



## 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, September 11, 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, July 10, 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 Council’s response to the following notification(s).
  - 7.1 **P25/S2132/HH** Demolition and replacement of existing summerhouse (6x3 metres) with a new single storey shed and garden office (8x4 metres total) on same site for incidental/occasional use only.  
**Cedar Cottage, High Street, Whitchurch-on-Thames RG8 7ER**
  - 7.2 **P25/S2272/DIS**, relating to Application **P24/S2700/S73**  
**Cedar Lodge Care Home Eastfield Lane Whitchurch-On-Thames**
- 8 Planning Update – A report on decisions made by SODC, applications currently under consideration and any other relevant planning matters (Clerk)
- 9 Finance
  - 9.1 To approve the payment schedule for September and to note payments and receipts since the last meeting:

Payment	Sub-total	VAT	Total
Pd – Staff Expenditure (August)	-	-	704.20
Pd – Greenhatch Group – Survey Works (Playground)	1150.00	230.00	1380.00
Pd – Scofell Landscapes Inv 36800 – Grass Cutting	694.44	138.89	833.33
Pd – Lloyds Bank – July Charges	-	-	4.25
Pd – Printinco – Summer Bulletin Printing	-	-	542.00
Pd – R Williams – Reimbursement (Postage)	-	-	12.84
Pd – RoSPA Play Safety – Annual Playground Inspection	92.00	18.40	110.40
Pd – Stocksigns Ltd – Traffic Safety Sign	3025.00	605.00	3630.00
Lloyds Bank – August Charges	-	-	4.25
Scofell Landscapes Inv 37046 – Grass Cutting	694.44	138.89	833.33
Moore – External Audit Fees	236.25	47.25	283.50
OALC – Clerk Training Course (Finance)	110.00	22.00	132.00
<b>Receipts:</b>			<b>Amount</b>
PJ Wise – Whitchurch Bulletin Advert			75.00

- 9.3 To approve the Bank Statement and Bank Reconciliation to end July and end August 2025 – RFO
- 9.4 To approve the updated Financial and Management Risk Assessment for 2025/26
- 9.5 To consider a request from the Whitchurch “Save Our Spire” appeal for grant funding of £3.000
- 10 To note the contents of the External Audit report and to note receipt of the External Audit Certificate.  
To note the publication of the Certificate and the Notice of Conclusion of Audit.
- 10.1 To note the requirement for the Parish Council to operate a PC owned email address system, as noted by Internal and External auditors and outlined in Assertion 10, and to agree on next steps.
- 12 Report to Councillors on the Hardwick Road Verges Project (Clerk)
- 13 Report to Councillors on progress of the SODC Consultation on the DRAFT Conservation Area Appraisal, and to agree on any actions. (Cllr Higley)
- 11 Ruth Popper Playground - To consider the annual RoSPA report and to agree on any actions. (Cllr Higley)
- 14 To discuss the results of a survey carried out on an area of Parish Council property, and to agree on any actions (Cllr Higley).
- 15 To review progress on any open actions from previous Parish Council meetings and agree any revision of actions on the action list.
- 16 To consider the wording for any Thank You notes to be sent on behalf of the Parish Council
- 17 Items for Report and Inclusion on the next Agenda – deadline Thursday, October 2, 2025.
- 18 To confirm the date and time of next meeting as Thursday October 9, 2025 at 20:00.