



WESTERN VALLEY
Parish Council

Notice of the Annual Council Meeting of Western Valley Parish Council

Thursday 14th May 2026 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 & Vice-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)]
- 1.3. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]
- 1.4. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

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

3. Declarations of Interests [LA 2011 s31]

- 3.1. 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)

- 3.2. 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.

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

- 4.1. Meeting held on 12th February 2026
- 4.2. Matters arising from the minutes not elsewhere on the agenda.

5. To Receive Minutes of Committees

- 5.1. Planning Committee 27th November 2025.

6. Consideration of the recommendations made by a committee

None.



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

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

8. Review of the terms of reference for committees

- 8.1. Staffing Committee **Appendix B**
8.2. Planning Committee **Appendix C**
8.3. Bollards Working Group **Appendix D**
8.4. Neighbourhood Planning Committee **Appendix E**

9. Appointment of members to existing committees

- 9.1. To appoint members to the Staffing Committee
9.2. To appoint members to the Planning Committee
9.3. To appoint members to the Bollard Working Group
9.4. To appoint members to the Neighbourhood Planning Committee

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

None Proposed.

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

- 11.1. To approve and adopt updated Standing Orders **Appendix F**
11.2. To approve and adopt the updated Financial Regulations **Appendix G**
11.3. To review and approve suitable for use the existing Code of Conduct **Appendix H**

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

None.

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

None.

14. To note this Council is not eligible for General Powers of Competence, LGA 1972 s137 is applicable with a limit of £11.60 per elector, £20,740.80 for the year.

NOTE: Based on elector number April 2026, which increases month on month due to Valley Park development.

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

The Asset Register will be approved as part of the end of year finance 2025-2026, later in this meeting

16. Confirmation of arrangements for insurance cover in respect of all insurable risks

NOTE: the Council is in the third year of a Long-Term agreement, with quotes and full review of insurance brought to the July 2026 meeting.



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

- Clerk's Membership of SLCC – renewable August 2026, shared with Clerk's other employment.
- Council's Membership of OALC – renewable March 2027
- Information Commissioners Office – budget £47

18. Review of the Council's complaints procedure

Appendix I

19. 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)

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| 19.1. Privacy Notice | Appendix J1 |
| 19.2. Data Protection Policy | Appendix J2 |
| 19.3. Information Requests Policy | Appendix J3 |
| 19.4. Publication Scheme | Appendix J4 |
| 19.5. Document Retention Policy | Appendix J5 |

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

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| 20.1. To approve and adopt Communications & Media Policy | Appendix K |
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21. Review of the Council's employment policies and procedures

- 21.1. To approve delegating this item to the Staffing Committee.

22. 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 will be approved as part of the end of year finance 2025-2026, later in this meeting

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

- 23.1. Regular Full Council Meetings, the district centre, 7:45pm, 2nd Thursday of the month, in the months of May, July, September, November, January and March, 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.

24. To consider writing jointly to Oxfordshire County Council, Vale of White Horse District Council and the local MP regarding the imminent trigger point for the developer's next healthcare facility contribution, requesting urgent clarification and decision-making on the use of Developer healthcare funds.

Appendix L



25. Finance 2025-2026

Appendix M

- 25.1. To approve finalised payments list for February and March 2026
- 25.2. To note receipts for February and March 2026.
- 25.3. To note the reconciled bank balances, up to 28th February and 31st March 2026.
- 25.4. To approve the annual accounts for 2025/2026, including:
 - Variances Report
 - Statement Of Accounts
 - Reserve Balances
 - Report on Restated Values
- 25.5. To approve the S137 Report, and note no CIL Report applicable to this Council this year.
- 25.6. To receive the Internal Audit report, consider recommendations and agree actions.
- 25.7. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement"
- 25.8. To approve the Annual Governance and Accountability Return (AGAR) Section 2 "Accounting Statements"
- 25.9. To approve the dates for the public rights of inspection: 3rd June – 14th July 2026, being 30 working days including the first 10 working days of July.

26. Finance 2026-2027

Appendix N

- 26.1. To approve finalised payments list for April and payments for May 2026
- 26.2. To approve list of payments to be paid by standing order for FY 2026-2027.
- 26.3. To note receipts for April 2026
- 26.4. To note the reconciled bank balances, up to 30th April 2026.
- 26.5. 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 O

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 –09th July 2026.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 02nd July 2026.