

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)

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 05th June 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/S2015/HH - 20 Greenmore, Woodcote, RG8 0RG [Cllr JS]

Conversion of existing integral garage into a studio. New garage and garden store.

4.2. P24/S2016/HH – Greenmore, Long Toll, Woodcote, RG8 0RR [Cllr LB]

Proposed erection of an outbuilding to be used as an annexe.

To note decisions of the Planning Authority

4.3. P23/S4003/S73 - 10a Wayside Green, Woodcote – **GRANTED**

Variation of condition 2 (plans), variation of condition 7 (Parking & Manoeuvring Areas Retained), variation of condition 9 (landscaping) and variation of condition 10 (Surface Water Drainage) on planning permission P19/S4288/FUL (Erection of a two-storey four-bed dwelling house) to allow for the relocation of proposed parking area.

WPC Response: *OBJECTS, cumulative effect on the plot with other development / permissions.*

4.4. P24/S1580/FUL - Woodcote Village Hall, Reading Road, Woodcote, RG8 0QY - **GRANTED**

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

No WPC Response: *Our Application*

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)

- 4.5. P24/S1809/DIS – Field Cottage, Tidmore Lane, Woodcote, RG8 0PH
Discharge of condition 3(materials) on application ref. P23/S1359/FUL Demolition of existing dwelling, proposed replacement single dwelling. Conversion and extension of outbuilding to form annex. Detached carport. Landscaping.
- 4.6. P24/S1851/DIS - 14 Bridle Path, Woodcote, RG8 0SE
Discharge of condition 11 (External Lighting - General) on application P21/S0489/O (Outline application for demolition of existing buildings and erection of single dwelling and associated works including garaging and provision of new access onto Bridle Path with matters of appearance, landscaping, layout and scale reserved).
- 4.7. P24/S1667/DIS – Land adjacent to Beech Cottage, Beech Lane, Woodcote, RG8 0PY
Discharge of condition 5(Landscaping including hard surfacing and boundary treatment) on application P21/S1975/FUL (Proposed new dwelling house).

5. To approve response to other requests to consult.

- 5.1. To approve response to the request to consult on “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”
- 5.2. To approve response to the request to consult on “Climate Action Survey: Knowledge, Attitude & Practices”

STANDING ITEMS

6. Village Green Committee/Group

- 6.1. To receive the inspection report for the Play Equipment Areas and agree any actions arising.
Appendix A
- 6.2. Consider a list of proposed works for the Village Green, agree budget, priority lists and items to action.
Appendix B
- 6.3. To consider a proposed “licence to use” for the Village Green group, agree any amendments and either approve for use, or return to the Village Green group for consideration of amendments.
Appendix C

7. Clerks Report

Appendix D

- 7.1. To approve whether to retain www.woodcoteparishcouncil.org.uk, if kept, approve what items to retain on that website.
- 7.2. To receive update on the Speeding / Antisocial Parking Meeting, agree further actions.
- 7.3. To consider a report on parish office printing, consider options and approve budget and ongoing approach.
- 7.4. To receive an update on Bus Stops, including request from member of public to relocate a bus stop on Bridle Path, away from their driveway.
- 7.5. To approve taking part in the OCC EV Charging Point Microhub Pilot scheme, future updates and legal agreements to be brought to a future meeting for formal approval.

- 7.6. To approve up to £500 for professional disposal of historic records, no longer needed.

NOTE: All records which statutorily need to be kept will be transferred to the County Archives for safe keeping.

- 7.7. To approve approach to forwarding general correspondence from members of public, including responses from the Clerk, to all Councillors for information purposes.

8. Village Consultation

Consultation Tracker

- 8.1. To review the consultation action tracker, receive updates & approve further actions.
- 8.2. To approve letter of thanks to the volunteers for clearing and tidying the area around the war memorial. To approve £500 budget delegated to the Clerk to spend on items required for this are, such as gravel and more plants, as required.
- 8.3. To consider actions regarding "Village Clean-Up", approve whether to seek contactors to complete the works or seek volunteers and associated risk assessment etc. **Appendix E**

9. Village Hall

- 9.1. To receive update on the Flat Roof Project and agree actions.
- 9.2. To receive an update from the Village Hall working group and agree actions.

10. Finance 2024-2025

Appendix F

- 10.1. To approve the finalised payments list for June and payments list for July 2024.
- 10.2. To note receipts for June 2024
- 10.3. To note the reconciled bank balances to 30th June 2024
- 10.4. To complete the Quarter 1 budget review, approve virements.
- 10.5. To appoint councillors to complete the Q1 and Q2 internal controls checks.
- 10.6. To approve receiving Community Infrastructure Levy (CIL) for the FY 2024-2025

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

Correspondence

None received in advance of the meeting.

OTHER ITEMS FOR CONSIDERATION

12. To approve new or updated governing documents

- 12.1. Co-option Policy (Updated)
- 12.2. Vexatious Requests Policy (Updated)
- 12.3. Document Retention Policy (Updated)
- 12.4. Equality and Diversity Policy (Updated)

Appendix G

Appendix H

Appendix I

Appendix J

13. Matters for future discussion

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

15. 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

- 15.1. Consider quotes for autumn hedge trimming throughout the parish, approve budget and appoint contractor.
- 15.2. To revisit the decision taken at the March meeting, on which contractor to appoint to removed the fallen trees on Parish Land off Long Toll, due to inability to get appointed contractor to complete the works, agree updated budget and appoint contractor, to include the fallen tree by Green Lane also.
- 15.3. Consider quotes for repairing the fence opposite 100 Wayside Green, previously installed by this Council to prevent anti-social parking, approve budget and appoint contractor.
- 15.4. Consider quotes for tree watering, approve budget and appoint contractor.
- 15.5. Consider fee proposal for Structure Engineer for the Village Hall flat roof project, approve budget and appoint Structural Engineer.
- 15.6. Consider quotes for professional cleaning of the graffiti on the Teen Shelter and Table Tennis Table, approve budget and appoint contractor, and approve budget to paint on silicone-based paint to reduce the adherence of future attempts to decorate both.

16. Confirm the date and time of the next Council Meeting: 07th August 2024.

Items for the next agenda to be submitted to the Clerk no later than 25th July for inclusion on the next agenda.

Propose: Consider no August meeting, or hold a meeting as needed for urgent matters only and planning applications.