

Woodcote Parish Council
PAYMENTS - S.137 Entries

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
187	S137 Grants	18/03/2024		Lloyds Current		FOWPS Grant	X	3,250.00		3,250.00
188	S137 Grants	18/03/2024		Lloyds Current		FOWPS Grant	X	3,250.00		3,250.00
109	Library Volunteers (S137)	06/10/2023	4-10-2023 Ref 9	Lloyds Current	Grant 2023-24 (S137)	Grant	X	2,100.00		2,100.00
112	Royal British Legion [S137]	12/10/2023	1-11-2023 Ref 8	Lloyds Current	Poppy wreath Memoriz	Poppy wreath	E	28.99		28.99
120	Conservation Group/Pond (Open Sp	02/11/2023		Lloyds Current		Grant	X	340.00		340.00
43	Woodcote Correspondent	22/06/2023	21-6-2023 Ref 8	Lloyds Current	Grant to Woodcxote C	Grant	X	3,000.00		3,000.00
66	S137 - Volunteers	03/08/2023	2-8-2023 Ref 7	Lloyds Current	Grant 2023-24 (S137)	Grant	X	357.00		357.00
Total								12,325.99		12,325.99

Title	Proposed Response to P23/S1077/FUL
Author	Parish Councillors - Various
Meeting	Woodcote Annual Parish Council Meeting – 01 st May 2024

Dear Mr Pullen,

Given the significant objections and concerns Woodcote Parish Council had on this application, they have reviewed the amendment documents and information. It is noted the only significant changes are the increase of new planting to contribute towards mitigation the proposals will have and the AWP has been moved approximately 6m north, per the request of the Landscape Officer.

Consequently, WPC maintain and reinforce their objections with additional information; and in particular, wish to respond to the supposed ‘overriding benefits of the proposals’ as outlined in the agents email of 20th February 2024.

The South Oxfordshire Local Plan 2035 at ENV1 provides: -

Major development in an AONB will only be permitted in exceptional circumstances and where it can be demonstrated to be in the public interest. Further assistance is given in the National Planning Policy Framework.

Paragraph 183 provides: -

When considering applications for development within..... Areas of Outstanding Natural Beauty, permission should be refused for major developments other than in exceptional circumstances, and where it can be demonstrated that the development is in the public interest. Consideration of such applications should include an assessment of:

- a) the need for the development, including in terms of any national considerations, and the impact of permitting it, or refusing it, upon the local economy;
- b) the cost of, and scope for, developing outside the designated area, or meeting the need for it in some other way; and
- c) any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated.

The bar is set high in order to preserve the characteristics such areas and it would be up to the applicant to satisfy all interested parties what the exceptional circumstances are and how it can demonstrate that the development is in the public interest. There doesn’t appear to have been any reference to it so far by either the applicant, or the professional consultees. The Parish Council would invite them all to address this issue as a matter of urgency.

Additionally, Policy E4 of the Woodcote Neighbourhood Plan (adopted October 22) establishes a settlement boundary and notes that “Proposals for development outside the boundary will only be supported if they are appropriate to a countryside location and therefore conserve and enhance the special qualities of the Chilterns AONB.” The proposals are wholly outside the settlement boundary.

Ultimately WPC fail to see any evidence that would indicate that there is a benefit to Woodcote and in the public interest, to outweigh the adverse impact for the proposals, but in particular the floodlights as currently proposed and the impact on the AONB, in an area that is outside the settlement boundary.

Furthermore, since submitting our original objections, we have become aware of other application for astroturf pitch, where a condition prohibited floodlights and a later application for floodlights was dismissed at appeal. This application was within an AONB and within the SODC area. We include further details attached.

To address the comments from the Agent in their email of 20th February 2024, WPC wish to respond as follows:

Any perceived harm is comfortably outweighed by the overriding benefits of the proposals, which must be taken into account as part of the planning balance exercise and include:

- *Meeting the capacity and competitive needs of a growing local community.*

Which growing community is being referred to? Woodcote has a limited number of new houses planned for in the latest Neighbourhood Plan and while it is stated in the agents letter of 31st August 2023 that “There is insufficient spare capacity at the Langtree School and Wallingford AWP’s.”, it should not fall to the burden of Woodcote residents or this area of the AONB to meet a need that is created from outside of the village.

It is further worth noting that the local football club received a grant to purchase their own portable floodlights on the Parish owned village recreation ground one night a week, because the cost of using Langtree School and floodlights was cost prohibitive.

We also understand from our own enquiries, that the facilities at Langtree School are not booked to capacity.

- *Removing the need for public investment into a pitch elsewhere.*

The location is ultimately a private school and this is private investment into a private facility, with no sight of even a draft Community Use Agreement available. This should be seen prior to any decision being made. Such public use facilities tend to be in town locations, albeit at the edge of. This is not a relevant overriding benefit to combat the harm caused and the ‘consideration’ that it may save SODC or OCC from investing public funds into an alternative pitch elsewhere, should not be a consideration.

- *Meeting the aims of the emerging Neighbourhood Plan.*

There is no need identified in the adopted Neighbourhood Plan for an AWP or padel Courts.

In fact we would like to clarify that Policy C2 on Sports Facilities at schools does not apply in this case as it specifically makes reference to Langtree Academy and Woodcote Primary School. The Oratory is not specifically named in the policy.

While Local sports provision is enhanced for the local community by the Oratory School facilities (in addition to provision at Langtree Academy), saving travel to further afield, the access currently is restrictive both in terms of times and costs. There is not currently a Woodcote Hockey Club that is in need of facilities to play locally.

- *A significant net positive impact on trees and biodiversity.*

While the proposed increase of trees cannot be disputed, it is because ‘they have to’. Regardless of the proposed mitigation measures, the loss of such a vast area of grass land, will have and adverse impact.

- *Continued viability and success of the School.*
While we would wish the school to be prosperous, this is not a benefit to the Parish and does not outweigh the harm created.
- *Continued maintenance of the site.*
This is not a benefit to the Parish and does not outweigh the harm created.
- *Promotion and encouragement of sport and recreation and a healthy community.*
In reference to the a healthy community, which community is being referred to? The Oratory community or the Woodcote community? If it is the latter, including the schools, again, there is no draft Community Use Agreement available to weigh the benefits against the harm.
- *Meeting the School's sport's needs (primarily hockey) allowing pupils to train on site and host matches and reducing the need to travel to facilities off-site.*
Again, This is not a benefit to the Parish and does not outweigh the harm created.
- *Accommodating facilities of one of, if not, the fasting growing sports.*
This is not a benefit to the Parish and does not outweigh the harm created.
- *Pupils able to learn the techniques required when playing on an AWP and to compete on a level playing field;*
This is not a benefit to the Parish and does not outweigh the harm created.
- *Facilities which are reliable and safe in adverse weather and when grass pitches cannot be used;*
This is not a benefit to the Parish and does not outweigh the harm created.
- *Meeting existing and prospective parent expectations.*
This is not a benefit to the Parish and does not outweigh the harm created.
- *High quality, fit for purpose hockey and tennis facilities which meet England Hockey, LTA and Sport England specification requirements.*
That is great for The Oratory pupils, but would be great if the wider community could share in that, but again there is no detail on this in advance, to consider whether the benefit outweighs the harm created.

WPC also wish to further clarify their concerns and objections to the parking provision provided for the 2 facilities.

The Transport Statement makes reference to “The Proposed Development would be primarily utilised by the existing Oratory School, replacing an area currently utilised as a sport playing field. “ (Para 4.2.4) “When not utilised by the Oratory School, external sports clubs would be able to utilise the Proposed Development through a booking system, currently in place for The Oratory School Sport Centre. External sports clubs would be able to utilise the changing facilities etc at the Oratory School Sports Centre when utilising the Proposed Development.” (Para 4.2.5) and

“The Proposed Development will be utilised mostly by students of the Oratory School, and to a lesser extent external sports clubs when not in use by the School.” (Para 4.4.2)

The Transport statement states that when a hockey match takes place worst case scenario (should each player and coaches arrive by car separately) it is estimated that the AWP could generate a maximum of 36 cars. This excludes any spectators. For the Padel Courts, as a worst case, should each player and coach arrive by car separately it is estimated that the Padel Tennis Courts could generate a maximum of 17 cars. That’s 53 in total.

There is no additional parking proposed in the area where the development is proposed. The Transport statement notes there are “circa 40 spaces” located in the car park next to where the padel tennis courts would be, although no drawing to show. Reference is then made to the parking at the bottom of the golf course having circa 48 spaces and the sports centre having 18 spaces. However, WPC have concerns that users would not walk from the parking at the bottom of the golf course to the facilities and would try and park on Greenmore. This area of Greenmore is already congested with parked cars, causing concern about the safety and visibility for traveling cars.

Lastly, WPC have concerns that the hours of lighting to 21:15 7 days a week, which is in excess of those hours and days permitted by condition for P14/S0748/FUL as noted below, will set precedence and result in Langtree Academy requesting to extend the days and hours of operation for their floodlights, which would cause additional further harm to the AONB and to the nearby residents in that built up area of Woodcote.

The use of the floodlights for Langtree Academy are restricted by condition of planning consent P14/S0748/FUL to the hours of:

- 09:00 to 20:30 Monday to Friday;
- 09:00 to 18:00 Saturday; and
- 09:00 to 17:00 on Sunday and Bank Holidays; and
- shall be switched off at all other times.

This is in the interests of visual and residential amenity and to reduce the impacts on foraging and commuting bats in accordance with policy CSB1 of the Core Strategy and C8, G2 and EP3 of the South Oxfordshire Local Plan 2011.

Additionally, the use of the multi-use games area at Langtree Academy is restricted to the same hours to protect the occupants of nearby residential properties from loss of amenity due to noise disturbance and in accordance with Policies G2 and EP2 of the South Oxfordshire Local Plan 2011.

Woodcote Parish Council

Title	Village Hall Matters
Author	Clerk to the Council
Meeting	Woodcote Annual Parish Council Meeting – 01 st May 2024

26.1. To receive an update from the VH working group.

Verbal report in the meeting.

26.2. To consider a proposal from the preferred Architect, to completing the planning documentation and submission to Contracts Finder, approve budget and process.

Following on from our current appoint as confirmed by you via email on 7th December 2023. I have now reviewed the required material necessary to formally tender the works for replacement and reconfigured roof coverings. Within our current appointment we had allowed for a set of planning and building regulations drawings to enable an approval by LABC/ SODC. This will form the basis of the information required for tender, however in addition to this and from the examples as circulated by Laura , we consider a formal tender document will also be required. The document will be prepared on the basis of the below assumptions:

- Works will be procured via JCT minor works contract to be administered by WWA (fees for this service not included in this quotation)
- Planning permission has been approved,
- LABC regs approval has been secured,
- Scope of works relates to removal of existing roof covering and lining, amendments to parapet upstand, replacement structure and adaptations to main pitched tiled roof, replacement roof linings and coverings (ventilated), amended rainwater goods and flashings, future allowance for on roof PV provision, provision of in roof rooflights to main hall.
- The tender list will go to up to 5 qualified and referenced main contractors.
- WWA will answer and facilitate in tender requests for information/ clarification and site visits.
- WWA will produce a short tender review summary of inclusions.

On the basis of the above our fee for these works will be £3,750.00+ VAT and disbursements and subject to the attached T&C's. I trust this suitably covers this additional requested piece of work, however I would be happy to talk this over in more detail if helpful.

26.3. To approve budget for structural calculations for the VH Roof.

Awaiting for further information – was asked to put this on the agenda.

26.4. To approve the Village Fete Risk Assessment, and that the event is sponsored by the Parish Council for the purposes of insurance.

[See following page]

WOODCOTE FETE - Risk Assessment

Organisation Name: Woodcote Fete Committee	Contact Number: 07974 714439
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This risk assessment covers the whole event and is based on individual risk assessments submitted by exhibitors in previous years. It is, therefore, typical of the hazards expected but may not cover the risks associated with any exhibitor who has not previously attended a Fete.

Hazards – things that could cause harm – please tick all applicable

1	Electrical equipment	✓	11	Guy ropes/tie downs	✓	21	Sharp edges	
2	Cables and leads	✓	12	Tent/structure collapse	✓	22	Knives/sharp objects	
3	Generator	✓	13	Table/stand collapse	✓	23	Vehicles	✓
4	Chemicals	✓	14	Falling objects	✓	24	Dust / Smoke	
5	Gas/LPG/Butane		15	Ladders and steps	✓	25	Working at height	
6	Flammable liquids		16	Heat / Naked flames	✓	26	Climbing equipment	
7	Noise		17	Hot surfaces	✓	27	Inflatables	✓
8	Machinery		18	Cold surfaces	✓	28	Animals	✓
9	Compressed air		19	Hot drinks	✓	29	Flammable materials	
10	Power tools	✓	20	Spillages	✓	30	Steam	

The above list is not exhaustive and you may be able to think of other hazards; if so please include a brief description below:

There may be trip and fall hazards due to cables, guy ropes, dogs and during the tug of war game.
Hot and cold surfaces and hot liquids will be present in food and drink preparation areas.
There may be a risk of dog bites.
Face paints will be used.
Vehicle movements on the green during set up and break down.
Battery operated drill may be used by the RSPB team for building bird boxes.

How will you be controlling these hazards to ensure that people are not harmed?

Please feel free to use the reverse of this form to add any additional information. If you have any certificates of compliance for particularly hazardous equipment you should include these.

Extension leads supplied by the Fete Committee will be PAT tested before use and where laid across a walkway they will be covered.
Committee members and other helpers may use steps/ladders during set up.
Exhibitors are responsible for the safety of tables, gazebos, etc on their stands.
There will be no public access to food and drink preparation areas.
Inflatables will be securely anchored by the suppliers and may be powered from a generator. The generator and use of the inflatables will be supervised at all times.
Fire extinguishers will be located near to potential fire sources (eg generators).
Food stalls will provide their own fire extinguishers.
Dogs are expected to be controlled by their owners.
The face painters are aware of issues such as allergic reactions to face paints and the risk to small children and will take appropriate precautions.
Plastic "glasses" will be used for alcoholic drinks.
Vehicle movements during set up and break down will be controlled by marshals. If vehicle movements occur while the public are present the vehicle will be escorted by a marshal wearing a high-vis vest.

If you have public liability insurance please provide details including – insurers name, policy number, renewal date and limit of indemnity plus any restrictive condition.

Commercial exhibitors provide their own public liability insurance.
The flower, produce and crafts show within the hall is covered by the Village Hall public liability insurance.
The remainder of the event is covered by the Parish Council's public liability insurance.

Contact Name: Malcolm Smith	Signed: [REDACTED – ORIGINAL ON FILE]	Date:24/4/24
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- 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.**

See following pages.

- 26.6. Subject to decision above, approve maintenance monitoring sheet for use**

See following pages.

Woodcote Village Hall

What is Wear and Tear?

1. Introduction

Recent disagreements on who is responsible for the maintenance or repair of the building, services or contents of the Village Hall and the parish council expectation of future 'conflicts' (*sic*) require a mutually agreed definition of what constitutes normal wear and tear.

There is no legal definition of what constitutes normal wear and tear, and it remains difficult to define. This document is a summary of relevant guidance and suggests a checklist to assist in assigning the responsibility for repair or replacement.

2. Wear and Tear

2.1 The House of Lords defines wear and tear as unavoidable deterioration caused by the 'reasonable use of the premises by the tenant and the ordinary operation of natural forces.' It is the normal damage that naturally and inevitably occurs to items, even when properly maintained, because of normal use or aging. It is not the result of neglect or abuse.

2.2 In 1953 Lord Denning, in the landmark case of *Warren vs Keen*, stated:
"The tenant must take proper care of the place. He must, if he is going away for the winter, turn off the water and empty the boiler; he must clean the chimneys when necessary and also the windows; he must mend the electric light when it fuses; he must unstop the sink when it is blocked by his waste. In short, he must do the little jobs around the place which a reasonable tenant would do. In addition, he must not, of course, damage the house wilfully or negligently... but apart from such things, if the house falls into disrepair through fair wear and tear or lapse of time or for any reason not caused by him, the tenant is not liable to repair it."

This case has been referred to over the years and continues to be an implied and accepted principle in every tenancy agreement.

2.3 In essence, tenants are responsible for ensuring the ongoing daily care of a property. The common routine tasks of inhabiting a property, be they changing lightbulbs, cleaning windows or unblocking sinks, are all ones which a tenant would be expected to undertake themselves. Anything beyond this, such as repairing fixtures, fixing pipework or ensuring the general habitability of the property falls under the landlord's remit.

2.3 Current legislation states that landlords are always responsible for providing and repairing:

- the property's structure and exterior;
- basins, sinks, baths and other sanitary fittings including pipes and drains;
- heating and hot water;
- gas appliances, pipes, flues and ventilation;
- electrical wiring; and
- any damage they cause by attempting repairs .

3. What is reasonable Wear and Tear?

3.1 There is no definitive test to determine whether the damage is normal wear and tear, however a review of the following questions may support an objective agreement that:

- i. reduces the impact on the operation of the Hall and its users arising from unproductive disputes;
- ii. reduces the time wasted, as recently, in recent unproductive debates between the parish council and the charity;
- iii. allows the charity Trustees and staff to focus on developing the Hall for the community and driving both the occupancy and revenue; and
- iv. ensures the proper use of public and charity funds.

3.2 Assessment Criteria

Fixture or Fitting	See attached note ' <i>Landlord and Tenant Responsibilities</i> '
Damage or Natural Ageing?	Damage is not naturally occurring. Damage which has occurred due to: i. deliberate or evidently negligent behaviour is not considered fair wear and tear is the responsibility of the Charity; ii. due to the natural ageing of fixtures and fittings or previous disrepair is the responsibility of the parish council; and iii. 'Acts of God' will be the subject of an insurance claim.
Age	The older the item, the more wear and tear it is likely to have suffered. If the item has been in use longer than the expected life then it is reasonable, in the absence of damage, to decide the replacement is the responsibility of the Charity. Similarly, if the building structure or a fitting requires replacement or repair for reasons not arising from damage then it is reasonable to decide the responsibility lies with the parish council.
Expected Life Span	The life expectancy of an item or structure will depend upon its quality and usage. If a structural component or fixture can reasonably be considered to be beyond its lifespan then replacement is the responsibility of the parish council. Fittings are the responsibility of the Charity.
Quality	The expected life span of an item or structure can vary drastically. Table 3.1, below, suggests some typical life expectancies.
Usage	There will be more natural wear to an item the longer it has been used and the nature of the usage. The expected life span needs to consider the: i. usage rate (average hours/day) ; ii. the users; and iii. the use.

SAMPLE
LIFE EXPECTANCY CHART *

Many major items have a predictable life span. A list of items and their life expectancy are listed below:

Hot Water Heaters	10 years	All units
Plush Carpeting	5 years	Family
	7 years	Elderly
Air Conditioning Units	10 years	All units
Ranges	20 years	All units
Refrigerators	10 years	All units
Interior Painting - Enamel	5 years	Family
	7 years	Elderly
Interior Painting – Flat	3 years	Family
	5 years	Elderly
Tiles/Linoleum	5 years	Family
	7 years	Elderly
Window shades, screens, blinds	3 years	Family, Elderly

* If these items were in good condition at the time of move in, and it can be shown that damage, above the normal wear and tear has been sustained, then a damage claim can be submitted.

Woodcote Village Hall

Landlord and Tenant Responsibilities

1. Introduction

- 1.1 The Parish Council, as the owner and landlord of Woodcote Village Hall have a legal duty to keep it in a safe and good condition. The Woodcote Village Hall Charity has a duty to look after the property, including any landlord's fixtures and fittings provided.
- 1.2 The respective responsibilities are formally defined in the lease agreement which specifies the types of fixtures and fittings the landlord is responsible for repairing, and those that are the tenant's duty to maintain in good order.

2. Fixtures and Fittings

Unfortunately, there are no definitive lists for what constitute fixtures or fittings. To avoid doubt it is useful, therefore, to establish an agreed definition for the purpose of the lease of the Village Hall.

Fixtures

In general, property law defines a fixture as a fixed asset and specifically 'an asset which has been attached to property in such a way as to be part of the premises'. It is further defined as any item that:

- i. is intended to be reasonably permanent and is affixed to the property through the application of plaster, cement, bolts, screws, nuts, or nails.
- ii. cannot be removed without serious damage to, or destruction of, the building.

Fittings

A fitting is defined as an asset, which is tangible and moveable. Fittings can be attached to the property, but are generally more temporary in nature, and can include things like furniture, furnishings, shelving, electronic equipment, and moveable kitchen equipment.

3. Village Hall Fixtures

3.1 Building Structure

- i. all roofs, guttering, insulation;
- ii. interior and exterior walls, windows, and doors including door furniture and decorative condition;
- iii. all wall, ceiling, plasterwork and woodwork condition including paintwork;
- iv. all floors and ceilings structures; and
- v. all hatches and shutters.

3.2 The Electrical System including distribution boards, sockets, switches, emergency lighting and light fittings and statutory wiring inspections.
Portable Appliance testing on electrical equipment owned by the Parish Council.

3.3 Security Systems including external lighting and cameras.

3.4 Heating and Hot Water System.

- i. all boilers, radiators, pipework, control valves and thermostats including servicing;
- ii. all boiler servicing the boilers, thermostats and control valves.

3.5 Plumbing installations

- i. the water supply and drains (internal and external)
- ii. all permanent bathroom fittings including the sanitary fittings, toilet pans, basins, taps, fixed mirrors and shower units; and
- iii. all statutory inspections, including that for legionella.

3.6 Kitchen and Catering Facilities

- i. all integrated appliances such as cookers and washing machines

3.7 Telecommunications

All telephone, Wi-Fi and internal data cabling systems.

3.8 Fire safety

- i. all fire alarms and extinguishers; and
- ii. all statutory inspections.

3.9 All Adhered Floor Finishes

3.10 Built-in and PC Owned Furniture including desks, cupboard, filing cabinets.

4 Maintenance Procedures

4.1 Repair Requests.

The Charity, as tenant, will report all repairs and other maintenance requirements to the Parish Clerk in writing and maintain a register of all such requests. The Parish Clerk will:

- i. acknowledge receipt of the repair request;
- ii. confirm, or otherwise, the acceptance of the responsibility to effect the repair by the Parish Council; arrange, subject to the Parish Council accepting responsibility for the repair, a date, time and contractor to effect the repairs; and
- iii. notify the Charity of the arrangement.

4.2 Emergency Repairs

In the event of an emergency at a time when the Parish Clerk is unavailable or uncontactable the Charity will take immediate remedial action to effect an immediate remedy including locating and calling in an appropriate service organisation. These emergencies might include:

- a lack of power when cleaner arrives at 6am;
- burst pipe at 9.30pm.

5 Charity Fittings, Furniture, Furnishings and Equipment

5.1 Furniture

The cleaning and care of all movable assets owned by the charity including:

- i. all Function Room and Main Hall chairs and tables and trolleys;
- ii. all ladders; and
- iii. the piano.

5.2 Furnishings

- i. all Main Hall, Function Room and Pavilion curtains, blinds, rails and attachments;
- ii. all edge-fitted and loose-laid carpets.

5.3 Event Equipment

- i. all exhibition stands and equipment;
- ii. flip chart stands;
- iii. the projector, projector cabinet, film screen, PA and microphone equipment;
- iv. the coloured lighting, lighting programme equipment and glitter ball; and
- v. urns, kettles, crockery and cutlery owned by the charity.

5.4 Computer Equipment

All computer equipment purchased by the Charity.

5.5 Cleaning Equipment

All cleaning equipment including vacuum cleaners, brushes, and floor polishers.

5.6 All Consumables

The Charity will be responsible for all consumables such as light bulbs and tubes, batteries and sanitary tissues

5.7 Electrical safety

The Charity is responsible for Portable Appliance testing on electrical equipment owned by the Charity.

Exclusions:

- i. Equipment owned by user groups (e.g. WADS, the Youth Club, the preschool and Toddler Group)) that is stored in the Hall is the responsibility of those groups and will be maintained by the user group.
- ii. User groups are responsible for the safety of their own electrical equipment and Portable Appliance testing.

6. Termination of Lease

Upon termination of the lease the Charity is responsible for the removal and disposal of all furniture, fittings and furnishings owned by the Charity.

Woodcote Village Hall Maintenance/Repair Request

Requested by		Date	Request Number
Signature		Telephone Number	

Requirement. Please identify the problem

Impact

Urgency

Repair/maintenance required by (date):

Response. Please identify the action required.

Responsibility. Please identify the who is responsible for organising the repair/maintenance.

Payment: Please identify who will be paying for the response

- i. Parish Council
- ii. Village Hall Charity
- iii. Someone Else – please identify

Please summarise why this person/body is responsible for payment

Reason (how caused)

- i. Wear and tear
- ii. User damage
- iii. End or life – history perhaps
- iv. Fixture and Fitting agreement
- v. Other (please specify)

Next Steps

1. Approval

- If the repair is the responsibility of the Charity, then please copy the Treasurer for their approval.
- If the repair is the responsibility of the Parish Council, then please send the request to the Parish Clerk with copies to the Vice-chair of the Council and the Charity Treasurer.
- In the event of a dispute then please notify the Vice-chair and the Chair and Treasurer of the Trustees.

2. The Work

Contractor	Date started	Date completed
	Final cost	

Title	Playground Matters
Author	Village Green Group
Meeting	Woodcote Annual Parish Council Meeting – 01 st May 2024

Note the Clerk thanks the Village Green Group members for very quickly sourcing the quotes below, taking a little pressure of my overstretched to do list.

27.1. To consider quote for replacement seat for Zip Wire

ARD Playgrounds: replace the button seat assembly and complete with new chain connector £168.50

27.2. To consider quote for power washing the playground to remove any moss / algae etc.

RSM Windows - £200 to power wash the surfaces of the playground.

Title	FY 2024-2025
Author	Clerk to the Council & Responsible Financial Officer
Meeting	Woodcote Annual Parish Council Meeting – 01 st May 2024

29.1. To approve the finalised payments list for April 2024, to approve payments for May 2024

Awaiting end of month – will present at the meeting

29.2. To note the receipts for April 2024, and consider returning £1 to the Village Hall Trustees.

Awaiting end of month – will present at the meeting

29.3. To note the reconciled bank balances, up to 30th April 2024.

Awaiting end of month – will present at the meeting

29.4. To approve the updated Budget for 2024-2025

See following pages.

29.5. To approve salaries and hours for the year ahead.

- Clerk, SCP 28, 78 hrs per month + 20 additional if required, to be reviewed prior to 19th August.
- Litter Picker x 2, 16.5 hours per month, National Living Wage.

NEW CODES

(This was delegated to the Clerk in an earlier meeting)

THE PROPOSED NEW BUDGET

		New Codes based on Approved Budget			Proposed New Budget	
100	General Income			Notes		
1010	Bank Interest	£ 10,000.00			£ 10,000.00	
1020	CIL Receipts			Calculated from CIL register	£ 18,403.36	
1030	Grants/S106/Donations	£ 1,199.00		Include grass cutting contribution	£ 1,199.00	
1040	Insurance					
1050	Miscellaneous Income / Other	£ 70.00			£ 70.00	
1060	Precept	£ 130,858.00			£ 130,858.00	
1070	Property Income	£ 1,000.00			£ 1,000.00	
1080	Recharges to Allotments	£ 830.00		Need to charge twice, as no monies transferred in 2023/2024	£ 1,660.00	
		£ 143,957.00			£ 163,190.36	
	TRSFR to EMR	£ -		CIL TRSFR to EMR	£ 18,403.36	
	Total Available Income	£ 143,957.00		Total Available Income	£ 144,787.00	

Appendix O

200	Administration					
2010	Allowances, Expenses, Training	£ 1,400.00			£ 1,400.00	
2020	Election fees	£ -			£ -	
2030	Hire of Meeting Room	£ 650.00			£ 650.00	
2040	Publications & Communications	£ 1,000.00			£ 1,000.00	
2050	Stationery, Postage, copies and printing	£ 700.00			£ 700.00	
2060	Subscriptions	£ 987.00			£ 911.00	
	ORCC		£ 78			£ 78
	Chiltern Soc		£ 32			£ 32
	CPRE		£ 40			£ 40
	OPFA		£ 59			£ 59
	Open Spaces		£ 47			£ 47
	OALC/SLCC		£ 694	Assume 4%, OALC £468 + SLCC £150 approx		£ 618
	ICO		£ 37			£ 37
2070	Legal Fees	£ 4,000.00			£ 4,000.00	
2080	Website	£ 250.00		New Website from Eyelid + .gov.uk Registration	£ 1,100.00	
	Total Administration	£ 8,987.00			£ 9,761.00	

300	General Finance & Grants					
3010	Audit and Accountancy	£ 800.00			£ 800.00	
3020	Bank Charges	£ -		Unity Trust Charge £18 per quarter administration	£ 72.00	
3030	Grants	£ 11,320.00			£ 11,370.00	
	(s137) Library		2100			2100
	(S137) Royal British Legion		65			65
	(s137) Woodcote Volunteers		450			450
	(s19) Community Centre		1100			1100
	(s19) Youth Club		2625			2625
	(s214(6)) Graveyard Maintenance		950			1000
	Conservation Grp/Pond 1976 19.3		400			400
	(s142(2A)) Citizens Advice Bureau		630			630
	(s137A) Woodcote Correspondent		3000			3000
3040	Staff Costs	£ 29,000.00			£ 29,000.00	
	Total General Finance & Grants	£ 41,120.00			£ 41,242.00	

Appendix O

400	Facilities					
4010	Climate & Environment	£	2,000.00		£	2,000.00
4020	Defibrillator			New Battery & Pads later in the year.	£	500.00
4030	General Maintenance & Repair	£	9,000.00		£	9,000.00
4040	Grass - Weeding & Strimming	£	12,000.00		£	12,000.00
4050	Hedges/Fences/Gates/Trees	£	13,000.00		£	13,000.00
4060	Inspections Surveys & Reports	£	250.00		£	250.00
4070	Insurance	£	2,800.00		£	2,800.00
4080	Office Equipment	£	100.00	Original £100 + Approved smart phone	£	400.00
4090	Playground Equipment Maintenance	£	5,000.00		£	5,000.00
4100	Software and back-ups	£	450.00	MS365 £123.60; Scribe £660 Parish Online £144, Canx LiveDrive	£	928.00
4110	Telephone & Internet	£	800.00		£	800.00
4120	Waste / Litter / Street Cleaning	£	1,200.00		£	1,200.00
	Total Facilities	£	46,600.00		£	47,878.00

500	Village Hall					
5010	General Grant (LGA(MP) 1976 s19(3))	£	8,000.00		£	8,000.00
5020	General Maintenance (Grant In Kind)	£	15,000.00		£	15,000.00
5030	Office Rent	£	6,000.00		£	6,000.00
	Total Village Hall	£	29,000.00		£	29,000.00

600	Strategic Projects					
6010	CIL Projects (Spend from Reserves)	£	-		£	-
6020	Strategic Projects (in Year)	£	4,500.00		£	7,500.00
	SID		4500	<< approved budget put this in an EMR		4500
	Ponds Project					3000
	Total Strategic Projects	£	4,500.00		£	7,500.00

Appendix O

700	Neighbourhood Plan					
7010	General Expenses (Spend from Reserves)	£	-		£	-
	Total Neighbourhood Plan	£	-		£	-

	Total Income (LESS CIL)	£	143,957.00			£	144,787.00
	Total Spend (LESS CIL)	£	130,207.00		<< Original £125,707 + £4500 for the SID	£	135,381.00
	Amount to transfer to EMRs	£	13,750.00			£	9,406.00
	Total CIL Income	£	-			£	18,403.36
	Total CIL Reserve (Beginning of Year)	£	212,949.41			£	212,949.41
	Total CIL Spend (in year)	£	-			£	-
	Total CIL Remaining	£	212,949.41			£	231,352.77

Earmarked Reserves			31st Mar '24	Proposed Move	End of Year
EMR Operating Reserve			£ 28,822.93		£ 28,822.93
EMR Land for Burial	£ 20,000.00	£ 20,000.00	£ 20,000.00		£ 20,000.00
EMR 2nd Bus shelter	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 10,000.00
EMR Climate Change measures	£ 10,000.00	£ 10,000.00	£ 10,000.00		£ 10,000.00
EMR Capital for Projects	£ 37,694.77	£ 38,791.81	£ 38,791.81		£ 38,791.81
EMR Sec 106 Projects	£ 1,097.04				£ -
EMR Locality Grant NHP	£ 10,000.00	£ 9,142.04	£ 9,142.04		£ 9,142.04
EMR V.Hall Capital expense	£ 15,000.00	£ 15,000.00	£ 25,000.00	-£ 25,000.00	£ -
EMR Playgrnds capital expense	£ 15,000.00	£ 15,000.00	£ 25,000.00	-£ 25,000.00	£ -
EMR Previous FY Obligations			£ 5,775.03		£ 5,775.03
EMR Capital Expense - VH or Playground				£ 54,406.00	£ 54,406.00
Total (NOT CIL)	£ 113,791.81	£ 112,933.85	£ 167,531.81	£ 9,406.00	£ 176,937.81
EMR CIL Funds	£ 75,074.88	£ 125,615.20	£ 212,949.41	£ 18,403.36	£ 231,352.77
				Update to go with new budget	
Total	£ 188,866.69	£ 238,549.05	£ 380,481.22	£ 27,809.36	£ 408,290.58

Title	Upcoming Training Courses
Author	Clerk to the Council
Meeting	Woodcote Annual Parish Council Meeting – 01 st May 2024

Whole Council Training – Delivered by OALC

As there are so many new councillors, I recommend the Council considers “whole council training”. This is a new offering for OALC who run the Roles and Responsibilities course, and new councillor course amongst other courses (detailed below)

The offer is for a whole Council, approximately 4 hours on councillor basics as a combination of Councillor Fundamentals and roles and responsibilities course.

The Cost is £650 + VAT + milage, there is an uplift of £100 for a Saturday course, and we would also need to pay for hire of the function room.

Other Courses Available

ESSENTIALS OF EMPLOYING PEOPLE £30 13th May, Zoom

The session run by Chris Moses, OALC Employment Consultant, is aimed at Councillors and Clerks who want to avoid the numerous legal and practical pitfalls associated with being an Employer. It will provide an overview of the essentials of getting it right when employing a Clerk or other members of staff.

TALKING TABLES TRAINING DAY £40 Thurs 16th May – Sutton Courtney

Our first 'Talking Tables' Training day, choose 5 from

- Cemeteries
- Play areas
- Allotments
- War memorials
- Asset mapping
- Websites
- Insurance and risk management
- Trees
- Village halls
- Milestones
- Community-owned businesses and assets of community value

COUNCILLOR FUNDAMENTALS £60 11th June, Zoom

An online training session run by Kim Bedford, experienced trainer. In this session we will set the scene of local government;-Roles and responsibilities concerning the five main components of the council - Council, Councillor, Chairman, Clerk and Responsible Finance Officer (RFO) The importance of the law in meetings with an effective agenda and accurate minutes.

ROLES AND RESPONSIBILITIES £110 17th June, Burford Village Hall

Parish and town councils play a vital role in representing the interests of the communities they serve and improving the quality of life for local people. This one-day course, aimed at newly elected councillors and also suitable for new clerks, will outline the roles and responsibilities of clerks and councillors so that they can work together effectively.

CONTRACTOR MANAGEMENT £15 02nd July, Zoom – lunch session

30 minute lunchtime session aimed at those who engage contractors, with the aim of improving health and safety and avoiding the pitfalls that may lead to accidents.

PLANNING COMMUNITY EVENTS £50 10th July, Zoom

It is never too early to start planning the successful delivery of council events and public activities. This two-hour training session covers all the essential elements for any Town or Parish Council to consider. It also provides essential Health & Safety tips and advice; plus the basics on risk assessments.

WHAT IS A RISK ASSESSMENT? £20 15th July, Zoom – Lunch session

This Risk Assessment training course is designed to help individuals comply with the Management of Health and Safety Regulations 1999 by providing guidance on how to complete a suitable and sufficient risk assessment in the workplace. Risk assessments are a legal requirement for all types of workplaces.

CYBER SECURITY AND AWARENESS FOR PARISH AND TOWN COUNCILS £25 05th August, Zoom – Lunch session

This training provides a basic understanding of cyber threats and how to reduce the risk of your council becoming a target. This is a one hour 'lunchtime' session.

APPRAISALS FOR PARISH AND TOWN COUNCIL STAFF £30 16th September, Zoom

This session will cover the purpose of appraisals, overcoming staff worries, the appraisal form and preparation for an appraisal.