Minutes 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

Public Session – Prior to the Start of the Meeting

CCllr: The Councillor confirmed they are now on the County Council Cabinet, currently holding transport due to timing of the agenda it wasn't possible to include appointing a new leader on the agenda, but also could not remove appointing a new cabinet. As such, there will be an additional meeting to reappoint everyone next week to new cabinet positions, based on their being a new leader of the Council. In addition the Councillor highlighted some of what they had done in the last year since joining in the Council. Their end of year report can be found online. CCllr, then left the meeting.

Members Present:

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

Officers Present:

Clerk to the Council	Mrs L White (LW)

Public and Press: None.

Meeting started 20:12

26.01.1. Election of Chair & Vice-Chair

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

Resolved: Approved Unanimously to elect Cllr Peacock as Chair.

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

The Chair signed the declaration of acceptance, it was countersigned by the Clerk.

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

Resolved: Approved Unanimously to elect Cllr Thompson as Vice-Chair.

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

The Vice-Chair signed the declaration of acceptance, it was countersigned by the Clerk.

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

Apologies were received in advance of the meeting from Cllrs Williams & Durman.

The Council currently has one vacant seat.

26.01.3. Declarations of Interests [LA 2011 s31]

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

None.

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

None.

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

26.01.4.1. Meeting held on 12th February 2026

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

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

None.

26.01.5. To Receive Minutes of Committees

26.01.5.1. Planning Committee 27th November 2025.

Received.

26.01.6. Consideration of the recommendations made by a committee

None.

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

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

Resolved: Approved Unanimously the Scheme of Delegation as written.

26.01.8. Review of the terms of reference for committees

The Clerk highlighted some typos which had been corrected throughout the four documents below.

Resolved: Approved Unanimously to adopt all four documents below as written.

26.01.8.1.	**Staffing Committee**	**Appendix B**
26.01.8.2.	**Planning Committee**	**Appendix C**
26.01.8.3.	**Bollards Working Group**	**Appendix D**
26.01.8.4.	**Neighbourhood Planning Committee**	**Appendix E**

26.01.9. Appointment of members to existing committees

26.01.9.1. To appoint members to the Staffing Committee

Resolved: Approved Unanimously to appoint: VH, AD, AT

26.01.9.2. To appoint members to the Planning Committee

Resolved: Approved Unanimously to appoint: VH, AD, AT, LD + one vacancy, but can have substitutions.

26.01.9.3. To appoint members to the Bollard Working Group

Resolved: Approved Unanimously to appoint: SP, GC, VH

26.01.9.4. To appoint members to the Neighbourhood Planning Committee

Resolved: Approved Unanimously to appoint: VH, AD, SP, GC

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

None Proposed.

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

The Clerk highlighted some of the changes between the previous document and the three documents below.

Resolved: Approved Unanimously to adopt all three documents below as written.

26.01.11.1.	**To approve and adopt updated Standing Orders**	**Appendix F**
26.01.11.2.	**To approve and adopt the updated Financial Regulations**	**Appendix G**
26.01.11.3.	**To review and approve suitable for use the existing Code of Conduct**	**Appendix H**

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

None.

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

None.

26.01.14. 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.

Noted.

26.01.15. 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.

See Finance 2025-2026 section.

26.01.16. 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.

To be reviewed at the July meeting.

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

Noted as below:

- 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

26.01.18. Review of the Council's complaints procedure **Appendix I**

Resolved: Approved Unanimously as suitable for use.

26.01.19. 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*)

Resolved: Approved Unanimously to adopt all five documents below as written.

26.01.19.1. Privacy Notice **Appendix J1**

26.01.19.2. Data Protection Policy **Appendix J2**

26.01.19.3. Information Requests Policy **Appendix J3**

26.01.19.4. Publication Scheme **Appendix J4**

26.01.19.5. Document Retention Policy **Appendix J5**

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

26.01.20.1. To approve and adopt Communications & Media Policy **Appendix K**

Resolved: Approved Unanimously as suitable for use.

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

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

Resolved: Approved Unanimously to delegate to the Staffing Committee.

26.01.22. 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

See Finance 2025-2026 section.

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

26.01.23.1. 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.

Resolved: Approved Unanimously, 7:30pm, 2nd Thursday of the month, in the months of May, July, September, November, January and March, plus additional meetings as needed.

The following items are not required by the Standing Orders in the Annual Meeting of the Council.

26.01.24. 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**

Resolved: Approved Unanimously to send the letter as written, address to our Member of Parliament; Oxfordshire County Council; Vale of White Horse District Council and the Developers.

Cllr S Peacock
Chair of the Council

09 July 2026

WESTERN VALLEY
Parish Council

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

26.01.25.1. To approve finalised payments list for February and March 2026

Resolved: Approved Unanimously the lists as below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
90	13/02/2026	£ 10.08	£ 2.02	£ 12.10	MS365	Microsoft Ireland Operations Ltd
92	13/02/2026	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
94	13/02/2026	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
101	13/02/2026	£ 10,000.00	£ -	£ 10,000.00	Grant	SOFEA
102	13/02/2026	£ 100.00	£ -	£ 100.00	Logo	Laura White
103	26/02/2026	£ 5.83	£ 1.17	£ 7.00	ChatGPT	OpenAI OpCo, LLC
99	28/02/2026	£ 6.00	£ -	£ 6.00	Bank Fees	Unity Trust
		£ 371.00	£ -	£ 371.00	Total Staff Costs	
		£ 10,528.90	**£ 5.18**	**£ 10,534.08**	**Total February**	
Voucher No	**Date**	**Net**	**VAT**	**Total**	**Description**	**Supplier**
91	13/03/2026	£ 10.08	£ 2.02	£ 12.10	MS365	Microsoft Ireland Operations Ltd
93	13/03/2026	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
95	13/03/2026	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
104	13/03/2026	£ 5.83	£ 1.17	£ 7.00	ChatGPT	OpenAI OpCo, LLC
107	15/03/2026	£ 432.50	£ 86.50	£ 519.00	OALC Membership Fees	Oxfordshire Association of Local Councils
98	30/03/2026	£ 3,000.00	£ -	£ 3,000.00	Training Course	SLCC Enterprises Ltd
100	31/03/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust
		£ 896.60	£ -	£ 896.60	Total Staff Costs	
		£ 4,388.00	**£ 91.68**	**£ 4,479.68**	**Total March**	

26.01.25.2. To note receipts for February and March 2026.

Receipts were noted as below.

Voucher No	Date	Net	VAT	Total	Description	Customer
8	31/03/2026	£ 644.35	£ -	£ 644.35	Bank Interest	Unity Trust

Cllr S Peacock
Chair of the Council 09 July 2026

WESTERN VALLEY
Parish Council

26.01.25.3. To note the reconciled bank balances, up to 28th February and 31st March 2026.

Reconciled Bank balances were noted as below:

February 2026

	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		91,350.57
	ADD Receipts 01/04/2025 - 28/02/2026		52,965.76
			144,316.33
	SUBTRACT Payments 01/04/2025 - 28/02/2026		23,554.59
A	**Cash in Hand 28/02/2026** (per Cash Book)		**120,761.74**
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2026	0.00	
	Unity Trust Current 28/02/2026	3,761.74	
	Unity Trust Reserve 28/02/2026	117,000.00	
			120,761.74
	Less unpresented payments		
			120,761.74
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**120,761.74**
	A = B Checks out OK		

Image shows:

A Cash in Hand = £120,761.74

B Adjusted Bank Balances = £120,761.74

A equals B, and Checks out OK.

Unity Trust Current Account Balance £3,761.74

Unity Trust Reserve Account Balance £117,000.00

Cllr S Peacock
Chair of the Council

09 July 2026

WESTERN VALLEY
Parish Council

March 2026

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		91,350.57
	ADD Receipts 01/04/2025 - 31/03/2026		53,610.11
			144,960.68
	SUBTRACT Payments 01/04/2025 - 31/03/2026		28,034.27
A	**Cash in Hand 31/03/2026** (per Cash Book)		**116,926.41**
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Unity Trust Current 31/03/2026	1,000.00	
	Unity Trust Reserve 31/03/2026	115,926.41	
			116,926.41
	Less unpresented payments		
			116,926.41
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**116,926.41**
	A = B Checks out OK		

Image shows:

A Cash in Hand = £116,926.41

B Adjusted Bank Balances = £116,926.41

A equals B, and Checks out OK.

Unity Trust Current Account Balance £1,000.00

Unity Trust Reserve Account Balance £115,926.41

Cllr S Peacock
Chair of the Council

09 July 2026

26.01.25.4. To approve the annual accounts for 2025/2026, including:

Resolved: Approved Unanimously, the reports as below, and appended to these minutes.

- Variances Report
- Statement Of Accounts
- Reserve Balances
- Report on Restated Values

26.01.25.5. To approve the S137 Report, and note no CIL Report applicable to this Council this year.

Resolved: Approved Unanimously, the s137 report, total £12,574.63 for the year.

Voucher	Code	Date	Description	VAT Type	Net	VAT	Total
75	Grants (Including s137)	17/11/2025	Wreath	S	6.66	1.33	7.99
69	Grants (Including s137)	17/11/2025	Grant	X	2,000.00		2,000.00
76	Grants (Including s137)	17/11/2025	Wreath	X	3.99		3.99
70	Grants (Including s137)	17/11/2025	Grant	X	500.00		500.00
68	Grants (Including s137)	17/11/2025	Grant	X	50.00		50.00
101	Grants (Including s137)	13/02/2026	Grant	X	10,000.00		10,000.00
77	Grants (Including s137)	17/11/2025	Wreath	S	10.54	2.11	12.65
				Total	**12,571.19**	**3.44**	**12,574.63**

WESTERN VALLEY
Parish Council

26.01.25.6. To receive the Internal Audit report, consider recommendations and agree actions.

The received as below. With actions from the written report, following.

Annual Internal Audit Report 2025/26

Western Valley Parish Council

https://westernvalleyparish.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✔
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		
	Yes	No	Not applicable
P. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 29/04/2026

Name of person who carried out the internal audit: Allison Leigh

Signature of person who carried out the internal audit

Date: 29/04/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2025/26 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities

Page 3 of 6

[ACTION] To create an investment strategy – to update the reserves policy to "Reserves and Investment Strategy".

[ACTION] To update to latest Model Financial Regulations, **completed** earlier this meeting.

[ACTION] To update to the model publication scheme from ICO.

[ACTION] To update to latest Model Standing Orders, **completed** earlier this meeting.

[ACTION] To consider Councillor training, to be included as a standing agenda item, and **completed** on this meeting.

[ACTION] To consider the Civility and Respect Pledge again, Cllrs declined to bring this to a future meeting.

[ACTION] To note that the WhatsApp group must only be used for informal communication, and use the official channels of communication as per the communication policy – NOTED & **completed.**

[ACTION] To include powers to spend. The Clerk has had further discussion with Auditor and is happy with the approach later in this meeting, to note formally the powers to spend for all our regular payments, with ad hoc payment powers noted as required through the year – **completed.**

[ACTION] To create a co-option policy, the Clerk asked if this was something the council wished to be created at this time.

The legal framework for co-option is already largely set out in:

- the Local Government Act 1972,
- the council's Standing Orders,
- the council's Code of Conduct, and
- guidance such as the National Association of Local Councils Legal Topic Note on vacancies and co-option.

Many smaller parish councils operate perfectly adequately without a separate policy.

The council agreed to not create a co-option policy at this time – **completed.**

[ACTION] Note absences when apologies were received. This is often done and persons present are recorded as per the legislative requirements. A log is also kept monitoring the date of the last meeting attendance. No further action – **completed**.

[ACTION] To create a biodiversity policy – to bring to a future meeting.

WESTERN VALLEY
Parish Council

26.01.25.7. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement"

Resolved: Approved unanimously as below, the Clerk and Chair signed the document.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Western Valley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. **(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**	Yes:	No:	N/A: ✓ — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

14/05/2026

and recorded as minute reference:

26.01.25.7 MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair S Peacock

Clerk L White SIGNATURE REQUIRED

www.WesternValleyParish.gov.uk

Cllr S Peacock
Chair of the Council 09 July 2026

WESTERN VALLEY
Parish Council

26.01.25.8. To approve the Annual Governance and Accountability Return (AGAR) Section 2 "Accounting Statements"

Resolved: Approved unanimously as below, the Chair signed the document, the RFO having signed it before sending to the Internal Auditor.

Section 2 – Accounting Statements 2025/26 for

Western Valley Parish Council

	Year ending 31 March 2025 £	Year ending 31 March 2026 £	Notes and guidance *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	61,388	91,351	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	50,188	50,188	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,954	3,422	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	3,522	5,063	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	18,657	22,972	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	91,351	116,926	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	91,351	116,926	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,211	3,211	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	**Yes**	**No**	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

L White

Date 07/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/2026

as recorded in minute reference:

26.01.25.8

Signed by Chair of the meeting where the Accounting Statements were approved

S Peacock

Annual Governance and Accountability Return 2025/26 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities* Page 5 of 6

Cllr S Peacock
Chair of the Council 09 July 2026

WESTERN VALLEY
Parish Council

26.01.25.9. 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.

Resolved: Approved unanimously 3rd June – 14th July 2026.

WESTERN VALLEY
Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement Friday 15th May 2026

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.
Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

Clerk to the Council
Western Valley Parish Council

Clerk@WesternValleyParish.gov.uk
07424 402 938

Western Valley PC
PO Box 4311
READING
RG8 1DD

commencing on **Wednesday 3rd June 2026** and ending on **Tuesday 14th July 2026.**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

MOORE

5. This announcement is made by Mrs L White, Clerk to the Council and RFO

L White

Cllr S Peacock
Chair of the Council

09 July 2026

WESTERN VALLEY
Parish Council

26.01.26. Finance 2026-2027 **Appendix N**

26.01.26.1. To approve finalised payments list for April and payments for May 2026

Resolved: Approved Unanimously the payments list as below:

Voucher No	Date	Net	VAT	Total	Description	Supplier
3	13/04/2026	£ 5.83	£ 1.17	£ 7.00	ChatGPT	OpenAI OpCo, LLC
4	13/04/2026	£ 10.08	£ 2.02	£ 12.10	MS365	Microsoft Ireland Operations Ltd
5	13/04/2026	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
6	13/04/2026	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
7	17/04/2026	£ 201.87	£ -	£ 201.87	Meeting Room Hire	Vale of White Horse District Council
10	30/04/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust
		£ 600.61	£ -	£ 600.61	Total Staff Costs	
		£ 861.38	**£ 5.18**	**£ 866.56**	**Total April**	
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
		£ 822.66	£ -	£ 822.66	Total Staff Costs	
		£ 1,189.56	**£ 12.18**	**£ 1,201.74**	**Total May**	

26.01.26.2. To approve list of payments to be paid by standing order for FY 2026-2027.

Resolved: Approved Unanimously the payments to be made by Standing Order as listed below.

All are paid to the Clerk, all paid on the Clerk's personal debit card and refunded as expenses.

Net	VAT	Total	Description	Supplier
£ 5.83	£ 1.17	£ 7.00	ChatGPT	OpenAI OpCo, LLC
£ 10.08	£ 2.02	£ 12.10	MS365	Microsoft Ireland Operations Ltd
£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White

Cllr S Peacock
Chair of the Council 09 July 2026

26.01.26.4. To note receipts for April 2026

Receipts were noted as below.

Voucher No	Date	Net	VAT	Total	Description	Customer
1	08/04/2026	£ 28,300.00	£ -	£ 28,300.00	Precept	Vale of White Horse District Council
2	10/04/2026	£ -	£ 640.92	£ 640.92	VAT Refund	HMRC
		£ 28,300.00	**£ 640.92**	**£ 28,940.92**	**Total April**	

Cllr S Peacock
Chair of the Council

09 July 2026

26.01.26.5. To note the reconciled bank balances, up to 30th April 2026.

Reconciled Bank balances were noted as below:

April 2026

	Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026			116,926.41
	ADD Receipts 01/04/2026 - 30/04/2026			28,940.92
				145,867.33
	SUBTRACT Payments 01/04/2026 - 30/04/2026			866.56
A	**Cash in Hand 30/04/2026** (per Cash Book)			**145,000.77**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	0.00	
	Unity Trust Current	30/04/2026	29,074.36	
	Unity Trust Reserve	30/04/2026	115,926.41	
				145,000.77
	Less unpresented payments			
				145,000.77
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**145,000.77**
	A = B Checks out OK			

Image shows:

A Cash in Hand = £145,000.77

B Adjusted Bank Balances = £145,000.77

A equals B, and Checks out OK.

Unity Trust Current Account Balance £29,074.36

Unity Trust Reserve Account Balance £115,926.41

Cllr S Peacock
Chair of the Council

09 July 2026

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

Deferred.

26.01.27. To consider upcoming training courses and approve attendance & budget
Appendix O

Resolved: Approved unanimously attendance at OALC Talking Tables event, for Clerk, SP subject to attendee availability, Budget £40 per attendee.

26.01.28. Clerks Report

26.01.28.1. To review the Action List **Action List**

See action list.

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

None.

26.01.30. Matters for future discussion.

As listed throughout these minutes, plus as detailed below:

- Add use of AI to the IT Policy
- Chase Allotment Progress, and if our list can be considered for other allotment sites, and can we run all of them in parish.
- Chains & Signs

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

As detailed below:

- Join Neighbourhood Plan and Bollards.
- Public Rights
- Publish the letter re medical practice.

26.01.32. 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.

Confirmed, 09th July 2026 at 19:30.

There being no further business to be transacted, the Chair closed the meeting **20:59.**

Cllr S Peacock
Chair of the Council

09 July 2026