



WESTERN VALLEY
Parish Council

Minutes of a Meeting of the Planning Committee of the Western Valley Parish Council

Thursday 26th June 2025 at 19:45, The District Centre, 1 Gentian Mews, Great Western Park

Public Session

None.

Members Present:

Chair	Cllr A Dearlove (AD)
Members	Cllr A Thompson (AT)
	Cllr P Knowles (PK)
	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 1.

Meeting Started **19:46**

25.03.1. Apologies & Substitutions [LGA 1972 s85(1)]

25.03.1.1. To receive apologies for absence.

None.

25.03.1.2. To record councillor substitutions, allowed under the terms of reference of this committee.

None.

25.03.2. Declarations of Interests [LA 2011 s31]

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

None.

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

None.



WESTERN VALLEY
Parish Council

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

25.03.3.1. Meeting of 22nd May 2025

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

25.03.4. To consider applications and approve response to planning authority.

25.03.4.1. P25/S1653/FUL - Former Ariens Factory Site, Haseley Trading Estate, Great Haseley, OX44 7PF

Redevelopment of the site as a Vehicle Depot retaining one of the buildings as a workshop to contain offices and welfare. Works to include all associated external works.

The Committee **NOTED** the application and decided not respond.

25.03.4.2. P25/V0317/FUL - Boundary Park Pavillion, Greenwood Way, Harwell, Didcot

Installation of: 1no. Artistic lectern, 1no. entrance paving stone for the pedestrian gateway, 1no. stone monolith, and 7no. distance markers along the circumference of the park. Other items on this trail form part of a separate application to South Oxfordshire District Council.

Resolved: Approved Unanimously to submit the response SUPPORTS this application.

25.03.4.3. P23/S2621/FUL - Station Road Car Park, Station Road, Didcot, OX11 7NN

A proposed new office building together with associated development on the Didcot Gateway Site (as amended by revised plans and additional information 4 November 2024, revised plans 30 April 2025, BREEAM pre assessment 16 May 2025 and revised highway and car parking plans 10 June 2025)

It was noted that this application will be considered by the District Council Planning Committee on the 2nd July.

Resolved: Approved Unanimously to resubmit the response OBJECTS on the grounds of lack of parking, particularly for future disabled visitors and staff, for whom getting from other nearby car parks will be too difficult. This site is already allocated for Housing under H2f, and South Oxfordshire District Council Brownfield Land Register (January 2021) shows this area and surrounding as being allocated for housing. Further to these material planning considerations we would like to also submit the comment that as an entrance to Didcot and the surrounding areas an opportunity has been missed to create a building of notable character, and it is not reflective of the Master Plan for Didcot Garden Town.

Also Approved, Cllr Durman to attend the Committee meeting to put forward the case.

25.03.4.4. P24/V2560/RM - Land to the west of Great Western Park (Valley Park), Didcot - AMENDED

Application for the approval of Reserved Matters (Appearance, Landscaping, Layout and Scale) for Infrastructure phase Bund 1, comprising the installation of Noise Bund 1 and associated infrastructure and landscaping following Outline Planning Permission P14/V2873/O.



Resolved: Approved Unanimously to not update original response: NO OBJECTIONS.

25.03.5. To note applications not consulted on

All applications below were NOTED.

25.03.5.1. P25/V1155/DIS - RM1A Valley Park, Didcot

Discharge of condition 13 (landscaping maintenance schedule & management plan) on planning application P14/V2873/O.

25.03.5.2. P25/V1157/DIS - Phase 2Tb (Dahlia View) Didcot

Discharge of condition 14 (tree protection plan) on planning application P14/V2873/O.

25.03.5.3. P25/V1180/CM - Northwest of Premier Inn & South of A4130 East of Milton Interchange Roundabout

Details pursuant to Condition No. 28 (Archaeological Investigation) of planning permission no. R3.0138/21 The dualling of the A4130 carriageway (A4130 Widening)

25.03.5.4. P25/V1097/DIS - Dahlia View, Phase 2Tb, Didcot

Discharge of condition 2 (Tree Planting) on planning application P24/V0470/RM Reserved Matters for Phase 2Tb (Dahlia View) of Outline Planning Permission P14/V2873/O.

25.03.5.5. P25/V1098/DIS - Phase 2Tb (Dahlia View), Valley Park, Didcot

Discharge of condition 27 (Ecological Construction Management Plan) on planning application P14/V2873/O.

25.03.5.6. P25/V1100/DIS - Phase 2Tb (Dahlia View), Valley Park, Didcot

Discharge of condition 13 (landscaping maintenance schedule & management plan) and 15 (landscaping scheme) on planning application P14/V2873/O.

25.03.5.7. P25/V1103/DIS – Phase 2Tb (Dahlia View), Valley Park, Didcot

Discharge of condition 3 (MC1 - Materials (Details) (Full) on application P24/V0470/RM (Reserved Matters for Phase 2Tb (Dahlia View) of Outline Planning Permission P14/V2873/O.

25.03.5.8. P25/V0890/LDP - 29 Eksdale Drive, Didcot, OX11 6AB

Erection of single storey extension on rear elevation.

25.03.6. Matters for future discussion.

None

25.03.7. To confirm the date of the next meeting – 24th July 2025

Subject to there being applications to be discussed.

Confirmed.

There being no further business to be transacted, the Chair closed the meeting **20:07**.

Appendix B

Title	Western Valley Neighbourhood Plan
Author	Clerk to the Council
Meeting	Western Valley Parish Council Meeting – 11 th September 2025

TO FOLLOW

Title	Finance 2024-2025
Author	Responsible Financial Officer
Meeting	Western Valley Parish Council Meeting – 11 th September 2025

7.1. To receive the external audit report for 2024/2025 and agree actions.

Report follows.

The External Auditors certified their completion, and confirmed there were no matters affecting their opinion which required drawing to our attention.

Recommendation: *No Action required.*

7.2. To note the notice of conclusion of audit for 2024/2025 has been posted.

Notice follows.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Western Valley Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'Moore', written over a horizontal line.

Date

15/07/2025



WESTERN VALLEY

Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 **Accounts and Audit Regulations 2015**

- 1 The audit of accounts for Western Valley Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.**
- 2 The Annual Return is available for inspection by any local government elector in the area of (Western Valley Parish Council on application to:**

The Clerk to the Council, L White

PO Box 4311

Reading

RG8 1DD

Clerk@WesternValleyParish.gov.uk

07424402938

During August & September 2025, by arrangement.

- 3 Copies will be provided to any person on payment of £1 for each copy of the Annual Return**

Announcement made by:

Clerk to the Council

Date of Announcement

17th July 2025

Title	Finance 2025-2026
Author	Responsible Financial Officer
Meeting	Western Valley Parish Council Meeting – 11 th September 2025

8.1. To note the Local government services pay agreement 2025/26 has been finalised, and will be back dated to 1st April 2025, in the September payroll for all applicable employees.

SLCC Note to Employers:

The trade unions have now accepted the pay negotiations for 2025/26.

GMB and UNISON have both indicated acceptance, however, UNITE for the fifth year running, have declined. This does not prevent a formal collective agreement being reached and the pay award can be implemented.

The two unions say that while the vote to reject the offer was very strong, unfortunately the number of those voting fell short of what is required for a formal postal ballot for industrial action to be undertaken. In the circumstances, they had no option but to vote to settle negotiations for 2025.

The trade unions will work with the employers on a review of the NJC pay spine as a priority given the impact of the National Living Wage.

They have also proposed that work on the 2026/27 pay claim be undertaken this autumn to prevent any delay in the implementation from 1 April 2026.

A reminder that the pay offer was for 3.2% on scale points 2 – 43, but it is normal that this be also applied to all scale points up to 62.

Backpay for employees who have left employment since 1 April 2025:

If requested by an ex-employee to do so, the employers recommend that any monies due to that employee from 1 April 2025 be paid to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund.

View the new pay rates [here](#).

8.2. To approve finalised payment list for July & August 2025 & payments list for September 2025

SEPTEMBER						
Voucher No	Date	Net	VAT	Total	Description	Supplier
41	06/10/2025	£ 82.20	£ -	£ 82.20	PAYE Deductions	HMRC
43	30/09/2025	£ 6.00	£ -	£ 6.00	Bank Fees	Unity Trust
37	15/09/2025	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
38**	15/09/2025	£ 10.08	£ 2.02	£ 12.10	Microsoft 365	Microsoft Ireland Operations Ltd
39	15/09/2025	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
44	12/09/2025	£ -	£ 60.00	£ 60.00	Domain Renewal	Cloud Next Ltd
45	12/09/2025	£ 100.00	£ -	£ 100.00	Website	Eyelid Productions Ltd
46	12/09/2025	£ 400.00	£ -	£ 400.00	Training Course	SLCC Enterprises Ltd
47	12/09/2025	***	***	***	SLCC Conference	SLCC Enterprises Ltd
48	12/09/2025	***	***	***	SLCC Membership	SLCC Enterprises Ltd
49	12/09/2025	£ 315.00	£ 63.00	£ 378.00	External Audit Fees	Moore
42	31/08/2025	£ 6.00	£ -	£ 6.00	Bank Fees	Unity Trust
		£ 925.71	£ -	£ 925.71	Total Staff Costs, August & September	
		TBD	TBD	TBD	Total	
	*** Awaiting confirmation whether Goring-on-Thames PC will make a contribution.					
	** NOTE Value has changed from 12.36, to approve updating the standing order to the new value					
	* NOTE, the 2nd half of the precept has been received, and approve moving £20,000 to the Savings Account, to increase interest earnt.					
AUGUST						
Voucher No	Date	Net	VAT	Total	Description	Supplier
32	13/08/2025	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
33	13/08/2025	£ 10.30	£ 2.06	£ 12.36	Microsoft 365	Microsoft Ireland Operations Ltd
34	13/08/2025	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
26	08/08/2025	£ 37.40	£ -	£ 37.40	PAYE Deductions	HMRC
		£ 83.69	£ 4.05	£ 87.74	Total	

Appendix D

JULY						
Voucher No	Date	Net	VAT	Total	Description	Supplier
50	31/07/2025	£ 6.00	£ -	£ 6.00	Bank Fees	Unity Trust
27	15/07/2025	£ 50.00	£ 10.00	£ 60.00	Domain Renewal	Cloud Next Ltd
20	13/07/2025	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
21	13/07/2025	£ 10.30	£ 2.06	£ 12.36	Microsoft 365	Microsoft Ireland Operations Ltd
23	13/07/2025	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
24	13/07/2025	£ 193.79	£ -	£ 193.79	Meeting Room Hire	Vale of White Horse District Council
28	11/07/2025	£ 370.40	£ -	£ 370.40	Insurance	Zurich Municipal
29	11/07/2025	£ 60.00	£ 12.00	£ 72.00	Training Course	Oxfordshire Association of Local Councils
30	11/07/2025	£ 371.50	£ 74.30	£ 445.80	PO Box	Royal Mail
31	11/07/2025	£ 408.00	£ 81.60	£ 489.60	Scribe	Starboard Systems Limited t/a Scribe Accounts
		£ 559.67	£ -	£ 559.67	Total Staff Costs, July	
		£ 2,065.65	£ 181.95	£ 2,247.60	Total	

8.3. To note receipts in July & August 2025.

None.

8.4. To note the reconciled bank balances, up to 31st July & 31st August 2025.

31st July 2025

A	Bank Reconciliation at 31/07/2025		
	Cash in Hand 01/04/2025		91,350.57
	ADD Receipts 01/04/2025 - 31/07/2025		26,500.03
	SUBTRACT Payments 01/04/2025 - 31/07/2025		117,850.60
	Cash in Hand 31/07/2025 (per Cash Book)		3,611.17
B	Cash in Hand 31/07/2025		114,239.43
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Unity Trust Current 31/07/2025	2,964.02	
	Unity Trust Reserve 31/07/2025	111,275.41	
B			114,239.43
	Less unrepresented payments		
	Plus unrepresented receipts		114,239.43
	Adjusted Bank Balance		114,239.43
A = B Checks out OK			

Image Shows:

Cash in hand equals the Adjusted Bank Balance, total £114,239.143

Unity Trust Current Account: £ 2,964.02

Unity Trust Savings Account: £111,275.41

31st August 2025

A	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		91,350.57
	ADD Receipts 01/04/2025 - 31/08/2025		26,500.03
	SUBTRACT Payments 01/04/2025 - 31/08/2025		117,850.60
	Cash in Hand 31/08/2025 (per Cash Book)		3,704.91
B			114,145.69
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Unity Trust Current 31/08/2025	2,870.28	
	Unity Trust Reserve 31/08/2025	111,275.41	
			114,145.69
	Less unrepresented payments		
			114,145.69
	Plus unrepresented receipts		
	Adjusted Bank Balance		114,145.69
	A = B Checks out OK		

Image Shows:

Cash in hand equals the Adjusted Bank Balance, total £114,145.69

Unity Trust Current Account: £ 2,870.28

Unity Trust Savings Account: £111,275.41

8.5. To complete the Q2 Budget Review, and approve virements.

See Page Following

8.6. To note the Clerk asks that any proposals or requests for the 2025/2026 Budget be submitted to them no later than the 31st October 2025..

As described

	2023-2024		2024-2025		2025-2026						2026-2027	
	Receipts	Payments	Receipts	Payments	Receipts			Payments			Receipts	Payments
	Actual	Actual	Actual	Actual	Budget	Proposed Updated Budget	Actual	Budget	Proposed Updated Budget	Actual	Proposed Budget	Proposed Budget
1000	INCOME / RECEIPTS											
1010	Precept	50188.00		50188.00	50188.00	50188.00	50188.00				50188	
1020	Grants	22500.00	500		0.00	0.00					0	
1030	CIL				0.00	0.00					0	
1040	Allotment Fees				0.00	0.00					0	
1050	Grass Cutting Contribution			1954.19	1700.00	2500.00	629.40				3000	
1060	Interest	293.34										
	£ 72,981.34	£ 500.00	£ 52,142.19	£ -	£ 51,888.00	£ 52,688.00	£ 50,817.40	£ -		£ -	£ 53,188.00	
	EXPENDITURE / PAYMENTS											
	ADMINISTRATION											
3010	Audit Costs			695.00				1000.00	515.00	515.00		600
3020	Bank Charges		30.52	71.40				72.00	72.00	36.00		72
3030	Chairman's Allowance			0.00				350.00	350.00			350
3040	Elections		400.00					0.00	0.00			0
3050	Expenses - WFH		208.00	312.00				312.00	312.00	156.00		312
3060	Expenses - Stationery		425.24	8.00				500.00	100.00			100
3070	Hall Hire		1033.25	861.48				1200.00	1200.00	398.35		1200
3080	Insurance		319.82	319.82				600.00	371.00	370.40		400
3090	IT Support & Software		729.10	531.60				1000.00	700.00	469.58		700
3100	Office Equipment		1306.48	479.94				500.00	0.00			500
3110	Staff Costs (All Staff & HMRC)		3840.19	3521.90				8200.00	8200.00	2394.97		8500
3020	Subscriptions (OALC, SLCC)		1167.70	835.14				1000.00	1000.00	371.50		1000
3030	Training		849.00	185.60				4000.00	4000.00	460.00		4500
3040	Website		630.93	219.88				350.00	350.00	209.94		350
	£ -	£ 10,940.23	£ -	£ 8,041.76	£ -		£ -	£ 19,084.00	£ 17,170.00	£ 5,381.74		£ 18,584.00
	ALLOTMENTS											
4010	Set-up											
4020	Water - Allotments											
	£ -	£ -	£ -	£ -	£ -		£ -			£ -		£ -
	OTHER PROJECTS & GRANTS											
5010	Grants (Including S137)		50.00	11934.00				15000.00	15000.00			15000
5020	In year projects, undefined		23.67	1506.67				5000.00	5000.00			5000
	£ -	£ 73.67	£ -	£ 13,440.67	£ -		£ -	£ 20,000.00	£ 20,000.00	£ -		£ 20,000.00
	NEIGHBOURHOOD PLAN											
8000	NEIGHBOURHOOD PLAN											
8010	Grants (Income)				10000							
8050	Staff Costs (Payments)							3000	3000			From EMR
8060	General Expenses (Payments)							7000	7000			From EMR
					£ 10,000.00		£ -	£ 10,000.00	£ 10,000.00	£ -		£ -
	£ 72,981.34	£ 11,513.90	£ 52,142.19	£ 21,482.43	£ 61,888.00		£ 50,817.40	£ 49,084.00	£ 47,170.00	£ 5,381.74	£ 53,188.00	£ 38,584.00

Surplus (Ignore CIL)

£ 12,804.00

Original Budget

Surplus (Ignore CIL)

£ 5,518.00

Surplus (Ignore CIL)

£ 14,604.00

Earmarked Reserves

	Start of Year
Operating Reserve	£ -
S106 from Harwell	
Community Infrastructure Levy	£ -
New Allotments Project	£ -
Training	
Parish Office - Project	
Burial Ground - Project	
Noticeboard	
Office Equipment Renewals	
Neighbourhood Plan	
	£ -

Start of Year
£ 25,000.00
£ 407.00
£ -
£ 11,502.24
£ 3,000.00
£ 10,000.00
£ 10,000.00
£ 1,558.20
£ -
£ -
£ 61,467.44

Start of Year	Transfer
£ 13,000.00	
£ 407.00	
£ -	
£ 21,239.01	-£ 4,982.00
£ 6,000.00	
£ 25,000.00	£ 5,000.00
£ 25,000.00	£ 5,000.00
	£ 500.00
	Any Remaining Budget
£ 90,646.01	£ 5,518.00

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Proposed End of Year	Proposed in year transfer	Proposed End 2026/2027
£ 13,000.00		£ 13,000.00
£ 407.00		£ 407.00
£ -		£ -
£ 16,257.01		£ 16,257.01
£ 6,000.00		£ 6,000.00
£ 30,000.00	£ 7,302.00	£ 37,302.00
£ 30,000.00	£ 7,302.00	£ 37,302.00
£ -		£ -
£ 500.00		£ 500.00
		£ -
£ 96,164.01	£ 14,604.00	£ 110,768.01



IT POLICY

1. Introduction

Western Valley Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Western Valley Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.:

3. Acceptable use of IT Resources and e-mail

Western Valley Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and Software Usage

Where possible, authorised devices, software, and applications will be provided Western Valley Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data Management and Security

All sensitive and confidential Western Valley Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and Internet Usage

Western Valley Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.



7. E-mail Communication

E-mail accounts provided by Western Valley Parish Council are for official communication only. E-mails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and Account Security

Western Valley Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile Devices and Remote Work

Mobile devices provided by Western Valley Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. E-mail Monitoring

Western Valley Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and Archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. See Retention Policy for full details.

12. Reporting Security Incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and Awareness

Western Valley Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.



14. Compliance and Consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate..

15. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of Western Valley Parish Council's IT and email systems. By adhering to this IT and Email Policy, Western Valley Parish Council's aims to create a secure and efficient IT environment that supports its mission and goals.

16. Review

This document was approved for use at the meeting of the Parish Council on 11th September 2025, it shall be reviewed periodically, in accordance with the Standing Orders.

Signed:

Dated: 11th September 2025

Cllr S Peacock, Chair of the Council