



Watlington Parish Council

Parish Clerk: Kristina Tynan
Watlington Parish Council
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Minutes of the Meeting of the Operations Committee held on Wednesday 20th May 2026 at 7pm in the Parish Office

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

Officer: Kristina Tynan (KT)

In attendance: Jenny Wilkinson

055/26 Election of Chair

NS nominated MD and this was seconded by KJ. There were no other nominations.
Resolved: that MD be elected as Chair.

056/26 Apologies for absence

Apologies were received from LP and JM.

057/26 Election of Vice-Chair

SG nominated JM and this was seconded by MD. There were no other nominations.
Resolved: That JM be elected as Vice-Chair.

058/26 Chairman remarks:

MD thanked members for their continued hard work and noted that many items on the Action List have been completed.

059/26 Minutes of the meeting held on 22nd April were received by Council on 12/05/26 to be agreed as a correct record

Resolved: the minutes were accepted as a correct record of the meeting and were signed by the Chair

060/26 Declarations of Interest

There were none.

061/26 Action List status and Matters arising

Item	Details	Action Needed	By Whom	Actioned / Status
CCTV	Paddock, Recreation Ground Toilets, Parish Office	Obtain quotes	LP/JP/MD	Paddock CCTV - Complete Parish Office CCTV - Complete Quotation to be requested for Recreation Ground Toilet CCTV if appropriate.
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 to agree details of hedge planting specs - work to commence Oct/Nov 2026.	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. Nothing can happen until next year. Hedge Oct/Nov 2026. ON HOLD
Hill Road Car Park - Pothole	Pothole near clothes bank	To be patched - Chase up contractor.	JP	11/12 work not completed satisfactorily, the tarmac has not hardened. 14/04 TLGO to rectify when the surface is dry.
Paddock	Table and bench outside play area	Planning permission application to be submitted. Grant funding applications to be submitted	JP/TLGO	Installation Completed.
Paddock Play Area	Springers x 2	Order tractor and rooster/chicken. Obtain installation quotes.	JP	Installation Completed.
Parish Office Caretaker Space	Electrics	Electrics for shed to be installed	JP	Completed.
Parish Office External Works	Grit Bin	Grit bin to be installed	JP/DH	Completed.
Parish Office External Works	Area to be cleared at front of office	Skip to be collected. Scrap metal to be collected.	JP	Skip Collected. Chase Scrap metal dealer.
Parish Office External Works	Moss clearance from roof	Moss to be cleared	JP	28/05 works scheduled - Connexion Exterior Cleaning
Parish Office External Works	Wheelie Bin	To be ordered	JP	Completed.
Parish Office Interior Refurbishment	Interior paintwork	Keith Hopkins engaged	JP	Completed with the exception of the small office that needs to be cleared out (once the interior of the shed has been fitted out)
Parish Office Interior Refurbishment	Deep Carpet Clean	Obtain Quotes	JP	Quotes received. Contractor to be engaged (excluding Small Office - to be cleaned once the office has been cleared.)
Parish Office Interior Refurbishment	Replacement blind slats	Install Replacement blind slats	JP	Completed - thanks to NS.
Planters	Relocation of three new planters to replace existing (owned by residents)	Relocate planters	TH/KJ/MD/JM	Awaiting residents to dispose/remove existing planters.
Public Conveniences	Replacement toilet paper dispensers	To be installed	JP/DH	29/04 Ordered (out of stock - due 2nd June)
Public Conveniences	Public Conveniences 'Closed' signage	To be installed	JP	19/05 contractor engaged.
Recreation Ground - Container Toilets	To be sold	To be advertised for sale	JP	Advertised on eBay, Facebook Marketplace, Norton Cabins, Clerk's Corner and SLCC WhatsApp Group. Lots of interest from Parish Councils.
Recreation Ground - Portaloo	Location	Advise Tulu of location to be sited.	JP	Contact Tulu.
Recreation Ground - Salt Bin	Salt bin for car park and paths	Install and fill with salt	DH	Completed.
Recreation Ground - childrens play area	Play bark chippings	Engage contractor (TLGO) Order bark chippings	JP	Work in progress. Old bark chippings to be used on allotment.
Recreation Ground - MUGA Fencing extension	Ball stop netting on three sides of the MUGA, to increase the height by 3 metres	Request confirmation of costings from supplier.	RG / JRW/JP	20/05 Planning permission granted. JRW to apply for Football Foundation Grant (75%) 23/02 Councillor Grant Application submitted by JRW for £1k. £500 grant received from Doris Field.

Item	Details	Action Needed	By Whom	Actioned / Status
Recreation Ground - Sails and Posts	1 x additional post required and new sails for next year	2 x posts to be installed and sails to be ordered and installed.	MD	Mid April 1 x post to be ordered Contractor to be engaged
Recreation Ground - youth shelter (small)	Concrete base	Agreed to engage TLGO subject to available funds.	JP	Awaiting budget review
Trees - multistem at 1 Old School Place	Multistem trees - maintenance	Trees height reduction	JP	Tree works application approved. Contractor engaged.
Trees - Willow Close	Willow Trees - one fallen and one leaning	To be removed	JP	Completed.
Waste Bins - SODC	Outside 12 Cuxham Road by footpath sign and Outside 3 Brook St /Cuxham Rd junc. junction	Contact SODC to replace bins.	JP	Complete.
Watcombe Road	Large Potholes on tarmaced surface (Hill Road end)	Repair potholes	OCC	21/05 Chase Highways Engagement Team 26/03 OCC Highways to complete repairs within 28 days 06/05 Chased OCC - follow up on 18/05 if not completed.

062/26 Finances

- a. Budget Review - 2025-26
Year End Management Accounts to be circulated.

063/26 Town Matters

- a. Traffic Calming – to discuss possibility of shared ownership of Sentinel Speedwatch Unit
MD gave feedback following meeting with Speedwatch co-ordinators. Plan to share with Benson – will require approx. £2k and are looking into grants.
- b. Motion proposed by TH: That the council provide/fund an ongoing portable toilet facility at the Recreation Ground

Resolved: to provide portable toilet facilities from the end of September to 31st March 2027. Funding from Operations Special Project.

064/26 Parish Council Assets, Amenities and Responsibilities (owned/responsibility for)

- a. Parish Office and grounds – see action list and items below
 - i. Reduction of Energy Usage – update

Proposal will be taken to Finance Committee meeting to request funding.
 - b. Council Assets maintenance programme – for review
- To be reviewed at the June Operations meeting.

065/26 OCC / SODC Related

- a. SODC Media release - Councils invite community groups to help nature recovery on their land
Office to look into SODC land ownership in Watlington.

066/26 Parish Office / Administration / Governance

- a. Operations Committee Terms of Reference – to review and agree updates
TH to circulate dates w/c 01/06 to arrange meeting with NS and MD.

067/26 Christmas Common – SG report

Thames Water and Gigaclear works completed.

068/26 Correspondence – attached

- Email from resident regarding litter over May bank holiday
- Email from resident regarding trees on Willow Close

069/26 Items for next agenda

No new items.

Meeting Closed: 8.18pm

Distribution List: Mike Deighton, Jules McIntyre, Leo Pesci, Nicky Smallbone, Tim Horton, Sylvia Glover, Keith Jackson

Co-opted: Jenny Wilkinson