



# Wheatley Parish Council Meeting Minutes

## Monday 3<sup>rd</sup> July 2023

**Present:** Cllrs R Barrett (RB), P Gregory (PG), T Newman (TN), P Ramsdale (PR), A Sercombe (AS) (Chair) A Shepherd (ASh), R Street (RS), L Tully (LT). Cllr Mara joined at 19:35.  
SODC Cllr Kantor arrived at 19:45 and left the meeting at 20:07

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

**Members of Public/Online:** 7/0

**The meeting opened at 19:30 and closed at 21:20**

23-24	Item	Action
49.	<b>APOLOGIES FOR ABSENCE</b> – from Cllr Cooper were accepted and approved.	<b>Chair</b>
50.	<b>DECLARATIONS OF INTEREST</b> – Cllrs Willmott & Ramsdale Wheatley Playing Field Trust, Wheatley Rugby Club.	<b>Clerk</b>
51.	<b>TO CO-OPT TO FILL FOUR COUNCILLOR VACANCIES FOLLOWING UNCONTESTED ELECTION</b> – a resident stood forward for co-optation, who gave a summary of the skills and interests that felt would be a benefit to the council and the community. Councillors were given the opportunity to ask additional questions.	<b>All</b>

Members voted unanimously to co-opt Les Mara to the council, who signed his acceptance of office and joined the council.

### **THE MEETING WAS OPENED FOR PUBLIC SESSION 19:37**

**Resident of Kelly's Rd** - regarding consultation on footpath through littleworth allotments. Raised points regarding questions posed, concerns for consultation being carried out across the wider community that would raise the profile of the footpath and security concerns.

**Resident of Kelly's Rd** – concerned that the footpath through Littleworth allotments is not accessible to all.

**Resident of High St** – Concerns over the extractor system installed on a local restaurant.

Cllr Sercombe advised that the parish council were unable to change the planning and asked SODC Cllr Kantor to take this up. She gave an update of the information given to resident and to make a formal complaint if they felt due process was not taken.

**Representative of local business** – extractor system installed on a local restaurant. Representatives gave an update on a survey undertaken in support of the business and the issues that they have faced and tried to resolve regarding the restaurant aromas.

Cllr Newman advised that the parish council were unable to intervene, as they have no powers to do so. The planning authority (SODC) should be involved.

### **PUBLIC SESSION ENDED AT 20:01**

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| 52. | <b>TO RECEIVE MINUTES</b> from Parish Council meeting on Monday 5 <sup>th</sup> June 2023 – previously circulated were approved and signed by the Chairman as a true record of the meeting |
| 53. | <b>TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b> from Parish Council meeting on Monday 5 <sup>th</sup> June 2023 – none.   |

- 54. TO RECEIVE AN UPDATE FROM THE CLERK** including
- i) Local Council's Clerk's Week – suggestion for weeklong communications promoting the role of the Clerk/Assistant Clerk.
  - ii) WPC registered on Wheatley Daily Info.
  - iii) Letter sent to C Lalley (OALC), and response received.
  - iv) Reactive work carried out following storms and tree issues.
  - v) Memorial plaque installed for J Funge
  - vi) Support from SODC to submit s106 request for play area maintenance
- 55. TO RECEIVE A REPORT FROM COUNTY COUNCILLOR TIM BEARDER** – Cllr Bearder was not in attendance and no report circulated prior to the meeting.
- 56. TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR CLLR ALEXANDRINE KANTOR**  
Made a request to consider accessibility access on footpaths.  
Beginning to receive applications for SODC Cllr grants but awaiting launch date.  
SODC Cllr surgery on second Saturday of each month.
- 57. TO RECEIVE AN UPDATE FROM WHEATLEY NEIGHBOURHOOD PLAN COMMITTEE** – Clerk had submitted a formal response to the examiner's points. Council and committee await further correspondence.
- 58. TO CONSIDER COUNCILS RESPONSE TO AMENDED OUTLINE PLANNING APPLICATION [P22/S3975/O](#) FOR OXFORD BROOKES CAMPUS**  
It was felt that the council's concerns and comments still apply. Members approved that a response is submitted citing the previous objections. **Cllr Newman to submit response.** **TN**  
Still no update on when the application will be considered by SODC's planning committee.  
S106 agreement has not been confirmed for this application.
- 59. TO CONSIDER A RESPONSE TO SODC/VOWHDC AIR QUALITY ACTION POLICY** – Cllr Tully was concerned regarding asthma sufferers. Members were made aware of the monitoring device on the High St, although no readings have been shared.  
Members approved **Chair, Vice Chair and Clerk to respond under delegated powers.** **TN/AS/ Clerk**
- 60. TO RECEIVE A REPORT & HEADS OF TERMS FOR PROJECT ACTIVE/LITTLEWORTH FIELD**  
Cllr Willmott raised his concerns -  
- Tree survey, ODST have been asked to complete a tree survey, so council are informed of the state of the trees.  
- Fencing costs, diagrams were for illustrative purposes. A fence would be placed between the north and south boundaries, with the exact location to be confirmed by both parties  
-Funding opportunities listed are not guaranteed  
- Demolition of pavilion would be costly and questioned why? The reciting of the pavilion would enable other facilities to be built within the green belt area.  
-Sub lease initially mentions 25 years but are now suggesting a 40-year lease.  
-Correction in the reports given previous history.
- Cllr Tully supported the project as it would open the space for community use.
- Cllr Newman proposed the recommendation to instruct Wellers Headley to review the heads of terms on behalf of the council. This was approved by majority of members. With one objection. **Clerk/Chairman to approach solicitors.** **AS/ Clerk**

61. **TO RECEIVE A RECOMMENDATION REGARDING NO SMOKING IN PLAY AREAS**  
 Cllr Newman proposed that the report is approved by members., this was approved unanimously. **Chairman to contact Wheatley Primary School before grant application is submitted by the Clerk.** AS/  
 Clerk
62. **TO COMMISSION A REVIEW OF THE LEASE ON WHEATLEY PLAYING FIELDS BY LAWYERS WHO SPECIALISE IN PARISH COUNCIL LAW.**  
 Members approved the review. **Clerk/Chairman to approach solicitors.** AS/  
 Clerk
63. **TO RECEIVE AN UPDATE ON CONSULTATION ON PERMISSIVE FOOTPATH THROUGH LITTLEWORTH ALLOTMENTS TO LITTLEWORTH NATURE RESERVE.**  
 Cllr Newman recommended that SODC Urban Planning Officer and Thames Valley Police are included in the consultation. **Chairman/Clerk to make contact.** AS/  
 Clerk  
 Members approved the questions and approach for the consultation including focus groups.  
**Cllrs Newman, Gregory, and Barrett offered to assist with survey delivery to households.** TN/PG/  
 RB
64. **TO APPROVE POLICIES & DOCUMENTS.**  
 i) Asset Register Policy - Approved  
 ii) Risk Register – will be monitored by the finance committee and reviewed annually by the council. - Approved  
 iii) Wheatley Community Emergency Plan 2023 - Approved.  
 Cllr Street suggested that the plan be tested at some point in the future.  
 Clerk to submit document to OCC.
65. **TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM**  
 i) Finance Committee –Terms of Reference approved. minutes circulated.  
 ii) Open Spaces Committee – next meeting 17<sup>th</sup> July.  
 iii) Planning Committee – next meeting 12<sup>th</sup> July.  
 Agreed to consider the retrospective application for Brookes, to utilise four buildings for temporary accommodation. **Ast Clerk to add this to the next meeting agenda.** Ast  
 Clerk  
 iv) Staffing Committee – meeting took place on 3<sup>rd</sup> July. Items for discussion were moved to the end of the meeting, after resolution to exclude members of the public.  
 v) Communications Working Group – meeting to be arranged.  
 vi) Holton Pavilion Project – Initial meeting held with contractor and details being compiled.  
 vii) Littleworth Playing Fields Working Group – covered in item 60.  
 viii) Oxford Brookes Liaison Group – no update  
 ix) Oxford Brookes Residents groups – meeting 21<sup>st</sup> June. No updates relevant to Wheatley campus  
 x) Traffic Working Group – meeting scheduled for 5<sup>th</sup> July.  
 OCC have contacted Cllr Ramsdale with a proposal for High St parking and OCC officer will be attending the traffic working group.  
 xi) Youth Club – Clerk met with OPA and ASDA to discuss additional funding. Plan to arrange meeting with interested parties to discuss opportunities.  
 xii) Youth Council – no progress, will wait until new term starts in September
66. **TO RECEIVE UPDATES/REPORTS FROM:**  
 i) Community Larder – move to URC has been cramped but successful.  
 ii) Good Neighbour Scheme – well attended party organised for clients.  
 iii) Howe Trust – meeting in September  
 iv) Maple Tree Centre – report circulated. First grant payment made.  
 v) Merry Bells Management Committee -  
 vi) Thames Valley Police – crime update circulated.  
 vii) Wheatley Charities – grant scheme remains open.

- viii) Wheatley Playing Field Trust – repairs to lower pavilion booked in over school holidays. An artificial cricket wicket being installed and floodlights to be installed on remainder of tennis courts.  
Regular meetings being held between WPFT and WPC, looking at ongoing work schedule for repairs.  
New signage to be installed on gable end of pavilion.
- ix) Wheatley Windmill Preservation Trust – meet in the week.

**67. CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION INCLUDING:**

- i) NALC – newsletters, workshops, events, Chairman’s updates
- ii) OALC – June update circulated. Learning and development opportunities.  
Annual Meeting invite
- iii) OCC – various updates (unauthorised encampments, tree wardens,
- iv) SODC – various updates previously circulated (air quality policy, funding opportunities, upcoming events, Cllr register of interests, Brooke’s development)
- v) Healthwatch – update
- vi) Police and Crime Commissioner report.
- vii) TVP report

**68. ITEMS FOR INFORMATION – none**

**69. TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING DUE TO THE PERSONAL AND CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED - approved**

- 65.iv** Members approved the staffing committee’s recommendation to award increases of between 5-6% to staff members and one additional day’s annual leave for 2023-24, back dated to 1st April 2023.

**DATE OF NEXT MEETING 4<sup>TH</sup> SEPTEMBER 2023**