Minutes of the General Meeting of Warborough Parish Council
Wednesday 2 September 2026, 7.30pm @ The Greet Hall

Present:	Cllr Megan Hanson (**MeH**) (Chair) Cllr Jonnie Bradshaw (**JB**) (Vice-Chair) Cllr Richard Pullen (**RP**) Cllr Nigel Meadows (**NM**) Cllr Alan Lamb (**AL**) Clerk Andy White District Cllr Sue Cooper (**SC**) County Cllr Gavin McGlaughlin (**GM**) 12 Members of the public were present
2026/118	**Apologies for Absence** Cllr Marina Hamilton (MaH) was absent
2026/119	**Parish Council Vacancy** The Council noted that one Parish Council vacancy remained. The Chair reported that an interested resident had contacted the Council regarding the position. A further potential candidate was also noted. It was agreed that prospective candidates should be invited to provide a brief statement outlining their background, experience and reasons for wishing to join the Council, for circulation to Members. **ACTION:** Clerk to request a short statement from prospective candidates and circulate it to Members.
2026/120	**Declarations of Interest** No declarations of interest were made.
2026/121	**Approval of Minutes** The minutes of the Parish Council Meeting held on 1 July 2026 were considered. **RESOLVED:** That the minutes of the meeting held on 1 July 2026 be approved and signed by the Chair. Approved unanimously.

Signed _____ Dated _____

2026/122	**Actions Arising from the Previous Meeting** The Council reviewed the outstanding actions from the previous meeting. The following matters were updated: • Governance review documentation had been completed. • Allotment tenancy matters had been resolved without the need for the proposed formal letter. • The football goalpost matter remained subject to follow-up. • The TLGO maintenance schedule remained under review. • Allotment car park works were progressing, including ground clearance, additional gravel and resurfacing. • The contractual documentation relating to the Greet Hall refurbishment had been completed. • The payment relating to the Feast of St Lawrence remained outstanding and was to be followed up. The remaining live actions were to remain on the action log until completed. **ACTION:** Clerk to follow up the outstanding Feast of St Lawrence invoice/payment.
2026/123	**District Councillor's Report** The District Councillor's report was received. Members were advised of forthcoming changes to planning procedures and the proposed new national scheme of delegation, including changes affecting the determination of smaller planning applications. Members noted the importance of parish and individual representations being submitted during the consultation process. Other matters reported included: • local authority reorganisation; • grant opportunities for community organisations; • support available to local businesses; • temporary restrictions affecting the disposal of fridges and freezers; and • other District Council matters contained within the written report. The Council noted the report.

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2026/124	**County Councillor's Report** The County Councillor's report was received. The main matters highlighted included: • arrangements for a highways representative to visit the Parish and inspect local highway concerns; • funding available in relation to the Community Pub Project, with an application deadline of 30 November 2026; • concerns regarding school transport and catchment arrangements; and • the wider local government reorganisation proposals. The Council noted the report. **ACTION:** County Councillor to provide further information regarding the potential effect of local government reorganisation on school catchment arrangements.
2026/125	**Representations from the Public** No representations from the public were received.
2026/126	**Standing Orders and Financial Regulations** The Council considered the updated Standing Orders and tailored Financial Regulations circulated to Members. Members discussed the financial thresholds within the Financial Regulations. It was agreed that the thresholds should be amended to reflect the Council's current requirements, including aligning the relevant provisions relating to quotations, delegated expenditure and emergency expenditure. **RESOLVED:** To adopt the updated Standing Orders 2025 as circulated. **RESOLVED:** To adopt the tailored Financial Regulations 2025 as circulated, subject to the amendments to the financial thresholds agreed at the meeting. Approved unanimously. **ACTION:** Clerk to update the Financial Regulations to reflect the agreed amendments.

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2026/127	**Financial Controls** The Council considered the Internal Financial Controls Policy, Schedule of Direct Debits and Standing Orders, Reserves Policy and associated financial control arrangements. The Council discussed the proposed general reserve level of £30,000 and noted that this represented approximately three to six months of normal expenditure, while additional funds were held for specific projects. Alan Lamb was nominated as the councillor responsible for internal financial control. The Council also confirmed that monthly bank reconciliations for all accounts were received and recorded as part of the RFO report. **RESOLVED:** To adopt the Internal Financial Controls Policy. **RESOLVED:** To adopt the Schedule of Direct Debits and Standing Orders. **RESOLVED:** To adopt the Reserves Policy, including a minimum general reserve of £30,000. **RESOLVED:** To designate Cllr Alan Lamb as the councillor responsible for internal financial control. **RESOLVED:** To confirm that monthly bank reconciliations for all Council accounts shall be received and minuted within the RFO report. Approved unanimously.
2026/128	**Risk Assessment** The Council considered the Risk Assessment, including the Financial Risk Assessment requested by the external auditor. Members discussed the use of risk scoring and the need for mitigation measures to be reflected within the assessment. **RESOLVED:** To adopt the Risk Assessment, including the Financial Risk Assessment. **RESOLVED:** That the Risk Assessment be reviewed at least annually.

Signed _____ Dated _____

	Approved unanimously.
2026/129	**Data Protection and Information Governance** The Council considered the Data Protection Policy, Records Retention Schedule, Privacy Notice, IT and Data Security Policy and Freedom of Information Publication Scheme. **RESOLVED:** To adopt the Data Protection Policy, including the Records Retention Schedule. **RESOLVED:** To adopt the Privacy Notice, IT and Data Security Policy and Freedom of Information Publication Scheme. **RESOLVED:** To approve registration with the Information Commissioner's Office and payment of the annual data protection fee. Approved unanimously.
2026/130	**Asset Register** The Council considered the 2025/26 Asset Register, with a total recorded value of £1,041,024.41. Members discussed the requirement for an annual physical inspection of assets and the need to maintain the register as assets were acquired or disposed of. The expired Blakeley lease and the wider leases schedule were also considered. **RESOLVED:** To approve the 2025/26 Asset Register with a total recorded value of £1,041,024.41 and to publish the register. **RESOLVED:** To introduce an annual physical inspection of Parish Council assets. **RESOLVED:** To authorise the renewal of the expired Blakeley lease and the refresh of the leases schedule. Approved unanimously.

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2026/131	**Staffing** The Council considered the formalisation of the Clerk/RFO's employment arrangements. It was noted that the Clerk had previously been formally appointed but that the employment contract had not been issued. **RESOLVED:** To formally document the appointment of the Clerk/RFO and issue a written contract setting out the applicable scale point and working hours. Approved unanimously. **ACTION: JB** to arrange for the formal employment contract to be prepared, signed and provided to the Clerk. The Council also discussed the maintenance of holiday records and the calculation of holiday entitlement for the Clerk. **ACTION:** Clerk/Chair to establish and maintain an appropriate record of the Clerk's holiday entitlement and leave taken. The Council noted the previously minuted arrangement concerning the councillor allowance.
2026/132	**VAT and Accounting** The RFO reported that the outstanding 2024/25 VAT reclaim of **£26,776.05** had been submitted. Members discussed the frequency of future VAT reclaims and agreed that annual reclaims were appropriate, subject to cash-flow requirements. The Council also considered the proposed move from payments and receipts accounting to Income and Expenditure accounting. **RESOLVED:** To move to Income and Expenditure accounting for the 2026/27 financial year, following completion of the outstanding VAT reclaim process. Approved unanimously. **ACTION:** RFO to liaise with Scribe regarding the transfer to Income and Expenditure accounting once the VAT position has been finalised.

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2026/133	**Transparency and Publication** The Council considered arrangements for publication of its governing documents and financial information. Members agreed that the website should be reorganised to provide dedicated sections for governing documents and Parish finances, with meeting agendas, minutes and associated reports grouped together. **RESOLVED:** To publish the governing documents adopted by the Council and outstanding audit documentation. **RESOLVED:** To create dedicated "Governing Documents" and "Parish Finance" sections on the Council website. **RESOLVED:** To publish draft minutes within one month of each Council meeting. Approved unanimously. **ACTION:** Clerk to continue working with the website provider to implement the agreed website structure and publication arrangements.
2026/134	**Working Group Reports** **Communications** The Council received an update on communications, including work relating to local government reorganisation and the Community Pub Project. The Council noted that further communications would be issued regarding the Community Pub Project and local government reorganisation. **Infrastructure – Roads** An update was provided on highway matters. The road sign audit had been completed. Discussions with the District Council had resulted in support for the replacement of certain polycarbonate signs in Warborough and the provision of replacement fixings. Older cast-iron signs would be retained and refurbished where appropriate. The quotations received from the handyman for some sign-related works were considered high. **ACTION:** **AL** to liaise with the handyman regarding the cost of the proposed sign works and obtain further clarification/updated pricing.

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Infrastructure – Other

The Council considered a request from Eliza Jones concerning the bridge near Wheeler's End.

The request was for the bridge to be considered for improved wheelchair accessibility if and when substantial repair or replacement became necessary.

ACTION: Add the potential for improved wheelchair accessibility to the future infrastructure works list for consideration when the bridge next requires significant repair or replacement.

The Council also noted other completed handyman works and discussed further options for the refurbishment of railings. Further consideration was required before expenditure was committed.

Environment – Trees

An update was provided on the approved tree works within the conservation area.

Quotes had been obtained for the required works. The Council considered the preferred quotation and the extent of the works required.

RESOLVED:
To proceed with the identified tree works in accordance with the preferred quotation, subject to the final quotation being confirmed.

Approved unanimously.

Environment – Other / Recreation and The Green

The Council received an update on the playground maintenance works.

The works had been more extensive than originally anticipated and the total cost was expected to be approximately £9,000. Members noted that the additional expenditure had not been fully provided for in the original budget.

RESOLVED:
To allocate sufficient funds from reserves to meet the additional cost of the playground maintenance works, being the difference between the previously approved expenditure and the final cost of approximately £9,000.

Approved unanimously.

Pavilion

The Council noted that the pavilion remained in good condition following the recent refurbishment works.

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	The balustrade was discussed and Members considered that the previous quotation was excessive. **ACTION: MeH** to seek a revised quotation for repair of the pavilion balustrade. **Events** No immediate events requiring Council action were reported. Planning for events in 2027 would commence in due course. **Capital Projects – Quaker Gravestones** The Council considered proposals for the presentation of the Quaker gravestones associated with the Whitehead plot. Members considered the proposed frames and alternative siting arrangements. It was agreed that the frames were appropriate, and it was felt that placing them as close as feasible to the original Quaker grave site was the best location. **RESOLVED:** To approve the Quaker gravestone frame project at a cost of up to **£2,400**, with the expenditure to be funded from the Council's CIL/S106 funds, subject to the necessary confirmation regarding the proposed siting. **RESOLVED:** To locate the gravestones within the public open space adjacent to the existing Quaker graveyard, as close as practicable to the original proposed location, subject to confirmation of the precise position and any necessary permissions. Approved unanimously. **ACTION:** Clerk to request CIL funding **Allotments – Additional Parking** The Council further considered the proposal for additional parking/vehicle access near the allotments. Members discussed the potential use of granite sets to provide a limited hardstanding area while retaining the majority of the area as grass. It was agreed that further consideration and costing were required. **RESOLVED:** To defer the proposal and reconsider it at a future meeting following further investigation of the available options and costs.

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2026/135	**Planning Application P26/S3131/HH – 26 Hammer Lane, Warborough, Wallingford OX10 7DJ** Proposed ground floor rear extension. Members considered the application and discussed associated matters, including the proposed access/drainage arrangements and related enforcement issues. **RESOLVED:** That the Parish Council supports planning application **P26/S3131/HH**. Approved unanimously.
2026/136	**Community Pub Project** The Council received an update on progress with the Community Pub Project. Members noted that a public engagement meeting had been arranged for 8 July 2026 and discussed recent developments affecting the project, including the announcement of additional District Council business rates support for public houses. Members noted that the public house has now been registered as an Asset of Community Value. The update was noted.
2026/137	**Responsible Financial Officer's Report** The Council received the RFO report, including the payment and receipt schedule and reconciled bank balances. The Council also noted the RFO's response to the external auditor, Moore, concerning the 2025/26 audit testing queries, which had been submitted under delegated authority. The Council considered the renewal of the Council's Zurich insurance. Members also discussed a number of specific questions concerning the scope of insurance cover, including potential incidents involving Parish Council buildings, trees, the playground, sporting activities and activities undertaken on Parish Council land. **ACTION:** Clerk to obtain clarification from Zurich regarding the specific insurance scenarios raised by Members and circulate the response. The proposed website changes were also discussed, including the estimated cost of approximately £140.

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2026/138	**Greet Hall Refurbishment** The Council received a detailed update on the Greet Hall refurbishment project. The contractor had been appointed and the contractual documentation completed. Works were scheduled to commence on **Monday 7 September 2026** and were expected to continue for approximately 12 weeks, with reopening anticipated in January 2027. Members noted that bookings had been suspended during the works and that existing regular users would be offered replacement bookings where appropriate. The Council received an update on the planned works, including: • replacement/refurbishment of flooring; • damp treatment; • improvements to the kitchen and storage areas; • refurbishment of toilets; • improved accessibility and circulation; • improvements to stage and storage arrangements; • new audio-visual equipment and hearing loop; • improvements to lighting and insulation; • external parking works; and • replacement/refurbishment of windows. Members discussed the appointment of a contract supervisor to oversee valuations, variations and the administration of the works contract. **RESOLVED:** To appoint Michael Simpson as contract supervisor for the Greet Hall refurbishment works, at a cost of **up to £1,600**. Approved unanimously. The Council also noted arrangements for the temporary relocation of Council meetings to the Pavilion during the refurbishment period. **ACTION: MeH** to communicate the refurbishment timetable, temporary arrangements and relevant information to hall users and the wider village.

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2026/139	**Reservoir Overflow Risk** The Council considered the information previously circulated regarding the reservoir overflow risk. Members expressed concern regarding the potential implications of reservoir discharge and the absence of sufficient publicly available information regarding the consequences of an overflow event. It was agreed that further information should be obtained before the matter was considered further by the Council. The Council noted that registration with the Planning Inspectorate would enable the Council to receive information regarding progress. **RESOLVED:** To defer further consideration of the reservoir overflow risk pending receipt of further information. **RESOLVED:** To authorise **AL** to undertake further fact-finding and to register the Council for relevant information from the Planning Inspectorate. Approved unanimously. **ACTION: AL** to undertake further fact-finding and complete the Planning Inspectorate registration.
2026/140	**Greater Oxford Local Reorganisation** The Council considered the proposed Greater Oxford local government reorganisation and the implications for Warborough and neighbouring parishes. Members noted the work undertaken jointly with Dorchester and other neighbouring parishes to seek a boundary arrangement which would place Warborough, Shillingford, Overy and Dorchester within the proposed Ridgeway unitary authority rather than Greater Oxford. The Council also noted the wider work being undertaken by rural parish councils regarding representation under any Greater Oxford arrangement. **RESOLVED:** To support continued efforts to seek the inclusion of Warborough within the proposed Ridgeway unitary authority. **RESOLVED:** To continue engagement with the local MP and other relevant representatives regarding the proposed boundary arrangement.

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	RESOLVED: To support continued appropriate lobbying and representations on behalf of the Warborough-Dorchester boundary proposal. **RESOLVED:** To continue supporting the wider work being undertaken by Beckley Parish Council and other rural parishes concerning effective rural parish representation within any Greater Oxford unitary authority. Approved unanimously.
2026/141	**Correspondence** The Council considered correspondence requiring further discussion. The matters raised had been addressed under the relevant agenda items. The proposed additional parking for the allotments had been considered under agenda item 2026/134 and was deferred for further consideration. No further matters were raised.
2026/142	**Matters for Report and Inclusion in the Next Agenda** The following matters were identified for future reporting or consideration: • outstanding actions from the action log; • further consideration of allotment parking; • reservoir overflow risk, once further information is available; • progress with the Greet Hall refurbishment; • insurance clarification; • bridge accessibility; • tree works; and • local government reorganisation. The next meeting of the Parish Council will be held on **Wednesday 7 October 2026**.

Payments for September 2 meeting 2026

Supplier	Description of Goods	Value	SCRIBE CODE	DD/BACS	Scribe
Andy White	Clerks Salary	xxxx	4010	BACS	

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HMRC	Clerks Tax	xxxx	4010	BACS	
Grace Reid	Cleaning services (July/Aug)	£432	6060	BACS	
Colliers	Playpark work	£174.60	6220	BACS	21232
Colliers	Playpark work	£43.65	6220	BACS	21250
Colliers	Playpark work	£130.95	6220	BACS	21260
Colliers	Playpark work	£174.60	6220	BACS	21302
Colliers	Playpark work	£87.30	6220	BACS	21311
	Payment Total (x6)	£611.10			
Sylva	Tree Inspection	£696.00	5060	BACS	13469
W&S Parish Magazine	Publishing	£500	4230	BACS	35/26
Zurich	Annual Insurance	£2059.22	4210	BACS	559296277
Shield Maintenance	Dog bins	£171.60	5130	BACS	10680
Wisteria Studios	Maintenance	£5232.00	6220	BACS	WS-WPC002
Sarah Kilby	Water testing	£120	5030	BACS	INV-000710
British Gas	Pavilion Electric	£78.87	6110	DD	16027560
Scribe	Accounting Software	£42.00	4130	DD	INV-20642
Gigaclear	Pavilion Internet	£67.26	4115	DD	G14770216
Duocall	IT Services	£268.93	4130	DD	260700250370
Everflow	Water rates Allotment/Greet Hall/Pavilion	£129.61	6310/6020/6120	DD	5828139

Signed _____ Dated _____

Receipts for September meeting 2026

Income	Purpose	Amnt	Code	Date
Greet Hall Hire	Greet Hall Hire	£252.00	1320	Aug 26
32 Day Notice	Interest	£11.99	1110	31/08/26
Instant Access	Interest	£4.43	1110	10/08/26

Signed _____ Dated _____