



WESTERN VALLEY
Parish Council

Minutes of a Meeting of Western Valley Parish Council

Thursday 11th Sept 2025 at 19:45, The District Centre, 1 Gentian Mews, OX11 6GR

Public Session – Prior to the Start of the Meeting

Cllr: Comments in addition to the report, GWP manhole cover which clunks every time it has been driven over (Greenwood way junction with Bramble Green), believe that is now fixed. Parking standards, please write to RF with the formal concerns of this Council to be raised with the appropriate cabinet member. Cllr Priority fund is now open, £10,000 over 2 years, minimum of £500 per application. OxRail 2040 Consultation is currently open, please respond. Looking to expand Didcot Library, with planning to go in 2026, hopefully finished in 2027.

Members Present:

Chair	Cllr S Peacock (SP)
Vice-Chair	Cllr A Thompson (AT)
Members	Cllr V Humphries (VH)
	Cllr A Dearlove (AD)
	Cllr G Clarke (GC)

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: 1 including Cllr R Fletcher.

Meeting started 20:00

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

Apologies were received in advance of the meeting from Cllrs T Williams, L Durman and P Knowles.

25.07.2. Declarations of Interests [LA 2011 s31]

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

None.

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

None.



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

25.07.3.1. Meeting held on 10th July 2025

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

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

It was noted that Vale is not completing a Community Governance Review, as referred to in the previous minutes. 10 years ago, South and Vale were aligned in their review, it appears this time just SODC is completing a review. To consider whether to make a formal request for a review specifically for this parish, noting the projected increase in homes.

[ACTION] To revisit this item in a year, hopefully knowing more about the potential Unitary Council at that time.

25.07.4. To Receive Minutes of Committees

25.07.4.1. Planning Committee Meeting of 26th June 2025

Appendix A

Received.

25.07.5. Western Valley Neighbourhood Plan

Appendix B

25.07.5.1. To receive an update on progress, including application for the Area Designation

The Clerk provided a progress report, including submitting application for the Area Designation, as shown below:

Western Valley Parish Council resolved in the full council meeting in November 2024, to apply for a whole parish neighbourhood area designation for the purposes of creating a Neighbourhood Plan. The Western Valley Parish would include within its designation the whole of the civil parish of Western Valley.

The parish of Western Valley has almost entirely been designated for building the developments of Great Western Park, and Valley Park. Whilst some of the Great Western Park development sits within the Civil Parish of Didcot, this council has already registered a desire that the Parish of Western Valley be expanded to incorporate the whole of Great Western Park development. Whilst this is not possible currently due to the boundary of the District Councils of South Oxfordshire and Vale of White Horse, it is hoped that this could be considered at a future community governance review once the unitary councils are in place and operating. The majority of the land within the parish is earmarked for development which is either under planning permission, under construction, or already constructed. It includes homes, schools, retail, medical and later living provision.

A major feature of the parish is the A34 which defines its western boundary, and the separation of our parish from the Parish of Harwell in April 2023.



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Although we are a new parish, and full of new built homes some say are boxes lacking in significant identity, Western Valley Parish Council considers that the parish does have an

identity and the residents across the parish campaigned for a decade to be split from and become independent of Harwell village. Vale of White Horse saw fit to grant the creation of the new parish based on the arguments given at the time.

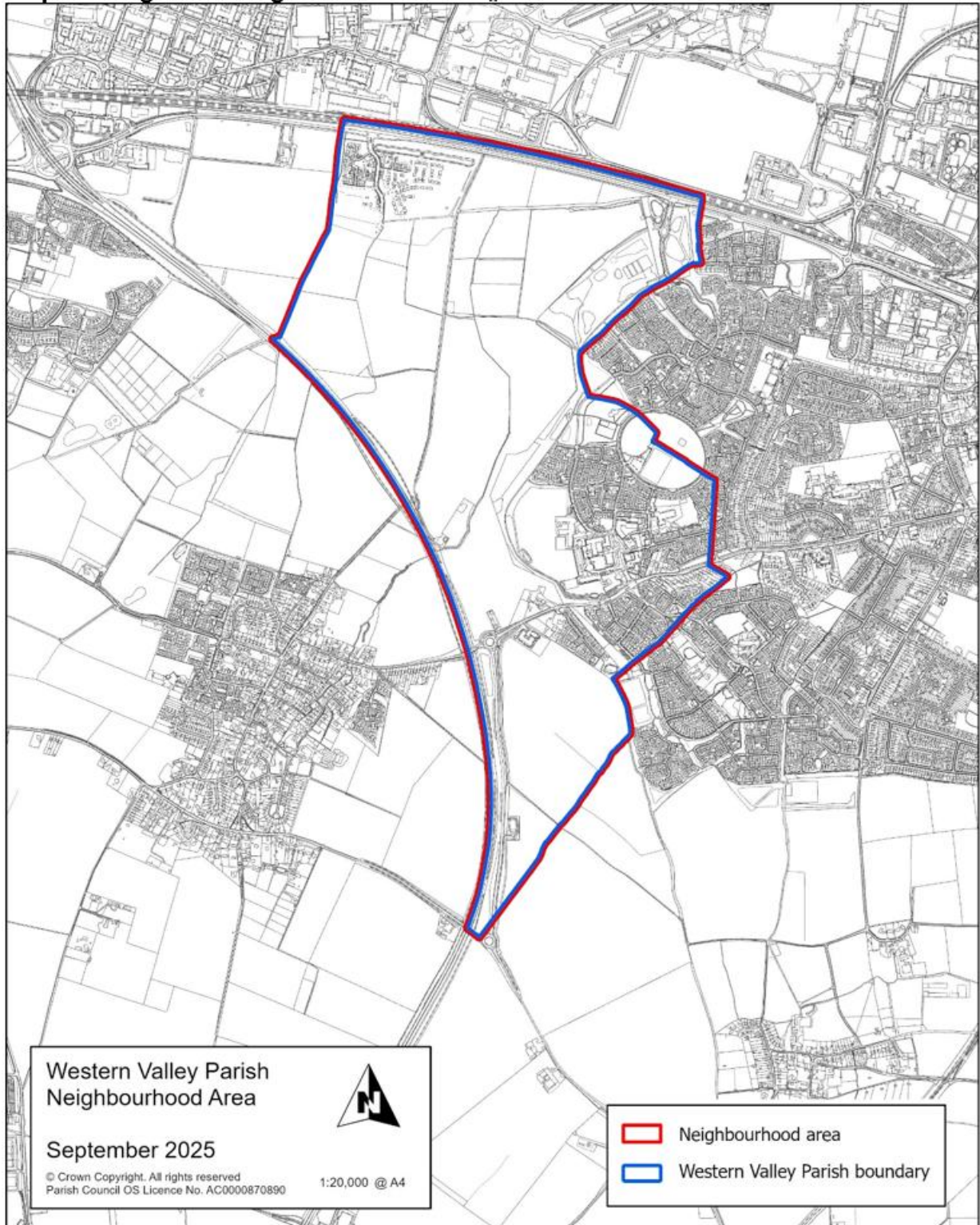
To the east of the Parish, Didcot TC is creating a new NP. Western Valley PC, resolved to not join in with this plan, as our planning issues are notably different to a much older town, with older, historical developments around. Harwell to the west does not appear to have any plans at this time to create a neighbourhood plan, and as with Didcot, is a much older settlement, which would not be appropriate to have the same planning policies.

Western Valley Parish Council considered it appropriate and preferable therefore to designate the entire area of the parish, thus ensuring no area is left as an island excluded from future considerations under the rights afforded by the designation, nor joining on to any parts of adjoining parishes.



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Map 1 Designated Neighbourhood Area





- 25.07.5.2. To approve joining Oxfordshire Neighbourhood Plan Alliance (ONPA), £25 for associate membership, for an “Emerging Plan”.**

Resolved: Approved Unanimously to join ONPA, budget £25, form subscriptions and memberships.

25.07.6. Clerks Report

- 25.07.6.1. To review the Action List**

Action List

See Action List.

- 25.07.6.2. To approve this Council would be happy to take on the management of the in parish allotments at the earliest opportunity, subject to the appropriate legal agreements being in place.**

Resolved: Approved Unanimously this Council would be happy to take on management of the Allotments as soon as they are ready, rather than waiting for Vale of White Horse DC to hand over management, once the ownership passes to them. It is the preference of this Council to own the Allotments, rather than just manage them.

25.07.7. Finance 2024-2025

Appendix C

- 25.07.7.1. To receive the external audit report for 2024/2025 and agree actions.**

The report was received, no actions were required.

- 25.07.7.2. To note the notice of conclusion of audit for 2024/2025 has been posted.**

Noted.

25.07.8. Finance 2025-2026

Appendix D

- 25.07.8.1. 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.**

Noted.



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

Resolved: Approved Unanimously the lists as below.

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	£ 360.36	£ 43.24	£ 403.60	SLCC Conference	SLCC Enterprises Ltd
48	12/09/2025	£ 80.18	£ -	£ 80.18	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	
		£ 2,315.52	£ 170.25	£ 2,485.77	Total	
	** 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.					



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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	
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	

25.07.8.3. To note receipts in July & August 2025.

None.



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

Both NOTED as below.

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
			3,611.17
	Cash in Hand 31/07/2025 (per Cash Book)		114,239.43
B	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	
			114,239.43
	Less unrepresented payments		
			114,239.43
	Plus unrepresented receipts		
	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
			3,704.91
	Cash in Hand 31/08/2025 (per Cash Book)		114,145.69
B	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



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

Resolved: The budget was reviewed and the virements as highlighted below were Approved Unanimously.

	2025-2026					
	Receipts			Payments		
	Budget	Proposed Updated Budget	Actual	Budget	Proposed Updated Budget	Actual
INCOME / RECEIPTS						
Precept	50188.00	50188.00	50188.00			
Grants	0.00	0.00				
CIL	0.00	0.00				
Allotment Fees	0.00	0.00				
Grass Cutting Contribution						
Interest	1700.00	2500.00	629.40			
	£ 51,888.00	£ 52,688.00	£ 50,817.40	£ -		£ -
EXPENDITURE / PAYMENTS						
ADMINISTRATION						
Audit Costs				1000.00	515.00	515.00
Bank Charges				72.00	72.00	36.00
Chairman's Allowance				350.00	350.00	
Elections				0.00	0.00	
Expenses - WFH				312.00	312.00	156.00
Expenses - Stationery				500.00	100.00	
Hall Hire				1200.00	1200.00	398.35
Insurance				600.00	371.00	370.40
IT Support & Software				1000.00	700.00	469.58
Office Equipment				500.00	0.00	
Staff Costs (All Staff & HMRC)				8200.00	8200.00	2394.97
Subscriptions (OALC, SLCC)				1000.00	1000.00	371.50
Training				4000.00	4000.00	460.00
Website				350.00	350.00	209.94
	£ -		£ -	£ 19,084.00	£ 17,170.00	£ 5,381.74
ALLOTMENTS						
Set-up						
Water - Allotments						
	£ -		£ -			£ -
OTHER PROJECTS & GRANTS						
Grants (Including S137)				15000.00	15000.00	
In year projects, undefined				5000.00	5000.00	
	£ -		£ -	£ 20,000.00	£ 20,000.00	£ -
NEIGHBOURHOOD PLAN						
Grants (Income)	10000					
Staff Costs (Payments)				3000	3000	
General Expenses (Payments)				7000	7000	
	£ 10,000.00		£ -	£ 10,000.00	£ 10,000.00	£ -
	£ 61,888.00		£ 50,817.40	£ 49,084.00	£ 47,170.00	£ 5,381.74
Surplus (Ignore CIL)		£ 12,804.00		Surplus (Ignore CIL)	£ 5,518.00	

Original Budget

Earmarked Reserves

	Start of Year	Transfer
Operating Reserve	£ 13,000.00	
S106 from Harwell	£ 407.00	
Community Infrastructure Levy	£ -	
New Allotments Project	£ 21,239.01	-£ 4,982.00
Training	£ 6,000.00	
Parish Office - Project	£ 25,000.00	£ 5,000.00
Burial Ground - Project	£ 25,000.00	£ 5,000.00
Noticeboard		
Office Equipment Renewals		£ 500.00
Neighbourhood Plan		Any Remaining Budget
	£ 90,646.01	£ 5,518.00

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Proposed End of Year
£ 13,000.00
£ 407.00
£ -
£ 16,257.01
£ 6,000.00
£ 30,000.00
£ 30,000.00
£ -
£ 500.00
£ 96,164.01



25.07.8.6. 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.

Noted.

25.07.9. New or updated Governance Documents

25.07.9.1. IT Policy – new document

Appendix E

Resolved: Approved Unanimously to adopt the IT Policy as written.

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

None.

25.07.11. Matters for future discussion.

To Include:

- Investing some of the reserves.
- District Cllr / County Cllr surgeries rather than coming to every meeting.
- Additional members to the Neighbourhood Plan Working Group & Bollards Working Group
- Village walkabout, defect reports to Taylor Wimpey – Use Parish Online to make zones.

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

To Include:

- Cllr Priority Fund applications.
- Join our NP Working Group / Bollards Working Group
- Reminder that we give grants.

25.07.13. Confirm the date and time of the next Council Meeting –13th November 2025.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 06th November 2025.

Confirmed.

There being no further business to be transacted the Chair closed the meeting **20:45**.