

MINUTES of the meeting of Oaksey Parish Council held

Thursday 12th March 2026. (Draft)

Present

Cllr Becky Robinson, Cllr Roger Squance, Cllr Martin Davies, Cllr Emily Cameron, Cllr Will Stebbing, Cllr Liz Dodds. Also present: Janey Berry (Clerk) Wiltshire Councillor Chuck Berry.

Public Question Time

Report from Wiltshire Councillor Chuck Berry – Cllr Berry introduced an exemplar road condition survey done by Minety Parish Council which Martin Davies is going to produce to send to Councillor Chuck Berry who will send it to the appropriate council officers and cabinet members.

Meeting started at 7.03pm

01/03/26 Apologies for absence accepted by the Council – Jonny Cooper

02/03/26 Parish Council Vacancies - None

03/03/26 Declaration(s) of Interest. Will Stebbing, Roger Squance and Emily Cameron declared an interest in school bin re-location and Emily Cameron and Will Stebbing did not enter any discussion. Roger Squance represented the playing Field trust in the discussion.

04/03/26 Minutes

Minutes from the meeting, held on 8th January 2026, were circulated previously, and agreed as a true record of the meeting and signed by Becky Robinson

05/03/26 Planning

To consider or note planning matters received after the last Parish Council meeting.

Applications forwarded for observation.

Application No: PL/2025/09872 Application Type: Householder planning permission Proposal: Proposed replacement of windows, new dormer, changes to first floor layout with provision of AC units to bedrooms, replacement of flooring. Extension to outbuilding with matching roof, replacement of oil tank for smaller tank, enclosure bin area and with new cycle storage with willow screen and dedicated gate. Site Address: The Latchets, The Street, Oaksey, Malmesbury, SN16 9TG Officer's Name: Kate Clark-Parish Council's comment - The Latchets is an important historical building within the village, and we rely on the Conservation Officer to carefully consider the application in light of it being a grade 2 listed building. Proposed by Liz Dodds, seconded by Martin Davies and unanimously agreed.

Application No: PL/2026/00069 Application Type: Listed building consent (Alt/Ext) Proposal:

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Replacement of windows, new dormer, changed first floor layout with AC units, replacement flooring. Outbuilding extension, replacement smaller oil tank, new cycle storage with gate. Site Address: The Latchets, The Street, Oaksey, Malmesbury, SN16 9TG Officer's Name: Kate Clark. Parish Council's comment - The Latchets is an important historical building within the village, and we rely on the Conservation Officer to carefully consider the application in light of it being a grade 2 listed building. Proposed by Liz Dodds, seconded by Martin Davies and unanimously agreed.

Application No: PL/2026/01238 Site Address: 3 The Street, Malmesbury, SN16 9TG. Application Type: Notification of proposed works to trees in a conservation area Proposal: T1 Semi mature Birch tree - Dismantle. Officer's Name: Caroline Gamble

Please see agenda for details of undetermined applications.

Other issues arising from planning discussions.

06/03/26 Report from Chairman. Becky Robinson thanked the village for supporting the community event and those that turned out to the village hall garden clear up. She also reported that potholes of a certain depth had been filled and the rest would be done at a later date.

07/03/26 Finance and Administration

It was proposed by Becky Robinson and seconded by Will Stebbing to approve the financial regulations. This was unanimously agreed.

It was proposed by Becky Robinson and seconded by Will Stebbing to approve the financial risk assessment. This was unanimously agreed.

It was proposed by Becky Robinson and seconded by Will Stebbing to approve the internal controls checklist. This was unanimously agreed.

It was proposed by Becky Robinson and seconded by Will Stebbing to approve the IT policy. This was unanimously agreed.

It was proposed by Becky Robinson to purchase a new planter to replace the decayed one at Bendy Bow at a cost of £150. This was seconded by Roger Squance and unanimously agreed.

It was noted that under the new reduced thresholds, employer's NI contributions had increased.

Comments for Runway Festival have been sent to the licensing department saying 4am finish was too late.

Schedule of payments below agreed. (Proposed by Becky Robinson, seconded by Emily Cameron and unanimously agreed.)

Bank Balance Opening 31/12/25 Unity Trust £43,676.47

Receipts

Payments (schedule below to be agreed)

09/1/26 Pet Waste Solutions	£134.40 Bin emptying
09/1/26 Parish Online	£258.00 New website
09/1/26 Janey Berry	£ 16.50 Stationary
09/1/26 Janey Berry	£120.00 wheely bin stickers
09/1/26 Time to get online	£115.00 Website hosting
19/1/26 Janey Berry	£488.41 Salary
19/1/26 Oaksey Village Hall	£100.00 Room rental
19/1/26 HMRC	£ 89.20
23/1/26 Roger Squance	£52.00 Well Garden
23/1/26 Sarah Squance	£52.00 Well Garden

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23/1/26 SLCC	£40.00 membership underpayment
31/1/26 Unity Bank	£ 6.00 Service charge
12/2/26 Pet Waste	£134.40 Bin emptying
23/2/26 Pet Waste	£ 36.00 Bin Transfer Notice
25/2/26 HMRC	£416.98 Employee and Employers NI
27/2/26 Janey Berry	£488.41
28/2/256Unity Bank	£ 6.00 Service charge

Closing Balance 28/2/26

Unity Trust £41,123.17

Upcoming payments for approval.

£577.61 - Clerk's salary for March

£104 - Well Garden for March

8/03/26 Officer reports/ Parish matters

- a) **Bins, Roads, traffic & footpaths to include working with the Parish Steward and traffic calming.**
The school have asked if they can leave the wheely bin in the car park as it will not fit through the gate. Becky will ask some further questions as the Playing Field trust would like to avoid dealing with waste transfer notes and insurance.
- b) **Playing Fields** – Nothing to report
- c) **Playground**—a quote of £24,000 has been received to mend the equipment. £14,000 is to replace the cantilever and £2,800 is for pine nuggets. It was proposed by Roger Squance that £4,000 of repairs would be carried out by David Ash at ARD Ltd. This was seconded by Becky Robinson and unanimously agreed.
- d) **Defibrillator**- Liz Dodds has checked the defibrillator on 9th March and put the details on the circuit.
- e) **Grant applications received** - None
- f) **Events for coming year.** Litter pick on 29th March 2026. Becky Robinson reported the main feedback from the community event was potholes (see Councillor Berry's report and Chairman's report) Flooding (gullies have been cleared) and overgrown hedges. The parish council will write to the landowners of overgrown hedges and ask them to cut them back.
- g) **Communication to Clerk** – the clerk has received an email request for a pavement from Coppice Lane to the shop. Becky Robinson will write to LHFIFG.
- h) **Village Hall** – Martin Davies has audited the accounts for last year.

10/01/26 Matters for the next meeting- It was noted that the next meeting will not take place on 9th April but will take place on 16th April. Items for the agenda to be received by Thursday 9th April 2026.

11/01/26 Date of next meeting. The next meeting of Oaksey Parish Council will be on 16th April at The Rest, Oaksey Village Hall at 7pm

The meeting finished at 8.20

Signed.....

Chair Oaksey Parish Council

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OAKSEY PARISH COUNCIL

Oaksey, Wiltshire