



St Helen Without Parish Council

Working for You

Clerk to the Council: Laurie-Jane Cann

Email: clerk@sthelenwithout-pc.gov.uk

NOTICE OF FULL COUNCIL MEETING

Notice is hereby given that a meeting of St Helen Without Parish Council will be held on:

Date: Monday 22 June 2026

Time: 7.00pm

Venue: F1, WADS Community Centre, Wootton

Members of the public and press are welcome to attend.

AGENDA

FC/26/001 – Apologies for Absence

To receive apologies for absence.

FC/26/002 – Declarations of Interest, Dispensations, Gifts and Hospitality

To receive declarations of interest relating to items on this agenda.

FC/26/003 – Public Participation

To receive representations from members of the public in accordance with Standing Orders.

FC/26/004 – Reports from External Representatives and Liaison Officers

To receive reports from Oxfordshire County Council, Vale of White Horse District Council, MOD Station Staff Officer David O'Hara.



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FC/26/005 – Approval of Minutes

To approve the minutes of the previous Full Council Meeting.

FC/26/006 – Clerk's Report and Matters Arising

To receive an update on actions arising from previous meetings and routine council business.

FC/26/007 – Finance

- a) To receive and note the financial reports.
 - b) To approve the schedule of payments.
 - c) To note receipts received since the previous meeting.
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FC/26/008 – Planning Matters

To consider planning applications received and note planning decisions and appeals.

FC/26/009 – Community CPR and AED Awareness Session

To receive an update regarding arrangements for the Community CPR and AED Awareness Session to be delivered by Oxford First Aid Training and note that a September 2026 date is currently being finalised.

FC/26/010 – Biodiversity Working Group Update

To receive a verbal update from the Biodiversity Working Group.

Lead Councillors:

- Cllr Sarah Rusby
 - Cllr Monica Littleboy
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FC/26/011 – Microsoft 365 Migration Business Case

To consider the Business Case for the migration of Council administration, email, document management and collaboration systems from Zoho to Microsoft 365.

RESOLVE:

- a) To approve the migration from Zoho to Microsoft 365.
- b) To authorise the Clerk to make the necessary arrangements to implement the migration.
- c) To approve the associated expenditure as detailed within the Business Case.
- d) To delegate authority to the Clerk, in consultation with the Chair, to manage the implementation and report progress back to Council.

FC/26/012 – Shippon Village Gate Repair

To consider the quotation received from MRH Services (Mick Herring) for repairs to the Shippon village gate.

RESOLVE: To appoint MRH Services to undertake the repair works and authorise the Clerk to arrange the works.

FC/26/013 – Governance Review and Project Management Framework

To consider the introduction of a formal project governance and decision-making framework to support the growing number of Council projects and funding opportunities and to strengthen governance arrangements across the Council.

To consider the following documents circulated with the agenda:

- Scheme of Delegation
- Project Leadership and Collective Responsibility Protocol
- Project Governance Process
- Project Approval Form
- Project Plan Template



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RESOLVE:

- a) To adopt the Scheme of Delegation.
- b) To adopt the Project Leadership and Collective Responsibility Protocol.
- c) To adopt the Project Governance Process.
- d) To approve the use of the Project Approval Form for all significant Council projects requiring Council approval.
- e) To approve the use of the Project Plan Template for approved projects.
- f) To require future significant projects to follow the Council's adopted project governance process.

FC/26/014 – Community Orchard Project

To receive the minutes and recommendations of the Community Orchard Working Group.

To discuss the Community Orchard Project Approval Form and supporting report.

To consider progressing the Community Orchard Project and associated grant applications.

To consider commissioning a Community Orchard Site Consultation Visit comprising:

- Site suitability assessment.
- Review of local topography and microclimate.
- Soil assessment.
- Discussion regarding orchard objectives, layout and fruit varieties.
- Summary report.

Quotation received:

- Half-day consultation visit: £295 plus mileage (estimated £20.80).
- Full-day consultation visit: £495 plus mileage (estimated £20.80).

To note that the first available consultation date offered is Tuesday 23 June 2026.

To consider commissioning an Orchard Design and Planting Plan including:



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- Orchard layout and scale plan.
- Tree spacing and positioning.
- Selection of suitable fruit tree varieties.
- Biodiversity enhancement.
- Pollination planning.
- Incorporation of local and heritage fruit varieties.

Quotation received:

- Orchard Design and Planting Plan: £495.

To note the following future implementation options:

- Orchard marking out service – £745 plus mileage.
- Volunteer fruit tree planting training and supervision – £745 plus mileage.
- Orchard maintenance course – Friday 26 June 2026.

RESOLVE:

- a) To approve the Community Orchard Project in principle.
- b) To approve submission of the proposed grant application and associated supporting documentation.
- c) To appoint the orchard consultant to undertake the site consultation visit at a cost not exceeding £315.80 including estimated mileage.
- d) To appoint the orchard consultant to prepare the Orchard Design and Planting Plan at a cost of £495.
- e) Support in principle the fencing, watering and project delivery requirements subject to final costs being reported back where required.
- f) To allocate funding from the Community Orchard budget, earmarked reserves and/or grant funding as appropriate.
- g) To authorise the Clerk, in consultation with the Chair and Community Orchard Working Group, to make the necessary arrangements for the site consultation and design work.



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- h) To establish the Community Orchard Project as a formal Council project under the newly adopted Project Governance Framework.

FC/26/015 – Councillor Reports

To receive reports from councillors on meetings attended, training undertaken and matters relating to their areas of interest.

FC/26/016 – Correspondence

To note significant correspondence received since the previous meeting.

FC/26/017 – Items for Future Agendas

To note items requested for consideration at future meetings.

No discussion or decision shall take place under this item.

FC/26/018 – Date of Next Meeting

To note the date of the next Full Council Meeting.

Signed: *LJ Cann*

Laurie-Jane Cann

Clerk and Responsible Financial Officer

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Date of Issue: 16/06/26