Minutes 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

Public Session – Prior to the Start of the Meeting

Taylor Wimpey Representative: confirmed some details regarding when some of the infrastructure will be implemented, confirming it is the intention to get Valley Park connected to Great Western Park as soon as possible. It was further confirmed that there was worries of this council that the number of homes currently approved would likely exceed the capacity of the current sewerage system. It was answered that there is more capacity being built in as part of the current infrastructure.

The idea of a memorial garden / ashes interment area, was discussed. It may be possible to have a memorial / garden of reflection next to the allotments, and/or consider an ashes garden in the most north-west of the parish.

Members Present:

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

Officers Present:

Clerk to the Council	Mrs L White (LW)

Public and Press: 1

Meeting started 19:57

25.01.1. Election of Chair

25.01.1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved Unanimously to elect Cllr S Peacock as Chair for the year ahead.

25.01.1.2. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

The declaration of acceptance office was signed, received and countersigned by the Clerk.

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

None.

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

Resolved: Approved Unanimously to elect Cllr A Thompson as Vice-Chair for the year ahead.

25.01.4. Declarations of Interests [LA 2011 s31]

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

None.

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

None.

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.

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

25.01.5.1. Meeting held on 10th April 2025

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

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

None.

25.01.6. To Receive Minutes of Committees

None.

25.01.7. Consideration of the recommendations made by a committee

None received.

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

25.01.8.1. To approve the Scheme of Delegation **Appendix A**

Resolved: Approved Unanimously the Scheme of Delegation as suitable for use.

25.01.9. Review of the terms of reference for committees

25.01.9.1. Staffing Committee **Appendix B**

Resolved: Approved Unanimously the Staffing Committee Terms of Reference as suitable for use.

25.01.9.2. Planning Committee **Appendix C**

Resolved: Approved Unanimously the Planning Committee Terms of Reference as suitable for use.

25.01.9.3. Bollards Working Group **Appendix D**

Unavailable, to bring to a future meeting.

25.01.10. Appointment of members to existing committees

25.01.10.1. To appoint members to the Staffing Committee
Previously, AT; AD; VH

Resolved: Approved Unanimously to appoint Cllrs Thompson; Humphries & Dearlove.

25.01.10.2. To appoint members to the Planning Committee
Previously: AT; AD; VH; PK; LD

Resolved: Approved Unanimously to appoint Cllrs Thompson; Knowles; Humphries; Durman & Dearlove.

25.01.10.3. To appoint members to the Bollard Working Group
(One Cllr + 3 members of public)

To bring to a future meeting.

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

None Proposed.

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

25.01.12.1. To approve and adopt new Standing Orders, **Appendix E**
Updated using latest version of the NALC Model Standing Orders, released in April 2025

The updated Standing Orders were not prepared in time for the meeting.

Resolved: Approved Unanimously to readopt the current Standing Orders as suitable for use, the new Standing Orders to be presented at the July meeting.

Cllr S Peacock
Chair of the Council

10 July 2025

25.01.12.2. To approve and adopt the updated Financial Regulations Appendix F

Updated using latest version of the NALC Model Standing Orders, released in March 2025

The updated Financial Regulations were not prepared in time for the meeting.

Resolved: Approved Unanimously to readopt the current Financial Regulations as suitable for use, the new Financial Regulations to be presented at the July meeting.

25.01.12.3. To review and approve suitable for use the existing Code of Conduct Appendix G

Resolved: Approved Unanimously the Code of Conduct as suitable for use.

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

None.

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

None.

[ACTION] Clerk to investigate potential representations, such as Transport Representative.

25.01.15. 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.

Noted.

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

It was noted that the Asset Register was reviewed and approved at the 10th April 2025 meeting.

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

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

Confirmed, and approved to send the updated asset register to the Council's insurers.

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

Noted.

25.01.18. 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

Resolved: Approved Unanimously list as detailed above.

25.01.19. Review of the Council's complaints procedure Appendix I

Resolved: Approved Unanimously the Complaints Policy as suitable for use.

25.01.20. 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

Resolved: Approved Unanimously the Information Requests Policy as suitable for use.

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

25.01.21.1. To approve and adopt Communications & Media Policy Appendix K

Resolved: Approved Unanimously the Communications & Media Policy as suitable for use

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

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

Resolved: Approved Unanimously to delegate to the Staffing Committee.

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

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

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

Resolved: Approved Unanimously 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.

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

To approve response to Planning Applications

25.01.25.1. 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)

Resolved: Approved Unanimously to submit the response NO OBJECTIONS.

25.01.25.2. 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.

Resolved: Approved Unanimously to submit the response NO OBJECTIONS.

25.01.25.3. 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.

Resolved: Approved Unanimously to submit the response NO OBJECTIONS.

25.01.25.4. 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.

Resolved: Approved Unanimously to submit the response NO OBJECTIONS.

25.01.25.5. P25/V0711/LDE - 17 Ivy Close, Harwell, OX11 6DD

Sauna to rear (retrospective).

Resolved: Approved Unanimously to submit the response NO OBJECTIONS.

Cllr S Peacock
Chair of the Council

10 July 2025

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

25.01.25.6. Proposals for the Local Centre North Design **Appendix L**

The plans were reviewed. The Clerk highlighted that they have asked the developers for consideration of a burial/memorial ground and a parish office with independent access from the outside of a future community building.

Concerns were raised over the size of the future health provision at 650m^2, when the one in Great Western Park will be 900m^2 approximately, perhaps the proposed health provision will not be large enough. It was asked whether the Integrated Care Board (ICB) had been engaged with over the new centre, and will the monies provided still cover the costs once the building of the centre starts.

The idea of a multi faith space was discussed, as there are no dedicated places of worship in parish.

It was further confirmed the s106 agreement is very proscribed for this area, not leaving much scope. The Cllrs generally felt that the preferred option seemed like the best option for the Local Centre North design.

25.01.26. Finance 2025-2026 **Appendix M**

25.01.26.1. To approve payments for May 2025

Resolved: Approved Unanimously the payments for May 2025

Voucher No	Date	Net	VAT	Total	Description	Supplier
9	31/05/2025	£ 6.00	£ -	£ 6.00	Bank Fees	Unity Trust
11	15/05/2025	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
12	15/05/2025	£ 10.30	£ 2.06	£ 12.36	Microsoft 365	Microsoft Ireland Operations Ltd
14	15/05/2025	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
4	08/05/2025	£ 68.80	£ -	£ 68.80	PAYE Deductions	HMRC
	Various	£ 445.42	£ -	£ 445.42	Total Staff Costs	
	Total	**£ 566.51**	**£ 4.05**	**£ 570.56**		

25.01.26.2. To approve list of payments to be paid by standing order for FY 2025-2026.

Resolved: Approved Unanimously the payments to be made by standing order for the FY 2025-2026

- Microsoft 365, £12.36 per month, refunded to L White
- Work From Home Allowance, £26 per month, paid to L White
- CloudNext, website hosting, £11.98 per month, refunded to L White

Cllr S Peacock
Chair of the Council 10 July 2025

WESTERN VALLEY
Parish Council

25.01.26.3. To note the reconciled bank balances, up to 30th April 2025.

The reconciled bank balances were noted as below:

	Bank Reconciliation at 30/04/2025			
	Cash in Hand 01/04/2025			91,350.57
	ADD Receipts 01/04/2025 - 30/04/2025			25,094.00
				116,444.57
	SUBTRACT Payments 01/04/2025 - 30/04/2025			736.67
A	**Cash in Hand 30/04/2025** (per Cash Book)			**115,707.90**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2025	0.00	
	Unity Trust Current	30/04/2025	5,061.89	
	Unity Trust Reserve	30/04/2025	110,646.01	
				115,707.90
	Less unpresented payments			
				115,707.90
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**115,707.90**
	A = B Checks out OK			

Current Account: £5,061.89

Reserve Account: £110,646.01

25.01.26.4. To approve salaries and hours for the year ahead – deferred to July, after Staffing Committee have completed the appraisal process.

It was noted the Clerk salary is currently SCP 25, up to 8 hours per week, however the staffing committee will present recommendations for the year 1st April 2025 – 31st March 2026 at the July meeting, to be back dated.

Cllr S Peacock
Chair of the Council

10 July 2025

25.01.27. To consider upcoming training courses and approve attendance & budget
Appendix N

None considered at this time.

25.01.28. Clerks Report

25.01.28.1. To review the Action List **Action List**

See action list.

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

None.

25.01.30. Matters for future discussion.

To include:

- Representation on outside bodies

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

To include:

- Bollards Committee
- Public Rights (2024-2025 Audit)

25.01.32. 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.

Confirmed.

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

Cllr S Peacock
Chair of the Council

10 July 2025