MINUTES OF MEETING OF WHITCHURCH-ON-THAMES PARISH COUNCIL
At the Village Hall at 20:00 Thursday, January 8, 2026

Councillors Present: Diana Smith (Vice-Chair), Katherine Higley and Debbie Leach.
Officers Present: Brian Inglis (Clerk and RFO)
Public and Press: Alex Carter (Henley Standard). No public attendance.
District or County Councillor: Cllr Filipova-Rivers (OCC / SODC) and Cllr Dragonetti (SODC)

1 **Apologies for absence & Parish Council Declaration** –
Apologies from Cllrs Jim Donahue, Paul O'Grady and Romilly Swann. Cllr Smith took the Chair and read the Parish Council Declaration

2 **Declarations of Interest –** None

3 **Public Forum** – No public present.

4 **To approve minutes of the meeting of Thursday, December 11, 2025.**
Resolution: The Council voted to approve the minutes, and these were signed by the Chairman.

5 **Resignation of Councillor** - Councillors noted the resignation of Frances Parkes. The Clerk stated that a notice of Casual Vacancy had been posted for the required period, and that he had been advised by the SODC Elections Team that a co-option can now take place to fill the vacancy.

5 **Chairman's Announcements –** Cllr Smith reported that on 8th January Thames Water contractors inspected the foul drain in Eastfield Lane which was clear and operating well. The inspection will now be carried out annually. She also reported that an Eastfield Lane resident who owns land south of the Lane is happy for SODC to clear the drains to the river. It is hoped that this may help with drainage in flood conditions.

6 **To receive reports from District and County Councillors**
6.1 SODC District Councillor – Short verbal report, covering the 2026-27 budget and housing plans
6.2 OCC County Councillor – Short verbal report, covering highways, flooding and funding options.

7 **Planning Applications** – Councillors noted receipt of the following application.
7.1 **P25/S3733/LDE.** Established entrance to Elm Cottage off Hartslock bridleway. The entrance is set off the road and has a timber security gate. **Elm Cottage, Hartslock Bridleway, Whitchurch-on-Thames RG8 7QX**

8 The Clerk gave a brief report on planning applications currently under consideration, and recent decisions.

9 **Finance**:

9.1 To approve the payment schedule for January and to note payments and receipts since the last meeting:

Payments:	**Sub-total**	**VAT**	**Total**
Staff Expenditure (January)	-	-	676.20
Butler and Proctor Ltd (Hardwick Road Verge Works – Paid December)	12070.00	2414.00	14484.00
Bouchier Fencing Ltd (Fence Posts for Muddy Lane – Paid December)	162.08	32.42	194.50
Amazon (Wax Torches for Christmas – Paid December)	74.76	14.94	89.70
Cllr J Donahue (Reimburse for Christmas Treats – Paid December)			14.25
Lloyds Bank (Service Charges - Direct Debit)	-	-	4.25

Receipts:	Amount
Whitchurch & District Allotment Society	295.00
Mend the Gap (Phase 1&2 of Funding – Hardwick Road Verges Project)	8000.00

Resolution: The Council voted to approve the payments. RFO to action.

9.2 **Bank Statements and Reconciliations for December 2025:**
The RFO gave a concise report on documents which had been previously circulated and scrutinised by councillors. The Reconciliation report was approved by Councillors. It was noted that Councillors had not been carrying out a system of Internal Financial Controls, and it was agreed to appoint a Councillor to do this.

9.3 **Precept Request for 2026/27:** The Clerk reported that the request has been submitted to SODC

9.4 **CIL Monitoring Form for 2024/25:** The Clerk reported that this form has been submitted to SODC

10 **Hardwick Road Verges Project**: The Clerk gave a report to Councillors on the progress of the project, as follows - Phases 1 and 2 of the grant have been settled, totalling £8,000 and this payment has been received. The Contractor invoice has been paid. Mend The Gap do not consider the project to be fully completed, given that the seed has not been sown. WoTHabs volunteers are working on the report to accompany the claim of Phase 3 funds, which will be up to £7,000. This claim form will be submitted by the end of January.

11 Cllr Higley gave a short update on plans for repositioning the refurbished benches in the playground when the weather permits, also noting that a tree near the sub-station has been identified as being owned by OCC.

12 **Parish Council Action List** - To review progress on any open actions from previous Parish Council meetings and agree any revision of actions on the action list. The list was updated.

13 To consider the wording for any Thank-You notes to be sent on behalf of the Parish Council. Cllr Leach will provide wording for notes to be sent.

14 Items for Report and Inclusion on the next scheduled Agenda – deadline Thursday, February 5, 2026.

15 To confirm the date and time of next meeting as Thursday February 12, 2026 at 20:00

Signed …… Date ……