

Minutes of a Meeting of Woodcote Parish Council

Wednesday 01st May 2024 at 19:30, The Function Room, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr K Davies (KD)
Vice-Chair	Cllr T Over (TO)
Members	Cllr L Bilbe (LB)
	Cllr R Peirce (RP)
	Cllr H Booker (HB)
	Cllr K Byrne (KB)
	Cllr J Sloper (JS)
	Cllr S Pritchard (SP)

Officers Present

Clerk	Mrs L White (LW)
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Public and Press At least 4

Meeting Started: 19:30

24.01.1. Election of Chair

24.01.1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved to elect Cllr K Davies

24.01.1.2. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

The Chair signed the declaration of acceptance of office, it was countersigned by the Clerk.

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

Apologies were received in advance of the meeting from Cllrs Urbick & Ellis.

24.01.3. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

Resolved: Approved to elect Cllr T Over for the first quarter of the year, and re-elect the position of Vice-Chair each quarter.

24.01.4. Declarations of Interests [LA 2011 s31]

24.01.4.1. To receive declarations of interest for items on this agenda

None.

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

None.

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

24.01.5.1. Meeting held on 03rd April 2024

It was agreed the minutes were an accurate record of the meeting and it was agreed to sign them the next day once the new chair's name had been added to the printed copy.

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

None.

24.01.6. To Receive Minutes of Committees

24.01.6.1. Staffing Committee

- Meeting Dated 24th April 2024

Appendix A

Received.

24.01.7. Consideration of the recommendations made by a Committee

None.

24.01.8. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

24.01.8.1. To Approve the Scheme of Delegation

Appendix B

Resolved: Approved Unanimously to adopt the Scheme of Delegation.

24.01.9. Review of the terms of reference for committees

24.01.9.1. Staffing Committee

Appendix C

Resolved: Approved Unanimously to adopt the Staffing Committee Terms of Reference.

24.01.10. Appointment of members to existing committees

24.01.10.1. To appoint members to the Staffing Committee

Previously, LB; TO; SP; RP

Resolved: Approved Unanimously to appoint LB; TO; SP & RP.

24.01.11. Appointment of any new committees in accordance with standing order 4

None Proposed.

24.01.12. Review and adoption of appropriate standing orders and financial regulations

24.01.12.1. To approve and adopt new Standing Orders, updated using latest version of the NALC Model Standing Orders, and amendments made during 2023-2024 year Appendix D

The Clerk highlighted the changes which had been made from the November 2023 approved version to bring them inline with the current model Standing Orders.

Resolved: Approved Unanimously to adopt the Standing Orders.

24.01.12.2. To approve and adopt the updated Financial Regulations Appendix E

The Clerk highlighted that the previous version was not based on the previous model FR's and the Financial Regulations presented here reflected the last issue of the Model Financial Regulations. It was further highlighted that there were new Model FR's impenitently to be issued by NALC and they would be presented to the Council for adoption as soon as they were available.

Resolved: Approved Unanimously to adopt the Financial Regulations.

24.01.12.3. To review and approve suitable for use the existing Code of Conduct Appendix F

Resolved: Approved Unanimously to adopt the Code of Conduct as suitable for use still.

24.01.13. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

24.01.13.1. Mowing

- Agreement with OCC to mow verges on their behalf was meant to be re-signed last year [ACTION] Clerk to investigate if this was signed as per all other Oxfordshire parishes.
- Contract with our mowing contractor requires formal review and tendering to support new contract from 1st April 2025.

Reviewed, noting the prices has not yet been received from the mowing contractors, and will be brought to a future meeting for approval.

24.01.13.2. Allotments

- The Parish Council recharges the Clerk's time for completing the Allotment Charity administration on its behalf. This was not recharged in FY 2023-2024, double to be recharged this year – £830 for each year.

Reviewed, noting the allotment charity will be invoiced for recharged time for FY 2023-2024 as soon as possible. FY 2024-2025 will be calculated on time spent and recharged in March 2025.

24.01.13.3. Other Contracts

- BT -Phone and Broadband
- Sheild Group – Waste Bin Emptying
- Village Hall Office Rental – paid for this FY.

Reviewed, to investigate recharging Telephone/Broadband, what is the contract, can we reduce the price.

24.01.14. Review of representation on or work with external bodies and arrangements for reporting back

24.01.14.1. To appoint one member to the Village Hall Trustees

Previously: KD

Resolved: Approved Unanimously to appoint Cllr Davies.

24.01.14.2. To appoint one member to be Police Liaison

Previously: HB

Resolved: Approved Unanimously to appoint Cllr Booker.

24.01.14.3. To appoint one member to be Youth Club Liaison

Previously: LB

Resolved: Approved Unanimously to appoint Cllr Bilbe.

24.01.14.4. To appoint one member to be Community Centre and Schools Liaison

Previously: RP

Resolved: Approved Unanimously to appoint Cllr Peirce – Community Centre Liaison

Resolved: Approved Unanimously to appoint Cllr Sloper – Schools Liaison

24.01.14.5. To appoint one member to Village Green Liaison, and point of contact for Allotments

Previously: Vacant

Resolved: Approved Unanimously to appoint Cllr Pritchard – Village Green Liaison

Resolved: Approved Unanimously to appoint Cllr Byrne- Allotments Liaison

24.01.15. To note this Council is not eligible for General Powers of Competence, LGA 1972 s137 is applicable with a limit of £10.81 per elector, £21,609.19 for the year.

Noted.

24.01.16. Review of inventory of land and other assets including buildings and office equipment

24.01.16.1. To note the Asset Register was reviewed and approved at the 3rd April 2024 meeting.

Noted.

24.01.17. Confirmation of arrangements for insurance cover in respect of all insurable risks

Appendix G

24.01.17.1. To confirm the arrangements for insurance cover in respect of all insurable risks

Cover was confirmed, and currently includes insurance of the Village Hall. With the current Custodian Trustee / Management Trustees setup for the VH, the Clerk advises on the recommendation of advice received from insurers, and research completed, the VH management committee should be insuring the VH directly and recommend a formal professional valuation of the building be completed for insurance purposes.

Resolved: Approved to increase the insurance value to £2.5m, based on advice to be received from WWA, for the remainder of the term of the policy & inform the trustees, including recommendation for formal valuation.

24.01.17.2. To note the Council is in the last year of a Long-Term agreement.

Noted, Clerk to seek quotes to be presented at the September meeting.

24.01.18. Review of the Council's and/or staff subscriptions to other bodies

- Clerk's Membership of SLCC – renewable August 2024
- Council's Membership of OALC – renewable March 2025
- Chilterns Society – Budget £32
- The Countryside Charity (CPRE) – Budget £40
- Oxfordshire Neighbourhood Plan Alliance – Budget £50
- Information Commissioners Office – renewable March 2025, Budget £35

Resolved: Approved Unanimously to continue with the subscriptions as detailed above.

24.01.19. Review of the Council's complaints procedure

Appendix H

Resolved: Approved Unanimously to adopt the Complaints Procedure.

24.01.20. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*)

Appendix I

Resolved: Approved Unanimously to adopt the Requests for Information Policy.

24.01.21. Review of the Council's policy for dealing with the press/media

24.01.21.1. To approve and adopt Communications & Media Policy

Appendix J

Resolved: Approved Unanimously to adopt the Communications and Media Policy

24.01.22. Review of the Council's employment policies and procedures

24.01.22.1. To approve delegating this item to the Staffing Committee.

Resolved: Approved Unanimously to delegate the review of the Council's employment policies and procedures to the Staffing Committee.

24.01.23. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

24.01.23.1. To approve the S137 report for FY 2023-2024

Appendix K

NOTE: limit £9.93 per elector, £19,850.07 total.

Resolved: Approved Unanimously the S137 report for 2023-2024

Woodcote Parish Council PAYMENTS - S.137 Entries

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

Total 12,325.99

24.01.24. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

24.01.24.1. Regular Full Council Meetings, Woodcote Village Hall – Function Room, 7:30pm.
1st Wednesday of the Month, other than January moved to the 8th January 2025.

Resolved: Approved unanimously the meetings as listed above.

The following items are not required by the Standing Orders in the Annual Meeting of the Council.

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

Neighbourhood Plan

**24.01.25.1. To consider the request from SODC to update the “Made Plan” and agree actions.
To approve response to Planning Applications**

Resolved: Approve Unanimously to ask the Neighbourhood Plan Working Group to do the updates and ask SODC Neighbourhood Plan team if the updated requirement for affordable homes can be implemented through an addendum to the Plan.

24.01.25.2. P23/S1077/FUL - The Oratory School, The Oratory Drive, Woodcote, RG8 0PJ

Appendix L

Construction of an all-weather pitch (AWP) with sports lighting and all associated works and the construction of four padel tennis courts with sports lighting and all associated works. (As amended by information received 2023-05-17) (As amended by revised Tree Protection Plan 2023-06-15) (As amended by plans and information received 2023-09-04 and as amended by plans and information received 20 February 2024).

Resolved: Approved to submit the response as per Appendix L, as detailed below.

Dear [Planning Officer],

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 an 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 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 fastest 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.

24.01.25.3. P24/S0974/HH - 9 Oakdene, Woodcote, RG8 0RQ

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

Resolved: Approved Unanimously to submit the response NO OBJECTIONS

24.01.25.4. P24/S1068/FUL - Field off South Stoke Road, near Woodcote

New agricultural access.

Resolved: Approved Unanimously to submit the response NO OBJECTIONS, we ask that this application be approved for agricultural use provided that the Highways conditions are implemented.

24.01.25.5. P24/S1072/HH - 6 Bridle Path, Woodcote, RG8 0SE

Front extension and loft conversion of existing dwelling.

Resolved: Approved Unanimously to submit the response NO OBJECTIONS, subject to the implementation of any Highways conditions.

24.01.25.6. P24/S1253/OH - Various Sites

The replacement of 20 x 11kV wooden electricity poles on the Ball Hill (BALH) E1, E3, E5 & E7 11kV circuit during the 24/25 financial year.

Resolved: Approved Unanimously to submit the response NO OBJECTIONS, but ask why the opportunity isn't being taken to put the cable under the ground in this AONB area, and also to prevent tree and bird damage which some of these poles receive regularly.

To note decisions of the Planning Authority

All of the decisions below were noted.

24.01.25.7. P20/S1984/FUL - Old Reservoir Site, Greenmore, Woodcote, RG8 0RN

Demolition of the existing redundant pumphouse and construction of 20 new dwellings and formation of new access, driveway and parking. (Drainage information received 16 May 2022).

WPC Response: NO OBJECTIONS, however Council has concerns about the construction of the foundations for the new dwellings because of the sensitive nature of the underlying geology of the site which includes an aquifer.

24.01.25.8. P24/S0454/HH - 3 Bridle Path, Woodcote, RG8 0SE

Single storey rear & side extension, internal alterations & changes to fenestration.

WPC Response: NO OBJECTIONS, subject to the Highways Officer's satisfaction there remains adequate off-road parking for a four-bedroom dwelling. This property is in close proximity to a busy junction and is also in a high traffic area.

24.01.25.9. P23/S2513/HH - 65 Wayside Green, Woodcote, RG8 0PR

Single storey side extension (as amended by plans and additional tree survey information received 18 March 2024 reducing footprint of rear extension).

WPC Response: NO OBJECTIONS

24.01.26. Village Hall Matters

Appendix M

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

To be circulated by email in the future.

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

Resolved: Approved Unanimously £3,750.00+ VAT, to include

- 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.

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

No quote received, defer to next meeting.

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

Resolved: Approved unanimously the Risk Assessment for this Parish Council event, managed by the Village Hall Trustees, and look at making the insurance process more robust for all events on Parish Council land.

24.01.26.5. To approve a Maintenance Grant to the VH for them to address the items directly.

Resolved: Approved to grant the VH £15,000 to manage the maintenance of their building directly and £6,000 for Maintenance person for the FY 2024-2025

24.01.26.6. Subject to decision above, approve maintenance monitoring sheet for use.

Not Required.

24.01.27. Playground and Village Green Matters

Appendix N

24.01.27.1. To consider quote for replacement seat for Zip Wire

Resolved: Approved Unanimously to replace the seat on the Zip Wire, Budget £168.50.

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

Resolved: Approved Unanimously to power wash the playground, Budget £200, and do the resin path also, maximum budget £300.

24.01.28. End of Year Finance 2023-2024

24.01.28.1. To note all the End of Year finance documents have been submitted to the Internal Auditor for consideration. Subject to completion of the Internal Audit, the FY 2023-2024 accounts will be brought to the June 2024 meeting for Council approval.

Noted.

24.01.29. Finance 2024-2025

Appendix O

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

Resolved: Approved the payments as listed below.

April

Voucher No	Date	Net	VAT	Total	Description	Supplier
1	15/04/2024	60.95	12.19	73.14	Telephone & broadband	British Telecom (BT)
2	22/04/2024	48.75	0	48.75	Hall Hire	Woodcote Village Hall Trustees
3	22/04/2024	29.25	0	29.25	Hall Hire	Woodcote Village Hall Trustees
4	22/04/2024	6000	0	6000	Parish Office Hire	Woodcote Village Hall Trustees
5	22/04/2024	580	0	580	Heating Maintenance	Woodcote Village Hall Trustees
6	22/04/2024	2575	0	2575	Grant	Woodcote Youth Club
9	22/04/2024	266.49	53.3	319.79	Waste collection	Sheild Maintenance Ltd
10	22/04/2024	792.59	158.52	951.11	Grass cutting contract	M & C Landscapes
11	22/04/2024	500	100	600	Consultation zebra crossing	Glanville Consultants Limited
12	22/04/2024	5000	0	5000	Grant	Woodcote Village Hall Trustees
14	29/04/2024	65.85	13.17	79.02	Telephone & broadband	British Telecom (BT)
		1439.1		1439.1	Staff Costs	
	Total	17358	337.18	17695		

May

- Sheild Maintenance Ltd, Bin Emptying, April, £266.49 + VAT
- GiffGaff, refund L White, £8 inc VAT
- Staff Costs, total: £1891.82, including PAYE Deductions to be paid, 7th June 2024.

24.01.29.2. To note the receipts for April 2024.

Receipts below were noted.

Voucher No	Date	Net	VAT	Total	Description	Customer
2	02/04/2024	1	0	1	Village Hall Rent	Woodcote Village Hall Trustees
1	05/04/2024	65429	0	65429	Precept	South Oxfordshire District Council (CIL)
3	09/04/2024	341.12	0	341.12	Interest on savings	Lloyds Bank plc
4	26/04/2024	1198.73	0	1198.73	Grass Cutting Contribution	Oxfordshire County Council
5	30/04/2024	1303.45	0	1303.45	Investment Income (LAMIT)	CCLA
	Total	68273.3	0	68273.3		

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

Balances were noted as below:

A	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		380,481.22
	ADD Receipts 01/04/2024 - 30/04/2024		68,273.30
	SUBTRACT Payments 01/04/2024 - 30/04/2024		448,754.52
			17,695.18
	Cash in Hand 30/04/2024 (per Cash Book)		431,059.34
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2024	0.00	
	Lloyds Current 30/04/2024	100,457.13	
	Lloyds BB Instant Deposit Account 30/04/2024	330,602.21	
	Public Sector Deposit 30/04/2024	0.00	
			431,059.34
	Less unrepresented payments		
			431,059.34
	Plus unrepresented receipts		
	Adjusted Bank Balance		431,059.34
	A = B Checks out OK		

Lloyds Current: £100,457.13

Lloyds Deposit: £330602.21

24.01.29.4. To approve the updated Budget for 2024-2025

Resolved: Approved Unanimously the updated budget below.

Woodcote

PARISH COUNCIL

200	Administration	Previously Agreed			Approved Update	
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

Woodcote

PARISH COUNCIL

	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

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

Woodcote

PARISH COUNCIL

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

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

Woodcote

PARISH COUNCIL

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

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

Resolved: Approved Unanimously:

- 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.

24.01.30. To consider upcoming training courses and approve attendance & budget

Appendix P

Resolved: Approved Unanimously the following training:

- Whole Council (Saturday) training, budget £760+ milage + VAT

24.01.31. To approve format and budget for the Annual Meeting of the Parish, 22nd May 2024, 19:30.

Resolved: Approved Unanimously, £30 budget for tea/coffee biscuits.

24.01.32. Motion without notice to extend the meeting 10 minutes 2hrs 40min total.

Resolved: Approved Unanimously.

24.01.33. To receive Items of correspondence and agree actions arising.

Since issuing the agenda, have received a letter regarding criminal damage on Whitehouse Road. It was agreed the police liaison councillor will bring up with the neighbourhood policing team, but there is nothing the Council has the power to do other than this.

24.01.34. Matters for future discussion.

None.

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

- Chair, Vice-Chair announcement of this year's post holders
- Meetings for the year ahead
- Approved to replace the zip wire and power wash the path and playground.
- 2 councillor profiles

24.01.36. To confirm the date of the next meeting – 05th June 2024

Confirmed.

There being no further business to be transacted the Chair closed the meeting: **22:05**