

Western Valley Parish Council

Minutes of a Meeting of the Western Valley Parish Council

Thursday 12th October 2023 at 19:45, The District Centre, 1 Gention Mews, Didcot

Public Session – Prior to the Start of the Meeting

MoP1: Made representation on traveller encampments and asking if the parish council can encourage the land owners to implement greater measures to prevent incursions. Also to encourage the developers to complete promised projects such as the recreation land to the North of the development. Also asked if the Council will be sending a representative to the HIF1

Members Present:

Chair	Cllr S Peacock (SP)
Vice-Chair	Cllr A Thompson (AT) [left the meeting 20:52]
Members	Cllr A Dearlove (AD)
	Cllr L Durman (LD)
	Cllr V Humphries (VH)

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: At least 2 including DCllr H Gascoigne.

Meeting started 19:53

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

Apologies were received in advance of the meeting from Cllrs G Clarke, T Williams & P Knowles.

23.08.2. Declarations of Interests [LA 2011 s31]

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

None.

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

None.

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

23.08.3.1. Meeting held on 14th September 2023

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

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

Remembrance Day Wreath: It has been confirmed by the local British Legion that the type G wreath is normally reserved for politicians and other dignitaries. Proposal, to donate the £50 to the Poppy Appeal, and make a reusable wreath for WVPC representative to lay every year. Budget £40 maximum, to be formally entered on the next agenda to ratification.

23.08.4. Chairman's Report

None.

23.08.5. District and County Councillor Reports

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

23.08.5.1. County Councillor S Povolotsky

Appendix A

Cllr Povolotsky was unable to attend and asked any question to be sent by e-mail.

Comments in addition to the Report:

- Notification of works on the bridge over the railway line over the A4130 – it proposes a detour route, but it looks like large vehicles would need to go through the town centre – but no indication of the dates and times **[ACTION]** Clerk to seek further information.

23.08.5.2. District Councillor H Gascoigne & D Dewhurst

Appendix B

Cllr Dewhurst was unable to attend.

Comments in addition to the Report:

- Planning Committee meeting at District. The first parcel of homes has been approved. No Parish Councils attended. DCllr did raise all of our comments which went with our No Objection response.
- Full Council meeting was held last night, the electoral commission is going a review the vale boundaries and number of Councillors. The recommendation to the electoral commission was made last night. Suspect that in this area (Harwell and Western Valley) the boundaries and number of Cllrs may change as local to here there has been, and there is planned to be, a large concentration of new residents.
- The new air monitoring website – will there be data to show the effect of the new 20mph roads?

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23.08.6. Planning

23.08.6.1. To receive the minutes of committee meetings.

All of the below were received.

- 20th July 2023
- 24th August 2023

Appendix C

Appendix D

23.08.6.2. To consider application and approve response to planning authority:

P22/V2744/RM - Phase 1 Valley Park Didcot

Reserved Matters application relating to Phase 1T of Outline Planning Permission P14/V2873/O for scale, layout, landscape and appearance comprising 246 new homes with associated infrastructure with 35% affordable housing. (As amplified by additional information 9 January 2023 and amended by plans dated 3 July 2023 and 26 September 2023).

Resolved: Approved Unanimously to submit the response:

OBJECTS

We thank the developer for updating the drawings from the original application to include Solar Panels on all homes, rearranging plots to improve access to homes and ensure minimum 10m length of private amenity area before the next building. There are still a number of outstanding items though and our objection relates to the following points:

- The drawing for the private amenity areas indicates that there are a number of properties not compliant with the VoWH design guidance on total area, however many of them appear to be non-compliant, but the back to back distance is often being measured to the next boundary, not the back to back dwelling distances. We thank the developer for tweaking the layout to better allow for a compliant private amenity area, however note that property 244 has an obscure private amenity area, effectively split in to 2 non compliant areas. Can anything else be done to better provision plot 244 with usable private amenity area.
- Mature trees already in situ are being removed, please can the layout be updated to allow existing trees to remain, or a 2 tree net gain across the development.
- It is unclear from these drawing and accompanying statements whether Harwell Parish Council's request for the 2025 sustainability standards to be met on this application has been addressed, we reiterate this request and ask that these homes meet the 2025 sustainability standards.
- The northern boundary of the site remains as a footpath, with no cycle path to the northern and eastern boundaries, or footpath along the eastern boundary. We ask that proper provision for Cyclists and Pedestrians are provided around the entire site, and request that cycle lanes are

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constructed to the highest standard of 3m to enable pedestrians and cyclists to live together harmoniously.

- In anticipation that the HIF1 project receives planning approval and the project progresses, we ask that additional elements be added to the closest homes or the boundary of the site to mitigate against excess noise, from not only the at capacity current road, but also the anticipated additional noise resulting from the HIF1 implementation.

In addition to our objection points we also ask for confirmation of completion and opening dates for: the play area; common park land; Cow Lane improvements and connection to this development.

We also ask that all developers include provision for defibrillators at no less than 500m interval across the new developments. After installation, the Parish Council would consider taking on and managing them, with an appropriate stipend to cover costs.

23.08.7. Clerk's Report and Action List

Appendix E

23.08.7.1. To consider options regarding adoption of the Defib at the Sports Park including Cllr responsible for inspections.

[ACTION] SP to speak with sports clubs as to whether they would consider adopting, with assurance the council would look favourably on grant applications for pads and battery replacement.

23.08.7.2. To approve pursuing a PC Specific External Noticeboard at the District Centre and approve budget.

Resolved: Approved to pursue PC specific / owned noticeboard, in green. Maximum budget £2,500 for notice board, installation, VoWHDC Fees etc.

23.08.7.3. To review the Action List

Action List

See Action List.

23.08.8. To approve response to the request to consult on new electoral arrangements for Oxfordshire County Council, Draft October 2023

Appendix F

[Cllr Thompson Left the Meeting]

Resolved: Approved Unanimously to submit the response: Supports the proposed changes as it will better serve our parishioners.

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23.08.9. Finance 2023-2024

Appendix G

23.08.9.1. To approve updated payments list for October 2023 to be made once the precept has been received from Vale.

Resolved: Approved Unanimously the payment list as listed below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
31	13/10/2023	£ 256.25	£ -	£ 256.25	Meeting Room Hire	Vale of White Horse District Council
30	13/10/2023	£ 10.30	£ 2.06	£ 12.36	Microsoft 365	Microsoft Ireland Operations Ltd
29	13/10/2023	£ 499.00	£ 67.80	£ 566.80	SLCC Conference	SLCC Enterprises Ltd
28	13/10/2023	£ 50.00	£ 10.00	£ 60.00	Training Course	Oxfordshire Association of Local Councils
27	13/10/2023	£ 30.00	£ 6.00	£ 36.00	Training Course	Oxfordshire Association of Local Councils
26	13/10/2023	£ 50.00	£ 10.00	£ 60.00	Training Course	Oxfordshire Association of Local Councils
25	13/10/2023	£ 110.00	£ 22.00	£ 132.00	Training Course	Oxfordshire Association of Local Councils
24	13/10/2023	£ 35.00	£ -	£ 35.00	ICO Registration	Information Commissioners Office
23	11/10/2023	£ 110.00	£ 22.00	£ 132.00	Training Course	Oxfordshire Association of Local Councils
22	11/10/2023	£ 317.18	£ 63.44	£ 380.62	OALC Membership Fees	Oxfordshire Association of Local Councils
21	11/10/2023	£ 10.30	£ 2.06	£ 12.36	Microsoft 365	Microsoft Ireland Operations Ltd
20	11/10/2023	£ 319.82	£ -	£ 319.82	Insurance	Zurich Municipal
19	11/10/2023	£ 330.00	£ 66.00	£ 396.00	PO Box	Royal Mail
18	11/10/2023	£ 623.50	£ 124.70	£ 748.20	Laptop	DELL Technologies
17	11/10/2023	£ 1.00	£ 0.20	£ 1.20	Website	Cloud Next Ltd
16	11/10/2023	£ 110.00	£ 22.00	£ 132.00	Website	Cloud Next Ltd
15	11/10/2023	£ 13.32	£ 2.67	£ 15.99	Stationery	Plastoreg Smidt GmbH
14	11/10/2023	£ 21.50	£ 4.30	£ 25.80	Stationery	Stapleoffice LTD
13	11/10/2023	£ 475.82	£ 95.17	£ 570.99	Printer	Amazon EU S.a.r.l., UK Branch
12	11/10/2023	£ 22.49	£ 4.50	£ 26.99	Stationery	Plastoreg Smidt GmbH
11	11/10/2023	£ 21.12	£ 4.22	£ 25.34	Stationery	Amazon EU S.a.r.l., UK Branch
10	11/10/2023	£ 16.31	£ 3.26	£ 19.57	Stationery	Amazon Services Europe S.a.r.L.
9	09/10/2023	£ 78.00	£ -	£ 78.00	WFH Allowance	Laura White
8	09/10/2023	£ 450.00	£ -	£ 450.00	Website	Eyelid Productions Ltd
7	09/10/2023	£ 146.00	£ -	£ 146.00	SLCC Membership	SLCC Enterprises Ltd
6	09/10/2023	£ 330.50	£ 1.80	£ 332.30	Books	SLCC Enterprises Ltd
5	09/10/2023	£ 256.25	£ -	£ 256.25	Meeting Room Hire	Vale of White Horse District Council
4	09/10/2023	£ 657.00	£ 131.40	£ 788.40	Scribe	Starboard Systems Limited t/a Scribe Accounts
3	09/10/2023	£ 500.00	£ -	£ 500.00	Refund_OpeningBalance	Laura White
2	09/10/2023		£ -		PAYE Deductions	HMRC
1	09/10/2023		£ -		Salary	Laura White
		£ 7,577.62	£ 692.25	£ 8,269.87		

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23.08.10. To approve new or updated Governing Documents

Resolved: Approved Unanimously, all of the below as suitable for use, and adopted.

23.08.10.1. Grants Policy (New), Note: a £1000 grant budget already exists.	Appendix H
23.08.10.2. Dignity at Work Policy (New)	Appendix I
23.08.10.3. Equality Policy (New)	Appendix J
23.08.10.4. Retention Policy (New)	Appendix K
23.08.10.5. Safeguarding Policy (New)	Appendix L

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

None.

23.08.12. Matters for future discussion.

- Stand Orders for standard payments from the bank.
- Bin Emptying – who owns etc.
- Street Lighting responsibility and adoption.

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

None.

23.08.14. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

Resolved: Approved Unanimously to exclude the public and press.

23.08.14.1. To approve secondary employment of the Clerk.

Resolved: Approved Unanimously to allow secondary employment of the Clerk.

23.08.15. Confirm the date and time of the next Council Meeting – 09th November 2023, 19:45

NOTE: Any Proposal of Motion forms should be received by the Clerk no later than 31st October in accordance with the Standing Orders.

Confirmed.

There being no further business to be transacted, the Chairman closed the meeting at **21:13**.

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 12 October 2023 - Complete	Clerk	Closed
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. 12 October 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. 12 October 2023 - Complete	Unity Trust	Closed
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. 12 October 2023 - to pursue PC specific / owned noticeboard, in green. Maximum budget £2,500 for notice board, installation, VoWHDC Fees etc.	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 12 October 2023 - Applied, on Payments List	Clerk	Closed

Number	Item	Update	Action Pending On	Status
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. 12 October 2023 - Applied, PK attending.	Vale	Closed
2023-008	Invite PCSO to discuss Civil Parking Enforcement	10 August 2023 - Clerk to Contact. 14 September 2023 - Have e-mailed them, awaiting response. 12 October 2023 - All Councillors invited to meet PCC Matthew Barber, Harwell Village Hall Tuesday 14th November. Also Local PSCO has been in touch, have asked if they could pop in before a meeting one Thursday.	Clerk	Open
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. 12 October 2023 - Letter submitted and acknowledged. Can attend the Hearing if wish, commencing 20th Feb 2024.	Clerk	Closed
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. 12 October 2023 - To chase - phone call later in month.	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. 12 October 2023 - No Update, however cost of writing letters and invoicing at parish with 25 holders, 4 staff hours.	Clerk	Open
2023-012	Lobby OCC regarding Parking Allocations for new builds	10 August 2023 - New Item 12 October 2023 - No Progress to date.	Clerk	Open

Number	Item	Update	Action Pending On	Status
2023-013	Lobby OCC/Vale/Landowner regarding Sounds Mitigation from the A4130, should HIF1 be completed.	10 August 2023 - New Item 12 October 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 12 October 2023 - Written to the BOB ICB to encourage moving forward with any plans and ask for regular updates on any progress made.	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 12 October 2023 - No Progress to date.	Clerk	Open
2023-016	Contact OCC 20mph Coordinator, to ask if we need to apply / have been considered etc.	14 September 2023 - New Item 12 October 2023 - Contacted, no update to share yet.	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 12 October 2023 - To ask if the rugby club would consider adopting it.	Clerk	Open