



Watlington Parish Council

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Minutes of the Meeting of the Operations Committee held on Wednesday 18th February 2026 at 7pm in the Parish Office

Present:
Councillors: Mike Deighton (MD)
Nicky Smallbone (NS)
Jules MacIntyre (JM)
Keith Jackson (KJ)
Tim Horton (TH)
Sylvia Glover (SG)

Officer: Jo Pugh (JP)

In attendance: Jenny Wilkinson

MINUTES

- 016/26 Apologies for absence
Apologies received from Leo Pesci
- 017/26 Chairman remarks:
MD thanked everyone for their efforts over the last month.
- 018/26 Minutes of the meeting held on 21st January which were received by Council on 10/02/26 to be agreed as a correct record
It was noted that 008/26 iv was inaccurately recorded. The minutes stated that 'efforts will be made to sell it (*the container toilet*)...' whereas the meeting had '**Resolved:** to make a recommendation to Full Council on this matter'. Subject to the above amendment, the minutes of 21 January were approved.
- 019/26 Declarations of Interest
There were none
- 020/26 Action List status and Matters arising

Item	Details	Action Needed	By Whom	Actioned / Status
CCTV	Town Hall, MUGA & Public Conveniences	Installation of CCTV at Town Hall, MUGA & Public Conveniences.	MD	22/01 Public Conveniences - completed 26/01 MUGA - completed 27/01 Town Hall - completed
CCTV	Paddock, Recreation Ground Toilets, Parish Office	Obtain quotes	LP	Quotations requested for Paddock and Parish Office. Recreation Ground Toilet CCTV not required.
Health & Safety	Nimble e-learning H&S courses	To be booked for Caretaker	JP	In progress

Item	Details	Action Needed	By Whom	Actioned / Status
Hill Road /Spring Lane Corner hedging	Improvements to the area	Martin Gammie and Nigel Adams - on-site meeting. Agree details of hedge planting specs.	MG/NA	Following meeting MG to contact the tree officer outlining the proposals. Ascertain if a TPO tree work application with supporting method statement would be required.
Hill Road Car Park - Pothole	Pothole near clothes bank	To be patched	JP	11/12 work not completed satisfactorily, the tarmac has not hardened. 16/12 TLGO to rectify when the surface is dry.
Hill Road Trees	Clear back vegetation	Commissioned	JP	Commissioned. Work expected to be completed by March.
Paddock Bollard Lights	Some lights are not working	Replace bulbs in all units	DH	Completed.
Paddock dog waste survey	Survey to establish residents thoughts on dog waste and littering in the Paddock	Publish in Watlington Times (March edition)	JP	Close date 16/03. Collate survey results.
Paddock Play Area	Play house missing roof to be made safe for play	Order fixings and instruct TLGO	JP	10/02 parts ordered.
Paddock Play Area	Tunnel Net fixing broken	Order replacement parts	JP	10/02 parts ordered.
Paddock Play Area	Springers and mud kitchen	Order tractor and rooster/chicken and mud kitchen - if budget allows. Obtain installation quotes.	JP	In progress
Paddock Play Area	Tree on rhs is wobbly	Replant tree and re-stake - or remove if necessary,	JP	16/12/25 TLGO instructed.
Parish Office Caretaker Space	Planning application submitted 18/11/25	TLGO engaged	JP	Planning permission granted. 10/02 TLGO commenced work.
Parish Office External Works	Storage Shed	Order shed from Norman Cox and Partners. Obtain quote from electricians.	JP	Shed ordered. 04/02 Meeting with electrician (MD) - 2nd Quote.
Parish Office Interior Refurbishment	Interior paintwork	Keith Hopkins engaged	JG	Start date tbc
Parish Office Exterior Refurbishment	Exterior paintwork	Keith Hopkins engaged	JP	Start date tbc
Parish Office Interior Refurbishment	Deep Carpet Clean	Obtain Quotes	JP	To be instructed following completion of interior decorating
Parish Three Year Tree Survey	To identify and agree low and medium priority work to be carried out.	MD & NS meeting Watlington Tree Group 3/12/25. Ask SODC for notifications of approved tree works.	NS/MD/ Office	In hand. Meeting in February - MD may go.
Planters	Replace planters throughout the town	Source replacement planters	TH/KJ/MD/JP	Planters ordered
Public Conveniences Refurbishment	Snagging – window handle	AA to liaise with contractor	AA and MD	On hold.
Recreation Ground - Salt Bin	Salt bin for car park and paths	Order 90l grit bin.	JP	10/02 ordered
Recreation Ground - childrens play area	Play bark chippings	Chippings to be raked	DH	Chippings to be raked when dried out.
Recreation Ground - Toilets	Options for alternative uses / re-sale	Obtain prices for sale of unit.	Office	Awaiting response from original supplier. Alternative purchases to be contacted.
Recreation Ground - Field Gate	Field Gate to be installed.	w/c 19/01 Installation inspection.	JP / MD	12/01 installation completed and 'No Parking, Access for Emergency Vehicles' sign in place.
Recreation Ground - Two Benches	Benches to be located at front of MUGA entrance	To be installed. Installation inspection	TLGO / MD	08/12/25 Installation Completed. Plaques have been duplicated - Beacon Festival Plaque to be provided by Glasdon. In progress.
Recreation Ground - MUGA Fencing extension	Ball stop netting on three sides of the MUGA, to increase the height by 3 metres	Planning permission application to be submitted. Grant funding applications to be submitted	RG / JRW/JP	12/02 details of proposed fence extension sent to SODC - Tom Wyatt (Planning Officer) to advise if planning permission is required by 25/02

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Recreation Ground - Play area street lamp	Broken lamp	28/11 Meet with electrician (MD). Source replacement lamp. Engage electrician.	JP	Awaiting quote.
Recreation Ground - Portaloo	Portaloo to be installed over summer months	Obtain quotes	JP	In progress
Recreation Ground - Sails and Posts	4 or 5 posts needed and new sails for next year	Review installation re water run-off	MD	Mid March
Recreation Ground - Solar Lights	More units have been vandalised – to be replaced or repaired asap.	Order and install replacement head units	JP	16/12 3 x head units received - awaiting installation.
Recreation Ground - youth shelter (small)	Concrete base	Agreed to engage TLGO subject to available funds.	JP	Awaiting budget review
Replacement for Rowan Tree	Near 24 Britwell Road	Babylon instructed to proceed.	JP	18/02 Cherry (Tiltstone Hellfire) to be planted
Town lighting	Identified faults to be rectified by OCC.	Follow up with Christopher Marks	MD	10/02 Outstanding items: T1 light by Town Hall, 2 x bollards on Cuxham Road and tree trims on Britwell Road.
Waste Bins - SODC	Outside 12 Cuxham Road by footpath sign and Outside 3 Brook St /Cuxham Rd junction	Contact SODC to replace bins.	JP	09/12/25 + 10/12 respectively: Requested SODC to replace / fix the bin.

021/26 Finances

a. Budget Review - 2025-26

The Chair presented the management accounts. **Request to Finance Committee:** Members agreed to request that the Finance Committee approve a virement of unspent funds from the 2025–26 Operations budget to 2026–27, to carry forward allocations for projects not yet started or not completed within the current financial year. Following a discussion members **Resolved:** to provide two portalooos at the Recreation Ground from c20th June – c4th Sept. **Action:** JP to obtain costs and book portalooos. *Post Minute Note: Following confirmation of costs and discussion with NS and KT only one toilet has been ordered at this time.*

022/26 Town Matters

No comments

023/26 Parish Council Assets, Amenities and Responsibilities (owned/responsibility for)

- a. Trees, Hedges and Vegetation – see action list
- b. Hill Road Car Park - see action list
- c. Recreation Ground
 - i. Container Toilet Unit – to consider / repurposing re-sale options

Following discussion, members agreed to request that TH and KJ with support from JP, research solutions for the container toilets, including retrofitting a more robust solution or securing the existing specification.

Action: TH and KJ to research options and present recommendations at the March Operations Committee meeting.

- d. The Paddock – see action list
- e. Parish Office – see action list
 - i. Reduction of Energy Usage – update

KJ presented a summary of the Reduction of Energy Usage report prepared by KJ, TH and SG. The findings indicate that an air source heat pump would not be suitable for the Parish Office. However, the building would be suitable for the installation of solar panels, a storage battery, and an electric boiler to replace the existing gas boiler, together with roof and cavity wall insulation.

The estimated total cost of the proposed measures is approximately £25,000. Grant funding could potentially cover up to 25% of this cost. A report from Energy Savings Oxfordshire (April 2025) projected potential savings of up to £18,000 over ten years if a package of measures were implemented.

It was noted that any expenditure would need to be recommended to Full Council for approval and, if agreed, funded from reserves.

Action: KJ, TH and SG to circulate a draft bid paper to Committee members by 4 March, with a view to submitting a bid to the Green Fund (closing date 11 March).

024/26 OCC / SODC Related

No update

025/26 Parish Office / Administration

- a. Health and Safety - A proposal has been sent to the Finance Committee

No update

026/26 Christmas Common – SG report

Continued traffic issues due to roadworks and impact on residents and businesses.

027/26 Correspondence – attached

- Email request for dog waste bin (in Pyrton) – not for WPC

028/26 Items for next agenda

White gates and signage at Town entrances – to be added to Action List

Deer signage, Hill Road – to be added to Action List

There being no other business the meeting closed at 8.45pm