

UNADOPTED

GROVE PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 16 JUNE 2026

Present: Cllr W R Ackers (Chairman) Cllr D Rolfe
Cllr S K Dexter (Vice Chairman) Cllr K Rowland
Cllr R Batstone Cllr G Smeddle
Cllr K Jones Cllr J M Stock
Cllr J Leggott

In attendance: Mr R G Watson (RFO Grove Parish Council), Michelle Rozier (Sweat Box Youth Manager)

Clerk: Mr G M Mundy

23 Apologies for absence

Apologies for absence had been received from Parish Cllrs A P Harker and F D Parnell.

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

No declarations were made at this time. The Chairman invited members to make any declarations as necessary during the course of the meeting.

25 Co-options on to the Parish Council

The Clerk informed the Council that he had only received one application for the two vacancies; Mr T May had volunteered and had sent in a personal statement for members to consider.

The Clerk informed the Council that, unfortunately Mr May could not attend due to a pre-scheduled holiday. He added that the Council could defer this matter until the next Full Council or vote to co-opt in his absence.

Following a discussion, it was **MOVED** Cllr Rolfe **SECONDED** Cllr Stock and **RESOLVED** unanimously

“that Mr T May is co-opted (in his absence) onto Grove Parish Council with immediate effect”

Clerk The Clerk informed the Council that he will arrange for Cllr May to sign his Declaration of Acceptance of Office when he returns from holiday.

26 To sign the minutes of the Annual Council meeting held on 5 May 2026

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

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

27 Clerks summary report from the previous meeting

(a) Minute 3 – Shadowing a Chairman and or Vice Chairman. The Clerk informed the Council that he had asked fellow Clerks for advice and although there is no official mechanism for this to happen, it would be appropriate, if Council wished to, formulate its own plan.

- (b) Minute 7(a) – Asset of Community Value (ACV). The Clerk informed the Council that he has almost completed the DRAFT ACV, and pending further final checks will bring forward for submission at the next meeting.
- (c) Minute 7(b) – Investments. The Clerk informed the Council that the RFO is progressing this matter.
- (d) Minute 7(c) – Millbrook Square CCTV. The Clerk informed the Council that he has had to go back to the CCTV company due to an issue with the locations of the proposed CCTV camera.
- (e) Minute 7(f) – Rhino Security quote. The Clerk informed the Council that Rhino Security the new bollards have now been installed at the two locations.
- (f) Minute 9 – Membership of Committee's. The Clerk informed the Council that he will distribute the committee membership list once co-options have taken place.
- (g) Minute 10 – Membership on outside bodies. The Clerk informed the Council that he will distribute the outside body list once co-options have taken place.
- (h) Minute 15 – Review of Core Documents. The Clerk informed the Council that the Core Documents has all been amended and will be uploaded to the Website before the end of June.
- (i) Minute 18 – Request from Mike Hissey. The Clerk informed the Council that he has notified Mike Hissey of the Council's decision regarding his request. The Clerk added that he had invited Mr Hissey to a meeting with members to discuss his event in August. Mr Hissey has subsequently decided to move his event from the Recreation Ground to a new location in Wantage.
- (j) Minute 21 – s106 funding request from Wantage Lawn Tennis Club for £250,000 for new Pickle/Padel tennis facilities in Wantage. The Clerk informed the Council that he has notified the District Council of this Council's decision in the matter.

The Clerk added that he will bring forward to the first Leisure and Recreation meeting suggestions for a like for like facility in Grove.

28 Questions from the public

There were no questions relevant to items on the agenda for this meeting.

29 To receive District and County Councillor reports

- (a) County and District Council reports. Parish, District and County Cllr Ron Batstone submitted Council and District Council reports which are at Appendix 1 and 2 respectively.

30 Updates regarding the Grove Airfield Development and Crab Hill Development

- (a) Verbal update from the Clerk from the Grove Airfield Development Forum meeting held on 28 May 2026. The Clerk informed the Council that current occupations on the Wellington gate development are now at 1,067 occupations; of which 339 are affordable, 11 are first homes scheme and the balance have been sold to the open market. A total of 64 since the last meeting.

The Clerk said that the Community Hub Reserved Matters planning application will soon be sent to the Planning Authority and then released for public consultation. The Clerk added that there are on-going issues with access regarding the Allotment site 1.

He added that the landscaping issues around the area of the Runway Park are being resolved by the developer and will hopefully be ready for handover to the Parish Council in the Autumn 2026. It was also reported that the streetlights on Liberator Lane, Douglas Drive, Dakota Drive and Arnold Way are all now working.

The next meeting of the Development Forum is scheduled for 27 August 2026.

31 Grant Requests 2026/27

Parish Cllrs Ackers, Batstone and Leggot all declared an interest in item 31(d) below as they are all volunteers at the Vale Community Impact. With Council approval they remained in the room, did not take part in any of the discussions and did not vote on the motion below.

The Clerk informed the Council that he had received six applications for grant funding totalling £56,685. The Clerk reminded members that the grants budget for this financial year was £32,650.

Grant applications had been received from the following organisations:

- Sweatbox Youth Centre requesting £25,000
- GroW Families requesting £12,285
- Grove Village Hall requesting £9,000
- Vale Community Impact requesting £4,500
- The Abingdon Bridge requesting £1,600
- Grove Garden and local History Club requesting £300

Following a discussion, it was agreed that all of the applicants would be considered this year as follows:

s137 LGA
1972

(a) Sweatbox Youth Centre – grant to receive £9,500.

s137 LGA
1972

(b) GroW Families – grant to receive £9,500.

s142 LGA
1972

(c) Grove Village Hall – grant to receive £7,500.

s142 LGA
1972

(d) Vale Community Impact – grant to receive £4,250.

s142 LGA
1972

(e) The Abingdon Bridge – grant to receive £1,600.

s137 LGA
1972

(f) Grove Garden and Local History Club – grant to receive £300.

Following a further discussion, it was **MOVED** Cllr Dexter **SECONDED** Cllr Rolfe and **RESOLVED** unanimously

Clerk

“that the recipients named above receive their 2026/27 grant as recommended by the Clerk”

32 Quotes for a new Ride on Mower (to replace a Stiga Titan machine recently VOR)

The Clerk had previously distributed two quotes; one from LJ & CA Cannings for £18,259 (excluding VAT) and one from PA Turney for £20,907 (excluding VAT).

Following a discussion, whereby the Clerk had informed the Council that the maintenance staffs' preferred option was the equipment from LJ & CA Cannings, it was **MOVED** Cllr Dexter **SECONDED** Cllr Rolfe and **RESOLVED** unanimously

“that the Council accept the quote from LJ & CA Cannings for £18,259 (excluding VAT)”

33 Parish Council reception 2026

Clerk

Following a discussion, it was agreed to hold the parish Council reception 2026 on a suitable date in October subject to availability. The Clerk said that he will bring forward the invitation list to the next meeting.

Clerks Note: Date for your diary – Council Reception 2026 is Friday 16 October 2026

34 Request for funding from the Letcombe Brook Project for specific projects in Grove

Clerk

Following a discussion, it was agreed to support this request and defer the matter to the next Environmental Services and Planning committee.

35 Enhancing the existing Rialtas Business Solutions financial and management package

The Clerk had previously distributed a briefing paper produced by the RFO regarding the use of the Rialtas Business Solution management package.

The RFO explained that following the Interim Internal Audit in January 2026, the Clerk and RFO have determined that the system the Council currently use is not now fit for purpose and that there is a requirement to upgrade.

The current system is 'premises based' meaning that the software is loaded onto one desktop and the Council only has one user licence meaning that users must wait until the system is free to access their part of the system.

The RFO proposes that a full management package is obtained allowing a five-user licence, allowing access to an upgraded web-based package covering facilities booking, allotment management, cemetery management, sales and purchase ledgers and purchase orders.

Following a discussion, it was **MOVED** Cllr Dexter **SECONDED** Cllr Rowland and **RESOLVED** unanimously

Clerk

“to accept the quote from Rialtas Business Solutions for £6,023.00 for an enhanced package of software management tools as described in the report produced by the RFO”

36 Internal Audit 2025/26

- (a) Independence of the Council's Internal Auditor. Following a discussion, it was **MOVED** Cllr Ackers **SECONDED** Cllr Leggott and **RESOLVED** unanimously

“after consideration, it was determined that the Council's Internal Auditor was independent from the Parish Council”

- (b) Review of the Asset Register. The Clerk informed the Council that during the course of the financial year 2025/26 the following assets were acquired:

2 Drawer fire safe	Metal stock fencing (extension)
Trade Master Tower Scaffold	Open Plan Cabin/Container
KM131 R Kombi Engine	Stihl FS-KM Brushcutter Kombi tool
Ransomes Jacobsen HR 340	

The Clerk added that no assets were disposed of during the financial year.

Following a discussion, it was **MOVED** Cllr Dexter **SECONDED** Cllr Stock and **RESOLVED** unanimously

“that the Council formally reviewed approves the additions and notes that there were no disposals during the financial year 2025-26, prior to the approval of the 2025-26 accounting statements”

- (c) Internal Audit report for the Financial Year ending 31 March 2026 and consideration of any observations made in the report. Following a discussion, it was **MOVED** Cllr Smeddle **SECONDED** Cllr Rowland and **RESOLVED** eight in favour and one abstention

“that the Internal Audit report for Financial Year ending 31 March 2026 was received and the observations raised were noted and that the responses by the Clerk were accepted”

- (d) Approval of the Balance Sheet as at 31 March 2026.

A discussion ensued about the balance sheet. Cllr Dexter raised a query as to the accuracy of the figure for the creditors. Cllr Dexter said that amount involved was not material compared with the total of assets and liabilities. The RFO agreed to investigate the figures after the meeting.

It was **MOVED** Cllr Ackers **SECONDED** Cllr Dexter and **RESOLVED** eight in favour and one abstention

“that the balance sheet as at 31 March 2026 is approved and signed”

Clerks Note: After the meeting, the RFO reported that the 31 March 2026 figures had been incorrectly imported from the accounting software and a revised balance sheet had been circulated to Councillors and re-signed by the Chairman and Clerk

- (e) Approval of the Annual Governance Statement 2025/26 (Section 1 (page 4) of the Annual Governance and Accountability Return Part 3)). Following a discussion, it was **MOVED** Cllr Dexter **SECONDED** Cllr Rowland and **RESOLVED** unanimously

“that the Annual Governance Statement 2025/26 (Section 1 (page 4) of the Annual Governance and Accountability Return Part 3)) was approved and signed”

- (f) Approval of the Accounting Statements 2025/26 (Section 2 (page 5) of the Annual Governance and Accountability Return Part 3)). Following a discussion, it was **MOVED** Cllr Rolfe **SECONDED** Cllr Ackers and **RESOLVED** unanimously

“that the Accounting Statements 2025/26 (Section 2 (page 5) of the Annual Governance and Accountability Return Part 3)) was approved and signed”

- (g) Approval of the dates for the Notice of Public Rights for the financial year ending 31 March 2026. Following a discussion, it was **MOVED** Cllr Rowland **SECONDED** Cllr Leggott and **RESOLVED** unanimously

“that the dates of 18 June – 29 July 2026 are the dates approved for the Notice of Public Rights for the financial year ending 31 March 2026”

37 Quotes for the repair of the Recreation Ground car park

The Clerk informed the Council that he had received two quotes; one from TLB (Oxford) Ltd for £8,500 plus VAT and one from SCS Oxon Ltd for £7,975 plus VAT.

Following a discussion, it was **MOVED** Cllr Rolfe **SECONDED** Cllr Stock and **RESOLVED** unanimously

“to accept the quote from TLB (Oxford) Ltd for a total cost of £8,500”

It was **MOVED** Cllr Dexter **SECONDED** Cllr Parnell and **RESOLVED** unanimously

38 Chairman’s Communications

- (a) Christmas tree. The chairman reported that, because we will need to have a temporary Christmas tree in future, he has asked the clerk to investigate the feasibility and cost of moving the Christmas Tree to the Village Green in future instead of the current location. He asked the clerk to produce a report in good time to ensure, that if approved, any necessary work can be completed in plenty of time for the tree to be on the green this year.

39 Reports from outside bodies

No reports were received.

40 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 Dexter **SECONDED** Cllr Leggott and **RESOLVED** unanimously

“that the accounts for payment of £ 130,361.09 are adopted, and that the cash and bank balances and that the losses and or gains in the CCLA Property Fund are noted”

Meeting closed: 8.43pm

Confirmed: 28 July 2026

Chairman

County Councillor report to Full Council on 16 June 2026

Introduction

A new year brought major changes to the Council. Liz Leffman stood down as leader but remains on the cabinet. Tim Bearder is now council leader with a new cabinet. The Liberal Democrat group do not have a majority after two councillors left the group. However, they are still the largest group.

I remain on the Audit and Governance Committee and the joint Health Scrutiny Overview Committee. In addition, I am now a member of the Performance & Corporate Services Overview & Scrutiny Committee.

Shared Lives

I substituted on the people scrutiny committee People Overview & Scrutiny Committee on 4th June.

A positive item was presented on the Shared Lives programme. Shared Lives is a community based social care service that supports adults who need help to live independently by matching them with an approved Shared Lives carer. The individual lives as part of the carer's household, or is supported through regular visits, short breaks or day support, rather than living in a residential care setting. Shared Lives is built around family life, relationships and belonging, offering people the chance to live in their local community while receiving personalised support tailored to their needs. This is positive and financially positive since it means that people do not need residential care which is a huge cost to the council.

Another item on the agenda was increased fees for council provided transport and telecare reduced disability reduced expenditure. This is out for consultation. Adult social care is the major expense for the council, so we are looking for possible cuts. Contact me if you want further information.

Wantage Market Place

Proposed work to improve Wantage Market Place is out for consultation. Because this would involve restricting vehicle movements it has aroused a lot of controversy. Do contribute to the consultation if interested.

Councillor Priority Fund

This is now available. See details at: www.oxfordshire.gov.uk/councillorpriorityfund. Please contact me if you have any possible projects.

Local Government Reorganisation

Decisions are expected in July.

Joint Health Overview Scrutiny Committee

The meeting on 16th April considered adult mental health, autism services, and district nurse services. See the minutes for further information. The Thames Valley Integrated Care Board replaced the BOB ICB on 1st April. We are still waiting for the scrutiny committee to be formed. We are currently completing a report on GP services in Oxfordshire which should be published in September.

Audit and Governance Committee

The meeting on May 20th was mainly reports on the internal audit and plans for this year together with the plans for external audit. Our internal audit team do a great job but are likely to be mainly involved with LGR in the coming year.

R Batstone
County Councillor
Grove

District Council report to Full Council on 16 June 2026

Introduction

This should be my last year as a district councillor. I am still chair of the licensing committees and a member of the planning committee and scrutiny committees.

Local Government Reorganisation

The various proposals are now with central government with decisions expected in July 2026.

Joint Local Plan

This is progressing and a special council meeting on Wednesday should move the process forward. This council will also start the process of producing a new local plan (JLP2). This is to meet a government deadline. See the district website for further details.

Scrutiny Committee 8 June

The committee considered the annual delivery plan report for 25/26. These reports have improved over the years since 2019 and give a good idea of the district work.

Planning Portal

You may have noticed that this has been updated. There have been some problems with it and the interface takes some getting used to. I think we must persist with it.

Ron Batstone

District Councillor
Grove North Ward

Appendix 3

FULL COUNCIL MEETING 16 JUNE 2026 Accounts for Payment from 1 APRIL – 11 JUNE 2026

Environmental Services

	Incl VAT	Ex VAT
Castle Water, Cemetery water Apr 26	6.31	
Biffa, Bin service Mar 26	245.40	204.50
Biffa, Bin service Apr 26	152.58	127.15
Shield Maintenance, dog waste removal Dec 25	499.20	416.00
Shield Maintenance, dog waste removal Jan 26	499.20	416.00
Shield Maintenance, dog waste removal Mar 26	499.20	416.00
Shield Maintenance, dog waste removal Apr 26	499.20	416.00
Shield Maintenance, dog waste removal May 26	499.20	416.00
TOTAL	2,900.29	

Finance and General Purposes Committee

	Incl VAT	Ex VAT
Co-operative Bank, commission Apr 26	7.68	
Co-operative Bank, commission May 26	7.82	
Billy Atkins, underpayment on staff salary, May 26	150.00	
HMRC PAYE & NI Mar 26	5,888.42	
HMRC PAYE & NI Apr 26	3,788.10	
Staff salaries Apr 26	16,156.32	
Staff salaries May 26	17,575.93	
Peoples Partnership, staff pension Mar 26	1,307.41	
Peoples Partnership, staff pension Apr 26	1,305.18	
Peoples Partnership, staff pension May 26	1307.79	
Grenke, Telephone lease hire Apr 26	221.70	184.75
Grenke, Telephone lease hire May 26 (to be part re-imbursed)	221.70	184.75
Grenke, Early settlement fee (to be re-imbursed by Mtech Comms)	11,074.51	9,228.76
Turney Group – new machinery from Ear marked reserves	13,446.00	11,205.00
Turney Group – new machinery from Ear Marked Reserves	19,635.60	16,363.00
Mike Hissey, refund of Security deposit from OMH hire	300.00	
Glasdon UK, Millbrook Square litter bags	171.60	130.50p
Norton Go, PC antivirus annual fee	99.99	83.32
Rialtas Business Solutions, annual licence fees	1,275.60	1,063.00
Steve Wells Associates, Professional Service Fees – from EMR	3,319.80	2,766.50
Mtech Comms, Office phone Mar 26 and wifi extension into Main Hall	942.72	785.60
Mtech Comms, Office phone Apr 26	162.72	135.60
Grove Computer Services, on-site maintenance	60.00	
Pens.com	275.98	229.98
Cintra HR Services & Payroll Fees Mar 26	483.60	403.00
Cintra HR Services & Payroll Fees Apr 26	575.40	479.51
Cintra HR Services & Payroll Fees May 26	515.40	429.51
OALC, Memorial Safety cse – Emma McKivitt	198.00	165.00
SLCC, Clerks annual subscription 2026-27	379.00	
Charlton Environmental, first of three weed spray	1,037.76	864.80
Above and Beyond, Replacement cylinder in OMH	1,337.28	1,114.40
British Red Cross, First Aid course, M Corrigan	207.60	173.00
Parish Church, WG Facility Hire Fund	64.00	
AES Energy Solutions, solar panel repairs	144.00	120.00
Grove Day Centre, WG facility Hire Fund	90.00	
Paul Chapman, OMH Windows	60.00	
SSE, WG Pavillion 1 Feb 26 – 31 Mar 26 elec – from Ear Marked Reserves	393.41	374.67
SSE, WG Pavillion 1 Mar 26 – 30 Apr 26 elec – from Ear Marked Reserves	385.18	366.84
SSE, OMH elec 01 Jan 26 – 31 Mar 26	240.75	229.29
DRAX, OMH elec Apr 26	234.22	223.07
BNP Paribas, Office Telecoms 20 Apr – 19 May 26	354.58	295.48
BNP Paribas, Office Telecoms 20 May – 19 Jun 26	354.58	295.48
Harrisons Flags, new Union flag and Grove Parish flag	313.14	260.95
British Gas OMH Gas, 17 Feb – 21 Mar 26	567.24	472.70
British Gas OMH Gas 22 Mar – 6 May 26	181.19	172.57
Castle Water, OMH Water Mar 26	80.70	
Castle Water, OMH Water Apr 26	96.29	
Seldram Supplies, OMH cleaning materials	99.82	83.19
Siemens FS, Photocopier lease rental 24 Apr – 23 Jul 26	274.44	228.70
Swift Digital, Photocopier usage, 18 Jan – 17 Apr 26	114.37	95.31

Swift Digital, Environmental Levy 01 Jan – 01 Apr 26	6.00	5.00
TJ Jones, stationery	13.49	11.25
EE, Clerk and OSM mobile phone Apr 26	71.57	57.26
EE, Clerk and OSM mobile phone May 26	69.13	55.30
Grant & Stone, Village maintenance items	49.13	40.94
Grant & Stone, Village maintenance items	31.93	26.61
Grant & Stone, Village maintenance items	132.96	110.80
Seldram Supplies, OMH Cleaning products	84.82	70.69
Lyreco UK, stationery, dividers	30.00	25.00
Lyreco UK, stationery, litter bags and H&S kits	157.32	131.10
TOTAL	108,130.87	

Leisure & Recreation Committee

	Incl VAT	Ex VAT
SSE, Storage shed, Cane Lane, elec Mar 26	52.54	49.75
SSE, Tractor shed, School Lane, elec Mar 26	203.67	193.97
DRAX, Tractor Shed, elec Apr 26	161.88	154.17
Ecotricity, Rec car park lights 1 Apr – 1 May 26	56.33	53.65
HLW Services, Electrical supply fit to new modular building	595.25	
Certas Energy, White Diesel	2,326.08	1,938.40
Certas Energy, White Diesel	2,207.28	1,839.40
Wantage MOT Centre, MOT fee beavertail	788.28	666.67
Snob & Lock, key cutting service	13.50	11.25
Snob & Lock, key cutting service	6.50	5.20
DVLA, road tax Vauxhall HGV	360.00	
LJ & CA Cannings, maintenance materials and H&S clothing	593.52	500.50
LJ & CA Cannings, maintenance materials	29.46	24.55
LJ & CA Cannings, maintenance items and staff clothing	822.67	685.58
Castle Water, Tractor shed, School Lane water Mar 26	11.66	
Castle Water, Tractor shed, School Lane water Apr 26	25.85	
Grant & Stone, Playground maintenance	181.13	150.95
Grant & Stone, Maintenance items	7.42	5.94
Grant & Stone, Maintenance item	18.66	15.55
Cleaning materials, Crew Room	10.96	9.13
Elms Farm Partnership, Millbridge Allotment gardens rent 2026/27	540.00	450.00
PA Turney, vehicle service parts	266.65	222.20
PA Turney, CRX spare blades	227.88	189.90
RJR Tree Surgery, Denchworth Road/Newlands Drive	1,236.00	1,030.00
RJR Tree Surgery, Denchworth Road/Newlands Drive	2,346.00	1,955.00
KOMPAN, Play equipment refurbishment – from Ear Marked Reserve	5,622.74	4,685.62
RoSPA Playsafety, Play Inspection reports Apr 26	450.00	375.00
AJ Gallagher, additional insurance premium	168.02	
TOTAL	19,329.93	

Chairman _____ (Original Signed)

TOTAL EXPENDITURE £130,361.09

A/c balances as at 11 June 2026

Charity A/c	-	£4,480.71
Community Directplus A/c	-	£302,087.48
Instant Deposit A/c	-	£81,649.24
Petty Cash	-	£81.03

Total Cash in Bank - **£388,298.46**

Investments (including Reserves)

CCLA – Public Sector Deposit Fund	-	£687,825 – (Yield to date this FY is £6,810.96 = 0.99%)
CCLA – Local Authorities Property Fund current LAPF value as at 31 May 26 is £106,216.38 (a Loss of £13,783.62)	-	£120,000 – (Yield to date this FY is £1319.61 = 1.10%)

Total Investments - **£807,825.00**

Total Bank and Investments - **£1,196,123.40**

Reserves breakdown as 31 March 2026

General Reserves - £275,564

Specific (Earmarked) Reserves:

• Future Projects Reserve	-	£1,001
• Balancing Pond	-	£505
• Community Infrastructure Levy	-	£28,173 (CIL payment 4/25)
• Depreciation Reserve	-	£95,506
• Grove Meadows Reserve	-	£103,176 (s106 contributions)
• GAD Community Facilities Fund	-	£66,501 (s106 contributions)
• GAD Open Spaces maintenance fund	-	£27,104 (s106 contributions)
• GAD Drainage maintenance fund	-	£225,265 (s106 contributions)
• GAD Replacement Sports Facilities Fund	-	£10,176 (s106 contributions)
• Three Bridges Public Art project	-	£54,788 (s106 contributions)

Total Specific (Earmarked) Reserves - **£612,195**

Minus CCLA Property Fund - **£120,000**

Total available reserves - **£767,759**