



Whitchurch-On-Thames Parish Council

**All Councillors are summoned to the Meeting of the Parish Council
to be held at Whitchurch-on-Thames Village Hall
on Thursday, October 9, 2025 at 20:00**

AGENDA

- 1 Apologies for absence & read Parish Council Declaration
- 2 Declaration of Interests by Councillors on any items on the agenda.
- 3 Public Forum – a time for members of the public, with the Chairman’s permission, to express their point of view on any specific item of business on the agenda. 5 minutes are reserved per item.
- 4 To approve minutes of the Parish Council meeting of Thursday, September 11, 2025.
- 5 Chairman’s Announcements - Cllr Donahue
- 6 To receive reports from District and County Councillors.
 - 6.1 South Oxfordshire District Council - Cllr Dragonetti
 - 6.2 Oxfordshire County Council – Cllr Filipova-Rivers
- 7 Planning Applications – to note receipt of the following notification.
 - 7.1 **P25/S3002/DIS** Discharge of condition(s) 9 (Landscaping (incl hard surfacing and boundary treatment)) on application ref P21/S4904/FUL (Demolition of existing dwelling and erection of new dwelling).
Uplands Cottage, Hardwick Road, Whitchurch-on-Thames RG8 7HH
- 8 Planning Update – A report on decisions made by SODC, applications currently under consideration, any applications received after the agenda was published and any other relevant planning matters (Clerk)
- 9 Finance
 - 9.1 To approve the payment schedule for October and to note payments and receipts since the last meeting:

Payment	Sub-total	VAT	Total
Staff Expenditure (October)	-	-	636.80
HMRC (PAYE and NICs – Q2)	-	-	256.29
Scofell Landscapes – Grass Cutting	694.44	138.89	833.33
Lloyds Bank – Service Charges	-	-	4.25
Brunel Surveys – Topographic Survey	2500.00	500.00	3000.00
Chesterton Parish Council – SLCC Membership (25% Contribution)	-	-	60.00
Receipts: None			Amount

- 9.2 To approve the Bank Statement and Bank Reconciliation to end September 2025 – RFO
- 10 Update to Councillors on the options and associated costs to satisfy the requirement for the Parish Council to operate a PC owned email address system, and to agree on next steps. (Clerk)
- 11 **Motion:** To agree to place some tree trunks along the sides of the Conservation Area (entrance point to the rear of Old Barn Cottages) following damage caused by vehicles parking on the grass.
Proposer: Cllr Higley, **Seconded:** Cllr Smith
- 12 **Motion:** To place three benches in the playground, and to spend up to £20 on related sundry items.
Proposer: Cllr Higley, **Seconded:** Cllr Smith

- 13 **Motion:** To approve an updated Residents' Issue List.
 Proposer: Cllr Donahue, **Seconder:** Cllr Smith
- 14 Report to Councillors on the Hardwick Road Verges Project (Clerk)
- 15 Report to Councillors on progress of Consultation on the DRAFT Conservation Area Appraisal, (Cllr Higley)
- 16 Report to Councillors on the replacement Tea Hut Project (Cllr Donahue / Cllr Parkes)
- 17 To review progress on any open actions from previous Parish Council meetings and agree any revision of actions on the action list.
- 18 To discuss results of a survey carried out on an area of Parish Council property, and to agree on any actions.
- 19 To consider the wording for any Thank You notes to be sent on behalf of the Parish Council
- 20 Deadline for items / motions for inclusion on the next Agenda – Thursday, November 6, 2025.
- 21 To confirm the date and time of next meeting as Thursday November 13, 2025 at 20:00.