLY**

Agreed and formally adopted

**16. TO APPROVE INSURANCE COVER FOR 2018-19**

Agreed and formally adopted

**17. TO CONSIDER GRANT POLICY AND APPLICATION FORM**

Agreed and formally adopted

**18. TO DISCUSS WHEATLEY DAY OF ACTION - Sat 12<sup>th</sup> May 2018**

Chair commented on the day and how councillors got involved.  
Discussion on how to involve the public more - a meeting point was suggested.

**19. TO RECEIVE AN UPDATE FROM THE VILLAGE SQUARE WORKING GROUP**

Group have met (including a site meeting to discuss planting). Suggested to seek three quotes for streetscene design ideas based on group's criteria. Cllr Newman suggested seeking financial support from the councillor's grant.  
Ground survey is not required for car parking.  
Clerk is awaiting a response from SODC properties team in relation to covenant and schematics from previous toilet block.  
**Clerk to liaise with Cllr Newman and to chase SODC officers.**

**Clerk/  
TN**

**20. TO RECEIVE A REPORT FROM EXPRESSWAY ACTION GROUP MEETING**

Report circulated.

**21. TO RECEIVE A REPORT ON LITTLEWORTH PLAYING FIELDS**

Presentation planned for next parish council meeting on 4th June.

**22. TO RECEIVE A REPORT FROM WHEATLEY PLAYING FIELD TRUST**

In addition to the annual report the trust have met with Ruth Cross – SODC Leisure Officer. Resident has asked whether a village youth football team could train there.

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

- i) Open Spaces Committee – next meeting 21<sup>st</sup> May. Agenda to follow.
- ii) Finance Committee – minutes previously circulated from meeting on 16<sup>th</sup> April. Next meeting 18<sup>th</sup> May.
- iii) Planning Committee – latest meeting took place on 9<sup>th</sup> May. The former Railway Inn site will formerly be named 'The Sidings'. Pavilion application reviewed and noted comments from the Highway Officers. 4 Station Rd raised concerns over the height of the building.

**26. RECEIVE UPDATES FROM EXTERNAL BODIES**

- i) The Howe Trust – Annual report included in the Annual Parish Meeting, more recently a hard standing area created.
- ii) Wheatley Windmill Preservation Society – land that the windmill sits on is up for sale.
- iii) Maple Tree Centre – provided by Chris Sewell earlier in the meeting.

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

- i) Request for street lighting in walkway between Church Rd and High St. There have been several other requests over the years. Refer to planning
- ii) BBOWT email re Ox Cam Expressway
- iii) OALC update – previously circulated

**28. ITEMS FOR INFORMATION**

Cllr Hood – SSEN grant application has been applied for, deadline is 15<sup>th</sup> May.  
Cllr Newman – noted that no application was received by SODC for road closure for May Morning, which resulted in the event taking place in the recreation ground.  
Wheatley Windmill – land that the Windmill sits on has been put up for sale. The Windmill Preservation Trust do currently have a lease for the windmill.

**DATE OF NEXT MEETING 4<sup>TH</sup> JUNE 2018**