



WESTERN VALLEY
Parish Council

Minutes of a Meeting of Western Valley Parish Council

Thursday 13th November 2025 at 19:45, The District Centre, 1 Gentian Mews, OX11 6GR

Public Session – Prior to the Start of the Meeting

DCllr: Main things from the report:

Joint Local Plan: at examination, the planning inspectorate asked for it to be withdrawn due to not meeting the housing need of Oxford. South & Vale have written back to say they disagree. But a minister has also written saying the planning inspectorate needs to be more lenient, because of the upcoming changes to planning due to come in because of the current Labour Government. Therefore the proposed Joint Local Plan is still under examination, it has not been withdrawn.

Government Reorganisation: It is now November, so the deadline for submitting proposals to the government is approaching. Subject to agreement by the included Councils, the 2 Council proposal including the Ridgeway proposal will be submitted at the end of the month.

Doctors Surgery: BOB ICB appear to be committed to delivering it. BOB ICB want to progress with a current developer, but NHS England is saying it is too expensive.

CCLlr: WVPC raised to the CCLlr that there was less than optimal communication during the recent roadworks. Similarly, it was raised that the plans for the current Steventon Lights scheme appear to no longer be available online.

Members Present:

Chair	Cllr S Peacock (SP)
Members	Cllr V Humphries (VH)
	Cllr A Dearlove (AD)
	Cllr G Clarke (GC)
	Cllr L Durman (LD)
	Cllr T Williams (TW)

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: 2 including CCLlr R Fletcher & DCllr H Gascoigne

Meeting started 20:11

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

Apologies were received in advance of the meeting from Cllrs Knowles and Thompson.



25.09.2. Declarations of Interests [LA 2011 s31]

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

TW declare an interest in the Boundary Park Planning Application, and will leave the room for that item.

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

None.

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

25.09.3.1. Meeting held on 11th September 2025

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

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

None.

25.09.4. To Receive Minutes of Committees

25.09.4.1. Planning Committee Meeting of 28th August 2025

Appendix A

Received.

25.09.5. To approve Councillor liaisons / representation on other bodies

Appendix B

Resolved: Approved Unanimously as below:

- Allotment Representative – once we have them - VH
- Annual Footpath Walk Organiser - GC
- Defibrillator Guardians – once we have some - VH
- OCC Public Transport Representative - AD
- OCC Rights of Way - AD
- RBL Liaison - SP
- Sport Club Liaison – One single Boundary Sports Association rep - TW

25.09.6. Planning: to approve responses to the request to consult

25.09.6.1. R3.0107/25 & R3.0108/25 & P25/V2381/CM - Between A34 Milton Interchange and B4015 Clifton Hampden

Details Pursuant to Condition 25 (Climate vulnerability risk assessment of the Didcot to Culham river crossing section of the development (partial discharge) of planning permission no (R3.0138/21)

It was agreed to not submit a response.



25.09.6.2. R3.0086/25

Details pursuant to Condition No. 12 (Protected species surveys & biodiversity mitigation and enhancement strategy) of planning permission no. R3.0138/21

It was agreed to not submit a response.

25.09.6.3. P25/V2244/FUL - Boundary Park Pavilion Greenwood Way Harwell Didcot OX11 6EY

To install a timber clad converted storage container between football, rugby and cricket pitches to create a player shelter for use during matches and sports festivals.

TW left the meeting room

Resolved: Approved Unanimously NO OBJECTIONS.

TW returned to the meeting room

25.09.6.4. P14/V2873/O – Valley Park Deed of Variation

Appendix C

Resolved: Approved Unanimously NO OBJECTIONS.

25.09.7. Other Consultations to approve responses to the request to consult on non-planning matters

25.09.7.1. Movement and Place Plan: Science Vale

Resolved: Approved Unanimously to submit that whilst we agree with what they are trying to achieve, the outcomes are mostly dependent on other partners, and as such we are unable to support it as it seems undeliverable.

25.09.7.2. Statutory Consultation - South East Strategic Reservoir (SESRO)

Resolved: Approved Unanimously OBJECTS

The Council believes there isn't enough evidence to prove that the SESRO project is really needed. The costs and value for money haven't been properly checked by an independent reviewer. Important information about the environment, water systems, and safety is still missing. The plans for how construction will be managed and how wildlife will be protected need much more work.

Because of these concerns, the Council objects to the current SESRO proposal. It asks that no application for permission to build (Development Consent Order) be made until a clearer, independently reviewed, and well-balanced plan is provided.

The Council is, however, willing to keep working with Thames Water and other authorities to look at other options that are based on solid evidence and can deliver long-term water security without causing unnecessary harm to the local area.



25.09.7.3. Town & parish street cleansing survey

Resolved: Approved Unanimously to delegate to the Clerk to complete the survey.

25.09.8. Western Valley Neighbourhood Plan

Appendix D

25.09.8.1. To receive an update on progress, including confirmation of the Area Designation

The Area Designation has been approved, as so the working group can start work on the area which includes the whole of the parish in the Neighbourhood Plan.

25.09.8.2. To note decision made by the Clerk under s101 delegation, to appoint Breakthrough Communications first steps meeting, to investigate how best to engage the community through the neighbourhood plan process, budget £450 – 26th November

Noted.

25.09.8.3. To note decision made by the Clerk under s101 delegation, to invite ONPA to a first steps meeting, to detail how to go about a neighbourhood plan – 27th November

Noted.

25.09.8.4. To approve budget for light refreshments for the meetings on the 26th and 27th November.

Resolved: Approved Unanimously £50 total. LGA 1972 s111.

25.09.8.5. To appoint additional members to the Neighbourhood Plan Working Group

It was noted that no more members of the community have been in contact, it is hoped with better community communication maybe more people will come forward.

25.09.9. Clerks Report

Appendix E

25.09.9.1. To review the Action List

Action List

No material change to September.

25.09.9.2. To note the price increase for Scribe from 1st April 2026.

NOTE: Formal Approval to continue with Scribe for 2026/2027 will be considered at the Annual Council Meeting in May 2026.

Noted.



- 25.09.9.3. To approve purchase of 1-off Edition 14 of Arnold-Baker on Local Council Administration, £144 + £5.40 postage, and approve disposal of 1-off copy of the 13th Edition.**

Resolved: Approved Unanimously. It was agreed the Clerk would personally provide the refreshments for the 26th/27th Nov meetings, in exchange for keeping the disposed 13th Edition.

- 25.09.9.4. To approve moving to Joint CCLr / DCILr surgeries, on a variety of days and times. To propose to Harwell PC, that they occur on alternate months in each parish. To ask other Parishes in the County Councillors area if they wish to also take part. To cover the cost from the meeting room budget code, maximum six surgeries per council year.**

After discussion with the DCILr/CCLr the motion failed, it was agreed that coming to the regular meetings is a better way of working for now.

- 25.09.9.5. To consider proposals by the Clerk for entrance signs, agree actions, quotes to be brought to a future meeting.**

The Clerk explained the options, which were discussed.

[ACTION] to seek quotes for a sign aluminium composite board, with UV coating, parish logo, at least A1 size, start with two-off signs, and purchase the logo.

- 25.09.9.6. To consider proposals by the Clerk for regalia, agree actions, quotes to be brought to a future meeting.**

The Clerk explained the options, which were discussed.

[ACTION] to seek quotes for a chain of office for the Chair (Ribbon design, logo and sliders to engrave). A bulk stock of generic logo pins. A handful of former Chair pins.

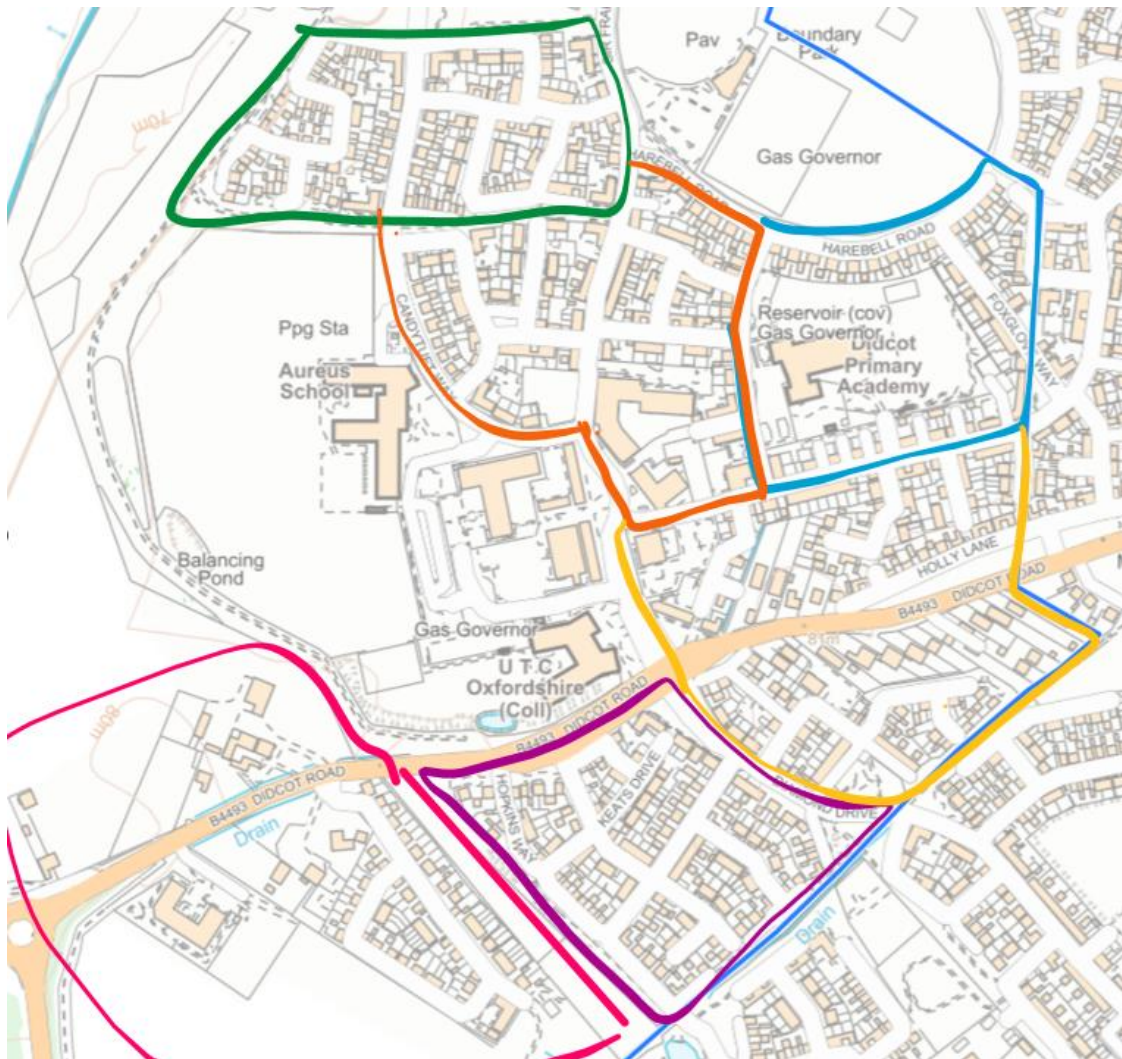
- 25.09.9.7. To consider breaking the parish up in to zones, for each of the CILrs to complete walkabouts to report on outstanding defects etc, whilst still awaiting formal adoption of the majority of the Parish. See appendix for proposed zones.**

Resolved: Approved Unanimously as proposed, with Councillors allocated as per:



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Green – GC
Blue – TW
Orange – LD
Mustard – AT
Pink – VH
Plum - SP



Valley Park - AD

25.09.10. Finance 2025-2026

Appendix F

25.09.10.1. To consider and if suitable approve grant requests

- Citizens Advice Oxfordshire, £800, LGA 1972 s142, 2A(a)

Resolved: Approved Unanimously.

- Oxfordshire Play Association, £1000 requested, LGA 1972, s137

Resolved: Approved Unanimously £500, and asked how they make the event more self-funded going forward.

- Home-Start Southern Oxfordshire, £2,000 LGA 1972 s137

Resolved: Approved Unanimously.



25.09.10.2. To approve finalised payment list for September & October 2025

Resolved: Approved Unanimously lists as below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
October						
58	31/10/2025	£6.00	£0.00	£6.00	Bank Fees	Unity Trust
57	28/10/2025	£47.00	£0.00	£47.00	ICO Registration	Information Commissioners Office
51	14/10/2025	£10.30	£2.06	£12.36	MS365	Microsoft Ireland Operations Ltd
53	14/10/2025	£9.98	£2.00	£11.98	Hosting	Cloud Next Ltd
55	14/10/2025	£26.00	£0.00	£26.00	WFH Allowance	Laura White
		£82.20	£0.00	£82.20	Total Staff Costs	
		£181.48	£4.06	£185.54	Total	
September						
43	30/09/2025	£6.00	£0.00	£6.00	Bank Fees	Unity Trust
37	15/09/2025	£26.00	£0.00	£26.00	WFH Allowance	Laura White
38	15/09/2025	£10.30	£2.06	£12.36	Microsoft 365	Microsoft Ireland Operations Ltd
39	15/09/2025	£9.99	£1.99	£11.98	Hosting	Cloud Next Ltd
44	12/09/2025	£0.00	£60.00	£60.00	Domain Renewal	Cloud Next Ltd
45	12/09/2025	£100.00	£0.00	£100.00	Website	Eyelid Productions Ltd
46	12/09/2025	£400.00	£0.00	£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	£0.00	£80.18	SLCC Membership	SLCC Enterprises Ltd
49	12/09/2025	£315.00	£63.00	£378.00	External Audit Fees	Moore
		£925.71	£0.00	£925.71	Total Staff Costs	
		£2,233.54	£170.29	£2,403.83	Total	

25.09.10.3. To approve payments list for November 2025; December 2025 & January 2026

Resolved: Approved Unanimously lists as below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
November						
Various	06/11/2025	£833.85	£0.00	£833.85	Total Staff Costs	
65	06/11/2025	£450.00	£90.00	£540.00	Training Course	Breakthrough Communications and Strategies Limited
66	06/11/2025	£25.00	£0.00	£25.00	ONPA - Membership Fees	ONPA
67	06/11/2025	£118.43	£0.00	£118.43	Meeting Room Hire	Vale of White Horse District Council
52	14/11/2025	£10.30	£2.06	£12.36	MS365	Microsoft Ireland Operations Ltd
54	14/11/2025	£9.98	£2.00	£11.98	Hosting	Cloud Next Ltd
56	14/11/2025	£26.00	£0.00	£26.00	WFH Allowance	Laura White
68	17/11/2025	£50.00	£0.00	£50.00	Grant	Royal British Legion



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69	17/11/2025	£2000.00	£0.00	£2000.00	Grant	Homestart South Oxfordshire
70	17/11/2025	£500.00	£0.00	£500.00	Grant	Oxfordshire Play Association
71	17/11/2025	£800.00	£0.00	£800.00	Grant	Citizens Advice Oxfordshire South & Vale
TBD	17/11/2025	£162.00	£32.40	£194.40	Parish Online	Geosphere
72	17/11/2025	£150.00	£10.20	£160.20	Training Course	SLCC Enterprises Ltd
73	17/11/2025	£150.00	£10.20	£160.20	Training Course	SLCC Enterprises Ltd
74	17/11/2025	£150.00	£10.20	£160.20	Training Course	SLCC Enterprises Ltd
75	17/11/2025	£17.48	£3.49	£20.97	Wreath	Amazon EU S.a.r.l., UK Branch
76	17/11/2025	£3.99	£0.00	£3.99	Wreath	Maxi-Retail
77	17/11/2025	£10.54	£2.11	£12.65	Wreath	Tanar LTD
59	30/11/2025	£6.00	£0.00	£6.00	Bank Fees	Unity Trust
December						
62	08/12/2025	£8.10	£0.00	£8.10	PAYE Deductions	HMRC
78	14/12/2025	£26.00	£0.00	£26.00	WFH Allowance	Laura White
80	14/12/2025	£10.08	£2.02	£12.10	MS365	Microsoft Ireland Operations Ltd
82	14/12/2025	£9.98	£2.00	£11.98	Hosting	Cloud Next Ltd
60	31/12/2025	£6.00	£0.00	£6.00	Bank Fees	Unity Trust
		As calculated in month			Staff Costs	

January						
79	14/01/2026	£26.00	£0.00	£26.00	WFH Allowance	Laura White
81	14/01/2026	£10.08	£2.02	£12.10	MS365	Microsoft Ireland Operations Ltd
83	14/01/2026	£9.98	£2.00	£11.98	Hosting	Cloud Next Ltd
61	31/01/2026	£6.00	£0.00	£6.00	Bank Fees	Unity Trust
		As calculated in month			Staff Costs	

25.09.10.4. To note receipts in September & October 2025.

Noted as below.

Voucher No	Date	Net	VAT	Total	Description	Customer
5	30/09/2025	£649.56	£0.00	£649.56	Bank Interest	Unity Trust
4	05/09/2025	£25,094.00	£0.00	£25,094.00	Precept	Vale of White Horse District Council
		£25,743.56	£0.00	£25,743.56	Total	



25.09.10.5. To note the reconciled bank balances, up to 30th September & 31st October 2025.

Noted as below.

30th September 2025

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		91,350.57
	ADD Receipts 01/04/2025 - 30/09/2025		52,243.59
	SUBTRACT Payments 01/04/2025 - 30/09/2025		143,594.16
	Cash in Hand 30/09/2025 (per Cash Book)		6,108.74
B	Cash in Hand 30/09/2025		137,485.42
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Unity Trust Current 30/09/2025	5,560.45	
	Unity Trust Reserve 30/09/2025	131,924.97	
B			137,485.42
	Less unrepresented payments		
			137,485.42
	Plus unrepresented receipts		
B	Adjusted Bank Balance		137,485.42
	A = B Checks out OK		

Image Shows:

Cash in hand equals the Adjusted Bank Balance, total £137,485.42

Unity Trust Current Account: £ 5,560.45

Unity Trust Savings Account: £131,924.97



31st October 2025

	Bank Reconciliation at 31/10/2025		
	Cash in Hand 01/04/2025		91,350.57
	ADD Receipts 01/04/2025 - 31/10/2025		52,243.59
	SUBTRACT Payments 01/04/2025 - 31/10/2025		143,594.16
			6,294.28
A	Cash in Hand 31/10/2025 (per Cash Book)		137,299.88
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Unity Trust Current 31/10/2025	5,374.91	
	Unity Trust Reserve 31/10/2025	131,924.97	
			137,299.88
	Less unrepresented payments		
			137,299.88
	Plus unrepresented receipts		
	B Adjusted Bank Balance		137,299.88
	A = B Checks out OK		

Image Shows:

Cash in hand equals the Adjusted Bank Balance, total £137,299.88

Unity Trust Current Account: £ 5,374.91

Unity Trust Savings Account: £131,924.97

25.09.10.6. To approve applying for a Unity trust debit cards, as soon as they are available.

Resolved: Approved Unanimously, subject to there being no fees associated.



25.09.10.7. To approve UPDATED Reserves Policy, and opening Redwood Bank 95day Saver account, and Depositing £85,000, interest to be transferred to Unity Trust Account each month.

Resolved: Approved Unanimously.

25.09.11. Finance 2026-2027

Appendix G

25.09.11.1. To approve the Three to Five Year Long Term Plan

Appendix G1

Updated proposal, to agree the priorities to put in the plan and bring to a future meeting:

- Allotments
- Parish Office
- Burial/Memorial Ground
- Neighbourhood Plan
- Bollards

25.09.11.2. To approve the budget for 2026-2027

Resolved: Approved Unanimously the budget as below.

	2025-2026				2026-2027	
	Receipts		Payments		Receipts	Payments
	Budget	Actual	Budget	Actual	Budget	Budget
INCOME / RECEIPTS						
Precept	50188.00	50188.00			56600.00	
Grants	0.00				0	
CIL	0.00				0	
Allotment Fees	0.00				0	
Grass Cutting Contribution						
Interest	2500.00	1278.96			4000	
	£ 52,688.00	£ 51,466.96	£ -	£ -	£ 56600.00	
EXPENDITURE / PAYMENTS						
ADMINISTRATION						
Audit Costs			515.00	515.00		600
Bank Charges			72.00	36.00		72
Chairman's Allowance			350.00			350
Elections			0.00			0
Expenses - WFH			312.00	156.00		312



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Expenses - Stationery			100.00			100
Hall Hire			1200.00	398.35		1200
Insurance			371.00	370.40		400
IT Support & Software			700.00	469.58		700
Office Equipment			0.00			500
Staff Costs (All Staff & HMRC)			8200.00	2394.97		8500
Subscriptions (OALC, SLCC)			1000.00	371.50		1000
Training			4000.00	460.00		4500
Website			350.00	209.94		350
	£ -	£ -	£ 17,170.00	£ 5,381.74		£ 18,584.00
ALLOTMENTS						
Set-up						
Water - Allotments						
	£ -	£ -		£ -		£ -
OTHER PROJECTS & GRANTS						
Grants (Including S137)			15000.00			15000
In year projects, undefined			5000.00			5000
	£ -	£ -	£ 20,000.00	£ -		£ 20,000.00
NEIGHBOURHOOD PLAN						
Grants (Income)	10000					
Staff Costs (Payments)			3000			From EMR
General Expenses (Payments)			7000			From EMR
	£ 10,000.00	£ -	£ 10,000.00	£ -		£ -
	£ 62,688.00	£ 51,466.96	£ 47,170.00	£ 5,381.74	£ 60600	£ 38,584.00
	Surplus (Ignore CIL)	£ 15,518.00		Surplus (Ignore CIL)	Surplus (Ignore CIL)	£ 22,016.00
		Original Budget				

The surplus £22,016.00 to be added to EMRs to support our Long Term Plan.

25.09.11.3. To approve the precept request for 2026-2027

Resolved: Approved Unanimously to request a precept of £56,600, which is the equivalent Band D of £67.49, the same as the band D cost in 2023-2024. This is to support our aspirations as a growing, new Council and to meet the needs of our long term plans.



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

None.

25.09.13. Matters for future discussion.

None.

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

Precept.

25.09.15. Confirm the date and time of the next Council Meeting –12th February 2026.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 05th February 2026.

NOTE: should there be an item which requires the urgent attention of the Council, an additional meeting will be called.

Confirmed.

There being no further business to be transacted the Chair closed the meeting **21:43.**