

SHRIVENHAM PARISH COUNCIL (SPC)

The Memorial Hall, Highworth Road,

Shrivenham, SN6 8BL

Telephone: 01793 782 925

www.shrivenham.org

Clerk: Liza Whitney

Minutes of Monthly Shrivenham Parish Council (SPC) meeting held on Wednesday 6th 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	

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.

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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 26/26/27 (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 2nd Wednesday replacing every 1st.

Cllr. Brown SECONDED, RESOLVED (unanimous)

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26/123 To consider Parish Assembly takes place on Wednesday 21st April 2027

Cllr. Sheldon PROPOSED 21st 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 1st 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

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26/136 Date for next meeting: Wednesday 3rd June 2026

Meeting closed: 20:28

Shrivenham Parish Council - Approved