

Title	To Ratify Resolutions from July 17 th 2024 Meeting
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 07 th August 2024

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.
- The proposed garage building would, as a result of its scale, height and position at the site frontage, result in a visually intrusive form of development at odds with the grain of housing in this part of Woodcote. The proposal would cause material harm to the character of the property and the wider area, contrary to Policies DES1 and DES2 and of the South Oxfordshire Local Plan 2035, Policy D1 of the Woodcote Neighbourhood Plan and advice within the Joint South Oxfordshire and Vale of White Horse Joint Design Guide.
- The examples provided within the DAS may have been within SODC, however, all but 4 were located outside of Woodcote. Of the 4 within Woodcote, 3 were of a design where they were to the side and immediately adjacent or attached to the dwelling. The remaining Woodcote example is located on a different street to the proposals and aside from not being as wide as these proposals (6.5m verses 8.8) and building line does vary somewhat along Beech Lane. Certainly, more than along the stretch of Greenmore that the proposals are located.
- We would refer the officer to application P22/S0831/HH, which WPC consider a very similar case.
- WPC would also note that there is no illustration of number of parking spaces provided for with the proposals or tracking for turning to ensure that “all vehicles may enter, turn around and leave in a forward direction”, which was a condition of the original planning permission.
- P24/S2016/HH – Greenmore, Long Toll, Woodcote, RG8 0RR, **OBJECTS**, with reasons.

If the annex is built on the current intended location this will increase the parking requirement whilst simultaneously reducing the number of car-parking spaces available, to potentially one for what is currently a 4-bedroom property, however parking spaces are not confirmed by the drawings. One space for a 4 bedroom property with annex would be in contradiction with OCC parking policy requiring 2 spaces for a property of this size, and contrary to Policy H20 SODC local plan.

The parking for the property is currently sited to the rear of the property, off Green Lane which is an unfinished single track “road” unsuitable for parking cars as it will block access to properties further down. Excess cars from this property are likely to be parked at the front of the house which is situated on the junction of Long Toll and Pot Kiln Lane: as one of the main routes in/out of the village and a main point of access to both the commercial estate on Long Toll and the Hazel and Jeffreys heavy plant site on Pot Kiln Lane this will cause numerous issues:

- Lorries pulling out of the junction will have less room to manoeuvre and less visibility as they will not be able to pull forward out of the junction and use the whole width of the road
- Lorries turning right into the junction will be on the wrong side of the road which will necessitate them cutting the corner and risking accidents with and possibly injuring other road users, including vulnerable cyclists and pedestrians
- There will be increased risk of injury to other vulnerable road users including cyclists (who use this road a lot to travel adjacent to the busy A4074) and pedestrians travelling to/from Pot Kiln Lane where there is no footpath

There is no information given as to whether the annex building will be heated and if so what insulation will be applied to ensure that it remains compliant energy efficient/carbon neutral policies.

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:

To ask that the Goring Road, from the junction with the war memorial / Reading Road, to the junction with Bridle Path / Beech Lane, for Traffic reasons.

Also, the first part of Bridle Path, adjacent to the Co-op convenience store also for traffic reasons.

It is noted the road through the Oratory School has been designated for educational reasons, but this is a private road.

- 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.
 - **JUNE 2024**

Voucher No	Date	Net	VAT	Total	Description	Supplier
42	20/06/2024	£ 3,040.40	£ 608.08	£ 3,648.48	Village Hall Roof	West Waddy Archadia (WWA)
41	06/06/2024	£ 297.50	£ 59.50	£ 357.00	Defibrillator Sundries	Community Heartbeat Trust
40	06/06/2024	£ 250.00	£ -	£ 250.00	Internal Audit	LJ Wilkinson
39	06/06/2024	£ 2,680.00	£ -	£ 2,680.00	Library Grant	Our Woodcote Library (OWL)
38	10/06/2024	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
33	06/06/2024	£ 50.00	£ -	£ 50.00	Membership Fees	Oxfordshire Neighbourhood Plan Alliance (ONPA)
32	06/06/2024	£ 30.00	£ -	£ 30.00	Membership Fees	Chiltern Society
31	06/06/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
30	06/06/2024	£ 168.50	£ 33.70	£ 202.20	Supply/Install playground Equip	ARD Playgrounds
29	07/06/2024	£ 1,506.94	£ 301.39	£ 1,808.33	Grass cutting contract	M & C Landscapes
28	06/06/2024	£ 1,506.94	£ 301.39	£ 1,808.33	Grass cutting contract	M & C Landscapes
27	06/06/2024	£ 60.50	£ -	£ 60.50	Meeting Room Hire	Woodcote Village Hall Trustees
26	06/06/2024	£ 526.50	£ 105.30	£ 631.80	Plumbing Village Hall	Max Plumbing and Heating
25	07/06/2024	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
24	06/06/2024	£ 6.67	£ 1.33	£ 8.00	Mobile Phone SIM Costs	GiffGaff Ltd
23	June 2024	£ 1,915.04	£ -	£ 1,915.04	Total Staff Costs	Various
	Total	£ 12,910.48	£ 1,464.99	£ 14,375.47		

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- **JULY 2024**
- Plus refund Printer purchase to L White.

Appendix A

Voucher No	Date	Net	VAT	Total	Description	Supplier
58	19/07/2024	£ 460.00	£ 92.00	£ 552.00	Tree Care	Kings Tree Care Services Ltd
57	19/07/2024	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
56	19/07/2024	£ 48.75	£ -	£ 48.75	Hall Hire	Woodcote Village Hall Trustees
55	19/07/2024	£ 49.99	£ 10.00	£ 59.99	Webhosting	Cloud Next Ltd
54	19/07/2024	£ 59.40	£ 0.60	£ 60.00	Annual subscription	The Countryside Charity (CPRE)
53	19/07/2024	£ 296.56	£ 59.31	£ 355.87	Village Hall Maintenance	RES Systems Ltd
52	19/07/2024	£ 165.40	£ 33.08	£ 198.48	Village Hall Maintenance	Max Plumbing and Heating
51	19/07/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
50	19/07/2024	£ 1,506.94	£ 301.39	£ 1,808.33	Grass cutting contract	M & C Landscapes
45	29/07/2024	£ 65.85	£ 13.17	£ 79.02	Telephone & broadband	British Telecom (BT)
44	01/07/2024	£ 65.85	£ 13.17	£ 79.02	Telephone & broadband	British Telecom (BT)
43	10/07/2024	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
	July 2024	£ 1,934.52		£ 1,934.52	Total Staff Costs July	
	Total	£ 5,524.75	£ 577.02	£ 6,101.77		

- Noted: June Receipts, as per Appendix A.

Voucher No	Date	Net	VAT	Total	Description	Customer
7	06/06/2024	£ 360.00	£ -	£ 360.00	Car Park Use	Chris Kornak (Soleluna Pizza)
8	10/06/2024	£ 377.20	£ -	£ 377.20	Interest on savings	Lloyds Bank plc
	Total	£ 737.20	£ -	£ 737.20		

- Noted: Reconciled Bank Balances, June 30th 2024, as per Appendix A.

The Bank Reconciliation and balances were noted as given:

A	Bank Reconciliation at 30/06/2024		
	Cash in Hand 01/04/2024		380,481.22
	ADD Receipts 01/04/2024 - 30/06/2024		69,363.75
	SUBTRACT Payments 01/04/2024 - 30/06/2024		449,844.97
	Cash in Hand 30/06/2024 (per Cash Book)		35,043.71
B	Cash in Hand 30/06/2024		414,801.26
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2024	0.00	
	Lloyds Current 30/06/2024	83,468.60	
	Lloyds BB Instant Deposit Account 30/06/2024	331,332.66	
B	Public Sector Deposit 30/06/2024	0.00	
			414,801.26
	Less unrepresented payments		
			414,801.26
	Plus unrepresented receipts		
B	Adjusted Bank Balance		414,801.26
	A = B Checks out OK		

Lloyds Current Account: £83,468.60

Lloyds Savings Account: £331,332.66

- 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 **Heritage Tree Services**, £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.

Woodcote Village Green Committee Playground Inspection Checklist and Report Form

Appendix B

When carrying out an inspection of the play equipment on the Reading Road Site and the Folly Field Site please wear your hi viz waistcoat and carry your identity card in case you are challenged.

Use pages 2 – 4 of this document as a checklist. For any check items that are not satisfactory (the answer to the question is “no”) make an entry on this page — the Inspection Report. On completion of the inspection type your comments into the Inspection Report then cut and paste page 1 only into an email and send to Richard.tatum@btinternet.com. On receipt of your email your comments will be added to the Play Equipment Defects Log which is used by the Village Green Committee to schedule work on the play equipment. Please include any items that you resolve during the inspection e.g. clearing debris on untwisting swing chains. This way we will be able to record all the work done by the VG Committee and Inspectors.

Inspection Report

Date of Inspection: **11th July 2024** Time **8.10 AM** Inspector: **Ron Hows**

General Observations/ Weather Conditions: **Overcast and cool**

Please give further details here or on separate sheet where any check is unsatisfactory (even if you have reported it earlier).

Check No **1.1** Comment: **Opening up of the Wet pour edges**





Check No **8.2** Comment: *New Wet Pour surface below the Play Frame.*



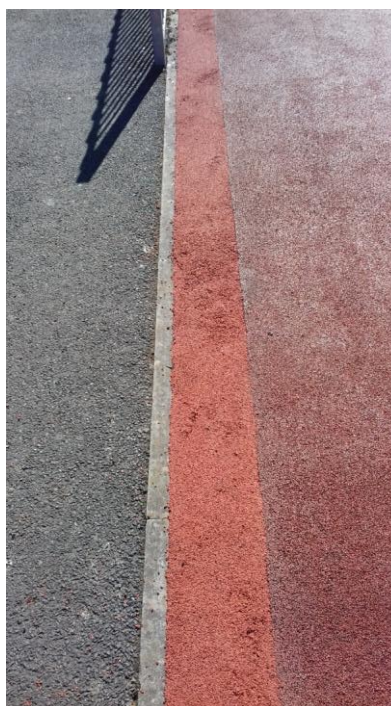
Check No **10.2** Comment: *New Wet Pour around the Overhead Spinner.*



Check No **13.2** Comment: Table bent in the centre



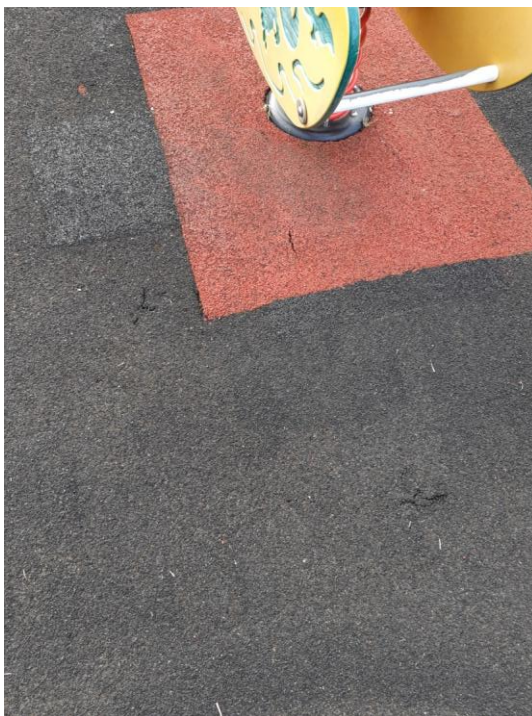
Check No **14.1** Comment: Repair of the Wet Pour edges around the Zip wire.....



Check No **14.2** Comment: Some damage to the Wet Pour surface below the zip wire seat, and ramp



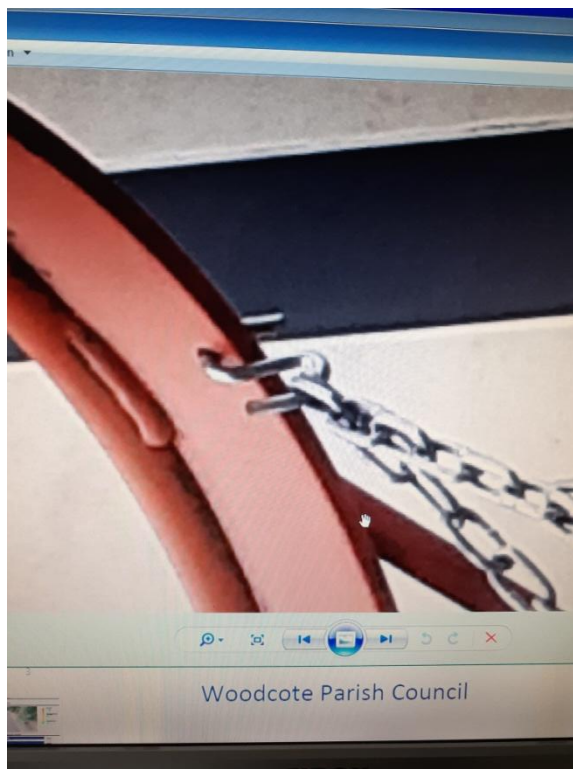
Check No **15.2** Comment: Wet Pour cracking around the base of the Ark springer



Check No **21.2** Comment: New area of Wet Pour on small child swings.



Check No **28.2** Comment: Net hooks on the Multi sport frame now have been closed



Check No **32.1** Comment: Folly field table and one bench have been removed



Check No **34.1** Comment: Graffiti on the underside of the Table Tennis Table



Check No **34.2..** Comment: Black spray paint all over the table



Check No **36.1** Comment: New swing



Check No **24.2** Comment: **New bin**



Check No Comment:

Check No Comment:

Other Notes or Comments:

Please email this page of the form to kengroom@btinternet.com

Equipment	Check No.	Comments and Observations
Site	1.1	Clear of debris (including all areas inside fence and areas immediately around fence)? Sum of the Wet pour is where two colors join and around the edges seemed to have opened up; this may have been due to high temperatures during the last two summers. No change The black surfaces have been power washed and the green surface removed..Ok
Fence and Signs	2.1	Fence intact and clear of obstructions? The post between fence panels 4 and 5 also between 9 and 10 on the right hand side of the entrance from the park is loose in the ground, it is not excessive so will monitor. No change
	2.2	Signs intact and legible? Ok
Gates (3)	3.1	Gates are intact? Ok
	3.2	Gates open and close properly (within a 3-8 seconds closing time)? ok One of the gate posts on Gate 2 has been hit by a vehicle in the past and is bent back slightly. The gate chain and lock were missing a new lock and chain has been fitted, R Hows has the keys. No change.
	3.3	When closed, is there contact between bumper and gate? ok.
Paths	4.1	Paths in good condition and free of weeds? ok
	4.2	Paths free of trip hazards? ok
2x2 Swing	5.1	Area around swings clear of debris? ok
	5.2	Safety surface intact, free from trip hazard? The surface directly below the swings (about half of the surface) has been replaced. The join between the new surface and the old surface is showing signs of cracking on the joint. Some soil removal under the post is now being eroded allowing the exposure of the concrete edge foundation to be exposed (see photo 5.2 above).No change
	5.3	Frames intact and free from corrosion? ok
	5.4	Chain intact, in good condition with less than 40% wear and free from twists? ok
	5.5	Free Movement without undue noise in the 8 x black bearings at the top of the frame? Greasing of the bearings to be carried out as per the last Rospa 23 report. Work to be undertaken by Ron Hows still ongoing.
	5.6	Seats fixed securely and free from cuts and abrasions? ok
Bin 1	6.1	Area around bin clear of debris? ok
	6.2	Bin intact, secure and standing, not full or overflowing? ok
	6.3	Bin liner in place and secure? ok
Bench	7.1	Area around bench clear of debris? ok
	7.2	Bench intact and free from corrosion? ok
Play frame	8.1	Area around frame clear of debris? ok
	8.2	Safety surface intact, free from trip hazards? The Wet pour below the play frame has been replaced with all new light green covering. (see 8.2 photo above) No further problems.
	8.3	Slide, platforms and steps clear and free from trip hazards? ok
	8.4	Scramble net intact, free from cuts and loose ends? Slight wear on some of the treed tops but no broken wires within the rope so will monitor. No further problems found. No change.

	8.5	Climbing wall intact, secure with all holds tight? ok	Appendix B
	8.6	Ramp intact and secure. Rope intact, secure and free from cuts? ok.	
Balance beams (x2) and steps(x4)	9.1	Area around equipment clear of debris and obstructions? ok	
	9.2	Safety surface intact and free from obstruction? Some of the Wet pour seems to be pulling away from the edges. There has been no change from June report.	
	9.3	Beams and steps secure? ok	
	9.4	Black plastic topping intact? ok	
	9.5	Steps intact? Tallest step is slightly loose ok but will monitor. No change from June report.	
Overhead spinner	10.1	Area around spinner clear of debris? ok	
	10.2	Safety surface intact, free from trip hazards? ok The Wet pour has been replaced with new yellow surface ok. (see 10.2 photo above) No further problems found.	
	10.3	Spinner intact, rotates smoothly without undue noise? ok	
	10.4	Bearing free from play? ok	
Bench	11.1	Area around bench clear of debris? ok	
	11.2	Bench intact and free from corrosion? ok	
Bin 2	12.1	Area around bin clear of debris? ok	
	12.2	Bin intact and standing and not full or overflowing? ok	
	12.3	Bin liner in place and locked? ok	
Picnic benches (x2)	13.1	Area around benches clear of debris? ok	
	13.2	Tables and benches intact and free from corrosion? One of the benches seems to have been jumped on bending the table it is only a slight bend but will monitor (see photo 13.2 above) 1x No change for the June report.	
Zip wire	14.1	Area around zip wire clear of debris? ok	
	14.2	Safety surfacing intact and clear of debris? The small area in the centre of the wet pour where the zip wire seat comes to rest has a slight increase in damage to the surface. (See photo 14.2) will monitor .There has been a slight increase in the damage from the June report. The joint of the Wetpour and ramp of the zip wire is beginning to lift causing a possible trip hazard will monitor. (see photo 14.2).No change from the June report.	
	14.3	Frames (x2) intact and free from corrosion? ok	
	14.4	Wire intact? ok	
	14.5	Spring bumpers (x2) intact and secure? ok	
	14.6	Spring brake on seat functioning? ok	
	14.7	Seat and shroud intact, secure and free from cuts and abrasions? The base of the seat and support rope coating has become cracked which I was informed by a small boy pinches your leg when using the seat; this will need a repair or replacement. The seat has now been replaced.Ok	
Ark Springer	15.1	Areas around Springer clear of debris? ok	
	15.2	Safety surfacing intact, clear of debris? Some of the Wet pour seems to be cracking in both the red and black surface (See 15.2 photo above). No change from June report.	
	15.3	Springer intact and springing without looseness? ok	
Inclined bowl spinners	16.1	Area around spinner clear of debris? ok	
	16.2	Safety surface intact, free from trip hazards? ok	

	16.3	Spinner intact, free from corrosion and clear of debris? ok.	Appendix B
	16.4	Bearing free from play and turning freely without undue noise? ok	
Roundabout	17.1	Area around roundabout clear of debris? ok	
	17.2	Safety surface intact and free from trip hazards? The last Rospa report identified a clearance issue with the underside of the roundabout and the Wet Pour, which is approximately 50mm at its closest, will keep this under review. No change from June report	
	17.3	Roundabout intact and clear of debris, frames solid? ok	
	17.4	Bearing free from play and turning freely without undue noise? ok	

Equipment	Check No	Comments and Observations
Lion seesaw	18.1	Area around seesaw clear of debris? ok
	18.2	Safety surface intact and free from tripping hazards? ok
	18.3	Seesaw intact, free from corrosion and springing without looseness in pivot, pivot secure. ok
Bench	19.1	Area around bench clear of debris? ok
	19.2	Bench intact and free from corrosion? ok
Smaller children's play-frame	20.1	Area around play-frame clear of debris? ok
	20.2	Safety surface intact and free from tripping hazards? Some of the Wet pour seems to be pulling away from the edges. There has been no change from the June report.
	20.3	Slide, platforms and steps free from obstructions, intact and free from corrosion? To help meet the Covid 19 requirements the Pan Pipes have been removed and are stored at R Hows premises for refitting when required. No change from the January report. The latest Rospa 23 report suggested that they be replaced this needs to be agreed with the PC so as not to contravene any Covid restrictions still in place.
	20.4	Scramble net intact, free from cuts and abrasions? ok
	20.5	Tunnel intact? ok
Smaller children's swings	21.1	Area clear of debris? ok
	21.2	Safety surface intact and free from trip hazards? A large area in the centre of the swing Wet pour has been replaced removing the trip hazard previously reported. (see 21.2 photo above) No change from the June report. Greasing of the bearings to be carried out as per the last Rospa 23 report.
	21.3	Frames intact and free from corrosion? ok
	21.4	Chain intact, in good condition with less than 40% wear and free from twists? ok
	21.5	Free Movement without undue noise in the 8 x black bearings at the top of the frame? ok
	21.6	Seats fixed securely and free from cuts and abrasions? ok
Bin 3	22.1	Area around bin clear of debris? ok
	22.2	Bin intact, secure and standing, not full or overflowing? ok
	22.3	Bin liner in place and locked? ok

YOUTH SHELTER

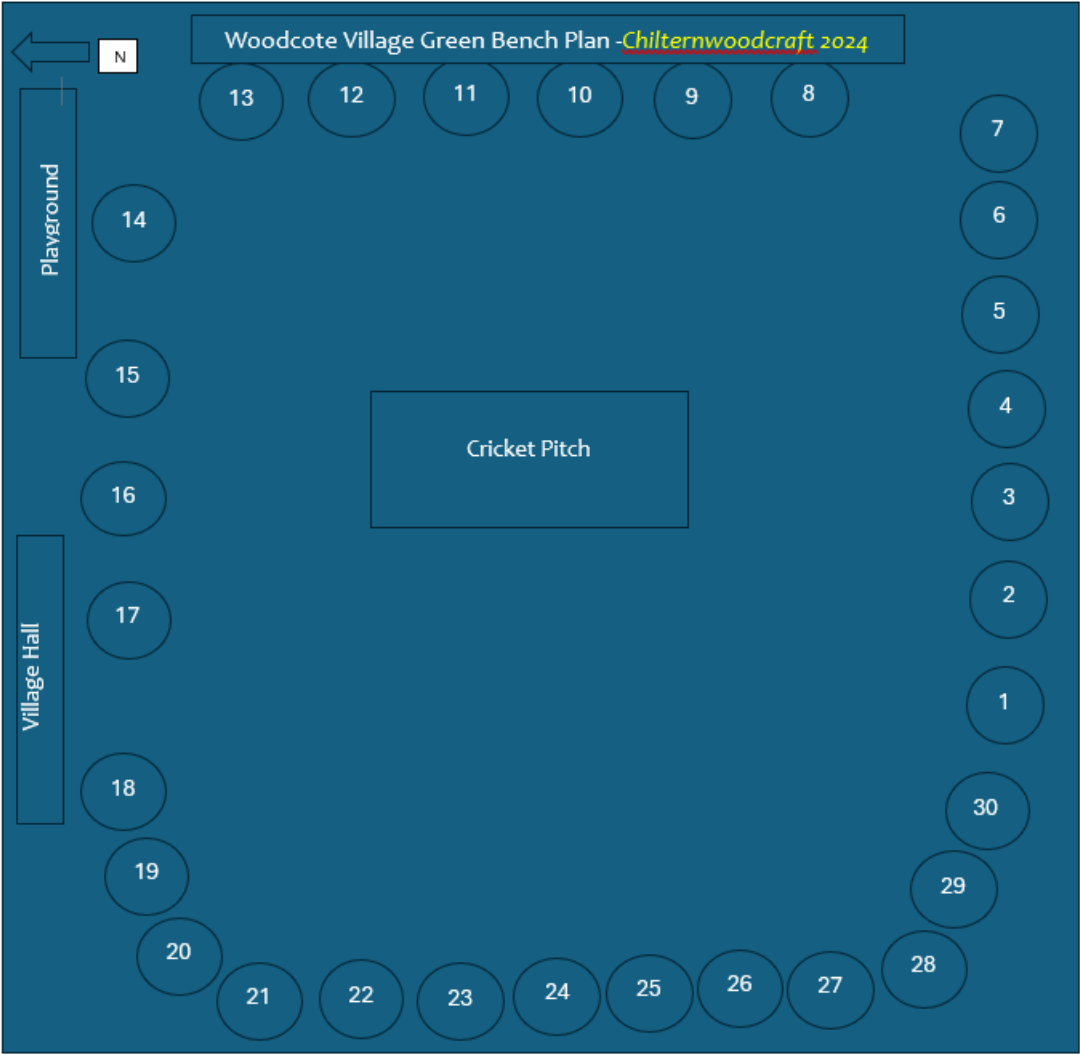
Youth Shelter	23.1	Area around shelter clear of debris? Area in the front of the shelter has now been laid with some concrete slabs and reseeded and is growing back well ok. Grass around the slabs growing back well. There has been a previous report of damage to the bins which I understand is under review but the bins are still in use. Some graffiti in the form of tags has been added (the same tags which have appeared on the table tennis table on Folly Field (same culprit?) The graffiti having been removed some further additional marking have now been added to the rear of the shelter. Some further graffiti has been added to the rear of the shelter since the June report..
	23.2	Shelter secure, intact and free from corrosion, with bolts visually tight? ok
Bin	24.1	Area around bin clear of debris? ok
	24.2	Bin intact, secure and standing, not full or overflowing? A new bin has been installed adjacent to the shelter. (See photo 24.2 above).ok
	24.3	Bin liner in place and locked? ok

Equipment	Check No	Comments a Comments and Observations
Site	25.1	Clear of debris? ok New gate and posts have been installed. ok
Swing Bar	26.1	Area around bar clear of debris? ok
	26.2	Bar Secure and free from corrosion? ok
	26.3	No raised burrs? ok
4x stepping stones	27.1	Area around stones clear of debris? ok
	27.2	Steps secure? Ok One of the steps has some slight damage on the top this was identified in the latest Rospa 22 report no action was required but monitoring no change from June report.
	27.3	No raised burrs? ok
Multi sport play frame First unit	28.1	Area around frame clear of debris? ok
	28.2	Frame intact, secure and free from corrosion? 2022 Rospa report mentions the net requires repair, this is a new chain net however the S hooks holding the net to the top ring have not been closed so the net chain can jump off the S hook when in use which is what has happened. Attention is required to close the hooks (see 28.2 photo above) The netting has now been repaired. Some areas on the frame and sign have been spray painted with black paint but does not affect its use. The sign has yet to be replaced with a new up to date one. The sign has been replaced with a new one. The new net has some of the links worked loose so will now need refitting. Two of the net backboard needs replacing as they are missing. Still outstanding
	28.3	Tarmac area intact and free from tripping hazards (especially at edges)? ok
Multi sport play frame New unit	28.4	Area around frame clear of debris? ok
	28.5	Frame intact, secure and free from corrosion? ok
5 aside hard standing	28.6	The concrete edging slabs in place and no trip hazard. Two BMX jumps have appeared on the hard standing but don't seem to be causing problems..
	28.7	All markings clear and undamaged. ok
	28.8	Earth viewing mound free form damage. ok
Spinner	29.1	Area around spinner clear of debris? Ok
	29.2	Spinner secure, and free from corrosion with bearing turning freely without play and undue noise? ok . Some of the frame has been spray painted with black paint but does not affect its use
	29.3	Black cover intact and secure? ok
	29.4	No raised burrs? ok
Tightrope	30.1	Area around rope clear of debris? ok
	30.2	Posts secure and free from corrosion? ok
	30.3	Ropes free from cuts and abrasions? ok
	30.4	Shackle pins x 2 in place and closed? ok

	30.5	No raised burrs? ok	Appendix B
Balance Beams	31.1	Area around bar clear of debris? ok	
	31.2	Ropes free from cuts and abrasions? ok	
	31.3	Shackle pins x 8 in place and closed? ok	
	31.4	No raised burrs? ok	
Picnic Table & Benches	32.1	Area clear of debris? The picnic table and one of the benches have been removed. (see 32,1 photo above)	
Benches (x1)	32.2	Bench Intact and free from corrosion? ok	
Picnic Table	33.1	Table has been removed.	
Table tennis table	34.1	Area of tarmac around table clear of debris? Some graffiti in the form of tags has been added on the underside of the table stand (see photo 34.1). No additional graffiti has been added.	
	34.2	Table top free from damage and paint finish in good condition? Some of the table has been spray painted with black paint although unsightly does not affect its use (see photo 34.2 above)	
	34.3	Net free from damage and paint in good condition? ok	
	34.4	Table edges free from damage? ok	
	34.5	Area around the table hard standing free from trip hazard? ok	
Target wall	35.1	Area around the wall free from trip hazard. ok	
	35.2	Wall free from damage. ok	
New Childs swing	36.1	Area around swings clear of debris? ok	
	36.2	Frames intact free from corrosion and rot? ok	
	36.3	Chain intact, in good condition with less than 40% wear and free from twists? ok	
	36.1	Seat fixed securely and free from cuts and abrasions? ok	

Appendix D

Title	To review the Village Green Bench Assessment, agree actions and quotes to seek.
Author	Clerk to the Council & Chiltern Woodcraft
Meeting	Woodcote Parish Council Meeting – 07 th August 2024



Woodcote Green Bench Audit- Chilternwoodcraft 2024

Bench No.	Name	What3words	Material	Colour	Condition
1	Douglas Alexander	Flamingo.cornfield.carbon	Resin	Brown	Good
2	William Andrew Oneil	Handrail.fruitcake.weekday	Metal	Wood effect	Good
3	Keith Smallbone	Slide.typically.drop	Resin	Brown	Good
4	Darren Martyn Webb	Tweaked.sawm.arise	Resin	Brown	Good
5	No name	Scale.printout.dwell	Wood on metal frame	Brown	Rotten top slat
6	No name	Shirts.chestnuts.conqueror	Wood on metal frame	Brown	Good
7	Community Co-Op	Volcano.remains.neatly	Resin	Brown	Good
8	No name	Looms.infricate.slams	Wood -no back	Brown	5 x slats need replacing/one slat missing
9	No name	Lure.growth.fired	Resin	Brown	Good
10	Brian Caitlin and Jon Marcham	Claps.natural.uncouth	Wooden traditional	Brown	Good
11	No name	Speaks.ounce.straw	Wooden-no back	Brown	Good
12	Adrian and Misty	Propelled.delusions.handyman	Resin	Brown	Good
13	Picnic Bench	Dish.dandelions.lousy	Resin	Brown	Good
14	Picnic Bench	Alienated.hormones.income	Resin	Brown	Good
15	No name	Files.stockey.interests	Metal with back	Green	Rusty, needs replacing
16	No name	Shadowed.shakes.coughed	Wooden-no back	Brown	Slats broken, all need replacing
17	No name	Suits.column.composed	Wooden-no back	Brown	Slats broken, all need replacing
18	Picnic Bench	Hovered.balancing.lamenting	Resin	Brown	Good
19	Picnic Bench	Hovered.balancing.lamenting	Resin	Brown	Good
20	Picnic Bench	Gliding.speeds.supper	Resin	Brown	Good
21	No name	Snowstorm.position.succesor	Wood on metal frame	Brown	One end piece rotten
22	Community Rally	Neckline.harvest.blemishes	Metal	Green	Rusty, needs replacing/could be painted
23	Community Rally	Neckline.harvest.blemishes	Metal	Green	Rusty, needs replacing/could be painted
24	Christopher J Quainton	Lottery.handlebar.zapped	Wooden traditional	Brown	Good
25	Derick Hopkins	Cement.sandals.mute	Wooden with back/metal frame	Brown	Seat slats broken
26	Hazel Bell	Clubbing.skis.irritate	Wooden traditional	Brown	Good
27	Bob Evans	Stirs.steered.rooks	Wooden with back	Brown	Good
28	No name	Ended.claw.clincking	Resin	Black	Good
29	Picnic Bench	Sonic.depend.chipper	Resin	Brown	Good
30	Picnic Bench	Sonic.depend.chipper	Resin	Brown	Good

Agreement between Woodcote Parish Council & Woodcote Football Club

An agreement between Woodcote Parish Council (hereinafter referred to as WPC) and Woodcote Football club (hereinafter referred to as WFC) whereby WPC agree to the use of specified areas of their village green (the recreation ground), Reading Road Woodcote, to WFC for the season 2024/25 on the following basis.

OWNERSHIP

- The Village Green, which the football pitch is located on, are owned by Woodcote Parish Council.
- All buildings and fixtures associated with the area are (including play equipment, seats, store shed, storage area, fences, gates, bus shelter, trees and War Memorial) are owned by the Parish Council.
- Other equipment used by sports clubs for maintenance or as playing accessories, stored on Parish Council property, is owned by the respective clubs, and stored at owners risk.

RELATIONSHIP WITH THE PARISH COUNCIL

- The main contact with the Parish Council for WFC, will be with the Parish Clerk or a nominated Councillor.
- All WFC fixtures will be emailed to the Clerk to book the use of the village green. This will be done by mid-August as soon as home fixtures are available at the latest. The nominated person to send this information is the Treasurer of WFC, along with any fixture related queries.
- This agreement is exclusively with Woodcote Football Club and any other clubs wishing to use the facilities, will need to have a separate agreement with WPC.
- This agreement is for the 2024/25 Season, with renewed agreements required in advance upon each year/new Season.
- WPC reserve the right to update/change the Agreement. Consultation with WFC will take place, should this be required.-

USE OF VILLAGE GREEN

- WFC will have use of the football pitch as per the schedule of fixtures provided.
- WFC will be invoiced directly, at the end of the season for the use of the village green for the occasions and timings noted. This will be to WFC Treasurer from ~~Woodcote Parish Council~~. This is solely for use of the village green by Woodcote Football Club.
- WFC are permitted to use the upper area of the village green for training, once a week, for one hour. If extra time is required, then permission should be sought.
- The use of floodlights during this training period is granted for the Season subject to this agreement, however is subject to monitoring of any concerns raised by residents.
- The charge for 2023/24 season cost £300.00 this amount is for 25 fixtures, additional fixtures including training need to be advised preferably in advance, £12.00 each fixture.

INSURANCE

- All necessary insurance for property or equipment shall be the responsibility of the owners (ie Parish Council, and [Cricket Club Football Club](#)).
- WFC is responsible for ensuring that the club has adequate public liability insurance with a minimum cover of £10 million.

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EQUIPMENT

- The PC is not liable for any damage or loss of any equipment held in the store or areas around the store.
- The PC will not cover costs of any repairs required to the store shed as a result of negligence of use.

MAINTENANCE OF FOOTBALL PITCH

- ~~It is understood that the only treatments carried out on the Football pitch are Loam and lawn fertilizer at the end of the season.~~
- ~~With the exception of marking out the pitch, The~~ WFC should notify and seek consent from the WPC of any proposed treatments intended to be carried out – whether by themselves or by licensed contractors. (including the above) when they intend to do this and provide Full information on works and appropriate data sheets should be provided to the WPC. PC can have on hand should any members of the public enquire.
- WFC (or any contractors acting on their behalf) should also place multiple notices around the area treated, advising the public of the proposed treatment and date. When the treatment has been applied, WFC should display adequate notices to warn the public, using the Village Green, of the nature of the treatment for at least one week or the required time noted on data sheets, whichever is greater. Any area treated should be cordoned off as appropriate. This includes the cricket square, as dogs and children may access this area, despite the tape barrier.

ROLES AND RESPONSIBILITIES

The Parish Council shall be responsible for:

- Cutting of the grass on the Village Green, which comprises the football pitch on a weekly basis, weather permitting until the end of the grass cutting season (approximately XXX)
- Maintenance of the storage shed – except in the case of negligence of users.
- Granting permission for the holding of occasional events on the Village Green, eg parties, charity events, etc.
- Approving variations from the agreed schedule of sporting fixtures, eg for charity matches, additional matches / training.

Woodcote Football Club shall be responsible for:

- Providing the Parish Clerk the ~~full~~ seasons home fixtures for WFC at the earliest opportunity and ~~—~~before any fixtures take place.
- Advising the Parish Council of any issues with the Football pitch Area.
- Advising the Parish Council of any issues with the storage shed.
- Advising the Parish Council, on request, about the viability of holding extra fixtures or events outside of those agreed on the Village Green.

- ~~Monitoring~~ Ensuring all work carried out on their behalf on the football pitch meets the requirements noted above – including notification to WPC and ~~the treatment of grass surfaces on the Football pitch and~~ ensuring that adequate public notification has been displayed.

USE OF VILLAGE HALL

- All bookings for the use of the village hall facilities operated by Village Hall Trustees should be made directly with the Village Hall Manager.

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Signed on behalf of Woodcote Football Club	
Name:	
Position:	
Signature:	
Date:	

Signed on behalf of Woodcote Parish Council	
Name:	
Position:	
Signature:	
Date:	

APPENDIX

Additional Information from Woodcote Football Club 2024/2025 – ALL TO BE CONFIRMED FOR ANY CHANGES AT THE RENEWAL OF EACH SEASONS AGREEMENT.

- There are two Adult teams (1st Team & Development Team) that play on the village green pitch.
- Both play on Saturdays:
 - 2pm – 4pm for Woodcote Adult Team.
- For adult football, showers etc changing rooms are required.
- The current league WFC are in, mean they don't tend to play mid-week. There might occasionally be requirement to play mid week if matches have got behind due to bad weather. Would tend to be a Wednesday if required.

Fixtures

- The season runs from August to May (end of April). Generally, it starts 2nd/3rd week in August and finishes (as long as weather is good) halfway through / beginning week of April. NB: May is stated just in case matches need to be made up, but this would be extreme.
- There are generally 9 home fixtures for adults and 10 home fixtures for the development team.
- There may be a further 3 – 6 home fixture matches if teams progress well.
- The league generally only gives fixtures for a batch of 4 – 6 matches at a time, so normally know a month, 2 months ahead maximum.
- **If queries on matches, contact either Pete McAlister or Mike Higley. Mike Higley is best for fixtures, for anything else contact Pete McAlister.**
- A link to a website showing fixtures (6 – 8 weeks in advance) can be given to have to check as a backup.

Training

- Teams are now training on the upper area of the village green on Wednesday evenings at 7-8pm.
- This is using the floodlights owned by WFC and this is subject to approval from WPC.
- Changing rooms are not used during practice.

Other notes on booking

- Historically, during the pantomime, summer fete etc, WFC go to their league and say, they can't play a home match this week or that week. So if there is anything that the PC / Trustees know is going on, that would mean the Football can't use pitch of changing room then just let them know. However, the more notice that can given to WFC the better.

Works or treatments

- a. The following works are carried out by WFC, or by contractors on their behalf

- i. Weekly (as required) the pitch will be marked with water based safe solution.
- ii. Annually - goal mouths are reseeded.
- iii. Annually - weed & feed treatment on the pitch.
- iv. From time to time the pitch has been chain harrowed or vertidraind.

Title	Proposed Village Clean-up Items
Author	Cllrs
Meeting	Woodcote Parish Council Meeting – 07 th August2024

7.. To consider actions regarding “Village Clean-Up”, approve whether to seek contractors to complete the works or seek volunteers and associated risk assessment etc.

1. The trees along Goring Road need some branches clipped so that people on the pavement aren't hit in the face or road signs obstructed. I did see a member of the public doing small bits of this with some pruning shears last week, but sure a better nip or two with some loppers would be better;
2. Are there any other trees around the village green or folly green that require low bows cutting as per our own note to residents in the correspondent?
3. The crowns were never raised of the trees in the corner by the memorial in order to be able to maintain a vehicle access if required. This will especially be needed to be done prior to the village fete in September;
4. What are we going to do about the 2 dead trees in the top corner of the village green (corner of Goring Road and Whitehouse Road)?
5. What is the next stage for the neglected area of land that is PC owned (& no longer rented by the neighbouring property) on the corner of Greenmore and Reading Road. Appreciate this can be deferred as not urgent.

Title	Finance 2024-2025
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 07 th August 2024

8.1. To approve the payments list for August 2024.

Voucher	Date	Net	VAT	Total	Description	Supplier
75	08/08/2024	TBD – Awaiting Invoice			Grass Cutting	M&C Landscapes
74	29/07/2024	DD -Awaiting			Phone and Broad Band	British Telecom
69	10/08/2024	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
68	08/08/2024	£ 750.00	£ -	£ 750.00	.gov.uk Websute	Mark Millmore (Eyelid Productions Ltd)
67	08/08/2024	£ 29.25	£ -	£ 29.25	Meeting Room Hire	Woodcote Village Hall Trustees
66	08/08/2024	£ 461.10	£ 92.22	£ 553.32	Flat Roof	West Waddy Archadia (WWA)
65	08/08/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
64	08/08/2024	£ 3,580.00	£ 716.00	£ 4,296.00	SID	Westcotec Ltd
63	08/08/2024	£ 144.00	£ 28.80	£ 172.80	Subscription	Parish Online (Geoexsphere Ltd)
62	08/08/2024	£ 1,227.00	£ 245.40	£ 1,472.40	Playground Maintenance	ARD Playgrounds
61	08/08/2024	£ 1,123.40	£ 224.68	£ 1,348.08	Village Hall Maintenance	Max Plumbing and Heating
60	08/08/2024	£ 678.30	£ -	£ 678.30	Graffiti Removal	Shire Pest Solutions
	Various	£ 1,647.49	£ -	£ 1,647.49	Total Staff Costs	
	Total	£ 10,507.03	£ 1,360.40	£ 11,867.43		

8.2. To note receipts for July 2024

Voucher	Date	Net	VAT	Total	Description	Customer
10	02/07/2024	£ 97,790.34	£ -	£ 97,790.34	Investments	CCLA
9	09/07/2024	£ 342.23	£ -	£ 342.23	Interest on savings	Lloyds Bank plc
11	31/07/2024	£ 1,347.42	£ -	£ 1,347.42	Interest on savings	CCLA
	Total	£ 99,479.99	£ -	£ 99,479.99		

8.3. To note the reconciled bank balances to 31st July 2024

A	Bank Reconciliation at 31/07/2024		
	Cash in Hand 01/04/2024		380,481.22
	ADD Receipts 01/04/2024 - 31/07/2024		168,843.74
	SUBTRACT Payments 01/04/2024 - 31/07/2024		549,324.96
			41,659.32
	Cash in Hand 31/07/2024 (per Cash Book)		507,665.64
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2024	0.00	
	Lloyds Current 31/07/2024	175,990.75	
	Lloyds BB Instant Deposit Account 31/07/2024	331,674.89	
	Public Sector Deposit 31/07/2024	0.00	
			507,665.64
	Less unrepresented payments		
			507,665.64
	Plus unrepresented receipts		
	Adjusted Bank Balance		507,665.64
	A = B Checks out OK		

Lloyds Current Account: £175,990.75

Lloyds Savings Account: £331,674.89

8.4. To complete the Quarter 1 budget review, approve virements.

See next page, review is actually up to and including 31st July 2024.

		Approved Budget	Value To Date	Proposed Budget
100	General Income			
1010	Bank Interest	£ 10,000.00	£ 4,064.67	£ 7,000.00
1020	CIL Receipts	£ 18,403.36		£ 18,403.36
1030	Grants/S106/Donations	£ 1,199.00	£ 1,198.73	£ 1,199.00
1040	Insurance			
1050	Miscellaneous Income / Other	£ 70.00	£ 97,790.34	£ 97,860.34
1060	Precept	£ 130,858.00	£ 65,429.00	£ 130,858.00
1070	Property Income	£ 1,000.00	£ 361.00	£ 1,000.00
1080	Recharges to Allotments	£ 1,660.00	£ -	£ 1,660.00
		£ 163,190.36	£ 168,843.74	£ 257,980.70
	TRSF to EMR	£ 18,403.36	£ 97,790.34	£ 116,193.70
	Total Available Income	£ 144,787.00	£ 71,053.40	£ 141,787.00
200	Administration			
2010	Allowances, Expenses, Training	£ 1,400.00		£ 2,000.00
2020	Election fees	£ -		£ -
2030	Hire of Meeting Room	£ 650.00	£ 187.25	£ 650.00
2040	Publications & Communications	£ 1,000.00		£ 1,000.00
2050	Stationery, Postage, copies and printing	£ 700.00	£ 430.00	£ 700.00
2060	Subscriptions	£ 911.00	£ 139.40	£ 911.00
2070	Legal Fees	£ 4,000.00		£ 4,000.00
2080	Website	£ 1,100.00	£ 49.99	£ 1,100.00
	Total Administration	£ 9,761.00	£ 806.64	£ 10,361.00
300	General Finance & Grants			
3010	Audit and Accountancy	£ 800.00	£ 250.00	£ 800.00
3020	Bank Charges	£ 72.00		£ 72.00
3030	Grants	£ 11,370.00	£ 5,255.00	£ 11,370.00
3040	Staff Costs	£ 29,000.00	£ 7,278.46	£ 27,000.00
	Total General Finance & Grants	£ 41,242.00	£ 12,783.46	£ 39,242.00
400	Facilities			
4010	Climate & Environment	£ 2,000.00		£ -
4020	Defibrillator	£ 500.00	£ 297.50	£ 500.00
4030	General Maintenance & Repair	£ 9,000.00		£ 7,000.00
4040	Grass - Weeding & Strimming	£ 12,000.00	£ 4,520.82	£ 12,000.00
4050	Hedges/Fences/Gates/Trees	£ 13,000.00	£ 1,252.59	£ 13,000.00

CCLA, Closure, to move

4060	Inspections Surveys & Reports	£ 250.00		£ 250.00
4070	Insurance	£ 2,800.00	£ 219.31	£ 2,800.00
4080	Office Equipment	£ 400.00		£ 400.00
4090	Playground Equipment Maintenance	£ 5,000.00	£ 168.50	£ 5,000.00
4100	Software and back-ups	£ 928.00		£ 928.00
4110	Telephone & Internet	£ 800.00	£ 341.02	£ 800.00
4120	Waste / Litter / Street Cleaning	£ 1,200.00	£ 1,065.96	£ 3,471.00
	Total Facilities	£ 47,878.00	£ 7,865.70	£ 46,149.00
500	Village Hall			
5010	General Grant (LGA(MP) 1976 s19(3))	£ 8,000.00	£ 5,000.00	£ 5,000.00
5020	General Maintenance (Grant In Kind)	£ 15,000.00	£ 1,568.46	£ 15,000.00
5030	Office Rent	£ 6,000.00	£ 6,000.00	£ 6,000.00
5040	Maintenance Staff Grant		£ 1,200.00	£ 6,000.00
	Total Village Hall	£ 29,000.00	£ 13,768.46	£ 32,000.00
600	Strategic Projects			
6010	CIL Projects (Spend from Reserves)	£ -		
6020	Strategic Projects (in Year)	£ 7,500.00		£ 7,500.00
	SID		£ 3,891.73	
	Ponds Project			
	Total Strategic Projects	£ 7,500.00	£ 3,891.73	£ 7,500.00
700	Neighbourhood Plan			
7010	General Expenses (Spend from Reserves)	£ -		
	Total Neighbourhood Plan	£ -		
	Total Income (LESS CIL and CCLA)	£ 144,787.00		£ 141,787.00
	Total Spend (LESS CIL and CCLA)	£ 135,381.00		£ 135,252.00
	Amount to transfer to EMRs	£ 9,406.00		£ 6,535.00
	Total CIL Income	£ 18,403.36		£ 18,403.36
	Total CIL Reserve (Beginning of Year)	£ 231,352.77		£ 231,352.77
	Total CIL Spend (in year)	£ -		£ -
	Total CIL Remaining	£ 249,756.13		£ 249,756.13

	Earmarked Reserves	Current Balance		Proposed Move	Proposed Balance
300	EMR Operating Reserve	£ 28,822.93	Already Moved	£ 36,606.07	£ 65,429.00
310	EMR Land for Burial	£ 20,000.00	this year		£ 20,000.00
320	EMR 2nd Bus shelter	£ 10,000.00	£ 9,406.00		£ 10,000.00
330	EMR Climate Change measures	£ 10,000.00			£ 10,000.00
340	EMR Capital for Projects	£ 38,791.81	Actual Surplus	£ 35,175.94	£ 73,967.75
			£ 6,535.00		
350	EMR Locality Grant NHP	£ 9,142.04			£ 9,142.04
			CCLA Investment		
			£ 97,790.34		
360	EMR Previous FY Obligations	£ 5,775.03			£ 5,775.03
370	EMR Capital Expense - VH or Playground	£ 54,406.00	Still to Move	£ 20,594.00	£ 75,000.00
	Total (NOT CIL)	£ 176,937.81	£ 94,919.34	£ 92,376.01	£ 269,313.82
100	EMR CIL Funds	£ 212,949.41		£ 18,403.36	£ 231,352.77
	Total	£ 389,887.22			£ 500,666.59

Current Bank Balance	£ 507,665.64
Proposed Reserves	£ 500,666.59
Remaining Cash In hand	£ 6,999.05

Awaiting Income	£	89,136.96
Total Projected Income Available	£	96,136.01
Total Projected Budgeted Spend To Go	£	96,136.01
Delta	£	-

Title	To approve letter of support and wording for the Community Centre Asset of Community Value nomination.
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 07 th August2024

To Whom It May Concern,

Re: Nomination of Woodcote Community Centre as an Asset of Community Value

The facility provides a much-needed meeting place for a wide range of social and cultural activities for individuals and groups of all ages and backgrounds. It is used as a venue for discussion groups, the South Oxfordshire quiz league, yoga classes, art classes, meditation groups, counselling sessions, children's parties, lectures on local wildlife, and community coffee groups.

The Saturday Coffee mornings give local charities and groups a vital opportunity to raise funds for their activities in particular, which in turn supports the community further allowing those groups to continue to run.

The Community Centre goes from strength to strength, bouncing back after COVID-19 closures to operate currently with a positive balance sheet and it is anticipated its current activity of furthering the social wellbeing, cultural and recreational interests of the local community will continue indefinitely.

This Parish Council fully supports the nomination for the Community Centre to have its Asset of Community Value designation renewed.

Kind Regards,