

# Western Valley Parish Council

## Minutes of a Meeting of the Western Valley Parish Council

Thursday 09<sup>th</sup> November 2023 at 19:45, The District Centre, 1 Gention Mews, Didcot

### Public Session – Prior to the Start of the Meeting

No Comments.

### Members Present:

|         |                       |
|---------|-----------------------|
| Chair   | Cllr S Peacock (SP)   |
| Members | Cllr A Dearlove (AD)  |
|         | Cllr L Durman (LD)    |
|         | Cllr V Humphries (VH) |
|         | Cllr P Knowles (PK)   |
|         | Cllr G Clarke (GC)    |
|         | Cllr T Williams (TW)  |

### Officers Present:

|                      |                  |
|----------------------|------------------|
| Clerk to the Council | Mrs L White (LW) |
|----------------------|------------------|

**Public and Press:** At least 1 including DCllr H Gascoigne.

### Meeting started 19:45

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

Cllr Thompson was absent.

#### 23.09.2. Declarations of Interests [LA 2011 s31]

##### 23.09.2.1. To receive declarations of interest for items on this agenda

None.

##### 23.09.2.2. To consider requests for Dispensations [LA 2011 s33]

None.

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

##### 23.09.3.1. Meeting held on 12<sup>th</sup> October 2023

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

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## **23.09.3.2. Matters arising from the minutes not elsewhere on the agenda.**

None.

## **23.09.4. Chairman's Report**

Attended the Oxfordshire Councils Charter, there as discussion how to enhance democracy in our communities. It was agreed that better communication was needed, maybe defined contacts in specific departments to liaise with.

## **23.09.5. District and County Councillor Reports**

### **23.09.5.1. County Councillor S Povolotsky**

### **Appendix A**

No comments in addition to the report.

### **23.09.5.2. District Councillor H Gascoigne & D Dewhurst**

### **Appendix B**

Comments in addition to the report: Consulting on joint planning policies for this area will be in January 2024 – very important to respond to this.

It was discussed that there are already a lot of dilapidated facilities on the Great Western Park area, with broken park equipment, broken benches.

It was proposed to produce a master list of parish issues, broken items, unfulfilled S106 obligations etc.

**[ACTION]** Regarding Health –ask Blewbury PC for the ICB contact they used, as they recently got a response. There is also CIL monies as well as S106 monies available for health provision. Health Overview Scrutiny Committee (at County Council) also worth contacting.

## **23.09.6. Planning**

### **23.09.6.1. To consider application and approve response to planning authority:**

- P23/V1450/HH - 6 Bramble Lane, Harwell, Didcot, OX11 6ET

*Insert two new windows into the side elevation.*

**Resolved:** Approved Unanimously to submit the response NO OBJECTIONS, subject to the windows being obscured glass.

## **23.09.7. Clerk's Report and Action List**

### **23.09.7.1. To review the Action List**

### **Action List**

See Action List

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## Parish Council

### 23.09.8. Finance 2023-2024

### Appendix C

**23.09.8.1. To note the NALC revised cost of living salary scale for the Clerk 2023/2024, to be back dated to 1<sup>st</sup> April 2023, SCP 24.**

Noted.

### 23.09.8.2. To approve payments list for November 2023

- To approve £50 donation to Poppy Appeal
- To approve budget to make reusable poppy wreath

**Resolved:** Approved Unanimously the list as below.

| Voucher No | Date       | Net               | VAT            | Total             | Description        | Supplier                             |
|------------|------------|-------------------|----------------|-------------------|--------------------|--------------------------------------|
| 44         | 10/11/2023 | £ 199.17          | £ 39.83        | £ 239.00          | Phone              | Eurostar Global Electronics Ltd      |
| 43         | 10/11/2023 | £ 7.99            | £ 1.60         | £ 9.59            | Phone              | Amazon Services Europe S.a.r.L.      |
| 42         | 10/11/2023 | £ 50.00           | £ -            | £ 50.00           | Remembrance Sunday | Royal British Legion                 |
| 41         | 10/11/2023 | £ 400.00          | £ -            | £ 400.00          | Election Expenses  | Vale of White Horse District Council |
| 40         | 10/11/2023 | £ 15.00           | £ 3.00         | £ 18.00           | Remembrance Sunday | Prestige Wicker                      |
| 39         | 10/11/2023 | £ 2.59            | £ 0.52         | £ 3.11            | Remembrance Sunday | Such Home LTD                        |
| 38         | 10/11/2023 | £ 1.00            | £ -            | £ 1.00            | Remembrance Sunday | Maxi-Retail                          |
| 37         | 10/11/2023 | £ 2.75            | £ 0.55         | £ 3.30            | Remembrance Sunday | Amazon Services Europe S.a.r.L.      |
| 36         | 10/11/2023 | £ 2.33            | £ 0.47         | £ 2.80            | Remembrance Sunday | Amazon Services Europe S.a.r.L.      |
| 35         | 13/11/2023 |                   |                |                   | PAYE Deductions    | HMRC                                 |
| 34         | 13/11/2023 | £ 10.30           | £ 2.06         | £ 12.36           | Microsoft 365      | Microsoft Ireland Operations Ltd     |
| 33         | 13/11/2023 | £ 26.00           | £ -            | £ 26.00           | WFH Allowance      | Laura White                          |
| 32         | 10/11/2023 |                   |                |                   | Salary             | Laura White                          |
| 24         | 13/11/2023 | £ 35.00           | £ -            | £ 35.00           | ICO Registration   | Information Commissioners Office     |
|            |            | <b>£ 1,232.55</b> | <b>£ 45.03</b> | <b>£ 1,277.58</b> |                    |                                      |

### 23.09.8.3. To approve regular payments to be made by Standing Order

**NOTE:** list to be reapprove each financial year.

**Resolved:** Approved Unanimously the list as below.

1. Refunding L White £12.36 for Microsoft 365 subscription by standing order on the 13<sup>th</sup> of each month.
2. Paying L White £26 each month work from home allowance by standing order on the 13<sup>th</sup> of each month.

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## 23.09.8.4. To note receipts, year to 31st October 2023

The below were noted.

| Voucher No | Date       | Net         | VAT | Total       | Cashed Date | Description     | Customer                             |
|------------|------------|-------------|-----|-------------|-------------|-----------------|--------------------------------------|
| 2          | 05/10/2023 | £ 50,188.00 | £ - | £ 50,188.00 | 31/10/2023  | Precept         | Vale of White Horse District Council |
| 1          | 03/10/2023 | £ 500.00    | £ - | £ 500.00    | 31/10/2023  | Opening Balance | Laura White                          |

## 23.09.8.5. To note the reconciled bank account and reserves balances as at 31st October 2023

Balances as below were noted.

|          |                                                     |           |                  |
|----------|-----------------------------------------------------|-----------|------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/10/2023</b>            |           |                  |
|          | Cash in Hand 01/04/2023                             |           |                  |
|          | <b>ADD</b><br>Receipts 01/04/2023 - 31/10/2023      |           | 50,688.00        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2023 - 31/10/2023 |           | 8,491.12         |
|          | <b>Cash in Hand 31/10/2023</b><br>(per Cash Book)   |           | <b>42,196.88</b> |
| <b>B</b> | Cash in hand per Bank Statements                    |           |                  |
|          | Petty Cash 31/10/2023                               | 0.00      |                  |
|          | Unity Trust Reserve 31/10/2023                      | 0.00      |                  |
|          | Unity Trust Current 31/10/2023                      | 42,196.88 |                  |
|          |                                                     |           | <b>42,196.88</b> |
|          | Less unrepresented payments                         |           |                  |
|          |                                                     |           | 42,196.88        |
|          | Plus unrepresented receipts                         |           |                  |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>42,196.88</b> |
|          | <b>A = B Checks out OK</b>                          |           |                  |

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Current Account Balance: £42,196.88

Reserve Account Balance: £0

**23.09.8.6. To complete the Q2 budget Review and approved any amendments (Up to 31st October 2023)**

The RFO detailed the spend to date and proposed changes, highlighted in green below.

**Resolved:** Approved Unanimously to update the budget for FY 2023-2024 as below.

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| FY 2023-2024 - Review as of 31st October |                                            |                    |                    |                   |  |
|------------------------------------------|--------------------------------------------|--------------------|--------------------|-------------------|--|
|                                          | Receipts                                   |                    | Payments           |                   |  |
|                                          | Budget                                     | Actual             | Budget             | Actual            |  |
| 1000                                     | <b>INCOME / RECEIPTS</b>                   |                    |                    |                   |  |
| 1010                                     | Precept                                    | 50188.00           | 50188.00           |                   |  |
| 1020                                     | Grants (Transfer of funds from Harwell PC) | 20500.00           | 500.00             | 500               |  |
| 1030                                     | CIL                                        | 0.00               |                    |                   |  |
| 1040                                     | Allotment Fees                             | 0.00               |                    |                   |  |
| 1050                                     | Grass Cutting Contribution                 | 0.00               |                    |                   |  |
|                                          | <b>£ 70,688.00</b>                         | <b>£ 50,688.00</b> | <b>£ 500.00</b>    | <b>£ 500.00</b>   |  |
|                                          | <b>EXPENDITURE / PAYMENTS</b>              |                    |                    |                   |  |
| 3000                                     | <b>ADMINISTRATION</b>                      |                    |                    |                   |  |
| 3010                                     | Audit Costs                                |                    | 1000.00            |                   |  |
| 3020                                     | Bank Charges                               |                    | 60.00              |                   |  |
| 3030                                     | Chairman's Allowance                       |                    | 350.00             |                   |  |
| 3040                                     | Elections                                  |                    | 600.00             |                   |  |
| 3050                                     | Expenses - WFH                             |                    | 312.00             | 78.00             |  |
| 3060                                     | Expenses - Stationary                      |                    | 500.00             | 425.24            |  |
| 3070                                     | Hall Hire                                  |                    | 500.00             | 512.50            |  |
| 3080                                     | Insurance                                  |                    | 320.00             | 319.82            |  |
| 3090                                     | IT Support & Software                      |                    | 1000.00            | 677.60            |  |
| 3100                                     | Office Equipment                           |                    | 3000.00            | 1099.32           |  |
| 3110                                     | Staff Costs (All Staff & HMRC)             |                    | 8000.00            | 2009.88           |  |
| 3020                                     | Subscriptions (OALC, SLCC)                 |                    | 1000.00            | 793.18            |  |
| 3030                                     | Training                                   |                    | 4000.00            | 849.00            |  |
| 3040                                     | Website                                    |                    | 1000.00            | 561.00            |  |
|                                          | <b>£ -</b>                                 | <b>£ -</b>         | <b>£ 21,642.00</b> | <b>£ 7,325.54</b> |  |
| 4000                                     | <b>ALLOTMENTS</b>                          |                    |                    |                   |  |
| 4010                                     | Set-up                                     |                    | 5000.00            |                   |  |
| 4020                                     | Water - Allotments                         |                    | 500.00             |                   |  |
|                                          | <b>£ -</b>                                 | <b>£ -</b>         | <b>£ 5,500.00</b>  | <b>£ -</b>        |  |
| 5000                                     | <b>OTHER PROJECTS &amp; GRANTS</b>         |                    |                    |                   |  |
| 5010                                     | Grants (Including S137)                    |                    | 1000.00            |                   |  |
| 5020                                     | In year projects, undefined                |                    | 5000.00            |                   |  |
|                                          | <b>£ -</b>                                 | <b>£ -</b>         | <b>£ 6,000.00</b>  | <b>£ -</b>        |  |
|                                          | <b>£ 70,688.00</b>                         | <b>£ 50,688.00</b> | <b>£ 33,642.00</b> | <b>£ 7,825.54</b> |  |

Surplus (Ignore CIL)

**£ 37,046.00**

<-TRANSFER TO EMR

# Western Valley Parish Council

## 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     |               |          |             |
| Community Infrastructure Levy | £ -           |              |               |          | £ -         |
| New Allotments Project        | £ -           | £ 11,6369.00 |               |          | £ 10,759.00 |
|                               | £ -           | £ 37,046.00  |               | £ -      | £ 35,759.00 |

## 23.09.9. Finance 2024-2025

## Appendix D

### 23.09.9.1. To approve budget for 2024-2025

The RFO detailed the proposals and reasons for the EMR's.

**Resolved:** Approved Unanimously the budget for FY 2024-2025 as shown on the next page. Any remaining monies at the end of the 2023-2024 year to be transferred to EMRs.

### 23.09.9.2. To approve precept request for 2024-2025

**Resolved:** Approved Unanimously to request precept of £50,188.

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| FY 2023-2024 - Review as of 31st October                  |                                            |                    |                    |                    |                   | 2024-2025                                                 |            |                    |            |  |
|-----------------------------------------------------------|--------------------------------------------|--------------------|--------------------|--------------------|-------------------|-----------------------------------------------------------|------------|--------------------|------------|--|
|                                                           |                                            | Receipts           |                    | Payments           |                   | Receipts                                                  |            | Payments           |            |  |
|                                                           |                                            | Budget             | Actual             | Budget             | Actual            | Budget                                                    | Actual     | Budget             | Actual     |  |
| 1000                                                      | <b>INCOME / RECEIPTS</b>                   |                    |                    |                    |                   |                                                           |            |                    |            |  |
| 1010                                                      | Precept                                    | 50188.00           | 50188.00           |                    |                   | 50188.00                                                  |            |                    |            |  |
| 1020                                                      | Grants (Transfer of funds from Harwell PC) | 20500.00           | 500.00             | 500                | 500               | 0.00                                                      |            |                    |            |  |
| 1030                                                      | CIL                                        | 0.00               |                    |                    |                   | 0.00                                                      |            |                    |            |  |
| 1040                                                      | Allotment Fees                             | 0.00               |                    |                    |                   | 0.00                                                      |            |                    |            |  |
| 1050                                                      | Grass Cutting Contribution                 | 0.00               |                    |                    |                   | 0.00                                                      |            |                    |            |  |
|                                                           |                                            | <b>£ 70,688.00</b> | <b>£ 50,688.00</b> | <b>£ 500.00</b>    | <b>£ 500.00</b>   | <b>£ 50,188.00</b>                                        |            | <b>£ -</b>         | <b>£ -</b> |  |
|                                                           |                                            |                    |                    |                    |                   |                                                           |            |                    |            |  |
|                                                           | <b>EXPENDITURE / PAYMENTS</b>              |                    |                    |                    |                   |                                                           |            |                    |            |  |
| 3000                                                      | <b>ADMINISTRATION</b>                      |                    |                    |                    |                   |                                                           |            |                    |            |  |
| 3010                                                      | Audit Costs                                |                    |                    | 1000.00            |                   |                                                           |            | 1000.00            |            |  |
| 3020                                                      | Bank Charges                               |                    |                    | 60.00              |                   |                                                           |            | 60.00              |            |  |
| 3030                                                      | Chairman's Allowance                       |                    |                    | 350.00             |                   |                                                           |            | 350.00             |            |  |
| 3040                                                      | Elections                                  |                    |                    | 600.00             |                   |                                                           |            | 0.00               |            |  |
| 3050                                                      | Expenses - WFH                             |                    |                    | 312.00             | 78.00             |                                                           |            | 312.00             |            |  |
| 3060                                                      | Expenses - Stationary                      |                    |                    | 500.00             | 425.24            |                                                           |            | 500.00             |            |  |
| 3070                                                      | Hall Hire                                  |                    |                    | 500.00             | 512.50            |                                                           |            | 500.00             |            |  |
| 3080                                                      | Insurance                                  |                    |                    | 320.00             | 319.82            |                                                           |            | 600.00             |            |  |
| 3090                                                      | IT Support & Software                      |                    |                    | 1000.00            | 677.60            |                                                           |            | 1000.00            |            |  |
| 3100                                                      | Office Equipment                           |                    |                    | 3000.00            | 1099.32           |                                                           |            | 500.00             |            |  |
| 3110                                                      | Staff Costs (All Staff & HMRC)             |                    |                    | 8000.00            | 2009.88           |                                                           |            | 8500.00            |            |  |
| 3020                                                      | Subscriptions (OALC, SLCC)                 |                    |                    | 1000.00            | 793.18            |                                                           |            | 800.00             |            |  |
| 3030                                                      | Training                                   |                    |                    | 4000.00            | 849.00            |                                                           |            | 4000.00            |            |  |
| 3040                                                      | Website                                    |                    |                    | 1000.00            | 561.00            |                                                           |            | 1000.00            |            |  |
|                                                           |                                            | <b>£ -</b>         | <b>£ -</b>         | <b>£ 21,642.00</b> | <b>£ 7,325.54</b> | <b>£ -</b>                                                | <b>£ -</b> | <b>£ 19,122.00</b> | <b>£ -</b> |  |
|                                                           |                                            |                    |                    |                    |                   |                                                           |            |                    |            |  |
| 4000                                                      | <b>ALLOTMENTS</b>                          |                    |                    |                    |                   |                                                           |            |                    |            |  |
| 4010                                                      | Set-up                                     |                    |                    | 5000.00            |                   |                                                           |            |                    |            |  |
| 4020                                                      | Water - Allotments                         |                    |                    | 500.00             |                   |                                                           |            |                    |            |  |
|                                                           |                                            | <b>£ -</b>         | <b>£ -</b>         | <b>£ 5,500.00</b>  | <b>£ -</b>        | <b>£ -</b>                                                | <b>£ -</b> | <b>£ -</b>         | <b>£ -</b> |  |
|                                                           |                                            |                    |                    |                    |                   |                                                           |            |                    |            |  |
| 5000                                                      | <b>OTHER PROJECTS &amp; GRANTS</b>         |                    |                    |                    |                   |                                                           |            |                    |            |  |
| 5010                                                      | Grants (Including S137)                    |                    |                    | 1000.00            |                   |                                                           |            | 1000.00            |            |  |
| 5020                                                      | In year projects, undefined                |                    |                    | 5000.00            |                   |                                                           |            | 5000.00            |            |  |
|                                                           |                                            | <b>£ -</b>         | <b>£ -</b>         | <b>£ 6,000.00</b>  | <b>£ -</b>        | <b>£ -</b>                                                | <b>£ -</b> | <b>£ 6,000.00</b>  | <b>£ -</b> |  |
|                                                           |                                            | <b>£ 70,688.00</b> | <b>£ 50,688.00</b> | <b>£ 33,642.00</b> | <b>£ 7,825.54</b> | <b>£ 50,188.00</b>                                        | <b>£ -</b> | <b>£ 25,122.00</b> | <b>£ -</b> |  |
| Surplus (Ignore CIL) <b>£ 37,046.00</b> <-TRANSFER TO EMR |                                            |                    |                    |                    |                   | Surplus (Ignore CIL) <b>£ 25,066.00</b> <-TRANSFER TO EMR |            |                    |            |  |

# Western Valley

## Parish Council

### Earmarked Reserves

| Earmarked Reserves            |               |             |               |          |             |                               |             |               |          |             |
|-------------------------------|---------------|-------------|---------------|----------|-------------|-------------------------------|-------------|---------------|----------|-------------|
|                               | Start of Year | Transfer    | Planned Spend | Receipts | End of Year | Start of Year                 | Transfer    | Planned Spend | Receipts | End of Year |
| Operating Reserve             | £ -           | £ 25,000.00 |               |          | £ 25,000.00 | £ 25,000.00                   |             |               |          | £ 25,000.00 |
| S106 from Harwell             |               | £ 407.00    |               |          | £ 407.00    | £ 407.00                      |             |               |          | £ 407.00    |
| Community Infrastructure Levy | £ -           |             |               |          | £ -         | £ -                           |             |               |          | £ -         |
| New Allotments Project        | £ -           | £ 11,639.00 |               |          | £ 11,639.00 | £ 17,139.00                   | £ 25,066.00 |               |          | £ 17,139.00 |
| Training                      |               |             |               |          |             | £ 3,000.00                    |             |               |          | £ 28,066.00 |
| Parish Office - Project       |               |             |               |          |             | Unspent Funds From This Year. |             |               |          |             |
| Burial Ground - Project       |               |             |               |          |             |                               |             |               |          |             |
|                               |               |             |               |          |             |                               |             |               |          |             |
|                               | £ -           | £ 37,046.00 |               | £ -      | £ 37,046.00 | £ 42,546.00                   | £ 25,066.00 |               | £ -      | £ 42,546.00 |

# Western Valley Parish Council

**23.09.10. To receive Items of Correspondence and agree actions arising.**

None.

**23.09.11. Matters for future discussion.**

- Training Reports.
- Charter Day Feedback.
- Parish Office.
- Add defibrillator box next to the parish noticeboard.
- How to gain General Powers of Competence.

**23.09.12. 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.

**23.09.13. Confirm the date and time of the next Council Meeting**

**NOTE:** Any Proposal of Motion forms should be received by the Clerk no later than 02<sup>nd</sup> January in accordance with the Standing Orders.

**Confirmed:** 11<sup>th</sup> January 2024, unless planning applications need to be discuss at on the 14<sup>th</sup> December 2023.

There being no further business to be transacted, the Chairman closed the meeting, **21:00.**

| Number   | Item                                                | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action Pending On    | Status |
|----------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------|
| 2023-002 | To Purchase Smart Phone                             | <b>10 August 2023</b> - Awaiting bank account to refund current outstanding expenses - Clerk using spare personal asset currently to keep PC and personal information separate.<br><b>12 October 2023</b> - No Change<br><b>09 November 2023</b> - Purchased.                                                                                                                                                                                                                                                                                                                           | Clerk                | Closed |
| 2023-005 | External Noticeboard at the District Centre.        | <b>10 August 2023</b> - Request is being discussed by the District Centre, likely to be approved.<br>GC to send previous noticeboard plans to the Clerk<br><b>14 September 2023</b> - 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.<br><b>12 October 2023</b> - to pursue PC specific / owned noticeboard, in green. Maximum budget £2,500 for notice board, installation, VoWHDC Fees etc.<br><b>09 November 2023</b> - To ask to add defib next to the noticeboard. | District Centre & GC | Open   |
| 2023-008 | Invite PCSO to discuss Civil Parking Enforcement    | <b>10 August 2023</b> - Clerk to Contact.<br><b>14 September 2023</b> - Have e-mailed them, awaiting response.<br><b>12 October 2023</b> - 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.<br><b>09 November 2023</b> - No Update.                                                                                                                                                                                                    | Clerk                | Open   |
| 2023-010 | Parish Logo - to speak with local secondary schools | <b>10 August 2023</b> - New Item<br><b>14 September 2023</b> - Have e-mailed Aureus & UTC, awaiting response.<br><b>12 October 2023</b> - To chase - phone call later in month.<br><b>09 November 2023</b> - No Update.                                                                                                                                                                                                                                                                                                                                                                 | Clerk                | Open   |

| Number   | Item                                                                                                                                                                  | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action Pending On | Status |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------|
| 2023-011 | Allotments                                                                                                                                                            | <p><b>10 August 2023</b> - New Item to seek average running costs, and the size of the allotments which will come to us.</p> <p><b>14 September 2023</b> - Been in touch with Vale, awaiting confirmation of size. Also contacted local parishes, awaiting cost indication.</p> <p><b>12 October 2023</b> - No Update, however cost of writing letters and invoicing at parish with 25 holders, 4 staff hours.</p> <p><b>09 November 2023</b> - Didcot TC happy to send on generic email to all on waiting list to get in contact with WVPC directly.</p> | Clerk             | Open   |
| 2023-012 | Lobby OCC regarding Parking Allocations for new builds                                                                                                                | <p><b>10 August 2023</b> - New Item</p> <p><b>12 October 2023</b> - No Progress to date.</p> <p><b>09 November 2023</b> - No Update.</p>                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk             | Open   |
| 2023-013 | Lobby OCC/Vale/Landowner regarding Sounds Mitigation from the A4130, should HIF1 be completed.                                                                        | <p><b>10 August 2023</b> - New Item</p> <p><b>12 October 2023</b> - No Progress to date.</p> <p><b>09 November 2023</b> - No Update.</p>                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk             | Open   |
| 2023-014 | Write to the ICB for updated information on local medical provision                                                                                                   | <p><b>14 September 2023</b> - New Item</p> <p><b>12 October 2023</b> - Written to the BOB ICB to encourage moving forward with any plans and ask for regular updates on any progress made.</p> <p><b>09 November 2023</b> - Ask Blewbury Clerk for their ICB contact and also worth contacting the Health Overview Scrutiny Committee (at County Council)</p>                                                                                                                                                                                             | 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. | <p><b>14 September 2023</b> - New Item</p> <p><b>12 October 2023</b> - No Progress to date.</p> <p><b>09 November 2023</b> - No Update.</p>                                                                                                                                                                                                                                                                                                                                                                                                               | Clerk             | Open   |
| 2023-016 | Contact OCC 20mph Coordinator, to ask if we need to apply / have been considered etc.                                                                                 | <p><b>14 September 2023</b> - New Item</p> <p><b>12 October 2023</b> - Contacted, no update to share yet.</p> <p><b>09 November 2023</b> - No Update.</p>                                                                                                                                                                                                                                                                                                                                                                                                 | Clerk             | Open   |

| Number   | Item                                                                                                                                                                                 | Update                                                                                                                                                       | Action Pending On | Status |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------|
| 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. | <b>14 September 2023</b> - New Item<br><b>12 October 2023</b> - To ask if the rugby club would consider adopting it.<br><b>09 November 2023</b> - No Update. | Clerk             | Open   |