

Notice of a Meeting of Woodcote Parish Council

Wednesday 07th August 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)

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 17th July 2024

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

4. To ratify the decisions made at the meeting on 17th July 2024

Appendix A

As the July meeting agenda was incorrectly dated, to ratify all the decisions made at that meeting, see appendix for full text of each resolution.

4.1. Approved, Minutes of the Meeting of 05th June 2024 as an accurate record of the meeting.

4.2. Approved, responses to Planning Consultations

- P24/S2015/HH - 20 Greenmore, Woodcote, RG8 0RG, **OBJECTS**, with reasons.
- P24/S2016/HH – Greenmore, Long Toll, Woodcote, RG8 0RR, **OBJECTS**, with reasons.

4.3. Noted, Planning Decisions by SODC

- P23/S4003/S73 - 10a Wayside Green, Woodcote – **GRANTED**
- P24/S1580/FUL - Woodcote Village Hall, Reading Road, Woodcote, RG8 0QY – **GRANTED**

4.4. Noted, Discharge of Conditions Applications:

- P24/S1809/DIS – Field Cottage, Tidmore Lane, Woodcote, RG8 0PH
- P24/S1851/DIS - 14 Bridle Path, Woodcote, RG8 0SE
- P24/S1667/DIS – Land adjacent to Beech Cottage, Beech Lane, Woodcote, RG8 0PY

4.5. Response to The Proposal By Oxfordshire County Council To Designate Certain Streets As Traffic-Sensitive Under The Street Works (Registers, Notices, Directions And Designations (England) Regulations 2007

- Approved to submit the comments, as per the Appendix A.

- 4.6. Approved to NOT submit a response to "Climate Action Survey: Knowledge, Attitude & Practices", and encourage residents to respond themselves.
- 4.7. **Village Green Proposed Licence:** Approved to form a working group to discuss and bring proposals to the full council on how to manage the village green and folly field. The working group is to be formed for 1 year, to see how well it works, to be reviewed July 2025. Terms of Reference to be brought to the August meeting and to appoint members.
- 4.8. **WoodcoteParishCouncil.org.uk:** Approved to move all data to the new website, and only keep the old .org.uk domain for redirects for 1 year, including email addressed, then dispose.
- 4.9. **Parish Printing:** Approved to purchase Epson EcoTank ET-15000, £430 (£516 inc VAT.)
- 4.10. **EV Charging Microhub:** Approved take part in the Microhub pilot scheme.
- 4.11. **Profession Disposal of Historic Records:** Approved, up to £500 for professional disposal (shredding).
- 4.12. **General Correspondence from Members of Public:** Approved to forward correspondence on a trial for 2 months, with the responses to general correspondence on "hot topics" as an information exercise.
- 4.13. **War Memorial Maintenance:** Approved to send letter of thanks to the volunteers, and up to £500, delegated to the Clerk to buy additional items for this area such as gravel, plants etc.
- 4.14. **Village Hall Flat Roof:** Approved to ask West Waddy to produce the tendering documents for Contracts Finder.
- 4.15. **Finance**
- Approved: June and July Payments as per the list in Appendix A.
 - Noted: June Receipts, as per Appendix A.
 - Noted: Reconciled Bank Balances, June 30th 2024, as per Appendix A.
 - Approved, the Vice-Chair for each Quarter will complete the Internal Controls checks.
- 4.16. Approved to exclude the public and press to discuss confidential items:
- **Hedge Trimming:** Approved to appoint Kings Tree Care Services Ltd
 - Schedule 1.1.1 – 1.1.5 (The Village) £1990 + vat
 - Schedule 2.2.1 (The Allotments) £1500 + vat
 - Schedule 3.3.1 (Around the War Memorial) £150 + vat
 - **Dead Trees on Long Toll Parish Land:** Approved to appoint Kings Tree Care Services Ltd, £1,585 + £1,185, to remove 3 dead trees.
 - **Wayside Green Fence Repair:** Approved to appoint Chiltern Woodcraft: £645.92
 - **Structural Engineer, Village Hall Flat Roof:** Approved to appoint AKS Ward: £1,825, plus additional reasonable costs in line with the fee rate.

5. To appoint a Vice-Chair for Q2 of the Council Year (August-October)

STANDING ITEMS

6. Village Green & Folly Field Items

- 6.1. To receive the inspection report for the Play Equipment Areas and agree any actions arising. **Appendix B**
- 6.2. To approve Terms of Reference for the Village Green Working Group **Appendix C**
- 6.3. To appoint members to the Village Green Working Group
- 6.4. To approve repairs to the Play Ground Wet Pour, £930
- 6.5. To approve reinstatement of basketball hoop net at the Folly Field, £TBD awaiting quote.
- 6.6. To review the Village Green Bench Assessment, agree actions and quotes to seek. **Appendix D**
- 6.7. To approve Football Club agreement **Appendix E**

7. Village Consultation

Consultation Tracker

- 7.1. To review the consultation action tracker, receive updates & approve further actions.
- 7.2. To consider actions regarding "Village Clean-Up", approve whether to seek contractors to complete the works or seek volunteers and associated risk assessment etc. **Appendix F**
- 7.3. To approve lifting the crown of the trees at the entrance to the Recreation Ground to ensure ease of access for the Village Fete, Budget £TBD awaiting quote.

8. Finance 2024-2025

Appendix G

- 8.1. To approve the payments list for August 2024.
- 8.2. To note receipts for July 2024
- 8.3. To note the reconciled bank balances to 31st July 2024
- 8.4. To complete the Quarter 1 budget review, approve virements.

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

Correspondence

None received in advance of the meeting.

OTHER ITEMS FOR CONSIDERATION

10. To approve letter of support and wording for the Community Centre Asset of Community Value nomination.

Appendix H

11. To approve new or updated governing documents

- 11.1. Co-option Policy (Updated) **Appendix I**
- 11.2. Vexatious Requests Policy (Updated) **Appendix J**
- 11.3. Document Retention Policy (Updated) **Appendix K**
- 11.4. Equality and Diversity Policy (Updated) **Appendix L**

12. Matters for future discussion

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

14. 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.

14.1. Consider a recommendations by members of the Staffing Committee on whether to extend the Clerk's probationary period, or confirm it has been satisfactorily completed.

14.2. Approve Clerk's Hours for the next 6month period.

Note, original 78hrs per month + up to 20hrs overtime, was originally approved for 6m only.

15. Confirm the date and time of the next Council Meeting: 04th September 2024.

Items for the next agenda to be submitted to the Clerk no later than 27th August for inclusion on the next agenda.