

## **SHRIVENHAM PARISH COUNCIL (SPC)**

The Memorial Hall, Highworth Road,

Shrivenham, SN6 8BL

Telephone: 01793 782 925

[www.shrivenham.org](http://www.shrivenham.org)

Clerk: Liza Whitney

### **Minutes of Monthly Shrivenham Parish Council (SPC) meeting held on Wednesday 6<sup>th</sup> May 2026 at 7:00 pm in the Vic Day Hall at the Memorial Hall**

**Cllrs. Present:** Bob Sheldon (Chair)      Simon Howell  
Julia Jones      Lucy Brown  
Richard Bartle      Nathan Woodhouse  
Bjorn Watson      Claire Winfield  
Elaine Ware  
Gerard Pearson

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**In attendance:** Liza Whitney (Parish Clerk)  
Lyn Frape (Finance Officer & Deputy Clerk)  
Mia Paterson-Hammond (Administrative and Hall Officer)  
C/Cllr Emma Markham  
3 members of the public

#### **26/103 To appoint the Chairman of the Parish Council**

Cllr. Bartle PROPOSED Cllr. Sheldon to be Chairman.

SECONDED Cllr. Jones, RESOLVED (unanimous).

Chairman Cllr. Sheldon and Clerk signed Declaration of Acceptance form.

#### **26/104 To appoint the Vice Chairman of the Parish Council**

Cllr. Woodhouse PROPOSED Cllr. Brown.

SECONDED Cllr. Ware, RESOLVED (unanimous).

Cllr. Brown and Clerk signed Declaration of Acceptance form.

#### **26/105 Recording of Meeting**

It was noted that the meeting was being recorded via audio by SPC and video Live Streamed to Facebook by Cllr. Winfield.

#### **26/106 Apologies for Absence**

Cllrs. Page and D/Cllr. Kat Foxall.

#### **26/107 Declarations of Interest**

None

#### **26/108 To appoint members of the Organisation and Finance (ONF) working group (5 members)**

Cllr. Sheldon suggested to have the current Chairs, Vice Chairs and one other Member.

Cllr Bartle nominated Cllr. Howell and Cllr. Winfield nominated herself.

Cllr. Bartle PROPOSED Cllr. Howell to be the fifth Member and this was supported by all (bar Cllr. Winfield). Cllr. Ware SECONDED and it was RESOLVED.

#### **26/109 To appoint the Terms of Reference for Personnel Committee (stating 5 Members)**

Cllr. Sheldon PROPOSED, Cllr. Brown SECONDED, and RESOLVED (unanimous). Cllr.

Winfield wanted it noted that she had concerns that the Chairs and Vice Chairs automatically form the Personnel Committee.

## **SHRIVENHAM PARISH COUNCIL (SPC)**

### **26/110 To appoint Members of Personnel Committee (5 Members)**

Cllr. Sheldon PROPOSED the current 4 Members (Chairs, and Vice Chairs) and the continuing of Cllr. Page as the fifth Member.

Cllr. Winfield SECONDED, and RESOLVED (unanimous).

### **26/111 To appoint Members of Planning Committee (5 Members)**

Cllr. Sheldon proposed himself and Cllr. Bartle to remain on the Planning Committee.

Cllr. Howell recommended himself due to his experience.

Cllr. Ware recommended herself for continuity purposes.

Cllr. Woodhouse recommended Cllr. Winfield.

Cllr. Sheldon PROPOSED 5 Members – Cllr. Bartle as Chair, Members to be Cllr. Sheldon, Ware, Howell, and Woodhouse.

Cllr. Winfield SECONDED, RESOLVED (unanimous)

### **26/112 To appoint Chairman of the Parish Council as Member with special responsibility for Finance.**

Cllr. Bartle PROPOSED, Cllr. Brown SECONDED, RESOLVED (unanimous)

### **26/113 To appoint Member with special responsibility for Environment**

Cllr. Jones PROPOSED herself.

Cllr. Jones PROPOSED, Cllr. Brown SECONDED, RESOLVED (unanimous)

### **26/114 To appoint Member with special responsibility for Public Transport**

Cllr. Winfield PROPOSED herself

Cllr. Sheldon, SECONDED, RESOLVED (unanimous)

### **26/115 To confirm Samantha Norridge will continue to act as Defibrillator Guardian**

Cllr. Sheldon stated Samantha Norridge has taken over from John Lloyd. No vote needed.

### **26/116 To appoint a Member to take responsibility for Emergency Planning**

Cllr. Ware PROPOSED Cllr. Winfield

Cllr. Jones SECONDED, 1 abstention, RESOLVED (majority in favour)

### **26/117 To appoint Member with Special responsibility for School Liaison**

Cllr. Jones PROPOSED herself.

Cllr. Sheldon SECONDED, RESOLVED, (unanimous)

### **26/118 To appoint Member with special responsibility for Speedwatch**

Cllr. Sheldon PROPOSED Cllr. Pearson.

Cllr. Jones SECONDED, RESOLVED (unanimous)

### **26/119 To appoint a Member with special responsibility for the Allotments**

Cllr. Sheldon PROPOSED Cllr. Woodhouse.

Cllr. Winfield SECONDED, RESOLVED, (unanimous)

### **26/120 To appoint a Member with special responsibility for Social Media**

Cllr. Bartle PROPOSED Cllr. Brown.

Cllr. Winfield SECONDED, RESOLVED, (unanimous)

### **26/121 To review insurance quote for 2626/27 (if available)**

Insurance quote showed a difference of £18. Quote will remain for 3 years.

Cllr. Winfield PROPOSED, Cllr. Sheldon SECONDED, RESOLVED, (unanimous)

### **26/122 To agree Council meeting dates 2026/27**

Cllr. Brown PROPOSED every 2<sup>nd</sup> Wednesday replacing every 1<sup>st</sup>.

Cllr. Brown SECONDED, RESOLVED (unanimous)

## **SHRIVENHAM PARISH COUNCIL (SPC)**

### **26/123 To consider Parish Assembly takes place on Wednesday 21<sup>st</sup> April 2027**

Cllr. Sheldon PROPOSED 21<sup>st</sup> April 2027.

Cllr. Bartle SECONDED, RESOLVED, (unanimous)

### **26/124 To review Standing Orders**

Cllr. Winfield proposed to defer until next month's meeting to allow more time to read Standing Orders. Cllr. Winfield wanted noted that Confidential Meetings require the sharing of minutes under the regulation of Local Government Act, 1972. Cllr. Sheldon stated that SPC already does this.

Cllr. Sheldon PROPOSED, Cllr. Winfield SECONDED, RESOLVED, (unanimous)

### **26/125 To approve Privacy Policy**

Cllr. Bartle PROPOSED, Cllr. Brown SECONDED, RESOLVED, (unanimous)

### **26/126 To approve Retention Policy**

Cllr. Sheldon PROPOSED, Cllr. Howell SECONDED, RESOLVED, (unanimous)

### **26/127 To approve Publication Policy**

Cllr. Sheldon PROPOSED, Cllr. Brown SECONDED, RESOLVED, (unanimous)

### **26/128 Minutes of previous meetings**

Minutes of the Shrivenham Parish Council (SPC) meeting held on 1<sup>st</sup> April 2026 were approved PROPOSED Cllr. Sheldon, SECONDED Cllr. Brown (unanimous)

### **26/129 Public Representation**

#### **a) Website**

MOP asked about timeline for new website to be live. Cllr. Sheldon stated it is not yet populated but Parish will be notified of live date.

### **26/130 County Councillor's Report:**

a) A420 road potholes have now been fixed.

b) Fernham Road repairs ordered.

### **26/131 To consider the Cricket Club applying for S106 monies**

Cllr. Winfield PROPOSED, Cllr. Sheldon SECONDED, RESOLVED, (unanimous)

### **26/132 To propose having a clothes bin by British Heart Foundation to be put in Martens Road car park**

Cllr. Bartle PROPOSED, Cllr. Brown SECONDED, RESOLVED, (unanimous)

### **26/133 To consider approving the nomination of Cllr. Winfield for membership of Oxfordshire Association of Local Councils executive committee**

Cllr. Winfield PROPOSED, Cllr. Brown SECONDED, RESOLVED, (5 in favour, 4 not in favour)

### **26/134 Finance**

a) **Financial Reports for March 2026:** PROPOSED: Cllr. Sheldon, SECONDED: Cllr. Woodhouse, RESOLVED: (unanimous)

b) **Payments for April 2026:** PROPOSED: Cllr. Brown, SECONDED: Cllr. Sheldon, RESOLVED: (unanimous)

c) **To approve expenditure which is either unplanned or unbudgeted:** Cllr. Sheldon stated nothing was unplanned.

d) **To approve Earmarked Reserve Transfers:** Cllr. Brown PROPOSED, Cllr. Sheldon SECONDED, RESOLVED, (unanimous)

### **26/135 Agenda items for next meeting:**

a) Review Standing Orders

## **SHRIVENHAM PARISH COUNCIL (SPC)**

**26/136 Date for next meeting:** Wednesday 3<sup>rd</sup> June 2026

**Meeting closed:** 20:28