

Minutes of the Extraordinary Parish Council Meeting (EX10/26).

Meeting Details.

Date : Wednesday 7th October 2026.
Time : 6.45 pm.
Venue : Memorial Hall, Highworth Road, Shrivenham, Wiltshire, SN6 8BL.

In attendance : Cllr Sheldon, Cllr Brown, Cllr Jones, Cllr Pearson, Cllr Winfield, Cllr Woodhouse

Clerk/RFO : D Hatton
SPC Staff : M Paterson-Hammond

District Representative: Cllr Foxhall

Members of the public : 3

Note – due to a technical issue the meeting was streamed via Cllr Winfield personal Facebook page. Notices were made prior to and after the closed session.

Minutes (EX10/26).

1. Amendment.

- 1.1. Cllr Sheldon proposed to amend the order of the meeting to commence with Agenda Items 5 and 6. Proposed. Seconded. Approved. **RESOLVED.**
- 1.2. Cllr Sheldon proposed that D Hatton be appointed to minute the meeting. Proposed. Seconded. Approved. **RESOLVED.**

2. Apologies for Absence.

Apologies were received from Cllr Bartle, Cllr Howell, Cllr Watson, Cllr Page, Cllr Ware.

3. Declarations of Interest and Dispensations.

None.

4. Confidential Session.

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The Public are press should leave the meeting until the agreement to exit the session. Proposed. Seconded. Approved. **RESOLVED.** All non-members left the room and streaming was paused.

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5. Clerk/Proper Office/RFO Vacancy.

To consider Contract Terms submitted containing confidential details.

6. Confidential Session.

To resolve to exit a Confidential Session and allow the presence of the public and press following the conclusion of Item 5. Proposed. Seconded. Approved. **RESOLVED**. Non-members returned to the meeting and streaming continued.

7. Clerk/Proper Officer Vacancy.

To consider the temporary appointment of Locum Clerk, Proper Officer and Responsible Financial Officer, and to approve the signing of the Contract Terms submitted. Proposal to appoint D Hatton. Proposed. Seconded. Approved. **RESOLVED**. Chair to sign Contract Terms on behalf of Shrivenham Parish Council.

8. Minutes of the Previous Meeting.

- 8.1. To consider and approve the minutes of the Shrivenham Parish Council meetings held on and authorise the Chair to sign them as a true record.
 - 8.1.1. 24th June 2026. Proposed. Seconded. Approved. **RESOLVED**. Clerk to publish approved minutes.
 - 8.1.2. 8th July 2026. Proposed. Seconded. Approved. **RESOLVED**. Clerk to publish approved minutes.
 - 8.1.3. 2nd September 2026. Proposed. Seconded. Approved. **RESOLVED**. Clerk to publish approved minutes.
- 8.2. To acknowledge that the minutes of the Parish Council meeting held on Wednesday 6th May 2026 are incorrectly titled, and that these minutes relate to the Annual Meeting of Parish Council not a Monthly Meeting. Acknowledged.

9. Correspondence received (Information Only).

- 9.1. B4000 Speed control measures. Correspondence was received requesting a review of the transition from 60mph to 20mph. This has been forwarded to the County Councillor representative as the relevant authority.
- 9.2. Charlbury Road footpath. Correspondence was received relating to the condition of the footpath. The resident was advised that this would be the responsibility of Oxfordshire County Council and provided with a link to the Fix My Street website.

10. Public Participation (relating to Items on this agenda or to request for inclusion on a future agenda).

None.

11. County Councillor's Report.

To receive a report from the County Council representative. Apologies were received from Cllr Markham. The County Councillors Report is available on the Shrivenham Parish Council website.

12. District Councillor's Report.

To receive a report from the District Council representative/s. Cllr Foxhall provided an overview of the District Councillors Report which is available on the Shrivenham Parish Council website.

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13. Chairmans Report.

To receive a report from the Chair. Cllr Sheldon expressed his continued thanks to all members of the Council and staff for their continued support.

14. Planning.

- 14.1. To consider planning applications received since the last meeting prior to publication of this agenda.
 - 14.1.1. **P26/V4103/HH.** Waylands, Longcot Road, Shrivenham, Swindon, SN6 8HF. Two Storey Side Extension. Detached garage with storage over. **Pending.** It was agreed to defer this item to the Planning Committee.
 - 14.1.2. **P24/V4188/HH.** 1 Damson Trees, Shrivenham, Swindon, SN6 8BB. Proposed two-storey side extension and pitched roof over existing bay window. **Pending.** It was agreed to defer this item to the Planning Committee.
- 14.2. To consider planning applications received since publication of this agenda.
 - 14.2.1. **P26/V4197/LB.** Tarifa Cottage. Faringdon Road. Shrivenham, Swindon, SN6 8AJ. Internal alterations. **Pending.** It was agreed to defer this item to the Planning Committee.
 - 14.2.2. **P26/V4135/LDE.** Meadow Edge, Townsend Road, Shrivenham, Swindon, SN6 8HR. Main house and detached garage known as The Stable established as an existing use as a dwellinghouse; Detached outbuilding known as The Lodge established use as existing ancillary accommodation for The Stable. **Pending.** It was agreed to defer this item to the Planning Committee.
- 14.3. To receive updates on existing planning applications.
 - 14.3.1. **P26/V3669/LB.** 4 Longcot Road, Shrivenham, Swindon, SN6 8AL. To replace the existing single glazed sash windows to the first floor with double glazed sash windows, installed into the existing frames which will be renovated and draught proofed. **Pending.**
 - 14.3.2. **P26/V3359/HH.** Broadleaze Farm Longcot Road, Shrivenham, Swindon, SN6 8HG. Erection of a two storey and single storey rear extension. Proposed extension and enlargement of existing garage, with adjoining link extension to dwelling. New storm porch. **Pending.**
 - 14.3.3. **P26/V3023/HH.** 29 Station Road, Shrivenham, Swindon, SN6 8ED. Proposed front ground floor extension and side and rear first floor extension. **Pending.**
 - 14.3.4. **P26/V2692/O.** Land East of the A420, North of Buckland Drive and Cozens Grove West of Sywell Road, Trajan Road & Friars Court, Shrivenham, SN6 8FR. Outline planning application for the erection of up to 100 dwellings (including 40% affordable housing) with public open space, landscaping, sustainable drainage system (SuDs) and a vehicle access point. All matters reserved apart from access. **Pending.**
 - 14.3.5. **Bloor Homes/Vale of White Horse District Council.** Planning Inquiry relating to the rejected development proposal at Shrivenham Golf Club.

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15. Financial Matters.

- 15.1. To consider and approve.
 - 15.1.1. September Finance Report. Cllr Winfield asked why this report showed greater detail regarding staff costs and was advised that this was required by the Transparency Code 2015. Cllr Winfield agreed to defer a question relating to the amount stated for the General Reserve until the RFO had more time to familiarize himself with the accounts. Proposed. Seconded. Approved. **RESOLVED.**
- 15.2. To approve payments.
 - 15.2.1. As shown in the September Finance Report. Proposed. Seconded. Approved. **RESOLVED.**
 - 15.2.2. Received since publication of the September Finance Report. Proposed. Seconded. Approved. **RESOLVED.**
- 15.3. To receive and note the Income and Expenditure Report Year to Date. Noted.

16. Parish Maintenance/Facilities.

- 16.1. Public Bins. To discuss and consider the options available for refuse management. It was agreed to defer this item until the next meeting.
- 16.2. Items for future consideration. None.

17. Burial Ground.

- 17.1. Items for future consideration. None.

18. Allotments.

- 18.1. Items for future consideration.
 - 18.1.1. To consider quotations for tree works at the next meeting.

19. Community.

- 19.1. Road Safety Enquiry from Oxfordshire County Council. To consider a response to the Oxfordshire County Council request for feedback regarding the effectiveness of 20mph zones. Cllr Pearson and the Clerk to submit a response.
- 19.2. Speed Indicator Devices. To consider registering interest in the Police and Crime Commissioners Community Fund for the purchase of additional Speed Indicator Devices. Proposed. Seconded. Approved. **RESOLVED.** Clerk to register advance interest to the fund.
- 19.3. Vehicle Access Restriction Measures. To consider correspondence with CALA Homes requesting vehicle access restriction measures to be located on the Cross Trees development in conjunction with the County Council representative. Proposed. Seconded. Approved. **RESOLVED.** Cllr Sheldon and the Clerk to arrange correspondence.
- 19.4. Tree located within the Manor Road Substation. To consider any actions required by the Council. Noting that the tree is located on privately owned land and subject to a Tree Preservation Order it was agreed that the Council had no authority to request any actions and that this was a private matter.
- 19.5. Provision of land to locate a mountain bike track. To consider any actions available to the Council. It was agreed that the Council did not own any land that would be available for this request.

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- 19.6. Community Reports. To receive and note reports submitted by local organisations.
- 19.6.1. Shrivenham Primary School.
 - 19.6.2. Wilts and Berks Canal Trust.
 - 19.6.3. Tuckmill Meadow.
- Clerk to publish reports on the Shrivenham Parish Council website.
- 19.7. Items for future consideration.
- 19.7.1. Clerk advised that administrative procedures had commenced relating to the Christmas street decorations.

20. General Matters.

- 20.1. Items for future consideration. None.

21. Governance/Policies/Operational Matters.

- 21.1. To acknowledge receipt of the External Auditors Interim Report and any actions recommended. Acknowledged.
- 21.2. To consider amending the numbering system of minutes to allow greater ease of reference by users. Proposed. Seconded. Approved. **RESOLVED**.
- 21.3. To consider adoption of the amended Personnel Committee Terms of Reference. Subject to amendment of the number of members stated to 5 as previously resolved and a commitment to review the membership structure following the appointment of the council members after the 2027 Parish Council elections. Proposed. Seconded. Approved. **RESOLVED**. Clerk to amend draft and publish approved policy.
- 21.4. To consider adoption of the proposed Training and Development Policy. Proposed. Seconded. Approved. **RESOLVED**. Clerk to publish approved policy.
- 21.5. To consider the introduction of a monthly Clerks Report. Proposed. Seconded. Approved. **RESOLVED**. Clerk to produce a monthly report detailing all correspondence and items that do not require a decision by the Council. The report to be published on the Shrivenham Parish Council website.
- 21.6. To consider the introduction of an Agenda Item Request Form. Proposed. Seconded. Approved. **RESOLVED**. Cllrs to submit any items for consideration using the template circulated by the Clerk. Clerk to circulate template.
- 21.7. To consider the introduction of a monthly report template for Councillors and external organisations. Proposed. Seconded. Approved. **RESOLVED**. A standard reporting form to be used. All reports to be published on the Shrivenham Parish Council following review by the Council.
- 21.8. To note the requirement of the Local Government Finance Act 1992, Section 106 requirements of Councillors. Noted.
- 21.9. To receive a draft of the Emergency Plan. Please note the draft shared is for comment on content only. It is recognized that final formatting will be required once content is agreed. It was agreed that this would be classed as a working document and all members should submit any recommendations for amendments to Cllr Winfield to present to the Council at a future meeting.
- 21.10. To consider the enrolment of Cllr Winfield on the SLCC - Introduction to Local Council Administration (ILCA) training programme. Cost £140.00 + VAT. Proposed. Seconded. Approved. **RESOLVED**. Cllr Winfield and the Clerk to arrange enrolment.
- 21.11. To consider support of the Sustainable Communities Act 2007 appeal being submitted by Weymouth Town Council relating to Dependant's Care Expenses. Proposed. Seconded. Approved. **RESOLVED**. Clerk to submit the request to support to Charlie Maynard MP on behalf of Shrivenham Parish Council.

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21.12. Items for future consideration.

21.12.1. Review of Social Media policy.

22. Items for the November 2026 Agenda.

22.1. Items must be submitted to the Clerk by members no later than 23rd October 2026.

22.2. Presentation of the initial 2027/8 budget proposal.

22.3. EV charging stations.

23. Date of Next Meeting.

Wednesday 4th November 2026. Memorial Hall, Highworth Road, Shrivenham, Wiltshire, SN6 8BL at 7.00pm.

Meeting closed at 8.17pm.