

Notice of the Annual Council Meeting of Woodcote Parish Council

Wednesday 01st May 2024 at 19:30, Function Room, Woodcote Village Hall

All Councillors are summoned to a Meeting of Woodcote Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. Election of Chair

- 1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]
- 1.2. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

2. To receive apologies for absence. [LGA 1972 s85(1)]

3. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

4. Declarations of Interests [LA 2011 s31]

- 4.1. To receive declarations of interest for items on this agenda
Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)
- 4.2. To consider requests for Dispensations [LA 2011 s33]

*The following items are listed in the Standing Orders as being required in the Annual Meeting of the Council and
Listed in the same order as in the Standing Orders.*

5. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

- 5.1. Meeting held on 03rd April 2024
- 5.2. Matters arising from the minutes not elsewhere on the agenda.

6. To Receive Minutes of Committees

- 6.1. Staffing Committee
 - Meeting Dated 24th April 2024

Appendix A

7. Consideration of the recommendations made by a committee

None.

8. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

- 8.1. To Approve the Scheme of Delegation **Appendix B**

9. Review of the terms of reference for committees

- 9.1. Staffing Committee **Appendix C**

10. Appointment of members to existing committees

- 10.1. To appoint members to the Staffing Committee
Previously, LB; TO; SP; RP

11. Appointment of any new committees in accordance with standing order 4

None Proposed.

12. Review and adoption of appropriate standing orders and financial regulations

- 12.1. To approve and adopt new Standing Orders, updated using latest version of the NALC Model Standing Orders, and amendments made during 2023-2024 year **Appendix D**
- 12.2. To approve and adopt the updated Financial Regulations **Appendix E**
- 12.3. To review and approve suitable for use the existing Code of Conduct **Appendix F**

13. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- 13.1. Mowing
- Agreement with OCC to mow verges on their behalf was re-signed last year
 - Contract with our mowing contractor to be presented later this meeting, but requires formal review and tendering to support new contract from 1st April 2025
- 13.2. Allotments
- The Parish Council recharges the Clerk's time for completing the Allotment Charity administration on its behalf. This was not recharged in FY 2023-2024, double to be recharged this year – £830 for each year.
- 13.3. Other Contracts
- BT -Phone and Broadband
 - Sheild Group – Waste Bin Emptying
 - Village Hall Office Rental – paid for this FY.

14. Review of representation on or work with external bodies and arrangements for reporting back

- 14.1. To appoint one member to the Village Hall Trustees
Previously: KD
- 14.2. To appoint one member to be Police Liaison
Previously: HB

- 14.3. To appoint one member to be Youth Club Liaison

Previously: LB

- 14.4. To appoint one member to be Community Centre and Schools Liaison

Previously: RP

- 14.5. To appoint one member to Village Green Liaison, and point of contact for Allotments

Previously: Vacant

15. To note this Council is not eligible for General Powers of Competence, LGA 1972 s137 is applicable with a limit of £10.81 per elector, £21,609.19 for the year.

16. Review of inventory of land and other assets including buildings and office equipment

- 16.1. To note the Asset Register was reviewed and approved at the 3rd April 2024 meeting.

17. Confirmation of arrangements for insurance cover in respect of all insurable risks Appendix G

- 17.1. To confirm the arrangements for insurance cover in respect of all insurable risks

- 17.2. To note the Council is in the first year of a Long-Term agreement.

18. Review of the Council's and/or staff subscriptions to other bodies

- Clerk's Membership of SLCC – renewable August 2024
- Council's Membership of OALC – renewable March 2025
- Community First Oxfordshire – Budget £78
- Chilterns Society – Budget £32
- The Countryside Charity (CPRE) – Budget £40
- Opens Spaces Society – Budget £47
- Oxfordshire Neighbourhood Plan Alliance – Budget £50
- Information Commissioners Office – renewable March 2025, Budget £35

19. Review of the Council's complaints procedure

Appendix H

20. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)

Appendix I

21. Review of the Council's policy for dealing with the press/media

- 21.1. To approve and adopt Communications & Media Policy

Appendix J

22. Review of the Council's employment policies and procedures

- 22.1. To approve delegating this item to the Staffing Committee.

23. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- 23.1. To approve the S137 report for FY 2023-2024

Appendix K

NOTE: limit £9.93 per elector, £19,850.07 total.

24. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- 24.1. Regular Full Council Meetings, Woodcote Village Hall – Function Room, 7:30pm.

1st Wednesday of the Month, other than January moved to the 8th January 2025.

The following items are not required by the Standing Orders in the Annual Meeting of the Council.

25. Planning [The Town and Country Planning (Development Management Procedure) (England) Order 2015]

Neighbourhood Plan

- 25.1. To consider the request form SODC to update the “Made Plan” and agree actions.

To approve response to Planning Applications

- 25.2. P23/S1077/FUL - The Oratory School, The Oratory Drive, Woodcote, RG8 0PJ **Appendix L**

Construction of an all-weather pitch (AWP) with sports lighting and all associated works and the construction of four padel tennis courts with sports lighting and all associated works. (As amended by information received 2023-05-17) (As amended by revised Tree Protection Plan 2023-06-15) (As amended by plans and information received 2023-09-04 and as amended by plans and information received 20 February 2024).

- 25.3. P24/S0974/HH - 9 Oakdene, Woodcote, RG8 0RQ

Alterations to rear elevation roof to create flat roof with glazed lantern, Internal changes and changes to fenestration.

- 25.4. P24/S1068/FUL - Field off South Stoke Road, near Woodcote

New agricultural access.

- 25.5. P24/S1072/HH - 6 Bridle Path, Woodcote, RG8 0SE

Front extension and loft conversion of existing dwelling.

- 25.6. P24/S1253/OH - Various Sites

The replacement of 20 x 11kV wooden electricity poles on the Ball Hill (BALH) E1, E3, E5 & E7 11kV circuit during the 24/25 financial year.

To note decisions of the Planning Authority

- 25.7. P20/S1984/FUL - Old Reservoir Site, Greenmore, Woodcote, RG8 0RN

Demolition of the existing redundant pumphouse and construction of 20 new dwellings and formation of new access, driveway and parking. (Drainage information received 16 May 2022)..

WPC Response: NO OBJECTIONS, however Council has concerns about the construction of the foundations for the new dwellings because of the sensitive nature of the underlying geology of the site which includes an aquifer.

- 25.8. P24/S0454/HH - 3 Bridle Path, Woodcote, RG8 0SE

Single storey rear & side extension, internal alterations & changes to fenestration.

WPC Response: NO OBJECTIONS, subject to the Highways Officer's satisfaction there remains adequate off-road parking for a four-bedroom dwelling. This property is in close proximity to a busy junction and is also in a high traffic area.

25.9. P23/S2513/HH - 65 Wayside Green, Woodcote, RG8 0PR

Single storey side extension (as amended by plans and additional tree survey information received 18 March 2024 reducing footprint of rear extension).

WPC Response: NO OBJECTIONS

26. Village Hall Matters

Appendix M

- 26.1. To receive an update from the VH working group.
- 26.2. To consider a proposal from the preferred Architect, to completing the planning documentation and submission to Contracts Finder, approve budget and process.
- 26.3. To approve budget for structural calculations for the VH Roof.
- 26.4. To approve the Village Fete Risk Assessment, and that the event is sponsored by the Parish Council for the purposes of insurance.
- 26.5. To approve the list of maintenance v wear and tear, and approve the Parish Council will cover the cost of maintenance items, or consider a Maintenance Grant to the VH for them to address the items directly.
- 26.6. Subject to decision above, approve maintenance monitoring sheet for use.

27. Playground and Village Green Matters

Appendix N

- 27.1. To consider quote for replacement seat for Zip Wire
- 27.2. To consider quote for power washing the playground to remove any moss / algae etc.

28. End of Year Finance 2023-2024

- 28.1. To note all of the End of Year finance documents have been submitted to the Internal Auditor for consideration. Subject to completion of the Internal Audit, the FY 2023-2024 accounts will be brought to the June 2024 meeting for Council approval.

29. Finance 2024-2025

Appendix O

- 29.1. To approve the finalised payments list for April 2024, to approve payments for May 2024
- 29.2. To note the receipts for April 2024, and consider returning £1 to the Village Hall Trustees.
- 29.3. To note the reconciled bank balances, up to 30th April 2024.
- 29.4. To approve the updated Budget for 2024-2025
- 29.5. To approve salaries and hours for the year ahead.

30. To consider upcoming training courses and approve attendance & budget

Appendix P

31. To approve format and budget for the Annual Meeting of the Parish, 22nd May 2024, 19:30.

32. To receive Items of correspondence and agree actions arising.

33. Matters for future discussion.

34. To agree list of items from this meeting to be submitted to Woodcote Correspondent or our Facebook Page as a Parish Council Update.

35. To confirm the date of the next meeting – 05th June 2024