



Wheatley Parish Council Annual Meeting Minutes Monday 15th May 2023

Present: R Barrett (RB), A Cooper (AC), P Gregory (PG), T Newman (TN), P Ramsdale (PR), A Sercombe (AS) (Chair), L Tully (LT), P Willmott (PW). A Shepherd (AS), arrived at 7.35pm

SODC Cllr Kantor was also in attendance for the first part of the meeting. OCC Cllr Bearder arrived at 20.43pm.

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

Members of Public: Approx 5

The meeting opened at 7.30pm and closed at 21.25pm

23-24	Item	Action
1.	ELECTION OF CHAIRMAN FOR 2023-24 & ACCEPTANCE OF OFFICE Cllr Newman proposed Cllr Sercombe, this was seconded by Cllr Barrett and was approved unanimously. Cllr Sercombe, signed the acceptance of office.	
2.	TO CO-OPT TO FILL FOUR COUNCILLOR VACANCIES FOLLOWING UNCONTESTED ELECTION. – One candidate has shown interest but was not in attendance and later withdrew their application.	
3.	APOLOGIES FOR ABSENCE – Apologies from Cllr Street were accepted and approved.	
4.	DECLARATIONS OF INTEREST – Cllrs Ramsdale and Willmott, Wheatley Playing Fields Trust, and Wheatley Rugby Club (Items 13,14 AND).	
5.	ELECTION OF VICE CHAIRMAN FOR 2023-24 & ACCEPTANCE OF OFFICE Cllr Willmott proposed Cllr Newman, this was seconded by Cllr Cooper and unanimously approved. Cllr Newman signed the acceptance of office.	
6.	TO RECEIVE MINUTES from Parish Council meeting on Monday 3 rd April 2023 – previously circulated, were approved and signed, by the Chairman as a true record of the meeting.	
7.	TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS from Parish Council meeting on Monday 3 rd April 2023 - WPC 22-23 #236 – Clerk to reach out to Clerk of Wornhall Clerk	Clerk

Public session opened at 19:36

Resident – Damaged lottery promotional stand.

SODC Cllr Kantor offered to take this up with the waste and recycling team **AK**

Public session closed at 19:38

8. **TO RECEIVE AN UPDATE FROM THE CLERK** and includes
- Update on Annual Parish Meeting – unconfirmed minutes circulated, and available for the public.
 - Newsletter - Newsletter deadline is 18th May.
 - 'No mow may' in memorial gardens, hopes to see an increase in wildflowers to support biodiversity.
 - Feedback from Local Produce Market, 8th May. Positive responses from attendees and stall holders. Officers to submit a paper in June.

- v) Unity Trust/Post Office deposits being extended until July 2023.
- vi) Parish Surgeries upcoming cover and issues of non-attendance.
- vii) SODC table tennis Tue 30th May (approval sought from Chairman of Open Spaces).
- viii) Draft AGAR figures circulated.
- ix) Internal Auditor visiting Wednesday 17th May.

- 9. TO RECEIVE A REPORT FROM COUNTY COUNCILLOR TIM BEARDER**
 Report circulated, prior to the meeting. Cllr Bearder was not present at the point on the agenda but arrived at 20:43, when he gave a verbal update.
 - update on progress with River Learning Trust re access to Brooke's site access
 - Parking enforcement, two tickets issued in 2023.
 - Cllr Ramsdale asked when the Traffic Working Group were meeting with OCC Officers. This is being delayed due to work being undertaken on modelling.

- 10. TO RECEIVE A REPORT FROM SODC DISTRICT COUNCILLOR CLLR ALEXANDRINE KANTOR**
 Cllr Barrett asked for an improved bin collection service, as this has been sporadic, with reports of missed bins being made most weeks.

- 11. TO RECEIVE AN UPDATE FROM WHEATLEY NEIGHBOURHOOD PLAN COMMITTEE**
 Awaiting response from examiner/SODC.

- 12. TO CONSIDER WPC'S RESPONSE TO RESERVED MATTERS PLANNING APPLICATION [P23/S1407/RM](#) FOR OXFORD BROOKES CAMPUS**
 Cllr Newman proposed that a draft response is compiled, taking into account comments collected at the earlier public meeting.
 This would be reviewed by Cllrs and agreed, under delegated powers between officers and the Chairman of the Planning Committee/Council.
 This was approved by the council. **Cllr Newman to draft response.**

TN

ITEMS 13,14,15

Cllrs Ramsdale and Willmott remained in the room, to present information on Items 13,14 and 15, before leaving the room, so that the council could consider each item.

- 13. TO AWARD TENDER TO UNDERTAKE A FUNDING FEASIBILITY STUDY INTO NEW PAVILION AT WHEATLEY PLAYING FIELDS**

The council considered the report, previously circulated. Cllr Barrett proposed that Company 3 is approached for £10,000, if not the same question posed to Company 1, and if not, then the council approved the additional expenditure for Company 3 based on the original quote.

The council remained concerned that about the scale and potential cost of the project.

- 14. TO SEEK ADDITIONAL FUNDING FOR FUNDING FEASIBILITY STUDY INTO NEW PAVILION AT WHEATLEY PLAYING FIELDS**

Approved, as detailed in Item 13.

- 15. TO APPROVE REPAIRS TO LOWER PAVILION.**

Wheatley Playing Field had written to the council requesting the decommissioning of water/heating supplies. This was approved.

The cost of the works to be split between the parish council (Paying £3,000 + VAT) and Wheatley Playing Fields Trust.

Cllrs Ramsdale and Willmott returned to the room.

16. **TO AFFIRM COUNCIL'S ELIGIBILITY FOR GENERAL POWER OF COMPETENCY 2023-2027** – Approved.
17. **TO REAFFIRM WPC ADOPTION OF COUNCILLOR CODE OF CONDUCT** – Approved.
18. **REVIEW OF FINANCIAL PRACTICES**
 i) Review of regular banking standing orders & direct debits - approved
 ii) Review of authorised signatories and bank mandates – Cllr Barrett appointed as new signatory. **Clerk to action** Clerk
 iii) Request to become cashless – approved
19. **TO APPROVE REVIEW SCHEDULE OF COUNCILS POLICIES & DOCUMENTS** - Approved
20. **TO REVIEW INSURANCE COVER FOR 2023-24** – Approved
21. **TO RECEIVE AN UPDATE ON STRATEGIC PLAN AND ACTION PLAN** – Approved. A new strategic plan is being worked on and will be presented in the coming months.
22. **TO CONSIDER A NOMINATION TO SLCC STAR AWARDS – APPROVED**, Cllr Newman to progress this. TN
23. **TO APPROVE PURCHASE OF MS DECISIONS** – Approved. Council to review before renewal of MS Licences in March 2024. **Clerk to action.** Clerk
24. **APPOINTMENT OF MEMBERS TO COMMITTEES, WORKING GROUPS AND REPRESENTATIVES FOR 2023-24**
 i) Committee/Working Group membership – Appointments approved. It was agreed to change the Wellbeing Committee to a Working Group. It was agreed to dissolve the previous working group.
 ii) External representatives - approved
 iii) Meeting dates for coming year - approved
25. **TO RECEIVE UPDATE/MINUTES AND ACTIONS FROM**
 i) Finance Committee – meeting held 17th April; minutes circulated.
 ii) Open Spaces Committee – next meeting 22nd May.
 iii) Planning Committee – meeting held 3rd May; minutes circulated.
 iv) Staffing Committee – to be arranged.
 v) Wellbeing Committee – proposal to disband committee and create a working group.
 vi) Communications Working Group – meeting to be arranged.
 vii) Holton Pavilion Project – will meet again after feasibility study is complete.
 viii) Littleworth Playing Fields Working Group – proposal to reappoint representatives.
 The primary school have asked ODST to draft a lease, following OCC's approval to proceed and a request made to SoS.
 'Project Active' will seek to create a working group with the parish council to progress the project, to increase public access to the field. Cllrs Cooper, Gregory, Newman and Sercombe to represent the council.
 ix) Oxford Brookes Development Working Group -
 x) Oxford Brookes Residents groups – meeting 21st June.
 xi) Traffic Working Group – meeting to be arranged.
 xii) Youth Club – consultation responses being collected and will be shared with OPA. Extra funding is being sought and approaches to local organisations being made.
 xiii) Youth Council, Cllr Tully agreed to support Cllr Newman on the project.

- 26. TO RECEIVE UPDATES/REPORTS FROM:** **Clerk**
- i) Community Larder – celebrated its first anniversary. Moving to URC this week.
 - ii) Good Neighbour Scheme – nothing to report
 - iii) Howe Trust – Trustees meeting this month and progressing on their ponds project
 - iv) Maple Tree Centre – report circulated. First grant payment made.
 - v) Merry Bells Management Committee – held their open day at the weekend
 - vi) Oxford Brookes Residents Association – nothing to report
 - vii) Thames Valley Police – nothing to report, to be taken off in future
 - viii) Wheatley Charities – nothing to report.
 - ix) Wheatley Playing Field Trust – nothing to report
 - x) Wheatley Refugee Support Group – updates circulated
 - xi) Wheatley Windmill Preservation Trust – open days
- 27. CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION** **Clerk**
- i) Community First – spring newsletter
 - ii) J Howell – MP’s update
 - iii) NALC – bulletins, workshops, star council awards
 - iv) OALC – April update circulated. Learning and development opportunities. Confirmation that Christine Lalley will be retiring in June. Request for WPC to write and send a message to Christine before she retires.
 - v) OCC – various updates (bus stop installations,
 - vi) Police and Crime Commissioner, bulleting
 - vii) SODC – various updates previously circulated (waste tours, elections,
 - viii) Thames Valley Police – open letter from Chief Constable Jason Hogg, supporting Coronation events.
- 28. ITEMS FOR INFORMATION** **All**

DATE OF NEXT MEETING 5TH JUNE 2023