



**Minutes of the Annual Meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 7th May 2025 at Stanford in the Vale Village Hall**

Present: Cllr Middleton (Chair) Cllr. Burls Cllr. Dixon Cllr. Foulkes Cllr. Howes
Cllr. Kent Cllr. Lewis Cllr. Page Cllr. Silk
Cllr Evans (OCC)

Claire Lewis (Clerk)

0 members of the public

01/05/25 To elect the Chair for the year 2025/26

ON THE RESOLUTION OF Cllr. Howes

SECONDED By Cllr. Burls

IT WAS RESOLVED that Cllr. Middleton was elected Chair. All in favour

02/05/25 To receive apologies

Cllr. Isaacs

Cllr. Caul (VWHDC)

03/05/25 To receive Declarations of Interest from Cllrs on any agenda item

- Accounts for payment – Cllr. Middleton (expenses)

04/05/25 To receive, approve & sign as a true record, minutes of previous meeting 2 April 2025

ON THE RESOLUTION OF Cllr. Lewis

SECONDED By Cllr. Kent

IT WAS RESOLVED that the minutes be accepted, subject to clerk reviewing sentence in clerk's report regarding IT policy requirements. All in favour with 1 abstention from councillor not present at previous meeting.

**05/05/25 To receive report of County Councillor
Priorities**

- A417 at Mellor's
- A417 at Mill Farm (some holes filled this week)
- Challenge length of time for roadworks outside River Meadow
- A417 at Shellingford Crossroads
- Will attend PC meetings where possible, will send a report in advance if cannot attend
- Will produce a quarterly newsletter
- Will hold quarterly "street surgeries"

06/05/25 To receive report of District Councillor

District Councillor on vacation

07/05/25 Questions/comments from Parishioners

None

Signed.....

Date.....

08/05/25 Election of Officers: a) Deputy Chairman b) Hon Secretary c) Senior Councillor

a) ON THE RESOLUTION OF Cllr. Middleton

SECONDED By Cllr. Page

IT WAS RESOLVED that Cllr. Lewis was elected as Vice Chair . All in favour

b) No one offered to be Hon Secretary

c) ON THE RESOLUTION OF Cllr. Middleton

SECONDED By Cllr. Silk

IT WAS RESOLVED that Cllr. Isaacs was elected as Senior Councillor. All in favour.

09/05/25 To agree working groups for 24/25

ON THE RESOLUTION OF Cllr. Howes

SECONDED By Cllr. Kent

IT WAS RESOLVED that working groups constituted as follows: All in favour

- **Finance and Planning Committee** – all councillors
- **Personnel committee** - Cllr. Middleton, Cllr. Kent, Cllr Howes
- **Working groups:**
 - Environment – Cllrs. Middleton, Kent, Foulkes and Isaacs
 - Rec and Leisure including Skate Parks and play kit – Cllrs. Middleton, Lewis, Page, Howes, Silk and Isaacs
 - Public Work of Art – Cllrs. Kent and Isaacs
 - QEII – Cllrs. Middleton, Lewis, Silk, Burls, Foulkes and Isaacs. Frank Coldwell to be co-opted onto working group

10/05/25 To appoint up to 4 PC members to Village Hall Management Committee

ON THE RESOLUTION OF Cllr. Middleton

SECONDED By Cllr. Silk

IT WAS RESOLVED to appoint Cllrs. Lewis and Dixon to the Village Hall Management Committee. All in favour

11/05/25 To receive report of Chairman inc. items for next agenda

- We had our first meeting of the QEII Field Working Group on 15 April 25. The group agreed to meet regularly on the third Wednesday of every month.
- We have signed a new lease with the football club. Particular thanks go to Cllr Isaacs for driving this forwards to completion.
- I have written to the Speedwatch Group to see if we can assist in its organisation and coordination and Cllr Foulkes has offered to get involved in helping with a relaunch.
- Both the clerk and I have been in touch with local first responders to discuss how we might assist in the recruitment of further volunteers. I have also written to the South Central Ambulance Service to explore if we can assist with recruitment and training of additional first responders for the village.
- I've been contacted by a parishioner about starting a scheme to acknowledge voluntary work/pro-social community behaviour within the village.
- I've been contacted by a parishioner about installing a public work of art on the tree stump on Church Green. I will pass the enquiry to the public work of art working group.
- The developers of Cottage Farm have been in touch, requesting our comments about possible transfer of open space to the parish council for community use.

12/05/25 To receive correspondence and Clerk's Report

Correspondence – relevant copies are in the meeting correspondence folder

1. VWHDC Climate Action Fund is now open for applications from £250 to £10,000: [Climate Action Fund 2025/2026 - open now - Vale of White Horse District Council](#)
2. The Police and Crime Commissioner has written to local councils with a short update and a request to complete a survey on improving links to local councils: <https://www.thamesvalley-pcc.gov.uk/local-council-survey/> - Cllr Middleton
3. Earthline have opened a Public Consultation (6-22 May) for a new quarry at Shellingford: <https://www.earthlineltd.co.uk/home-farm-shellingford/>.
4. The campaign group against development at Wicklesham quarry have emailed – letter in folder for your information only.
5. The South Central Probation Service annual report on Unpaid Work is in the folder.

Clerk's report

1. S106 archaeology funding agreement has been signed by all parties, now awaiting payment.
2. The new Football Club lease has been signed by both parties.
3. Nursery End Land Registry Deeds transfer has not completed. I have revised the S106 application after feedback from VWHDC. **Action:** Clerk to determine whether VWHDC will pay additional interest for the delay
4. CCLA Public Sector Deposit Fund account is now open
5. OCC has not paid the grass cutting fee of £2874.30 which is usually transferred on April 1st. I am chasing.
6. Equipment Update:
 - Teen shelter groundwork is complete
 - Teen shelter due for delivery 20th May
 - Eibe Cherry play unit being delivered to ARD this week
7. I am preparing the year end Accounts, AGAR and supporting materials and have passed the required information to the internal auditor. This year, we are one of the 5% of councils randomly selected for an intermediate review, which requires additional information to be provided:
 - a. Details of the arrangements for the reviews of the bank reconciliations and an example of such procedures being performed.
 - b. Evidence of where the Standing Orders, Financial Regulations and Code of Conduct have been adopted or reviewed in the year (1 April 2024 to 31 March 2025), or details as to why this has not been done this year and the date of the last review.
 - c. A confirmation that the Council regularly seeks assurance regarding internal controls and an example of such procedures being performed.
 - d. A copy of the relevant trust deed for each of the charities for which the Council is sole managing trustee and a copy of the annual Charity Commissions report for each of the charities for which the Council is sole managing trustee.
8. A new version of the Model Standing Orders has been issued. I will add to the June agenda to review, along with the Code of Conduct. Changes are related to:
 - a. new procurement legislation and to ensure consistency with NALC's Model Financial Regulations
 - b. Code of Conduct requirements
 - c. The language is gender-neutral in line with NALC policy and the Civility and Respect project.
9. As mowing season has started, there is a need for an agreed mowing regime. **Action:** 22/06/24 is still outstanding - Cllrs. Middleton, Austin, Brooks and Lewis will review the village management plan.
10. Recent planning decisions, both granted:
 - a. P25/V0358/HH and P25/V0356/LB – Cromwell House - replace extension
 - b. P25/V0107/LB and P25/V0106/FUL – Mill Farm – conversion of farm building to annexe

Signed.....

Date.....

13/05/25

To approve Accounts for Payment

11:33 AM
01/05/25

**Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 30/04/25**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							23,498.07
Cleared Transactions							
Cheques and Payments - 10 items							
Bill Pmt -Cheque	03/04/25	BACS	John Moore Heritag...	QEII Archeaology January 25	X	-28,845.60	-28,845.60
Bill Pmt -Cheque	09/04/25	BACS	Yu Energy	Floodlights March 25	X	-88.18	-28,933.78
Bill Pmt -Cheque	23/04/25	BACS	Farol Ltd	Mower service and repair	X	-2,182.28	-31,116.06
Bill Pmt -Cheque	23/04/25	BACS	Gallagher Insurance	Vehicle (mower) insurance ...	X	-129.33	-31,245.39
Bill Pmt -Cheque	23/04/25	BACS	Claire Lewis (Expen...	Land registry check for Nur...	X	-7.00	-31,252.39
Bill Pmt -Cheque	23/04/25	BACS	K.Middleton	Village hall keybox key	X	-5.50	-31,257.89
General Journal	28/04/25	2021-...	Stephen Rolls	Litter picker wages	X	-188.44	-31,446.33
General Journal	28/04/25	2021-...	HMRC - PAYE & NI	HMRC Payment Litter Picker	X	-23.20	-31,469.53
General Journal	30/04/25	2021-...	Claire Lewis	86.67 @ SCP 22	X	-1,351.38	-32,820.91
General Journal	30/04/25	2021-...	HMRC - PAYE & NI	HMRC Payment Clerk	X	-275.49	-33,096.40
Total Cheques and Payments						-33,096.40	-33,096.40
Deposits and Credits - 2 items							
Payment	01/04/25		SITV Pre-School		X	500.00	500.00
Deposit	03/04/25			First half precept	X	16,000.00	16,500.00
Total Deposits and Credits						16,500.00	16,500.00
Total Cleared Transactions						-16,596.40	-16,596.40
Cleared Balance						-16,596.40	6,901.67
Register Balance as of 30/04/25						-16,596.40	6,901.67
Ending Balance						-16,596.40	6,901.67

ON THE RESOLUTION OF Cllr. Foulkes

SECONDED BY Cllr. Lewis

IT WAS RESOLVED that the Parish Council approves the accounts for payment. All in favour.

Signed.....

Date.....

14/05/25

To approve Monthly Statement of Accounts

11:53 AM

01/05/25

Accrual Basis

Stanford in the Vale Parish Council
Statement of Accounts - Summary
 As of 30 April 2025

	30 Apr 25	31 Mar 25
ASSETS		
Current Assets		
Cash at bank and in hand		
Unity Trust Instant Access		
Reserves - S106	12,889.97	12,889.97
Reserves - CIL	7,110.03	7,110.03
Unity Trust Instant Access - Other	64.38	64.38
Total Unity Trust Instant Access	20,064.38	20,064.38
Current Account - TSB		
Reserves - Comm. Garden	1,645.00	1,645.00
Reserves - Security	857.08	857.08
Reserves - NP	145.10	145.10
Reserves - S106	1,565.84	1,565.84
Current Account - TSB - Other	2,688.65	19,285.05
Total Current Account - TSB	6,901.67	23,498.07
Redwood 35 Day Savings Account		
Reserves - CIL Savings	80,833.23	80,833.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Accoun...	831.58	557.19
Total Redwood 35 Day Savings Acc...	85,253.86	84,979.47
Total Cash at bank and in hand	112,219.91	128,541.92
Total Current Assets	112,219.91	128,541.92
NET CURRENT ASSETS	112,219.91	128,541.92
TOTAL ASSETS LESS CURRENT LIABILI...	112,219.91	128,541.92
NET ASSETS	112,219.91	128,541.92
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Howes

SECONDED By Cllr. Foulkes

IT WAS RESOLVED that the Parish Council approves the monthly statement of accounts. All in favour.

Signed.....

Date.....

15/05/25 To review FY24/25 financial performance

10:26 PM
05/05/25
Accrual Basis

Stanford in the Vale Parish Council
Income & Expenditure
April 2024 through March 2025

	Apr '24 - Mar 25	Apr '23 - Mar 24
Ordinary Income/Expense		
Income		
Precept	30,000.00	28,000.00
Grants Received		
CIL Grants	69,271.35	34,885.14
S106 Grants	15,855.81	11,992.34
Grants Received - Other	22,330.00	150.00
Total Grants Received	107,457.16	47,017.48
Agency Work - Grass Cutting	2,784.30	2,784.30
Donations Received	500.00	0.00
Interest on Investments	3,014.87	1,135.90
Rent Received	2,826.61	2,848.02
Miscellaneous	0.00	2,694.46
Total Income	146,582.94	84,480.16
Expense		
General Administration		
Newsletter Expenses	0.00	58.36
Postage	0.00	7.32
Election Costs	0.00	200.00
Hall Hire	165.25	180.00
Insurance	1,449.71	1,484.77
Membership Fees	823.85	865.15
Office Expenses	228.00	315.67
Publications	0.00	47.50
Sundries	0.00	22.29
Training & Education	300.00	1,002.68
Total General Administration	2,966.81	4,183.74
Salaries,Wages, Clerks Expense		
Cleaning PAYE	104.00	0.00
Cleaning Wages	1,768.00	1,113.17
Clerks Salary	13,562.66	12,346.47
Clerks PAYE	281.52	-9.36
Employer NI	769.27	510.00
Total Salaries,Wages, Clerks Exp...	16,485.45	13,960.28
s. 137 Payments	0.00	252.07
Capital Spending		
CIL Projects	21,998.00	21,224.91
S106 Projects	14,835.09	11,221.54
Community Wood/Orchard	280.23	0.00
Jubilee Gardens	696.00	0.00
Other Community Assets	2,399.51	602.76
Play Area	16,577.67	0.00
Total Capital Spending	56,786.50	33,049.23
Running Costs		
Contractors		
strimming	325.00	159.90
Maintenance	587.50	962.00
Mowing	1,621.08	1,092.70
Contractors - Other	0.00	0.00
Total Contractors	2,533.58	2,214.60
QEH Field	1,115.11	700.00
Equipment Servical/Repair	939.77	1,210.56
Greens & Gardens	930.49	2,597.94
Health & Safety	151.73	5,960.62
Leisure & Recreation	1,716.16	1,132.68
Mower & Strimmer Expenses	782.39	416.66
Repairs & Sundries	68.67	272.90
Total Running Costs	8,237.90	14,525.96
Legal & Professional Fees	24,923.75	525.56
Grants Allocated	636.68	441.39
Donations	160.00	56.67
Total Expense	110,197.09	66,994.90
Net Ordinary Income	36,385.85	17,485.26
Profit for the Year	36,385.85	17,485.26

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16/05/25 To approve the external audit Annual Governance Statement 24/25 (AGAR Section 1)

ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Middleton
IT WAS RESOLVED to approve the Annual Governance Statement

17/05/25 To receive and approve the external audit Accounting Statements 23/24 (AGAR Section 2), if available

Carried forward to June

18/05/25 To approve and adopt the Risk Register

ON THE RESOLUTION OF Cllr. Middleton
SECONDED BY Cllr. Lewis
IT WAS RESOLVED to adopt the Risk Register. All in favour.

19/05/25 To approve updates to the Financial Regulations

Carry over to July. **Action:** Clerk to compare versions of Financial Regulations and send to councillors ahead of next meeting.

20/05/25 To review recommended actions from contractor risk assessments

- **Action:** Clerk to check how many years that Darren has been using mower – Clerk
- **Action:** Cllr. Page, Lewis and clerk to reconcile the asset list

Signed..... Date.....

- **Action:** Cllr. Burl to do quarterly equipment check

21/05/25 To consider an application to the PPC for Speed Indicator Devices

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Howes

IT WAS RESOLVED that apply to the PPC for 2 SIDs. All in favour

22/05/25 To receive an update on the QEII planning application

- Cllr. Silk is chasing VWHDC for officer report and decision notice following signoff of archaeology

23/05/25 To receive an update on the Wayfinder Trail

- Stones are at quarry
- Mosaics being created
- Met with Local History Society
- S106 funding application ready

24/05/25 To review recommendations for security cameras

- Cllrs Lewis and Kent to review. Cameras will need to be in place for new teen shelter, due to be delivered 20 May.

25/05/25 To approve any training requests

No training requests

26/05/25 Provisional date of next meeting – Wednesday 4th June 2025

27/05/25 Questions/comments from parishioners

- Ongoing issues with drug dealing in the village. All incidences should be reported to the police – this can be done anonymously. **Action:** item to be added to Parish newsletter.

Meeting finished at 9.43pm