

Western Valley Parish Council

Minutes of a Meeting of the Western Valley Parish Council

Thursday 11th January 2024 at 19:45, The District Centre, 1 Gention Mews, Didcot

Public Session – Prior to the Start of the Meeting

It was highlighted on page 304 in the Joint Local plan 2041, and the additional homes for Valley Park, it has not been seen in this location before. It was confirmed that residential areas can be removed from the plan as shown in the proposal, and it should be asked that this area be deallocated.

The new junction at the entrance to the estate flooded last week, and never has in the previous 40y. Resident asked that the Council write to OCCH to verify if this junction has been built in accordance with the scheme. It was proposed that the Culvert in this area needs to be checked, once the immediate urgent works have been completed after the recent extreme weather. **[ACTION]** Clerk to write to OCCH to ask this be investigated.

[ACTION] Clerk to register someone to speak at HiF1 hearing.

It was also raised that the Council should be applying to protect the Green Spaces throughout the parish.

Members Present:

Chair	Cllr S Peacock (SP)
Vice-Chair	Cllr A Thomson (AT) [Left 20:55]
Members	Cllr A Dearlove (AD)
	Cllr V Humphries (VH)
	Cllr T Williams (TW)
	Cllr P Knowles (PK)
	Cllr G Clarke (GC) [Left 21:16]

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: At least 4 including DCllr H Gascoigne & CCllr S Povolotsky

Meeting started 20:01

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

Apologies were received in advance of the meeting from Cllr Durman.

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23.12.2. Declarations of Interests [LA 2011 s31]

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

None.

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

None.

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

23.12.3.1. Meeting held on 14th December 2023

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

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

The street names were given to Vale, they removed duplicates and there are still 12 remaining to cover future requests. There is no need to provide “Street”, “Close”, “Road” etc as that is applied depending on the design of the streets themselves.

23.12.4. Chairman’s Report

None.

23.12.5. District and County Councillor Reports

23.12.5.1. County Councillor S Povolotsky

Appendix A

Comments in addition to the report:

- Has asked about the adoption, the reality of the last snagging list is that it still as many items on the list and the list is still growing.
- Steventon Bridge – awaiting other closures on the Network to line up to reduce the cost to Network Rail.

23.12.5.2. District Councillor H Gascoigne & D Dewhurst

Appendix B

Comments in addition to the report:

- Joint Local Plan, its within the Parish Council’s gift to have allocated sites. There are no new allocations of housing sites. DCllr feels this is a much more positive plans and planning decisions

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are made based on it. Encourages the Parish Council to ask for designated green space and other comments.

- Encourage the Council to comment on the boundary commission consultation for boundaries for Vale of White Horse DC.
- A member of the PC raised that they were surprised Biffa contract for waste had been extended. One of the reasons is to cover the gap between now and the new central government requirements on how to waste will need to be collected/sorted/recycled going forward.

23.12.6. Planning

23.12.6.1. To receive the minutes of the Planning Committee 28th September 2023 Appendix C

Received.

23.12.6.2. To approve response to the Joint Local Plan Consultation.

Appendix D

The consultation only opened yesterday, and the deadline is 21st February. To defer to the next meeting. To agree by email how to share the load of reading the document and summary response.

23.12.7. Finance 2023-2024

Appendix E

23.12.7.1. To approve payments list for January 2024

Resolved: Approved Unanimously, the payments list as below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
55	13/02/2024				PAYE Deductions	HMRC
57	15/01/2024	£307.50	£0.00	£307.50	Meeting Room Hire	Vale of White Horse District Council
56 SO	15/01/2024	£9.99	£1.99	£11.98	Hosting	Cloud Next Ltd
54 SO	15/01/2024	£10.30	£2.06	£12.36	Microsoft 365	Microsoft Ireland Operations Ltd
53 SO	15/01/2024	£26.00	£0.00	£26.00	WFH Allowance	Laura White
52	15/01/2024				Salary	Laura White
51	31/12/2023	£12.52	£0.00	£12.52	Bank Fees	Unity Trust
		£555.41	£4.05	£559.46		

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23.12.7.2. To note receipts, year to 31st December 2023

All of the below were noted.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer
4	31/12/2023	£39.08		£39.08	31/12/2023	Bank Interest	Unity Trust
		£39.08		£39.08			

23.12.7.3. To note the reconciled bank account and reserves balances as at 31st December 2023

A	Bank Reconciliation at 31/12/2023		
	Cash in Hand 01/04/2023		
	ADD		
	Receipts 01/04/2023 - 31/12/2023		70,727.08
			70,727.08
	SUBTRACT		
	Payments 01/04/2023 - 31/12/2023		10,289.37
	Cash in Hand 31/12/2023 (per Cash Book)		60,437.71
B	Cash in hand per Bank Statements		
	Petty Cash 31/12/2023	0.00	
	Unity Trust Reserve 31/12/2023	37,085.08	
	Unity Trust Current 31/12/2023	23,352.63	
			60,437.71
	Less unrepresented payments		
			60,437.71
	Plus unrepresented receipts		
	Adjusted Bank Balance		60,437.71
	A = B Checks out OK		

Current Account Balance: £ 23,352.63

Reserve Account Balance: £ 37,085.08

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23.12.7.4. To complete the quarterly budget review and approve virements, including which EMR to add interest received to.

Resolved: Approved Unanimously the updates highlighted below, plus any unspent allocation at the end of the financial year to move to Burial Ground EMR.

FY 2023-2024 - Review as of 31st December					
	Receipts		Payments		
	Budget	Actual	Budget	Actual	
INCOME / RECEIPTS					
Precept	50188.00	50188.00			
Grants (Transfer of funds from Harwell PC)	22500.00	20500.00	500	500	
CIL	0.00				
Allotment Fees	0.00				
Grass Cutting Contribution	0.00				
Interest	160.00	39.08			
	£ 72,848.00	£ 70,688.00	£ 500.00	£ 500.00	
EXPENDITURE / PAYMENTS					
ADMINISTRATION					
Audit Costs			1000.00		
Bank Charges			60.00	12.52	
Chairman's Allowance			350.00		
Elections			600.00	400.00	
Expenses - WFH			312.00	130.00	
Expenses - Stationery			500.00	425.24	
Hall Hire			750.00	674.50	
Insurance			320.00	319.82	
IT Support & Software			1000.00	698.20	
Office Equipment			3000.00	1306.48	
Staff Costs (All Staff & HMRC)			8000.00	2747.14	
Subscriptions (OALC, SLCC)			1000.00	828.18	
Training			4000.00	849.00	
Website			1000.00	600.96	
	£ -	£ -	£ 21,892.00	£ 8,992.04	
ALLOTMENTS					
Set-up			5000.00		
Water - Allotments			500.00		
	£ -	£ -	£ 5,500.00	£ -	

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OTHER PROJECTS & GRANTS					
Grants (Including S137)			1000.00	50.00	
In year projects, undefined			5000.00	23.67	
	£ -	£ -	£ 6,000.00	£ 73.67	
	£ 72,848.00	£ 70,688.00	£ 33,892.00	£ 9,565.71	

Surplus (Ignore CIL) £ 38,956.00 <-TRANSFER TO EMR

To allocate £ -

Earmarked Reserves

	Start of Year	Transfer	Planned Spend	Receipts	End of Year
Operating Reserve	£ -	£ 25,000.00			£ 25,000.00
S106 from Harwell		£ 407.00			£ 407.00
Community Infrastructure Levy	£ -				£ -
New Allotments Project	£ -	£ 11,639.00			£ 11,639.00
Training					
Parish Office - Project		£ 955.00			
Burial Ground - Project		£ 955.00			
	£ -	£ 38,956.00		£ -	£ 37,046.00

23.12.8. To approve response to the Draft Oxfordshire Councils Charter, or approve individual Councillors will submit their own personal response. Appendix F

Resolved: Approved Unanimously, each Councillor and Clerk to respond individually.

23.12.9. To receive verbal reports on any training courses attended.

None.

[AT left the meeting 20:55]

23.12.10. To consider whether to pursue having a Parish Office and agree actions.

Resolved: To not pursue a Parish Office at this time but ensure request parish office and store in any future community centre in Valley Park development.

23.12.11. To consider the qualification criteria and benefits of having General Powers of Competence and agree actions.

Resolved: To reconsider if GPoC is considered important in the future.

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23.12.12. To consider options regarding a “Welcome Pack” for new residents, particularly with respect to the Valley Park development and agree actions.

[ACTIONS]

- Parish Logo
- County infographic (See Thame, Goring, Woodcote)
- Investigate costs for printed infographic, with magnet/QR Code
- Ask developers if they can include it in their packs, and when would need by.
- Costs including delivery to all of the current residents.
- [PK] Accessible versions.

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

Letter from member

23.12.14. Matters for future discussion.

Outcome of meeting with local police and police and crime commissioner regarding illegal parking and bollards.

[GC Left the meeting 21:19]

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

Vale Boundary

Ask the residents what they would have found useful on a leaflet when they moved in.

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

Reason: Confidential business relating to engagement. terms of service, conduct or dismissal of employees.

Resolved: Approved Unanimously to exclude the public and press.

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23.12.16.1. To receive recommendations from the Staffing Committee, and approve actions.

Resolved: Approved Unanimously to confirm the Clerk has successfully completed their probationary period.

Resolved: Approved Unanimously Clerk salary and hours NJC SCP 25 and 8 hours per week, applicable from 1st April 2024.

23.12.16.2. To approve secondary employment of the Clerk.

Resolved: Secondary employment of the Clerk up to 25 hours per week, no more than 2 employers was approved.

23.12.17. Confirm the date and time of the next Council Meeting 8th February 2024, 19:45

Confirmed

There being no further business to be transacted the Chairman closed the meeting 21:29

Number	Title	Update	Action Owner	Open/ Closed
Land-2023-001	Staff and Work Planning	19 October 2023 - To delay further discussion until after the Staff Roles have been formally Assessed. 16 Nov 2023 - Clerk has spent time with the staff, to produce actual list of tasks which are done. 01 Feb 2023 - To bring the current maps to the next meeting, to make a decision on the mowing schedule and general work planning.	Clerk	Open
Land-2023-002	Potential For Apprentice Grounds Staff	19 October 2023 - To ask at next OxLEP meeting if there is any apprenticeship levy available. 16 Nov 2023 - some funding available, but not ascertained what percentage of funding would be available. 01 Feb 2023 - Not currently need based on current workload.	Cllr Convery	Closed
Land-2023-003	Barrow Road	19 October 2023 - To contact Taylor Wimpy regarding the "lonely" strip of land down the side of the fence they erected. MoP to send applicable documents to the Clerk. 16 Nov 2023 - Ongoing. 01 Feb 2024 - To respond to the Parishoner, that this is not a highway, this is a civil matter and the parish council can't take action on private land.	Clerk	Open
Land-2023-004	Rewilding - Maps	19 October 2023 - To find the original map of the area to not mow. 16 Nov 2023 - Ongoing 01 Feb 2024 - MR to see if they have a map.	MR	Open
Land-2023-005	Rewilding - future year's proposal	19 October 2023 - To produce a rough proposal for next year and draft questionnaire/survey for villagers to gauge their thoughts - to bring to 16th Nov Meeting. [To include Rowstock parishoners also] 16 Nov 2023 - Ongoing 01 Feb 2024 - To bring questions at the next meeting and questions will be placed in both the Harwell News and Facebook page.	Cllr Convery	Open

Land-2023-006	General Village Mowing	19 October 2023 - To produce map - what is mowed by the parish, what is mowed by other organisations. 16 Nov 2023 - Ongoing Ongoing 01 Feb 2024 - Ongoing multiple maps now available, and need to be rationalised in to one definitive list.	Clerk	Open
Land-2023-007	Registration of Land	19 October 2023 - To register all council maintained land, which is not under ownership of the parish council. 16 Nov 2023 - Ongoing 01 Feb 2024 - Ongoing	Clerk	Open
Land-2023-008	Playground	19 October 2023 - To find out when the next Zip Wire close inspection is due and find out who South Stoke use for maintenance. 16 Nov 2023 - Ongoing - to find out who installed the play equipment originally & ask Didcot TC who they use. 01 Feb 2023 - Ongoing - Playground checklist to be sent to everyone, and consider formal training of a playground inspection in the future.	Clerk	Open
Land-2023-009	Church Yard	16 Nov 2023 - MR to seek verification of the management responsibility of the Church yard. 01 Feb 2024 - Verified through minutes and Church Records, the Church Yard AND the Church Yard Trees are the PC's Responsibility.	--	Closed
Land-2023-010	Flower Survey	16 Nov 2023 - JH to write to Cub group with thanks and offer to attend a future meeting to receive the data. 01 Feb 2024 - Ongoing	JH	Open