

Western Valley Parish Council

Minutes of a Meeting of the Western Valley Parish Council

Thursday 28th March 2024 at 19:45, The District Centre, 1 Gentian Mews, Didcot

Public Session – Prior to the Start of the Meeting

None.

Members Present:

Chair	Cllr S Peacock (SP)
Vice-Chair	Cllr A Thomson (AT) [Arrived 19:46]
Members	Cllr V Humphries (VH)
	Cllr G Clarke (GC)
	Cllr T Williams (TW)
	Cllr L Durman (LD) [Arrived 19:50]

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 19:45

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

No apologies were received in advance of the meeting, Cllrs Dearlove, Knowles & Durman were absent.

23.16.2. Declarations of Interests [LA 2011 s31]

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

[AT Arrived]

Cllr V Humphries declared a non-pecuniary interest in item 23.16.6.6, planning application [P24/V0153/FUL](#).

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

None.

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

23.16.3.1. Meeting held on 08th February 2024

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

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

None.

23.16.4. Chairman's Report

None.

23.16.5. District and County Councillor Reports

All formal reports will also be published on our website on the dedicated DCllr & CCllr page when available.

23.16.5.1. County Councillor S Povolotsky

Appendix A

Cllr Povolotsky was unable to attend, the report was received in advance of the meeting and loaded to the website.

23.16.5.2. District Councillor H Gascoigne & D Dewhurst

Appendix B

Main points to highlight regarding the Health Centre

- The transfer of CIL from Vale to BOB has been made for them to submit the planning application.
- In March a deed of variation was made to the S106 to move forward with the Health Centre, the land will transfer to Vale, but a variation to the S106 was required for that land to then be rented/leased to someone.
- There is a monthly stakeholder meeting, it will be a long time before any bricks will go down, but there is movement in a positive direction, even if it is now as quick as people would wish.

[LD Arrived]

- Upton PC is pushing to find out who the Valley Park health Centre will be delivered and if / how it will be different to the delivery of the Health Centre for Great Western Park.

23.16.6. Planning

23.16.6.1. To receive the minutes of the Planning Committee Meeting 23rd November 2023.

Appendix C

Received.

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To approve response to the Planning Authority's request to consult.

23.16.6.2. P24/V0470/RM - Phase T2b Dahlia View Valley Park Didcot

Reserved Matters for Phase 2Tb (Dahlia View) of Outline Planning Permission P14/V2873/O for layout, appearance, scale, and landscape, comprising 284 new homes with associated infrastructure and 35% affordable housing. An Environmental Statement was submitted with the outline application.

Representative of the developer was invited to make a representation on this application by the Chair:

It is within Valley Park, 224 home including landscaping and other infrastructure. There is a housing delivery document to go with it and it is fully compliant with the requirements, with 94 affordable home. No Gas, with air source heat pumps, meeting the "Future Homes" requirement. All homes will be accessible and adaptable, and every property will have access to Electric Charging Points. A number of environmental aspects are including bee bricks, bat boxes etc. Cycle hoops and secure cycle storage is also included. Please to confirm defibs will also be included, and passed to the PC when the development is completed. Solar panels will be present on all homes, percentage of roof coverage to be confirmed.

It was commented that the documents relating to this application was over a full ream of paper. It was asked if in future a summary document of the application could be produced with the key information. As a parish council we are not trained planners and it is getting more and more difficult to make appropriate comments.

It was confirmed that the first Persimmon parcel in Valley Park is now on sale. There is also a temporary access to the Valley Park area to allow the pumping station and electrical substation in. That access will be removed as soon as possible. The flooding nearby required discharge of conditions to be approved for surface water drainage etc, that is in progress at the moment.

Resolved: Approved Unanimously to submit the response: NO OBJECTIONS, and thank the developer for taking on board the comments of this council from the previous parcel.

[ACTION] To arrange Council visit to a sales home to see the planned included technology etc.

23.16.6.3. P24/V0549/RM - RM1b - Phase 1 Valley Park Didcot

Reserved matters for access, appearance, landscaping, layout and scale pursuant to condition 7 of outline permission reference P14/V2873/O relating to Phase 1b - Phase 1 of the overall allocation regarding road infrastructure elements and provision of LEAP, to enable works for Phase B and D.

Resolved: Approved Unanimously to submit the response: NO OBJECTIONS

23.16.6.4. P24/V0231/HH - 27 Cherry Tree Road, Harwell, OX11 6DG

Single storey rear extension.

Resolved: Approved Unanimously to submit the response: NO OBJECTIONS.

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23.16.6.5. P24/V0562/FUL - 2-28 Orchid Mews, Didcot, OX11 6EX

Proposed works comprise of the installation and repairs of the timber fencing surrounding the carparks and walkways to individual gardens.

Resolved: Approved Unanimously to submit the response: NO OBJECTIONS.

23.16.6.6. P24/V0153/FUL - Meadow View, Didcot Road, Harwell, OX11 6DW – **AMENDED**

Change of use from residential bungalow and grounds to Children's Pre-School. Minor change to bungalow - 1 no. window to double doors. Garage and carport to be converted to staff room and office. External works to include security fencing, cycle and bin store, new pedestrian access and extended car parking. (Amended plans and information received 21 March 2024, including updated red application boundary, transport statement, updated noise management plan).

WVPC Previous Response: Western Valley Parish Council **OBJECTS** to this planning application primarily on the grounds of highways safety, with detailed comments.

Resolved: Approved Unanimously to submit the response: NO OBJECTIONS, subject to the Traffic Officer's satisfaction that all of the issues they raised in response to the original application have been addressed by this amendment. We also ask that the traffic officer asks for a left turn only out of that junction to mitigate any issues relating to the increased traffic movements. The council thanks the applicants for providing a detailed transport statement and noise assessment, to mitigate the original concerns of this Council.

23.16.7. Finance 2023-2024

Appendix D

23.16.7.1. To approve payments list for March 2024

Resolved: Approved Unanimously the list as below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
70	27/03/2024	£339.52	£67.90	£407.42	OALC Membership Fees	Oxfordshire Association of Local Councils
SO - 66	13/03/2024	£26.00	£0.00	£26.00	WFH Allowance	Laura White
SO - 67	13/03/2024	£10.30	£2.06	£12.36	Microsoft 365	Microsoft Ireland Operations Ltd
SO - 69	13/03/2024	£9.99	£1.99	£11.98	Hosting	Cloud Next Ltd
	Staff Costs	£594.70	£0.00	£594.70	March Staff Costs	
	Total	£980.51	£71.95	£1,052.46		

23.16.7.2. To note receipts for February & March 2024

The receipts below were noted.

Voucher No	Date	Net	VAT	Total	Description	Customer
6	26/02/2024	£2,000.00	£0.00	£2,000.00	Harwell Reserved Monies	Harwell Parish Council
5	25/03/2024	£0.00	£723.66	£0.00	VAT Refund	HMRC
	Total	£2,000.00	£723.66	£2,000.00		

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23.16.7.3. To note the reconciled bank account and reserves balances as at 29th February 2024

The reconciled bank account and reserves balances were noted.

A	Bank Reconciliation at 29/02/2024		
	Cash in Hand 01/04/2023		
	ADD Receipts 01/04/2023 - 29/02/2024		72,727.08
	SUBTRACT Payments 01/04/2023 - 29/02/2024		11,247.15
	Cash in Hand 29/02/2024 (per Cash Book)		61,479.93
B	Cash in hand per Bank Statements		
	Petty Cash 29/02/2024	0.00	
	Unity Trust Current 29/02/2024	24,394.85	
	Unity Trust Reserve 29/02/2024	37,085.08	
			61,479.93
	Less unrepresented payments		
			61,479.93
	Plus unrepresented receipts		
B	Adjusted Bank Balance		61,479.93
	A = B Checks out OK		

Current Account Balance: £ 24,394.85

Reserve Account Balance: £ 37,085.08

23.16.7.4. To complete the quarterly budget review and approve any virements.

Resolved: Approved Unanimously to make the following virements, as shaded in green below.

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FY 2023-2024 - Review as of 31st March 2024					2024-2025				
	Receipts		Payments			Receipts		Payments	
	Budget	Actual	Budget	Actual		Budget	Actual	Budget	Actual
1000	INCOME / RECEIPTS								
1010	Precept	50188.00	50188.00			50188.00			
1020	Grants (Transfer of funds from Harwell PC)	22500.00	22500.00	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			
1060	Interest	39.08	39.08						
	£ 72,727.08	£ 72,727.08	£ 500.00	£ 500.00		£ 50,188.00	£ -	£ -	£ -
	EXPENDITURE / PAYMENTS								
3000	ADMINISTRATION								
3010	Audit Costs		0.00					1000.00	
3020	Bank Charges		12.52	12.52				60.00	
3030	Chairman's Allowance		0.00					350.00	
3040	Elections		400.00	400.00				0.00	
3050	Expenses - WFH		208.00	208.00				312.00	
3060	Expenses - Stationery		425.24	425.24				500.00	
3070	Hall Hire		1033.25	1033.25				500.00	
3080	Insurance		319.82	319.82				600.00	
3090	IT Support & Software		729.10	729.10				1000.00	
3100	Office Equipment		1306.48	1306.48				500.00	
3110	Staff Costs (All Staff & HMRC)		3306.69	3306.69				8500.00	
3020	Subscriptions (OALC, SLCC)		828.18	828.18				800.00	
3030	Training		849.00	849.00				4000.00	
3040	Website		630.93	630.93				1000.00	
	£ -	£ -	£ 10,049.21	£ 10,049.21		£ -	£ -	£ 19,122.00	£ -
4000	ALLOTMENTS								
4010	Set-up								
4020	Water - Allotments								
	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
5000	OTHER PROJECTS & GRANTS								
5010	Grants (Including S137)		50.00	50.00				1000.00	
5020	In year projects, undefined		23.67	23.67				5000.00	
	£ -	£ -	£ 73.67	£ 73.67		£ -	£ -	£ 6,000.00	£ -
	£ 72,727.08	£ 72,727.08	£ 10,622.88	£ 10,622.88		£ 50,188.00	£ -	£ 25,122.00	£ -

Surplus (Ignore CIL) **£ 62,104.20** <-TRANSFER TO EMR

Surplus (Ignore CIL) **£ 25,066.00** <-TRANSFER TO EMR

To allocate **£ -**

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Earmarked Reserves

	FY 2023-2024					FY 2024-2025				
	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	£ 11,639.00	£ 25,066.00			£ 11,639.00
Training		£ 3,000.00			£ 3,000.00	£ 3,000.00				£ 50,124.20
Parish Office - Project		£ 10,500.00			£ 10,500.00	£ 10,500.00				
Burial Ground - Project		£ 10,000.00			£ 10,000.00	£ 10,000.00				
Noticeboard		£ 1,558.20			£ 1,558.20	£ 1,558.20				
					£ -	£ -				
					£ -	£ -				
	£ -	£ 62,104.20		£ -	£ 62,104.20	£ 62,104.20	£ 25,066.00		£ -	£ 87,170.20

23.16.7.5. To approve the Asset Register

Resolved: Approved Unanimously the asset register as below, subject to SLCC confirmation the bus stops should be reported at £1 each. Should SLCC provide different advice, the Asset Register will be brought to the April 2024 meeting for re-approval.

28 March 2024 (2023 - 2024)

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Fixed Assets and Long Term Investments							
Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
3000 - Administration							
Arnold-Baker on Local Council Administration E	09/10/2023	137.00					
Arnold-Baker on Local Council Administration E	09/10/2023	137.00					
Bus Stop #1 - Greenwood Way	01 April 2023	1.00	3,240.00				
Bus Stop #2 - Greenwood Way	01 April 2023	1.00	3,240.00				
Laptop - Inspiron 16 7000 (7620) 2-in-1	11/10/2023	623.50					
Mobile Phone - Black Oppo Reno 8 5G	10/11/2023	199.17					
		1,098.67	6,480.00				
Grand Total:		1,098.67	6,480.00				

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23.16.8. Clerks Report

23.16.8.1. To review the Action List

Action List

See Action List.

23.16.8.2. To consider actions relating to the Annual Meeting of the Parish and approve budget, format and date.

Resolved: Approved Unanimously, date 09th May 2024, 7pm prior to the meeting of the Council, budget £50 to cover tea and cake.

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

None.

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

None.

23.16.11. Matters for future discussion.

None.

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

- Annual Parish Meeting.

23.16.13. Confirm the date and time of the next Council Meeting 11th April 2024.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 2nd April

Confirmed.

There being no further business to be transacted, the Chairman closed the meeting: **21:09**

Number	Item	Update	Action Pending On	Status
2023-005	External Noticeboard at the District Centre.	[Earlier Updates Deleted] 14 December 2023 - Main Agenda item. 08 February 2024 - Awaiting Confirmation from TW and Vale that we can go ahead and install. 28 March 2024 - Monies moved to an EMR for next financial year, to chase Vale again.	District Centre & GC	Open
2023-008	Invite PCSO to discuss Civil Parking Enforcement	[Earlier Updates Deleted] 14 December 2023 - DCllr helping to set up meeting with TVP in the new year, also South & Vale Arts Person keen to work with us on "art bollards" 08 February 2024 - Main Agenda Item 28 March 2024 - some members of public reporting and making a log.	Clerk	Open
2023-010	Parish Logo - to speak with local secondary schools	[Earlier Updates Deleted] 14 December 2023 - South & Vale Arts Person keen to work with us once the Parish Noticeboard is bottomed out. 08 February 2024 - Cllr AD has been working on some draft suggestions; no schools have responded to requests. 28 March 2024 - have received correspondent from school on other matters, to chase the original request again.	Clerk	Open
2023-011	Allotments	[Earlier Updates Deleted] 09 November 2023 - Didcot TC happy to send on generic email to all on waiting list to get in contact with WVPC directly. 08 February 2024 - No Update. 28 March 2024 - Letter sent by Didcot TC and many responses received, to now chase Vale on handover.	Clerk	Open

Number	Item	Update	Action Pending On	Status
2023-012	Lobby OCC regarding Parking Allocations for new builds	10 August 2023 - New Item 12 October 2023 - No Progress to date. 14 December 2023 - The reduction is part of "LTCP" and the reduction in parking will have increased investment in public transport. To invite an Officer from OCC to explain the reason for this - likely presubmitted questions. 08 February 2024 - No Update. 28 March 2024 - To speak with OCC Cllr on this matter.	Clerk	Open
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. 08 February 2024 - Cannot discuss until the public enquiry has been completed and know if this will or will not go ahead. 28 March 2024 - Waiting to find out outcome of HIF1 enquiry.	Clerk	Awaiting HIF1 public enquiry.
2023-014	Write to the ICB for updated information on local medical provision	14 December 2023 - Asked awaiting feedback. Also propose writing to leader of Vale; and other key stakeholders; regarding the Healthcare provision for GWP, ask other local Parish Councils to send the same letter, to arrange an official update meeting. 08 February 2024 - Public Consultation Currently Open 28 March 2024 - Update from DCllr, that monies had been released to go to Planning.	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. 09 November 2023 - No Update. 14 December 2023 - Awaiting noticeboard installation, to discuss with South & Vale Arts Person, about "Arty Bollards" 08 February 2024 - Main agenda item - discussion with PCC & Police.	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.	14 September 2023 - New Item 12 October 2023 - To ask if the rugby club would consider adopting it. 09 November 2023 - No Update. 14 December 2023 - Developer confirmed they will have them in their sales offices. 08 February 2024 - Awaiting to hear if rugby club will adopt sports park defib. 28 March 2024 - Confirmed, Sports Park will take this over - Closed.	Clerk	Closed
2023-018	Culvert Clearance, entrance to the Estate.	11 January 2024 - To ask OCC to clear the Culvert suspect blocked after recent works. 28 March 2024 - Could not be completed prior to highways works agreements in place for Valley Park.	Clerk	Open
2023-019	Parish Welcome Pack	11 January 2024 - • 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. 28 March 2024 - Ongoing	Clerk	Open