Shrivenham
Parish Council

Notice of the Parish Council Meeting (02/12/26) and Agenda.

Members of the Council: you are summoned to attend the Monthly Meeting of Shrivenham Parish Council.

Meeting Details.

Date : Wednesday 2nd December 2026.
Time : 7.00 pm.
Venue : Memorial Hall, Highworth Road, Shrivenham, Oxfordshire, SN6 8BL.

Members of the Public: you are invited to attend. Members of the public wishing to record the meeting are requested to notify the Chair of their intention to do so. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded where business of a confidential nature is to be transacted. Members of the public may speak in accordance with the Standing Orders of the Council regarding items on this agenda (Standing Orders 3.e/f/g/h), or to request items for consideration on future agendas during Public Participation (Item 4).

Agenda (02/12/26).

1. **Apologies for Absence**.
   1.1. To receive and approve apologies for absence.

2. **Declarations of Interest and Dispensations.**
   2.1. To receive any declarations of interest under the Localism Act 2011 and to consider any requests for dispensations.

3. **Minutes of the Previous Meeting.**
   3.1. To consider and approve the minutes of the Shrivenham Parish Council Extraordinary meeting held on Wednesday 4th November and authorise the Chair to sign them as a true record.

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

5. **County Councillor's Report**.
   5.1. To receive a report from the County Council representative.

6. **District Councillor's Report**.
   6.1. To receive a report from the District Council representative/s.

Signed *D Hatton* (Clerk) Date 26th November 2026

7. Clerks Report.

7.1. To receive the November 2026 Clerks Report.

8. Chairmans Report.

8.1. To receive a report from the Chair.

9. Planning.

9.1. To receive and note the Minutes of the Shrivenham Parish Council Planning Committee meeting held on Wednesday 25th November 2026.

9.2. To consider items recommended to the Council for consideration.

10. Financial Matters.

10.1. To consider and approve payments as shown in the following reports.

10.1.1. Payments Report 30/09/2026.

10.1.2. Payments Report 31/10/2026.

10.1.3. Payments Report 30/11/2026.

10.2. To consider and approve the Bank Reconciliation 30/11/2026.

10.3. To receive and note the Summary of Receipts and Payments Report 30/11/2026.

10.4. To receive and note the Reserves Balance Report 30/11/2026.

10.5. To consider an increase in the monthly IT Support charge from Systemagic Ltd to £150.00 + VAT.

10.6. To consider a payment to the Viscountess Barington's Trust of £4,800.00 + VAT equating to the balance of four months of the proposed 'serviced office' rent and approve delegated authority for the clerk to transfer suppliers to the Viscountess Barrington's Trust as required, subject to approval by the Trust.

10.7. To consider the arrangement of a Stripe payment account to enable online card payments (integrated with Scribe accounts). Cost 1.5% plus 20p per transaction.

10.8. To consider the following individuals to have full authorisation on the Unity Trust Bank mandate. Cllr Sheldon, Cllr Jones, Cllr Ware, Cllr Brown, D Hatton, M Paterson-Hammond.

10.9. To consider the following individuals to have full authorisation on the Nationwide Savings Account mandate. Cllr Sheldon, Cllr Jones, Cllr Ware, Cllr Brown, D Hatton, M Paterson-Hammond.

10.10. To consider payment of HMRC salary obligations by Direct Debit prior to the mandatory deadline of April 2029.

10.11. To consider contracting Scribe to conduct a data transfer of all cemetery records from Rialtas to Scribe. £750.00 + VAT.

10.12. To consider the 2027/8 budget.

10.13. To consider the Precept demand for 2027/8.

11. Parish Maintenance/Facilities.

11.1. Items for future consideration.

12. Burial Ground.

12.1. Items for future consideration.

Signed *D Hatton* (Clerk) Date 26th November 2026

13. Allotments.

13.1. To consider adoption of the revised Allotment Tenancy Agreement noting the introduction of the Re-instatement Deposit.

13.2. Items for future consideration.

14. Viscountess Barrington's Trust – 'Memorial Hall Kitchen Refurbishment Project'.

14.1. To consider the nomination of D Hatton as the authorised representative of the Council in the submission of an S106 funding application regarding the Memorial Hall kitchen refurbishment project.

14.2. To consider the nomination of Cllr Sheldon, Cllr Brown, Cllr Jones and Cllr Ware as authorised representatives of the Council to act in the acceptance of any funding agreement approved as a result of the S106 funding application regarding the Memorial Hall kitchen refurbishment project.

15. Community.

15.1. Correspondence. To receive correspondence requiring consideration by the Council.

15.1.1. Request for an 'enhancement' of the Stocks Triangle.

15.2. Community Reports. To receive and note reports submitted by local organisations.

15.2.1. Speedwatch.

15.2.2. Aspris Ridgeway School.

15.3. To receive and consider the updated Newsletter produced by Cllr Brown.

15.4. To consider the provision of a 'real' Christmas Tree recycling point in conjunction with the Viscountess Barrington's Trust.

15.5. Items for future consideration.

16. General Matters.

16.1. To consider quotations for fencing between the Football Club and new path.

16.2. Items for future consideration.

17. Governance/Policies/Operational Matters.

17.1. To receive and note the Minutes of the Shrivenham Parish Council Staffing Committee meeting held on.

17.1.1. 25th November 2026.

17.1.2. 9th November 2026.

17.2. To approve the amendment of Clause 4.1(b) of the Staffing Committee Terms of Reference to 'exclude' appointment of the Clerk/Responsible Finance Officer from delegated authority as this is a matter reserved for full council approval.

17.3. To consider the recommendations of the Staffing Committee relating to the position of Clerk/Responsible Finance Officer. To appoint D Hatton as Clerk/Responsible Finance Officer to Shrivenham Parish Council on a Fixed Term contract ending 31/03/2028. 25 hours per week. NJC Scale Point 31. Hybrid role with a minimum 15 hours per week office based. Staffing Committee Meeting SC09/11/26.5.1.

17.4. To appoint a Councillor responsible for Internal Finance Control/Audit.

17.5. To consider the .gov.uk website.

Signed *D Hatton* (Clerk) Date 26th November 2026

17.6. To consider the follow dates for Parish Council meetings.
- 17.6.1. 6th January 2027 – Parish Council Monthly Meeting.
- 17.6.2. 3rd February 2027 - Parish Council Monthly Meeting.
- 17.6.3. 3rd March 2027 – Parish Council Monthly Meeting.
- 17.6.4. 7th April 2027 – Parish Council Monthly Meeting.
- 17.6.5. 5th May 2027 – Parish Council Monthly Meeting.
  ** 6th May 2027 – Parish Council Elections **
  ** 12th May 2027 – Existing Councillors retire. Newly elected Councillors take office **
- 17.6.6. 19th May 2027 – Parish Council Annual Meeting.
- 17.6.7. 2nd June 2027 – Parish Council Monthly Meeting.

17.7. Items for future consideration.
- 17.7.1. Review of Social Media Policy.
- 17.7.2. Review of Risk Assessment.
- 17.7.3. Creation of Biodiversity Policy.

18. Items for the January 2027 Agenda.

18.1. Items must be submitted to the Clerk by members no later than 29th December 2026.

18.2. Residents Satisfaction Survey.

19. Date of Next Meeting.

Wednesday 6th January 2027. Memorial Hall, Highworth Road, Shrivenham, Oxfordshire, SN6 8BL at 7.00pm.

Supporting documents for items on this agenda can be found at:

https://www.shrivenham.org/parish-council/parish-council-meetings/

https://www.shrivenham.org/parish-council/planning/

https://www.shrivenham.org/parish-council/staffing-committee/

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