

Western Valley Parish Council

Minutes of a Meeting of the Western Valley Parish Council

Thursday 14th September 2023 at 19:45, The District Centre, 1 Gentian Mews, Didcot

Public Session – Prior to the Start of the Meeting

MoP1: Regarding antisocial parking, that there is quite an epidemic of antisocial parking resulting in members of public with prams and pushchairs needing to walk on the road due to blocked pavements with cars fully parking on the pavements.

Members Present:

Chair	Cllr S Peacock (SP)
Vice-Chair	Cllr A Thompson (AT) [left the meeting 20:54]
Members	Cllr T Williams (TW)
	Cllr A Dearlove (AD)
	Cllr L Durman (LD)
	Cllr V Humphries (VH)
	Cllr P Knowles (PK) [Arrived at 19:58]
	Cllr G Clarke (GC)

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: At least 4 including DCllr H Gascoigne; DCllr D Dewhurst

Meeting started 19:49

23.06.1. To receive apologies for absence. [LGA 1972 s85(1)]

None were received in advance of the meeting, Cllr Knowles was absent when the meeting started.

23.06.2. Declarations of Interests [LA 2011 s31]

23.06.2.1. To receive declarations of interest for items on this agenda

None.

23.06.2.2. To consider requests for Dispensations [LA 2011 s33]

None.

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23.06.3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

23.06.3.1. Meeting held on 10th August 2023

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

23.06.3.2. Matters arising from the minutes not elsewhere on the agenda.

None.

23.06.4. Chairman's Report

Noted the traveller incursion in Great Western Park, and that the landowners are responsible for moving them on. It was further commented that the police have more powers now. It was asked that vulnerabilities across the parish be assessed in the future.

23.06.5. District and County Councillor Reports

Any formal reports issued after this agenda will be published on the website once available.

23.06.5.1. County Councillor S Povolotsky

Appendix A

No comments or reports received in advance of the meeting.

23.06.5.2. District Councillor H Gascoigne & D Dewhurst

Appendix B

Comments in addition to the report:

- Highlighted the statement regarding healthcare provision moving forward. That the land and monies are now in the process of being transferred, the next step will be a planning application to be able to move forward with the development. **[ACTION]** This Council to write to the ICB for updated information and ask for the progress. The previous application failed as the building was too big, but the community needs assessment said that it was not big enough – what is going to change this time to meet the needs of the community, whilst not being so big that the planning application is refused again.

[Cllr Knowles Arrived]

- Updates on Valley Park, there are two first steps of parcels of land coming through. The first Persimmon parcel application has been “called in” to be decided by the VoWHDC Planning Committee.
- HIF1 statement by the leader of the council, the application has now gone to the planning inspectorate to decide, but OCC has asked for a month’s delay, so unlikely to get a decision from the Planning Inspectorate until the new year.

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23.06.6. Clerk's Report and Action List

Appendix C

- 23.06.6.1. Parking Enforcement – To note recent success of reporting double yellow line parking to OCC Civil Parking Enforcement, the link to report is on the front page of WVPC website.**

Noted.

[ACTION] Clerk to contact the land owner of the land outside the shop, to consider bell bollards, such as on Hazel Road. To also write to the businesses and the schools regarding the inconsiderate parking.

Also Greenfinch Road – outside the Best One shop.

- 23.06.6.2. To approve purchase of a remembrance wreath and send representative to the Harwell Memorial on Remembrance Sunday – Budget up to £50**

Resolved: Approved Unanimously to purchase wreath, budget £50 and at least 1 Cllr will attend, to decided away from the meeting.

- 23.06.6.3. To approve to not opt out of the central procurement and appointment regime for External Auditing**

Resolved: Approved Unanimously to not opt out of the central procurement and appointment regime for External Auditing

- 23.06.6.4. To review the Action List**

Action List

See action list.

23.06.7. Finance 2023-2024

Appendix D

- 23.06.7.1. To approve additional payments to be made as soon as possible once precept has been received.**

Resolved: Approved Unanimously all of the below payments.

Item	Supplier (For VAT Purposes)	VAT	Total Payment
Website Creation and Support	Eyelid Productions Ltd	Zero	£450
		£00:00	£450
		LESS VAT	£450

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Refunds to L White

Item	Supplier (For VAT Purposes)	VAT	Total Payment
Microsoft 365	Microsoft Ireland Operations Ltd	£2.06	£12.36
Bank Opening Balance	Western Valley Parish Council	Zero	£500
		£2.06	£512.36
		LESS VAT	£510.30

Staff Costs August

Item	Supplier (For VAT Purposes)	VAT	Total Payment
Total Payroll Costs, Inc HMRC	L White & HMRC combined	Zero	£431.14
Work from home allowance	L White	Zero	£26
		Zero	£457.14

23.06.8. Training

Appendix E

23.06.8.1. To consider list of upcoming training courses and approve budget and attendance by Councillors or Clerk.

SP – Roles & Responsibilities - £110

PK – Addressing the Biodiversity Crisis for Parish & Town Councils - £50

AT – Developing Effective Action Plans - £50

AD – Finance for Councillors - £30

Each Cllr to bring a report back to the council on the course.

Resolved Approved Unanimously the courses as listed above, budget £240.

23.06.8.2. To approve Clerk's attendance at the National SLCC Conference, budget £500

NOTE: Clerk will cover all other miscellaneous expenses related, including travel costs etc.

Resolved: Approved Unanimously Clerk's attendance at National SLCC Conference, budget £500.

23.06.9. To receive Items of Correspondence and agree actions arising.

Representative from St Marks Church Harwell has been in touch and asked for a meeting. The Clerk meet them and discussion about how to "grow community" and work together as the Valley Park development progresses.

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23.06.10. Matters for future discussion.

- 20mph [**ACTION**] To contact OCCH 20mph coordinator, to find out if Western Valley Parish can still apply to be considered.
- Grants Policy
- To consider adopting the defibrillator on the side of the boundary park sports pavilion, consider asking the planning committee to have a standard request for defibs no less than 500m apart to cover entire development.

23.06.11. To agree list of items from this meeting to be submitted to any local publication or our Facebook Page as a Parish Council Update.

- Civil Parking Enforcement
- Fix My Street

23.06.12. Confirm the date and time of the next Council Meeting – 12th October 2023, 19:45

NOTE: Any Proposal of Motion forms should be received by the Clerk no later than 3rd October in accordance with the Standing Orders.

Confirmed.

There being no further business to be transacted the Chairman closed the meeting at **21:07**

Number	Item	Update	Action Pending On	Status
2023-001	Register with HMRC as an Employer	10 August 2023 - Applied for account and have a Government Gateway - to follow up with call and to apply for a UTR. 14 September 2023 - Registration Complete - to Check next steps / apply for UTR	Clerk	Open
2023-002	To Purchase Smart Phone	10 August 2023 - Awaiting bank account to refund current outstanding expenses - Clerk using spare personal asset currently to keep PC and personal information separate. 14 September 2023 - No Change	Clerk	Open
2023-003	To open Bank Account with Unity Trust	14 September 2023 - All forms sent to bank, awaiting confirmation re questions.	Unity Trust	Open
2023-005	External Noticeboard at the District Centre.	10 August 2023 - Request is being discussed by the District Centre, likely to be approved. GC to send previous noticeboard plans to the Clerk 14 September 2023 - District Centre chased, there have been times where we were unable to post the notice / when the district centre is closed people can't see the notices anyway.	District Centre & GC	Open
2023-006	ICO Registration	10 August 2023 - Awaiting Website Creation 14 September 2023 - Will register when bank account live, £5 reduction for DD	Clerk	Open
2023-007	Seek Planning Course from Vale	10 August 2023 - Clerk to contact Planning @ Vale - speaks to EB @Vale. 14 September 2023 - Contacted EB @ Vale, awaiting update.	Vale	Open
2023-008	Invite PCSO to discuss Civil Parking Enforcement	10 August 2023 - Clerk to Contact. 14 September 2023 - Have e-mailed them, awaiting response.	Clerk	Open

Number	Item	Update	Action Pending On	Status
2023-009	To write letter to Secretary of State regarding this Council's disappointment in the cancellation of the HIF1 scheme.	10 August 2023 - New Item 14 September 2023 - An appeal has been lodged, this will be on the September planning meeting - suggest, response to the inquiry is approved at the planning meeting and used as a letter as well.	Clerk	Open
2023-010	Parish Logo - to speak with local secondary schools	10 August 2023 - New Item 14 September 2023 - Have e-mailed Aureus & UTC, awaiting response.	Clerk	Open
2023-011	Allotments	10 August 2023 - New Item to seek average running costs, and the size of the allotments which will come to us. 14 September 2023 - Been in touch with Vale, awaiting confirmation of size. Also contacted local parishes, awaiting cost indication.	Clerk	Open
2023-012	Lobby OCC regarding Parking Allocations for new builds	10 August 2023 - New Item 14 September 2023 - No Progress to date.	Clerk	Open
2023-013	Lobby OCC/Vale/Landowner regarding Sounds Mitigation from the A4130, should HIF1 be completed.	10 August 2023 - New Item 14 September 2023 - No Progress to date.	Clerk	Open
2023-014	Write to the ICB for updated information on local medical provision	14 September 2023 - New Item	Clerk	Open
2023-015	Write to land owner of the land outside the shops, to discuss bollards or similar to prevent inconsiderate parking - also Greenfinch Road, outside the Best One shop.	14 September 2023 - New Item	Clerk	Open
2023-016	Contact OCC 20mph Coordinator, to ask if we need to apply / have been considered etc.	14 September 2023 - New Item	Clerk	Open
2023-017	Consider adopting the defibrillator at the sports park, and ask that developers include defibs at an interval not less than 500m to ensure the entire development has access to one.	14 September 2023 - New Item	Clerk	Open