



WESTERN VALLEY
Parish Council

Minutes of a Council Meeting of Western Valley Parish Council

Thursday 09th July 2026 at 19:30, The District Centre, 1 Gentian Mews, OX11 6GR

Public Session – Prior to the Start of the Meeting

Cllr: **Transport** is the biggest issue at the moment, particularly if trying to travel through Harwell. The Traffic calming instal is happening at the same time as the Thames Water works on the link road, so all travel through Harwell is almost impossible throughout the works. TH worst time will be the first month of the works, starting next week. **A consultation** has just closed on reducing the disability related allowances. Currently 35% of their income is ignored in the calculation for social care. *Likely* going forward only 25% will be ignored. If their disability income is more than that 25% then they *will* be given more. People should not be scared by the changes, it is likely only 35 people across Oxfordshire will be affected and individual help will be given for these people. Many places don't give any allowance and only refund on receipts submitted, OCC believes 25% should be enough to cover the additional expenses related to specific disabilities. One of the reasons for this change, is to endeavour to leave the council solvent when local government reorganisation (LGR) happens. **Connect to work** is a scheme which links people with learning disabilities to local businesses to help integrate them in to the community. If any local businesses could offer a placement then get in touch. **Drainage** at the bottom of Frank Williams Way – urgent repairs have been installed to hopefully pull the water away more quickly.

Members Present:

Chair	Cllr S Peacock (SP)
Members	Cllr A Dearlove (AD)
	Cllr G Clarke (GC)
	Cllr V Humphries (VH)
	Cllr T Willams (TW) [Arrived 20:27]

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: None.

Meeting started 19:48

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

Apologies were received in advance of the Meeting from Cllrs Thompson, Durman and Williams who said they would be late to the meeting.



26.03.2. Declarations of Interests [LA 2011 s31]

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

None.

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

None.

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

26.03.3.1. Meeting held on 14th May 2026

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

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

None.

26.03.4. To Receive Minutes of Committees

26.03.4.1. Staffing Committee

Deferred, no staff meeting in July 2026, inquorate.

- 10th July 2025
- 06th July 2026

26.03.5. Vacant Seats [Representation of the People Action 1985 s21]

No candidates were present.

26.03.5.1. To note the council has 1 vacant seat and receive and consider applications from candidates.

26.03.5.2. To approve co-opting a member to fill the vacant seat.

26.03.5.3. To receive declarations of acceptance of office from newly co-opted councillors.

26.03.6. Planning Matters – to approve response to the request to consult on applications.

26.03.6.1. P26/V1626/RM - Land at Valley Park (RM2, Phase 2a) Didcot

Reserved matters application for (layout, scale, appearance and landscaping) in relation to the development of infrastructure at Valley Park (RM2, Phase 2a), comprising spine road with associated infrastructure and works

Resolved: Approve Unanimously to submit the response: NO OBJECTIONS.



26.03.7. Clerks Report

~~Appendix A~~

The Clerk apologised for bringing all of the details to the meeting and that the regalia item and entrance signs could not be discussed, it will need to be deferred to a future meeting

26.03.7.1. To review the Action List

Action List

No change from last month.

26.03.7.2. To consider insurance quotes, and approve insurance cover for the year head, the confirmation of arrangements for insurance cover in respect of all insurable risks, as deferred at the May 2026 meeting.

Resolved: Approved Unanimously to appoint Zurich on a new 3 year long term agreement, £372.93.

26.03.7.3. To consider quotes for parish entrance signs, and approve design and purchase, subject to confirmation from OCC Highways and Taylor Wimpey they can be installed.

26.03.7.4. To consider quotes for Regalia and badges, approve design and purchase.

26.03.7.5. To consider whether to make a standalone community governance change request to Vale of White Horse DC.

Resolved: Approved Unanimously to request one additional Councillor due to our projected electorate by 2029.

26.03.7.6. To approve costings for quarterly parish newsletter, agree name and format, and delegate to the Clerk to edit.

The Clerk had circulated draft copy prior to the meeting, brought a mock up to the meeting and indicative pricing. The Clerk informed the Council of the VAT implications of offering advertising. That the Council must sell less than £5,000 of advertising to businesses (registered charities are VAT exempt) in a calendar year to remain exempt from VAT registration (or total business activity of £5,000 across all the parish council activities).

Resolved: Approved Unanimously to produce up to a 16 page newsletter, quarterly called Western Valley Voice. To offer advertising to local businesses, charities and other organisation to help cover the cost.

Advertising Rates:

- Quarter page £10 per issue, £35 per year (4 issues)
- Half Page, £15 per issue, £50 per year (4 issues)
- Full Page, £25 per issue, £80 per year (4 issues).



To use Solopress, up to 16 pages, eco-friendly, stapled A5 booklet, 1750, currently £300 per edition delivered.

Resolved: Approved Unanimously to create ID Badges budget as follows:

- Lanyards £70.20
- Specialist Paper £14.48

26.03.8. To approve New or Updated Governing Documents

Resolved: Approved Unanimously to adopt all of the policies as written below.

26.03.8.1.	Updating to the ICO Model Publication Scheme	Appendix B
26.03.8.2.	(New) Biodiversity Policy	Appendix C
26.03.8.3.	Statement and Effectiveness of Internal Controls	Appendix D
26.03.8.4.	Effectiveness of Internal Audit	Appendix E
26.03.8.5.	Expenses Policy	Appendix F
26.03.8.6.	Financial Risk Assessment and Management	Appendix G
26.03.8.7.	Grants Policy	Appendix H
26.03.8.8.	Investments Strategy and Reserve Policy	Appendix I

26.03.9. To appoint additional members to the Working Groups and Committees

No candidates were nominated.

- 26.03.9.1. Neighbourhood Plan Committee**
- 26.03.9.2. Bollards Working Group**



26.03.10. Finance 2026-2027

Appendix J

26.03.10.1. To approve finalised payments list for May and June, and approve payment list for July 2026

Resolved: Approved Unanimously the lists as detailed below:

Voucher No	Date	Net	VAT	Total	Description	Supplier
11	12/05/2026	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
12	12/05/2026	£ 10.08	£ 2.02	£ 12.10	MS365	Microsoft Ireland Operations Ltd
13	12/05/2026	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
14	12/05/2026	£ 5.83	£ 1.17	£ 7.00	ChatGPT	OpenAI OpCo, LLC
15	15/05/2026	£ 315.00	£ -	£ 315.00	Internal Audit Fees	Allison Leigh
18	31/05/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust
		£ 712.78	£ -	£ 712.78	Total Staff	
	MAY	£ 1,086.68	£ 5.18	£ 1,091.86	Total	
20	12/06/2026	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
21	12/06/2026	£ 10.08	£ 2.02	£ 12.10	Microsoft 365	Microsoft Ireland Operations Ltd
23	12/06/2026	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
24	12/06/2026	£ 40.00	£ 8.00	£ 48.00	Training Course	Oxfordshire Association of Local Councils
25	13/06/2026	£ 5.83	£ 1.17	£ 7.00	ChatGPT	OpenAI OpCo, LLC
27	30/06/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust
		£ 715.28	£ -	£ 715.28	Total Staff	
	JUNE	£ 814.18	£ 13.18	£ 827.36	Total	
26	13/07/2026	£ 5.83	£ 1.17	£ 7.00	ChatGPT	OpenAI OpCo, LLC
31	13/07/2026	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
32	13/07/2026	£ 10.08	£ 2.02	£ 12.10	Microsoft 365	Microsoft Ireland Operations Ltd
34	13/07/2026	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
35	13/07/2026	£ 217.58	£ -	£ 217.58	Meeting Room Hire	Vale of White Horse District Council
36	13/07/2026	£ 571.20	£ 114.24	£ 685.44	Scribe	Starboard Systems Limited t/a Scribe Accounts
28	31/07/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust
		£ 974.73	£ -	£ 974.73	Total Staff (inc August HMRC)	
	JULY	£ 1,822.41	£ 119.42	£ 1,941.83	Total	

26.03.10.2. To note receipts for May and June 2026

The list as detailed below was noted.

Voucher No	Date	Net	VAT	Total	Description	Customer
3	30/06/2026	£ 417.00	£ -	£ 417.00	Bank Interest	Unity Trust
4	30/06/2026	£ 315.14	£ -	£ 315.14	Bank Interest	Redwood Bank



26.03.10.3. To note the reconciled bank balances, up to 31st May and 30th June 2026.

The reconciled balances as listed below were noted.

May 2026

A	Bank Reconciliation at 31/05/2026		
	Cash in Hand 01/04/2026		116,926.41
	ADD Receipts 01/04/2026 - 31/05/2026		28,940.92
	SUBTRACT Payments 01/04/2026 - 31/05/2026		1,958.42
	Cash in Hand 31/05/2026 (per Cash Book)		143,908.91
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2026	0.00	
	Unity Trust Current 31/05/2026	27,982.50	
	Unity Trust Reserve 31/05/2026	115,926.41	
	Redwood 95-Day Saver 31/05/2026	0.00	
			143,908.91
	Less unrepresented payments		
			143,908.91
	Plus unrepresented receipts		
			143,908.91
	Adjusted Bank Balance		143,908.91
	A = B Checks out OK		

Image shows:

A Cash in Hand = £143,908.91

B Adjusted Bank Balances = £143,908.91

A equals B, and Checks out OK.

Unity Trust Current Account Balance £ 27,982.50

Unity Trust Reserve Account Balance £115,926.41



June 2026

Bank Reconciliation at 30/06/2026			
A	Cash in Hand 01/04/2026		116,926.41
	ADD Receipts 01/04/2026 - 30/06/2026		29,673.06
			146,599.47
	SUBTRACT Payments 01/04/2026 - 30/06/2026		2,785.78
	Cash in Hand 30/06/2026 (per Cash Book)		143,813.69
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Unity Trust Current 30/06/2026	11,855.14	
	Unity Trust Reserve 30/06/2026	14,717.00	
	Redwood 95-Day Saver 30/06/2026	116,926.41	
			143,498.55
	Less unrepresented payments		
			143,498.55
	Plus unrepresented receipts		315.14
B	Adjusted Bank Balance		143,813.69
A = B Checks out OK			

Image shows:

A Cash in Hand = £143,813.69

B Adjusted Bank Balances = £143,813.69

A equals B, and Checks out OK.

Unity Trust Current Account Balance	£ 11,855.14
Unity Trust Reserve Account Balance	£ 14,717.00
Redwood 95-Day Saver	£116,926.41

26.03.10.4. To approve salaries and hours for the year ahead – on recommendation of Staffing Committee, and back dated to 1st April 2026.

Deferred, as Staffing Committee has not met.



26.03.11. To consider upcoming training courses and approve attendance & budget

Appendix O

None applicable.

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

It was noted that response had been received from our MP, and the OCC Oxfordshire Joint Health Overview and Scrutiny Committee on our letter regarding GP provision.

26.03.13. Matters for future discussion.

- Winter preparedness

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

Watch your letter box for Western Valley Voice.

26.03.15. Confirm the date and time of the next Council Meeting –10th September 2026.

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

Cllr Williams arrived.

Confirmed.

There being no further business to be transacted the Chair closed the meeting **20:29**.