



**Minutes of the Annual Meeting of  
WHITCHURCH-ON-THAMES PARISH COUNCIL  
At the Village Hall at 20:00 Thursday, 14th May 2026**

# DRAFT

**Councillors Present:** Jim Donahue (Chairman), Diana Smith (Vice-Chairman), Katherine Higley, Bernarde Hyde, Romilly Swann, Debbie Leach and Paul O’Grady.

**Officers Present:** Brian Inglis (Clerk and RFO)

**Public and Press:** None Present

**District or County Councillor:** None Present

**1 Election of Chairman of the Parish Council for 2026-27**

CLlr Jim Donahue was elected as Chairman of the Parish Council for 2026-27. CLlr Donahue signed the Declaration of Acceptance of Office, and this was counter signed by The Clerk

**2 Apologies for absence & Parish Council Declaration –**

There were no Apologies. CLlr Donahue read the Parish Council Declaration

**3 Declarations of Interest – None recorded**

**4 To approve minutes of the meeting of March 12, 2026.**

The Council RESOLVED to approve the minutes, and these were signed by the Chairman.

**5 Appointment of Vice-Chairman of the Parish Council for 2026-27**

CLlr Diana Smith was appointed as Vice-Chairman of the Parish Council for 2026-27. CLlr Smith signed the Declaration of Acceptance of Office, and this was counter signed by The Clerk

**6 Appointment of Parish Council Representatives on Working Groups and Committees**

Councillors discussed the current arrangements, with some amendments being made. (Action – CLlr Donahue to finalise and arrange publication to the village website)

**7 Public Forum – No public present**

**8 Chairman’s Announcements - See Appendix 1**

**9 To receive reports from District and County Councillors**

9.1 SODC District Councillor – No report

9.2 OCC County Councillor – No report

**10 Planning Applications – There were no new planning applications to consider**

**11 Planning Update – The Clerk gave a brief report on recent planning decisions, noting that Application P26/S0630/HH has been approved. Application P25/S3121/O remains under consideration by SODC.**

12 **Finance:**

12.1 To approve the payment schedule for May and to note payments and receipts since the last meeting:

<b>Payments:</b>	<b>Sub-total</b>	<b>VAT</b>	<b>Total</b>
Staff Expenditure			664.50
Defib Store (Pads and Battery for Village Defibrillators) <b>PAID</b>	351.00	70.20	421.20
Site Spider (Web Hosting and Domain Renewal) <b>PAID</b>			65.59
Waitrose Stores (Village Assembly Costs) <b>PAID</b>			31.70
South Oxfordshire DC (Village Green Annual Premises Licence)			70.00
Printinco (Spring Bulletin)			577.00
Scofell Landscapes (Monthly Grounds Maintenance)	729.16	145.83	874.99
Lloyds Bank – May Bank Charges			4.25
Reimburse The Green Team (Hand Tools)			32.41

12.2

<b>Receipts: Councillors noted the following</b>	
Bulletin Advertising	25.00
South Oxfordshire DC (Precept 1 <sup>st</sup> Payment)	14645.50

The Council RESOLVED to approve the payment schedule. RFO to action.

12.3 **Bank Statement and Reconciliation for April -**

Documents were scrutinised by councillors. The Reconciliation report was approved by Councillors.

12.4 **Budget for the Parish Council Year 2026-27**

Councillors considered the Budget for 2026-27, with no adjustments being made.

13 **Governance**

13.1 **Update on Year End 2025/2026 and plans for Internal Audit and AGAR submission.**

The Clerk reported that all is in hand, the Internal Audit Report and AGAR Documentation will be available for consideration at the June meeting.

13.2 **To Review and Approve the Parish Council Standing Orders for 2026/2027**

Councillors reviewed the existing Standing Orders and RESOLVED to adopt an unchanged version for 2026-27

13.3 **To Review and Approve the Parish Council Financial Regulations for 2026/2027.** Councillors reviewed the existing Financial Regulations and RESOLVED to adopt an unchanged version for 2026-27

13.4 **To Review and Approve the Parish Council Financial and Management Risk Assessment for 2026/2027.**

Councillors reviewed the existing document and agreed that some updating is required before it is adopted for 2026-27. (Action – Clerk to review and circulate an updated document for Councillor input and approval)

13.5 **To agree the date, venue and start time of Parish Council Meetings in 2026/2027.** Councillors agreed the dates, noting that the PC will not meet in August. Meetings will be held in the Village Hall, starting at 8pm.

A list of dates will be posted to the notice board in the High Street and published on the village website.

14 **Discussion of resident request for Parish Council to raise concerns that Star Pubs uses improved due diligence when selecting future publicans for the Ferry Boat Inn to prevent negative impacts to the community. Raised by Cllr Donahue, seconded by Cllrs Hyde and Smith.**

After discussion, and against the advice of The Clerk, Councillors RESOLVED that The Chairman should write to Star Pubs to raise concerns on behalf of residents, as noted above. (Action – Cllr Donahue to send letter)

15 **Review supplier quotes to repair water pipe leaks on the Village Green. Raised by Cllrs Donahue and Hyde.**

After review of supplier quotes, Councillors RESOLVED to accept a quotation from Lanes Mains to replace all the pipes on the Village Green, using new 32mm MDPE, at a cost of £5,780. The Parish Council will request a map of the new pipework and connections resulting from this work, and the provision of a stopcock upstream, also a tap at the proposed location of the new Tea Hut. (Action – Cllr Donahue to instruct Lanes Mains)

- 16 **Parish Council Action List.** Some minor updates and additional Councillor responsibilities were added.
- 17 **Items for Report and Inclusion on the next Agenda** – deadline Thursday 4<sup>th</sup> June 2026.  
Several conversations about suggestions for future agenda items had taken place during the meeting. The Chairman reminded Councillors of the process at this point in the meeting.
- 18 **To confirm the date and time of next meeting** – Thursday 11<sup>th</sup> June 2026 at 8pm.

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

#### **APPENDIX 1 – CHAIRMAN’S ANNOUNCEMENTS – Cllr Jim Donahue**

**Eastfield Lane improvements** – “Surface Inlay” is still planned for 28 July. I have also seen OCC have marked some much-needed potholes for repair in the meantime.

**Flood Risk Reduction activities** – The private catchpits at the Greyhound and Eastfield Lane have now been cleared. We are still waiting for the silt clearing contractor quote with grant and contract details.

**Tea Hut draft design** has been prepared by Architect that I have shared with Councillors.

- The Clerk has requested cost estimate from three initial suppliers.
- We will be reaching out to volunteers in the village who have experience with this type of building project.

**Bench on Village Green removed** – Cllr Hyde removed a bench on the village green has been removed as it was damaged beyond repair and unsafe for visitors to the village green. Cllr Hyde is investigating options to replace it.

#### **Resident issues:**

- **Use of scalplings** – A resident has suggested that scalplings from Eastfield Lane work to be used to improve the path on the verge along Hardwick Road for prams, etc. I raised this to WOTHabs who will consider it, but they prefer a different approach to focus on improvising drainage along the path without the use of scalplings.
- **Village Green water leaks:** On tonight’s agenda
- **New Bench on the Village Green** – was meant to be installed in April – uncertain of the status.