

**GROVE PARISH COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD  
ON TUESDAY 22 OCTOBER 2024**

**Present:** Cllr C T McCarthy (Chairman) Cllr K Jones  
Cllr W R Ackers Cllr J Leggott  
Cllr R Batstone Cllr D Rolfe  
Cllr M Charlton Cllr K Rowland  
Cllr L M Foster-Hill Cllr J M Stock  
Cllr J Goodman Cllr P Ware

**In attendance:** District Cllr K Bentley and Julie Maberley (Wantage and Grove Campaign Group)

**Clerk:** Mr G M Mundy

**87 Apologies for absence**

Apologies for absence had been received from Parish Cllrs S K Dexter, F D Parnell and G Smeddle. Apologies had also been received from County and District Cllr J Hannaby.

**88 Declaration of Personal or Pecuniary Interests in respect of items on the agenda for this meeting**

Cllr McCarthy and Cllr Rowland both declared an interest in item 98 (pitch fee increases) as they are members of GRFC and Grove Challengers respectively. Cllr Goodman declared an interest in item 103 (consultation re The Maples) because his employers are the selling agents for the dwellings on this development.

**89 Minutes of the Full Council meeting held on 10 September 2024**

It was **MOVED** the Chairman and **RESOLVED** unanimously

**“that the minutes be signed as a true record of the meeting”**

**90 Clerk’s summary report from the previous meeting**

Clerk

(a) Minute 70(b) – Renewed lease for Wasbrough Field. The Clerk informed the Council that the solicitor is waiting for a DRAFT copy of the new lease from the other sides solicitor.

Clerk

(b) Minute 70(c) – Cheque signatories and Dual authorisation signatories for electronic banking. The Clerk informed the Council that the Chairman has now signed the forms and that the Clerk is in the process of obtaining other signatures to progress this matter to its conclusion.

Clerk

(c) Minute 70(m) – Rugby Tots. The Clerk informed the Council that Rugby Tots are happy with the arrangement for paying for use of the recreation Ground and will be invoiced accordingly.

(d) Minute 71 – Question from the Public regarding uploading documents onto the Parish Council website. The Clerk informed the Council that he has not yet actioned this item due to difficulties with the new website layout.

(e) Minute 73(c) - Proposal from Persimmon Homes (Wessex) to move the location of a proposed MUGA from an area of the Wellington gate development (not yet in their control) to an area of the development adjacent to the temporary changing facilities. The Clerk informed the Council that he has notified Persimmon Homes (Wessex) of the Council’s decision, no response has been received or is expected.

- (f) Minute 75 - Proposal from the OALC regarding subscription fee increase for 2025/26. The Clerk informed the Council that he had informed the OALC of the Council's decision and that at an Extra Ordinary General Meeting the proposal was approved.
- (g) Minute 78 - Arrangements for Remembrance Sunday on 10 November 2024. The Clerk informed the Council that the new Wreath for this years-service has been ordered via the RBL website.
- (h) Minute 79 – Future participation in the Wantage and Grove Traffic Advisory Group. The Clerk informed the Council that he has notified Wantage Town Council of the Council's decision.
- (i) Minute 82 - Recommendation from the Finance and General Purposes committee to adopt the DRAFT Reserves Policy. The Clerk informed the Council that he will add an item to the agenda of the next Finance and General Purposes committee meeting for a discussion on how the Council will achieve this level of General Reserves.
- (j) Minute 83(b) - Request from Grove resident for a specific allocation of an allotment plot contrary to the Clerks decision made on 3 September 2024. The Clerk informed the Council that he has notified the resident concerned.

Clerk

### **91 Questions from the public relevant to items on the agenda for this meeting**

Julie Maberley made a statement regarding the District Council's Joint Local Plan concerning the infrastructure delivery plan for the proposed 600 plus development on land North West of Grove.

Following the statement, the Chairman informed Julia Maberley and members that this matter was being discussed under item 96 on the agenda for this meeting.

### **92 County and District Councillor reports received in advance of the meeting**

The report from Cllr Batstone was noted. District Cllr Bentley offered to send a list of items that have happened specific to Grove from a District Council point of view.

Clerk

The Council queried why the Council had not received any reports from the elected County Councillors. The Clerk responded and said he would ask.

### **93 Updates on the Wellington Gate development**

The Clerk informed the Council that the next Grove Airfield Development Forum meeting is to be held on Thursday 28 November and the next Crab Hill development forum is to be held on 31 October 2024.

Cllr Ackers and Leggott both reported the streetlights not working on Recreation Lane and by the aeroplane roundabout.

### **94 Percentage increase in Precept to allow the Clerk to DRAFT a workable budget for 2025/26**

Following a discussion, it was **MOVED** Cllr Rolfe **SECONDED** Cllr Goodman and **RESOLVED** as follows 10 in favour, 1 against and 1 abstention

Clerk

**“that the Clerk work up a DRAFT budget with a maximum increase of up to 3%”**

**95 Formally agree Council letter GM/GPC/24/LR12 dated 26 September 2024 and to discuss and consider any follow up action by the Parish Council regarding the District Councils Leisure Needs Assessment and Playing Pitch Strategy 2023 – 2041**

Following a discussion, it was **MOVED** Cllr Foster-Hill **SECONDED** Cllr Ware and **RESOLVED** unanimously

**“to retrospectively agree the letter GM/GPC/24/LR12 dated 26 September 2024”**

**96 To review and comment on the District Council’s Joint Local Plan**

The Clerk read out comments from Cllr S K Dexter in his absence.

Cllr Foster-Hill suggested and it was agreed that Julie Maberley send the Wantage and Grove Campaign Group DRAFT response to the Joint Local Plan to the Clerk and it is circulated to all members for comment. The Clerk will then respond with comments from the Council.

Clerk

**97 New Anti-harassment and anti-bullying policy**

Cllr Foster-Hill said that in his experience the recording of meetings was to be frowned upon given that it could lead to legal challenges and requested this paragraph was removed. This was agreed.

It was **MOVED** Cllr Foster-Hill **SECONDED** Cllr Rowland and **RESOLVED** 11 in favour and 1 abstention

**“to adopt the new anti-harassment and anti-bullying policy as amended”**

The Clerk was asked to circulate the new policy to all Cllrs and staff members, all Cllrs and staff members will be required to sign and state that they have read, understand and will comply with the policy.

Clerk

**98 Fee’s and charges across all services of the Parish Council**

- (a) Cemetery fees and charges (to come into force on 1 April 2025).
- (b) Old Mill Hall fees and charges (to come into force on 1 April 2025).
- (c) Allotments fees and charges (to come into force on 1 October 2025).
- (d) Pitch and floodlight fees and charges (to come into force on 30 June 2025).

Cllr Ware suggested and it was agreed that the three items above are taken as one.

It was **MOVED** Cllr Ware **SECONDED** Cllr Goodman and **RESOLVED** unanimously

Clerk

**“that the fees and charges increases tabled by the Clerk are agreed”**

**99 External Auditor report and opinion for the financial year ending 31 March 2024.**

It was **MOVED** Cllr Ackers **SECONDED** Cllr Foster-Hill and **RESOLVED** unanimously

**“to receive and accept the opinion of the External Auditor for the financial year ending 31 March 2024”**

**100 Request from Sarah Henderson (Parent and School Governor), St John's Academy to discuss the speed limit and traffic calming near St John's CE Academy Primary School site**

The Clerk explained to those unaware that the new Primary School is on Stanley Hall Road and is currently 30mph and is on the Wellington Gate development. He added that the road is currently a no through road, but will become a through road once the area is developed and there is a temporary car park for parents to drop off/pick up children. He said that this is now the second year open for the school and therefore the drop off area is getting busier.

Following a discussion, it was **MOVED** Cllr Rolfe **SECONDED** Cllr Jones and **RESOLVED** 11 in favour and 1 against

Clerk

**“to support an application to highways for a 20mph speed restriction on Stanley Hall Road (in the area of the primary school only)”**

**101 Further discussion regarding Remembrance Day services and attendance**

The Chairman expressed his concern regarding attendance by Parish Councillors at certain events and said that he expected members to attend Remembrance Services in the Parish. He said that he appreciated if members could not attend because they were working or were away but could not accept non attendance if members were available.

**102 Wantage Town Council's Neighbourhood Plan**

All

The Chairman invited members to review the plan and send comments to the Clerk.

**103 Consultation information on a proposal to construct a traffic calming feature on the Denchworth Road at its junction with The Maples and Barley Way in Grove, namely a raised table**

The Clerk explained that the proposal is to install a raised table similar to that on Newlands Drive.

Clerk

The Chairman explained that the residents of The Maples have suggested a raised roundabout instead. Following a discussion, it was agreed to support the residents of The Maples and suggest that a roundabout is installed instead of a raised table.

**104 Chairman's Communications**

(a) Note of thanks from the Wantage and Grove Cricket Club for Council support for s106 funding for a new compact tractor. This was noted.

(b) Council Reception 2024. The Chairman thanked those members who attended and said that comments received from guests suggested that the reception went very well and was well attended. He said that it was a shame that there were not more members in attendance to shake hands and greet people.

The Chairman thanked the Clerk and staff for organising the event.

**105 To consider bringing forward the repainting of the Millbrook Square car park and putting a sign at the entrance stating the road system is one way**

Following a discussion, it was **MOVED** Cllr Goodman **SECONDED** Cllr Foster-Hill and **RESOLVED** unanimously

Clerk

**“to obtain costs for a ‘best use of space’ consultation prior to the re-white lining of Millbrook Square”**

Clerk

It was also agreed that the Clerk install one-way signs as soon as possible.

**106 Outside body reports**

The minutes of the Wantage Neighbourhood Action Group meeting held on 10 July 2024.

**107 Planning application P23/V1966/RM – Reserved matters application for Phase 2 Sports Pitches (as amended by plans and additional information received 10 October and 15 October 2024)**

Clerk Comment: No objection to this application.

**108 Receive and consider the accounts for payments, cash and bank balances (including reserves and investments since the last meeting and to note any losses or gains in the CCLA Property Fund)**

It was **MOVED** Cllr Foster-Hill **SECONDED** Cllr Stock and **RESOLVED** unanimously

**“that the accounts for payment of £42,566.88 are adopted, and that the cash and bank balances and that the losses and or gains in the CCLA Property Fund are noted”**

**109 Confidential matters**

- (a) Sign the minutes of the Confidential meeting held on 10 September 2024. It was **MOVED** the Chairman and **RESOLVED** unanimously.

**“that the minutes are signed as a true record of the meeting”**

Meeting Closed: 9.10pm

Confirmed: 3 December 2024

*(Original signed)* \_\_\_\_\_

Chairman

**District Councillor report to Grove Parish Council 30 July 2024**

**Joint Local Plan**

At the Council Meeting on 19 September the local plan was approved for publication. It will now undergo a Reg 19 6-week consultation. For more details see <https://theconversation.southandvale.gov.uk/jlp/>.

Note that the Oxford City Local Plan has been rejected by the inspector. This is good news as they wanted to build more houses in the surrounding districts.

**LIDL Store Planning Application**

This seems to be getting to the stage where building can start.

**Future Delivery of Household Waste and Street Cleansing Services**

This is a major piece of work for the council. The Biffa contract is due to end in 2026. A new contract will need to consider current and future government legislation.

**Brown bin subscribers can have extra garden waste collected this Autumn**

Residents who are subscribed to the district council brown bin garden waste service in South Oxfordshire or the Vale of White Horse can have extra garden waste collected for free, on their normal collection day only, between 28 October and 8 November 2024

District and Parish Councillor R Batstone  
Grove North Ward

**FULL COUNCIL MEETING 22 OCTOBER 2024**  
Accounts for Payment from 6<sup>th</sup> September - 17 October 2024

<b>Environmental Services</b>	Incl VAT	Ex VAT
Grundon Waste Management, Tractor Shed Bin service Aug 24	158.75	132.29
Shield Maintenance Ltd, dog waste collection Aug 24	468.00	390.00
Castle Water, Cemetery water Aug 24	5.56	
Gardener Supplies, Cemetery Tree Protectors	66.35	11.06
E Carter Funeral Directors, Refund of over-payment	25.00	
Grundon Waste Management, Tractor Shed Bin service Aug 24	250.64	208.87
E Sim, Gardening services cemetery	60.00	
<b>TOTAL</b>	<b>1034.30</b>	
<b>Finance and General Purposes Committee</b>	Incl VAT	Ex VAT
Grenke, Telephone rental - October	221.70	184.75
St John Ambulance – Staff Emergency first aid course	228.00	190.00
Cintra HR Services, Payroll processing/HR – August	416.40	347.00
Grundon Waste Management, OMH bin service Aug 24	317.23	264.36
Seldram supplies, OMH cleaning products	103.59	86.33
Paul Chapman Window Cleaning – Old Mill Hall Window cleaning	60.00	
Gallagher, Vehicle insurance 01/10/24 – 30/09/25	6,659.00	5,945.54
Mtech, Phone services Aug 24	139.22	116.02
British Red Cross – Staff First Aid Course	415.20	346.00
Seldram supplies, OMH cleaning products	48.38	40.32
Mowers Online, Lawnmower Clutch	28.18	23.48
Onecom, broadband & telephone service, Aug 24	198.12	158.50
EE, Clerks mobile phone Aug 24	30.84	25.70
EE, Clerks mobile phone Sep 24	30.84	25.70
SSE OMH – 13/05/24 – 31/08/24	183.01	171.09
Cintra., September 24 wages	14,709.13	
G's Catering, Council reception catering	685.00	
Parish Online, Mapping software (yearly fee)	288.00	240.00
Norton, PC Virus protection	24.99	19.99
British Gas, OMH gas 22/8/24-19/9/24	103.27	98.36
Siemens, Photocopier lease rental Oct 24-Jan 25	346.44	288.70
Knights, Legal fees re: GRFC lease renewal	1306.20	1088.50
Lyreco, Stationery	63.24	52.70
Grundon, Underpayment of invoice in April 24	0.38	
Moore, External auditor fee 23/24	1638.00	1365.00
E Sim, Gardening services OMH	255.00	
Sainsbury's Drinks for council reception	315.60	263.00
Tesco, AA batteries for OMH	6.85	
Co-Op, Bank fees	7.68	
Onecom, broadband & telephone service, Sep 24	237.74	198.12
Cintra, HMRC & NI Contributions	4465.16	
Land registry, land search	29.94	
Norton, Internet security	49.99	
British Gas, OMH Gas 22/7/24-21/8/24	101.05	96.24
Cintra, Payroll/HR services Sep 24	416.40	347.00
Argos, Canon ink cartridge	42.99	35.82
<b>TOTAL</b>	<b>34,172.76</b>	
<b>Leisure &amp; Recreation Committee</b>	Incl VAT	Ex VAT
RJR Landscaping, School Lane/Grove Meadows – clearing balancing ponds	1,848.00	1540.00
Grant and Stone, Maintenance items	108.95	90.79
LJ & CA Cannings, maintenance items	828.12	690.10
APS Hire & Sales – maintenance materials	29.35	24.47
Grant and Stone, maintenance items	24.17	20.14
Grant and Stone, maintenance items	19.76	16.47
L&S Engineers Ltd, maintenance materials	29.54	21.12
SSE, Tractor Shed – 05/12/23 – 31/08/24	56.46	53.77
Castle Water, Tractor Shed Aug 24	75.35	
SSE, Storage Shed – 10/11/23 – 31/07/24	52.19	49.71
SSE, Mary Green Playground lighting July 24	103.34	98.42
SSE, Rec ground lighting Aug 24	79.32	66.05
LJ & CA Cannings, maintenance items	110.42	95.34
SSE, Rec ground lighting Aug 24	79.32	66.05
Castle Water, Allotment water Sep 24	5.38	
SSE, Mary Green Playground lighting Aug 24	103.34	98.42
Certas Energy, Diesel 1200 litres	2001.60	1668.00
Falcon Signs, Recreation Ground signs	1805.21	1504.34
<b>TOTAL</b>	<b>7,359.82</b>	

Chairman \_\_\_\_\_ (Original signed)

**TOTAL EXPENDITURE £42,566.88**

### A/c balances as at 17 October 2024

Charity A/c	-	£3,900.01
Community Directplus A/c	-	£76,213.90
Instant Deposit A/c	-	£53,228.28
Petty Cash	-	£92.06
<b>Total Cash in Bank</b>	-	<b><u>£133,434.25</u></b>

### Investments (including Reserves)

CCLA – Public Sector Deposit Fund	-	£740,000 ** – (Yield to date this FY is £2,084.81 = 0.28%)
CCLA – Local Authorities Property Fund current LAPF value as at 31 Jul 24 is £103,363.32 (a Loss of £16,636.68)	-	£120,000 ** – (Yield as at 5 Sep 24 is £2,799.12 = 2.33%)

<b>Total Investments</b>	-	<b><u>£860,000.00</u></b>
--------------------------	---	---------------------------

<b><u>Total Bank and Investments</u></b>	-	<b><u>£993,434.25</u></b>
--	---	---------------------------

**NB: Sums included in the CCLA Property Fund are not to be included in the Council's Reserves**

### Reserves breakdown as 17 October 2024

General Reserves	-	<u>£33,623</u>
------------------	---	----------------

Specific (Earmarked) Reserves:

• Depreciation Reserve	-	£35,683.00
• Grove Meadows Reserve	-	£118,856.59
• Future Projects Reserve	-	£1,000.61
• Allotment Deposits Reserve	-	£1,175.00
• Balancing Pond	-	£2,045.32
• GAD Community Facilities Fund	-	£68,411.82*
• GAD Open Spaces maintenance fund	-	£91,692.04
• GAD Drainage maintenance fund	-	£225,265.43
• GAD Replacement Sports Facilities Fund	-	20,162.77

<b>Total Specific (Earmarked) Reserves</b>	-	<b><u>£564,292.58</u></b>
--	---	---------------------------

<b>Minus CCLA Property Fund</b>	-	<b><u>£120,000.00</u></b>
---------------------------------	---	---------------------------

<b>Total available reserves</b>	-	<b><u>£444,292.58</u></b>
---------------------------------	---	---------------------------

- \* The Wellington Gate Community Facilities Fund is s106 monies (administered by the Parish Council) to enable Wellington Gate community-based groups to hire local facilities to meet the group's needs.

- \*\* Public Sector Deposit Fund investment (immediate access) is made up from the following sources:

Precept (Budget)	-	£241,134.00
Depreciation Reserve	-	£34,477.35
Grove Meadows Reserve	-	£58,856.59
GAD Community Facilities Fund	-	£68,411.82*
GAD Open Spaces maintenance fund	-	£91,692.04
GAD Drainage maintenance fund	-	£225,265.43
GAD Replacement Sports Facilities Fund	-	20,162.77

- \*\* Local Authorities Property Fund investment (5-year long term) is made up from the following sources:

£60,000.00 from General reserves	Expires – 30 November 2024
£60,000.00 from the Grove Meadows Reserve	Expires – 31 May 2028