



WESTERN VALLEY
Parish Council

Notice of the Annual Council Meeting of Western Valley Parish Council

Thursday 08th May 2025 at 19:45, The District Centre, 1 Gentian Mews, OX11 6GR

All Councillors are summoned to a Meeting of Western Valley Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. Election of Chair

- 1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]
- 1.2. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

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

3. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

4. Declarations of Interests [LA 2011 s31]

- 4.1. To receive declarations of interest for items on this agenda
Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)
- 4.2. To consider requests for Dispensations [LA 2011 s33]

*The following items are listed in the Stand Orders as being required in the Annual Meeting of the Council and
Listed in the same order as in the Standing Orders.*

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

- 5.1. Meeting held on 10th April 2025
- 5.2. Matters arising from the minutes not elsewhere on the agenda.

6. To Receive Minutes of Committees

None.

7. Consideration of the recommendations made by a committee

None.



8. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

- 8.1. To approve the Scheme of Delegation **Appendix A**

9. Review of the terms of reference for committees

- 9.1. Staffing Committee **Appendix B**
9.2. Planning Committee **Appendix C**
9.3. Bollards Working Group **Appendix D**

10. Appointment of members to existing committees

- 10.1. To appoint members to the Staffing Committee
Previously, AT; AD; VH
10.2. To appoint members to the Planning Committee
Previously: AT; AD; VH; PK; LD
10.3. To appoint members to the Bollard Working Group
(One Cllr + 3 members of public)

11. Appointment of any new committees in accordance with standing order 4

None Proposed.

12. Review and adoption of appropriate standing orders and financial regulations

- 12.1. To approve and adopt new Standing Orders, **Appendix E**
Updated using latest version of the NALC Model Standing Orders, released in April 2025
12.2. To approve and adopt the updated Financial Regulations **Appendix F**
Updated using latest version of the NALC Model Standing Orders, released in March 2025
12.3. To review and approve suitable for use the existing Code of Conduct **Appendix G**

13. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

None.

14. Review of representation on or work with external bodies and arrangements for reporting back

None.

15. To note this Council is not eligible for General Powers of Competence, LGA 1972 s137 is applicable with a limit of £11.10 per elector, £17,815.50 for the year.

16. Review of inventory of land and other assets including buildings and office equipment

The Asset Register was reviewed and approved at the 10th April 2025 meeting.

17. Confirmation of arrangements for insurance cover in respect of all insurable risks **Appendix H**

- 17.1. To confirm the arrangements for insurance cover in respect of all insurable risks



17.2. To note the Council is in the second year of a Long-Term agreement.

18. Review of the Council's and/or staff subscriptions to other bodies

- Clerk's Membership of SLCC – renewable August 2025, shared with Clerk's other employments.
- Council's Membership of OALC – renewable March 2026
- Information Commissioners Office – budget £47

19. Review of the Council's complaints procedure

Appendix I

20. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)

Appendix J

21. Review of the Council's policy for dealing with the press/media

21.1. To approve and adopt Communications & Media Policy

Appendix K

22. Review of the Council's employment policies and procedures

22.1. To approve delegating this item to the Staffing Committee.

23. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

The s137 report for 2024/2025 was reviewed and approved at the 10th April 2025 meeting.

24. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

24.1. Regular Full Council Meetings, the district centre, 7:45pm, 2nd Thursday of the month, in the months of May, July, September, November, February & April, plus additional meetings if needed, delegated to the Clerk in agreement with the Chair for matters which cannot wait to the next meeting.

The following items are not required by the Standing Orders in the Annual Meeting of the Council.

25. Planning [The Town and Country Planning (Development Management Procedure) (England) Order 2015]

To approve response to Planning Applications

25.1. P25/V0879/RM - Phase 6T (Clover Meadow), Land at Valley Park, Didcot

Application for all outstanding reserved matters (layout, appearance, scale and landscape) in relation to Phase 6T (Clover Meadow) for the development of 225 residential dwellings with associated parking, landscaping, infrastructure and works (pursuant to outline consent P14/V2873/O)



- 25.2. P25/V0873/RM - Phase 2Tc (Lavender Walk), Land to the west of Great Western Park (Valley Park), Valley Park
Reserved Matters for Phase 2Tc (Lavender Walk) of Outline Planning Permission P14/V2873/O for layout, appearance, scale, and landscape, comprising 105-new homes with associated infrastructure and affordable housing. An Environmental Statement was submitted with the outline application.
- 25.3. P25/V0874/RM - Phase 2Ta (Jasmine Fields), Land to the west of Great Western Park, Valley Park
Reserved Matters for Phase 2Ta (Jasmine Fields) of Outline Planning Permission P14/V2873/O for layout, appearance, scale, and landscape, comprising 102 new homes with associated infrastructure and affordable housing. An Environmental Statement was submitted with the outline application.
- 25.4. P25/V0875/RM - Phase 6T - Infrastructure (RM2a), Land at Valley Park, Didcot
Reserved Matters for Phase 6T - Infrastructure (RM2a) of Outline Planning Permission P14/V2873/O for all outstanding matters in relation to the development of infrastructure including spine road; noise bund with associated fence; landscaping; open space, including paths, LEAP and SuDS attenuation basin; infrastructure and works.
- 25.5. P25/V0711/LDE - 17 Ivy Close, Harwell, OX11 6DD
Sauna to rear (retrospective).

To consider sending feedback on pre-planning documentation

NOTE: PC is not the planning authority, nor can provide planning advice, this is for comments only on the Local Centres

- 25.6. Proposals for the Local Centre North Design **Appendix L**

26. Finance 2025-2026

Appendix M

- 26.1. To approve payments for May 2025
- 26.2. To approve list of payments to be paid by standing order for FY 2025-2026.
- 26.3. To note the reconciled bank balances, up to 30th April 2025.
- 26.4. To approve salaries and hours for the year ahead – deferred to July, after Staffing Committee have completed the appraisal process.

27. To consider upcoming training courses and approve attendance & budget

Appendix N

28. Clerks Report

- 28.1. To review the Action List **Action List**

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

None.

30. Matters for future discussion.

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

32. Confirm the date and time of the next Council Meeting –10th July 2025.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 02nd July 2025.