

Notice of a Meeting of Woodcote Parish Council

Wednesday 05th June 2024 at 19:30, The 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)

Neighbourhood Plan Update

Please arrive for **19:10** for a short update on the Neighbourhood Plan prior to the start of the formal Parish Council meeting.

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

2. Declarations of Interests [LA 2011 s31]

2.1. 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)

2.2. To consider requests for Dispensations [LA 2011 s33]

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

3.1. Meeting held on 01st May 2024

3.2. Matters arising from the minutes not elsewhere on the agenda.

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

To approve response to the request to consult on Planning Applications

4.1. P24/S1580/FUL - Woodcote Village Hall, Reading Road, Woodcote, RG8 0QY

Installation of replacement low single-storey flat roof with shallow pitch, provision for roof mounted Photovoltaic array, rooflights and associated amended rainwater goods.

NOTE: this is the Parish Council's own application.

To note decisions of the Planning Authority

4.2. P20/S1984/FUL - Old Reservoir Site Greenmore Woodcote RG8 0RN – **GRANTED**

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 foundations due to the nature of the underlying geology.

4.3. P24/S0974/HH - 9 Oakdene, Woodcote, RG8 0RQ – **GRANTED**

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

WPC Response: NO OBJECTIONS

4.4. P24/S1068/FUL - Field off South Stoke Road near Woodcote – **GRANTED**

New agricultural access.

WPC Response: NO OBJECTIONS to agricultural access, subject to implementation of highways conditions.

4.5. P24/S0668/HH - 57 Whitehouse Road Woodcote RG8 0SA – **GRANTED**

Construction of a part single and part two storey side extension with associated internal alterations.

WPC Response: OBJECTS - The proposals would mean the loss of a parking spaces to the side of the property and access to the current garage, which would be contrary to Policy within the Woodcote Neighbourhood Plan 2.

4.6. P24/S1072/HH - 6 Bridle Path Woodcote RG8 0SE – **GRANTED**

Front extension and loft conversion of existing dwelling.

WPC Response: NO OBJECTIONS, subject to implementation of Highways conditions.

To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)

4.7. P24/S1549/DIS – 69 West Chiltern Woodcote RG8 0SG

Discharge of conditions 7 (Surface water drainage works (details required) and 8 (Foul drainage works (details required) on application P22/S0429/FUL (Proposed new dwelling).

4.8. P24/S1297/DIS - 14 Bridle Path, Woodcote, RG8 0SE

Discharge of conditions 10 (Landscaping (incl hardsurfacing and boundary treatment) and 11 (Surface Water Drainage) on application P23/S0889/FUL (Demolition of existing dwelling and erection of two storey replacement dwelling).

5. To receive the inspection report for the Play Equipment Areas and agree any actions arising.

Appendix A

6. Clerks Report

Appendix B

- 6.1. To approve a grant request from Woodcote Library
- 6.2. To consider a proposal by OCC to adopt 3 new bus-stops with bus shelters, and approve style of bus shelter to be requested, subject to confirmation from OCC the uplift Woodcote Parish Council would need to pay for the upgrade.
- 6.3. Noting the decision at the May meeting, to grant the monies to the Village Hall Management committee, to approve reversing the decision from the March 2024 meeting to recruit a Facilities Assistant.
- 6.4. To approve grass cutting schedule and fees for 2024-2025
- 6.5. To approve extending the trial period for Soleluna Pizza parking in the Car Park on Thursday evenings.
- 6.6. To formally approve the new OCC Grass Cutting Agreement, not previously entered on to an agenda.
- 6.7. To consider how to manage the new tree watering, approve budgets, adverts and actions.

- 6.8. To approve supporting the bill “The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries”
- 6.9. To consider holding a public meeting to discuss speeding and anti-social parking, and agree actions.

7. Village Consultation

Appendix C

- 7.1. To review the consultation outcome, and agree actions, budgets, priorities & Cllr Responsibilities.

8. Training

Appendix D

- 8.1. To approve allotment training for KB & Clerk, budget £120

9. Finance 2023-2024

Appendix E

- 9.1. To approve the annual accounts for 2023/2024, including:
- variances report
 - reserves balances
 - budget variations
 - cash and investment reconciliation – Balance Sheet
 - report on restated values for 2022/2023
- 9.2. To receive the Internal Audit Report, consider recommendations and agree actions.
- 9.3. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2023/2024.
- 9.4. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2023/2024.
- 9.5. To approve the dates for the public rights of inspection: 7th June – 18th July 2024, being 30 working days including the first 10 working days of July.
- 9.6. To approve the CIL report for 2023-2024.

10. To approve updated versions of the following for the Financial Year 2024-2025

- 10.1. To approve Reserves Policy **Appendix F**
- 10.2. To approve Financial Risk Assessment Policy **Appendix G**
- 10.3. To approve updated Internal Controls Statement **Appendix H**
Including approving to appoint Lisa Wilkinson as Internal Auditor for the 2024/2025 FY.
Including approving Internal Controls Councillor for each quarter this year.
- 10.4. To approve effectiveness of Internal Audit document **Appendix I**

11. Finance 2024-2025

Appendix J

- 11.1. Subject to whether the Village Hall trustees accept the maintenance grant for the financial year, approve to pay outstanding VH Maintenance Invoices.
- 11.2. To approve payments to be paid by standing order for the financial year.
- 11.3. To approve the finalised payments list for May and payments list for June 2024.
- 11.4. To note receipts for May 2024
- 11.5. To note the reconciled bank balances to 31st May 2024
- 11.6. To approve receiving CIL during the current financial year.

12. To receive Items of Correspondence and agree actions arising.

Correspondence

- 12.1. A letter asking for Council clearance / tidying of vegetation at the entrance to West Chiltern, and action regarding anti-social parking.

13. To approve new or updated governing documents

- 13.1. Data Protection Policy (new document recommended by Internal Auditor) **Appendix K**
- 13.2. Biodiversity Duty Policy (new document recommended by Internal Auditor) **Appendix L**

14. Matters for future discussion.

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

16. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

Confidential Papers

- 16.1. Consider quotes for professional assessment of the trees on the parish council land at Long Toll, approve contractor and budget.
- 16.2. Consider quotes for professional services relating to the Village Hall flat roof, approve contractor and budget.
- 16.3. Consider quotes for urgent repairs to the zip wire ramp and budget, approve contractor and budget.

17. Confirm the date and time of the next Council Meeting 03rd July 2024.

Items for the next agenda to be submitted to the Clerk no later than 26th June for inclusion on the next agenda.