

Minutes of a Meeting of Woodcote Parish Council

Wednesday 05th June 2024 at 19:30, The Function Room, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting – Including Update on Neighbourhood Plan)

Neighbourhood Plan (NP) Update: It's a formal part of the local development plan, therefore it is mandatory to update them and assess planning applications against them. You may wish to update it even though it is meant to last 15 years, depending on changes to the National Planning Policy Framework/Guidance (NPPF/NPPG), new local Plan, the monitoring of the NP may show deficiencies, lack of 5 year housing supply.

Changes to NPPF or NPPG may render some NP policies invalid, such as previous "affordably housing" requirements. Equally it can improve requirements such as biodiversity etc. If some of the policies in the NP are out of date, developers may try to claim the whole NP is out of date. There is also a requirement for the NP to be "in general conformity with the strategic policies in the local plan". Must also be aware of district council allocating more houses to the parish, not currently an issue for this parish.

The NP needs to be monitored to ensure it is not being misinterpreted. If Planning Officers are not applying policies, it may be that the policy is too difficult to understand and then apply. The first Woodcote NP had a policy on infill which was not precise enough and this lack of clarity was exploited.

If there is no 5y land supply, the NP is considered to be out of date, benefits of development then outweighed the policies and it was approved. This was clarified by the NPPF recently that if the NP is less than 5 years old, and 5y housing supply can be proved, the NP is NOT out of date any more.

Updating the NP, there are minor updates which can be done, before it needs to go to referendum. But what is not clear is how many / volume of minor amendments can be made, prior to it being a new NP with a referendum.

A design guide would apply to a whole village, and would look at design, roads etc. Design Codes apply to specific NP sites. A Design Code could also break the village down into "Character Areas" such as "around the village green", or "Wayside Green" where specific styles and materials are already used. Having design Codes in a future plan would be recommended. As yet there isn't a made plan with a Design Code in it, but there is one coming.

Future Changes: Development policies will be at a National Level which will make NP and Local Plans (LP) easier to create. There is a plan to put them "online" to make them all digital, for example have them in Parish Online, rather than producing maps in Parish Online, downloading them and putting them in a PDF document, the actual plan would sit in the maps.

Conclusion: No need to update the NP currently, but expires end of 2027, so need to start an update in late 2025, early 2026. But should probably start to think about whether Design Guides, or Design Codes would be helpful in any future plan. Any future changes to national policy would need to be integrated in an updated plan.

Members Present:

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

Officers Present

Clerk	Mrs L White (LW)
-------	------------------

Public and Press	At least 1
------------------	------------

Meeting Started: 19:44**24.02.1. To receive apologies for absence. [LGA 1972 s85(1)]**

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

24.02.2. Declarations of Interests [LA 2011 s31]**24.02.2.1. To receive declarations of interest for items on this agenda**

None.

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

None.

24.02.3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]**24.02.3.1. Meeting held on 01st May 2024**

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

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

None.

24.02.4. Planning [The Town and Country Planning (Development Management Procedure) (England) Order 2015]**To approve response to the request to consult on Planning Applications****24.02.4.1. P24/S1580/FUL - Woodcote Village Hall, Reading Road, Woodcote, RG8 0QY**

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

NOTE: *this is the Parish Council's own application.*

It was agreed to not submit a response as this is an application from the Parish Council.

To note decisions of the Planning Authority

All of the below were NOTED.

24.02.4.2. P20/S1984/FUL - Old Reservoir Site Greenmore Woodcote RG8 ORN – GRANTED

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 foundations due to the nature of the underlying geology.

24.02.4.3. P24/S0974/HH - 9 Oakdene, Woodcote, RG8 0RQ – GRANTED

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

WPC Response: NO OBJECTIONS

24.02.4.4. P24/S1068/FUL - Field off South Stoke Road near Woodcote – GRANTED

New agricultural access.

WPC Response: NO OBJECTIONS to agricultural access, subject to implementation of highways conditions.

24.02.4.5. P24/S0668/HH - 57 Whitehouse Road Woodcote RG8 0SA – GRANTED

Construction of a part single and part two storey side extension with associated internal alterations.

WPC Response: OBJECTS - The proposals would mean the loss of a parking spaces to the side of the property and access to the current garage, which would be contrary to Policy within the Woodcote Neighbourhood Plan 2.

24.02.4.6. P24/S1072/HH - 6 Bridle Path Woodcote RG8 0SE – GRANTED

Front extension and loft conversion of existing dwelling.

WPC Response: NO OBJECTIONS, subject to implementation of Highways conditions.

To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)

All of the below were NOTED.

24.02.4.7. P24/S1549/DIS – 69 West Chiltern Woodcote RG8 0SG

Discharge of conditions 7 (Surface water drainage works (details required) and 8 (Foul drainage works (details required) on application P22/S0429/FUL (Proposed new dwelling).

24.02.4.8. P24/S1297/DIS - 14 Bridle Path, Woodcote, RG8 0SE

Discharge of conditions 10 (Landscaping (incl hardsurfacing and boundary treatment) and 11 (Surface Water Drainage) on application P23/S0889/FUL (Demolition of existing dwelling and erection of two storey replacement dwelling).

24.02.5. To receive the inspection report for the Play Equipment Areas and agree any actions arising. **Appendix A**

Not received in advance of the meeting.

24.02.6. Clerks Report **Appendix B**

24.02.6.1. To approve a grant request from Woodcote Library

Resolved: Approved Unanimously to Grant £2680, using LGA1972 s137.

- 24.02.6.2. To consider a proposal by OCC to adopt 3 new bus-stops with bus shelters, and approve style of bus shelter to be requested, subject to confirmation from OCC the uplift Woodcote Parish Council would need to pay for the upgrade.**

Resolved: Approved Unanimously to adopt 2 shelters at the end of Tidmore Lane/Reading Road, but would request the Bridle Path one not be installed as the path is so narrow, but moved to the Upper West Chiltern location on Whitehouse Road. We ask that OCC cover the original £2500 for the uplift to get to the “standard” bus shelters, as it was a requirement of the development to install these two shelters.

Approved to spend up to the £10k Bus Shelter EMR to be able to install the shelter as below in all three locations.

To request this style, the Denbigh, or The Snowdon

Denbigh

Denbigh Wooden Bus Shelter

Our Denbigh shelter adds style to any location, thanks to its unique glazing pattern and hipped roof.

Our Denbigh shelter has one entrance point as standard, the orientation of which can be altered to suit the location.

The Denbigh shelter comes with a bench seat along the rear wall as standard.

Littlethorpe shelters are renowned for their adaptability, and the Denbigh is no exception. Like for all [Littlethorpe shelters](#), we offer a range of customisation options to meet your specific needs. The glazing and boarding can be easily interchanged to suit your preferences and the dimensions



Snowdon

Snowdon Wooden Bus Shelter

Our Snowdon shelter offers both visibility and protection from the elements, making it perfect for busy yet exposed locations. Its pitched roof and glazing to the front and sides make this shelter an attractive yet practical addition to any location.

Our Snowdon shelter has one entrance point as standard, the orientation of which can be altered to suit the location. Additional entrance points can be created within this shelter if required.

The Snowdon shelter comes with a bench seat along the rear wall as standard.



- 24.02.6.3. Noting the decision at the May meeting, to grant the monies to the Village Hall Management committee, to approve reversing the decision from the March 2024 meeting to recruit a Facilities Assistant.**

Resolved: Approved Unanimously to reverse the decision and not recruit a Facilities Assistant.

- 24.02.6.4. To approve grass cutting schedule and fees for 2024-2025**

Resolved: Approved Unanimously the fees as per the schedule, but remove the requirement to mow the area adjacent to Lackmore Gardens recently bought by local residents. Also ask for the weekly verge cuts to definitely be done as per the schedule. Approved further that the mowing must be formally re-tendered with full map review, in the autumn this year.

CLlr T Over

Vice-Chair of the Council, Chair of the Meeting

17 July 2024

24.02/4

24.02.6.5. To approve extending the trial period for Soleluna Pizza parking in the Car Park on Thursday evenings.

Resolved: Approved Unanimously to extend the period to 31st March 2025, at £15 per week.

24.02.6.6. To formally approve the new OCC Grass Cutting Agreement, not previously entered on to an agenda.

Resolved: Approved Unanimously the OCC grass cutting agreement.

24.02.6.7. To consider how to manage the new tree watering, approve budgets, adverts and actions.

Resolved: Approved the following actions, plus £400 budget for signs, posts, watering bags etc.

[ACTION] To ask if Kings Tree Care and Window Flowers (plus any others) if they are able to water / how often etc.

[ACTION] to post to social media, correspondent etc for volunteer waterers, to add to the current watering group – JS to make “advert” in canva.

[ACTION] to laminate and attach to the trees, or group of trees “please water me” labels.

[ACTION] to ask OCC Tree Cllr whether hydration bags would be useful.

24.02.6.8. To approve supporting the bill “The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries”

Resolved: Approved Unanimously to support the bill.

24.02.6.9. To consider holding a public meeting to discuss speeding and anti-social parking, and agree actions.

Resolved: Approved Unanimously to hold a meeting, encourage public engagement in a community speed watch, ask a member of community speed watch to explain the process, liaison with the local police on this matter. Invite professional speakers and include the local schools.

24.02.7. Village Consultation

Appendix C

24.02.7.1. To review the consultation outcome, and agree actions, budgets, priorities & Cllr Responsibilities.

Resolved: Approved Unanimously the “Consultation Action Tracker” and make as a standing agenda item, to allocation actionees at future meetings.

24.02.8. Training

Appendix D

24.02.8.1. To approve allotment training for KB & Clerk, budget £120

Resolved: Approved Unanimously up to £160 in case KB cannot get SLCC member rate.

24.02.9. Finance 2023-2024

Appendix E

24.02.9.1. To approve the annual accounts for 2023/2024, including:

- variances report
- reserves balances
- budget variations
- cash and investment reconciliation – Balance Sheet
- report on restated values for 2022/2023

Resolved: Approved Unanimously all the documents as listed above.

24.02.9.2. To receive the Internal Audit Report, consider recommendations and agree actions.

Resolved: Approved Unanimously to receive the report and the following actions:

- Full Review of Asset Register

Annual Internal Audit Report 2023/24

Woodcote Parish Council			
www.WoodcoteParishCouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS			
During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority. The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.			
Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		
For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken: 30/04/2024 15/05/2024 20/05/2024 Name of person who carried out the internal audit: Lisa Wilkinson Signature of person who carried out the internal audit: <i>L Wilkinson</i> Date: 20/05/2024 *If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).			

24.02.9.3. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement" 2023/2024.

Resolved: Approved Unanimously as shown below:

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Woodcote Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2024

and recorded as minute reference:

MINUTE REFERENCE
24.02.9.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNED REQUIRED
K. Davies

Clerk

SIGNED REQUIRED
L. White

www.WoodcoteParishCouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

24.02.9.4. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2023/2024.

Resolved: Approved Unanimously as shown below:

Section 2 – Accounting Statements 2023/24 for

Woodcote Parish Council			
RESTATED			
	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	198,130	295,922	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	115,947	125,223	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	72,316	126,934	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	29,237	29,349	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	61,235	138,248	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	295,922	380,481	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	295,922	380,481	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	249,722	255,371	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED
L White

Date 22/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2024

as recorded in minute reference:

MINUTE REFERENCE 24.02.9.4

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED
K Davies

24.02.9.5. To approve the dates for the public rights of inspection: 7th June – 18th July 2024, being 30 working days including the first 10 working days of July.

Resolved: Approved Unanimously as shown below:

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL
GOVERNANCE & ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement: **06 June 2024**

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

**The Clerk to the Council
Parish Office
Woodcote Village Hall
Reading Road
Woodcote
RG8 0QY**

Clerk@WoodcoteParishCouncil.org.uk

07594210389

commencing on **Friday 7th June 2024**
and ending on **Thursday 18th July 2024**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

**Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ**



5. This announcement is made by **Mrs L White, Clerk to the Council & Responsible Financial Officer**
06th June 2024

24.02.9.6. To approve the CIL report for 2023-2024.

Resolved: Approved Unanimously as shown below:

Woodcote Parish Council
Parish Office, Village Hall, Reading Road, Harwell, RG8 0QY
Clerk@WoodcoteParishCouncil.org.uk

Regulation 62A Monitoring Report for Parish and Town Councils

The Community Infrastructure Levy (CIL) imposes a charge on certain new developments, based on the size of the properties being built. This is designated to underwrite the cost of improving the infrastructure within the District. Woodcote Parish Council receives 25% of this Levy for developments carried out within its own Parish, as the parish does has a Neighbourhood Plan in effect. This report is required by Regulation 62A of the CIL Regulations 2010 (as amended). It must be published by 31 December each year and made available on the Parish Council website and forwarded to South Oxfordshire District Council (SODC).

CIL Declaration Report for Financial Year 2023/2024 Ended 31st March 2024

Regulation 62A Reference	Description	Response (amount)
2 (a)	CIL Receipts – Total amount received in financial year 2023/2024	£ 87334.21
2 (b)	CIL Expenditure – Total amount spent in financial year 2023/2024	£ 0
2 (c)	Summary of CIL expenditure during the reported year including: i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item	
	NIL	
2 (d) (i)	the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year	NIL
2 (d) (ii)	the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	NIL
2 (e) (i)	CIL receipts for the reported year retained at the end of the reported year	£ 87334.21
2 (e) (ii)	CIL receipts from previous years retained at the end of the reported year	£ 125615.20
	Total Retained	£ 212949.41

24.02.10. To approve updated versions of the following for the Financial Year 2024-2025

24.02.10.1. To approve Reserves Policy **Appendix F**

Resolved: Approved Unanimously to adopt the policy as written.

24.02.10.2. To approve Financial Risk Assessment Policy **Appendix G**

Resolved: Approved Unanimously to adopt the policy as written.

24.02.10.3. To approve updated Internal Controls Statement **Appendix H**

Including approving to appoint Lisa Wilkinson as Internal Auditor for the 2024/2025 FY.

Including approving Internal; Controls Councillor for each quarter this year.

Resolved: Approved Unanimously to adopt the policy as written and appoint Lisa Wilkinson as Internal Auditor for FY 2024-2025.

24.02.10.4. To approve effectiveness of Internal Audit document **Appendix I**

Resolved: Approved Unanimously to adopt the policy as written.

24.02.11. Finance 2024-2025 **Appendix J**

24.02.11.1. Subject to whether the Village Hall trustees accept the maintenance grant for the financial year, approve to pay outstanding VH Maintenance Invoices.

Resolved: Approved Unanimously to pay the remaining VH maintenance invoices, and deduct the total sum paid from the future payment of the grant once the grant is formally accepted etc.

24.02.11.2. To approve payments to be paid by standing order for the financial year.

Resolved: Approved Unanimously to pay the £6000 maintenance staff grant, as agreed at the May meeting in 10 equal payments of £600, in the months June 2024 thru March 2025

24.02.11.3. To approve the finalised payments list for May and payments list for June 2024.

Resolved: Approved Unanimously the May Payments List as detailed below

Voucher No	Date	Net	VAT	Total	Description	Supplier
19	29/05/2024	65.85	13.17	79.02	Tel/Broadband	British Telecom (BT)
18	13/05/2024	351.33	11.67	363	Planning Fees	PortalPlanQuest Ltd
17	13/05/2024	266.49	53.3	319.79	Waste collection	Shield Maintenance Ltd
16	20/05/2024	219.31	0	219.31	Insurance	Zurich Municipal (Insurance)
15, 20-22	Various	1991.94		1991.94	Total Staff Costs, inc April PAYE Deductions	

Resolved: Approved Unanimously the June Payments List as detailed below

Voucher No	Date	Net	VAT	Total	Description	Supplier
40	06/06/2024	£250.00	£0.00	£250.00	Internal Audit	LJ Wilkinson
39	06/06/2024	£2680.00	£0.00	£2680.00	Library Grant	Our Woodcote Library (OWL)
38	10/06/2024	£600.00	£0.00	£500.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
33	06/06/2024	£50.00	£0.00	£50.00	Membership Fees	Oxfordshire Neighbourhood Plan Alliance (ONPA)
32	06/06/2024	£30.00	£0.00	£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 (April Cutting)
28	06/06/2024	£1,506.94	£301.39	£1,808.33	Grass cutting contract	M & C Landscapes (May Cutting)
27	06/06/2024	£60.50	£0.00	£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 (May)	GiffGaff Ltd
24	06/06/2024	£6.67	£1.33	£8.00	Mobile Phone SIM Costs (April)	GiffGaff Ltd (already approved in May)
34 - 37	28/06/2024	£1,928.85	£0.00	£1,928.85	Total June Staff Costs	

24.02.11.4. To note receipts for May 2024

NOTED, receipts as listed below.

Voucher No	Date	Net	VAT	Total	Description	Customer
6	09/05/2024	353.25	0	353.25	Interest on savings	Lloyds Bank plc

24.02.11.5. To note the reconciled bank balances to 31st May 2024

NOTED, balances as listed below.

A	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		380,481.22
	ADD Receipts 01/04/2024 – 31/05/2024		68,626.55
			449,107.77
	SUBTRACT Payments 01/04/2024 – 31/05/2024		20,668.24
	Cash in Hand 31/05/2024 (per Cash Book)		428,439.53
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	0.00	
	Lloyds Current 31/05/2024	97,484.07	
	Lloyds BB Instant Deposit Account 31/05/2024	330,955.46	
	Public Sector Deposit 31/05/2024	0.00	
			428,439.53
	Less unrepresented payments		
			428,439.53
	Plus unrepresented receipts		
	Adjusted Bank Balance		428,439.53
	A = B Checks out OK		

Current Account:£97,481.07

Savings Account: £330,955.46

24.02.11.6. To approve receiving CIL during the current financial year.

Resolved: Approved Unanimously to receive the Parish portion of CIL payments this financial year.

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

24.02.12.1. A letter asking for Council clearance / tidying of vegetation at the entrance to West Chiltern, and action regarding anti-social parking.

[ACTION] Speak to OCC about anti-social parking / yellow lines review.

[ACTION] Report all vegetation overhanging the Highway on Fix My Street, bring to a future meeting for further consideration if not rectified.

24.02.13. To approve new or updated governing documents

24.02.13.1. Data Protection Policy (new document recommended by Internal Auditor) Appendix K

Resolved: Approved Unanimously to adopt the policy as written.

24.02.13.2. Biodiversity Duty Policy (new document recommended by Internal Auditor) Appendix L

Resolved: Approved Unanimously to adopt the policy as written.

24.02.14. Matters for future discussion.

To include the following items:

- Fee review for Cricket and Football, and invoice for current year.

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

To include the following items:

- Grant to the Library – specifically to fund a Saturday librarian.
- Public Rights / End of Year Accounts
- Watering the Trees
- Speeding and Community Speed Watch Meeting – keep eyes peeled.
- Overgrown Hedges

- 24.02.16.** To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.
Confidential Papers

Resolved: Approved Unanimously to exclude the public and press. The chair thanked those in attendance for coming and invited them to leave the meeting.

- 24.02.16.1.** Consider quotes for professional assessment of the trees on the parish council land at Long Toll, approve contractor and budget.

A summary of the 6 quotes received was discussed.

Resolved: Approved unanimously to delegate to the Clerk appointing contractor to conduct a formal tree survey, subject to consultation with at least a quorum of Councillors and seeking advice from OCC Tree Officer, and maximum budget of £1000, favoured quotes in the meeting were from Sayers and Heritage Tree Services.

- 24.02.16.2.** Consider quotes for professional services relating to the Village Hall flat roof, approve contractor and budget.

Not required.

- 24.02.16.3.** Consider quotes for urgent repairs to the zip wire ramp and budget, approve contractor and budget.

A summary of the 2 quotes received was discussed.

Resolved: Approved Unanimously appoint ARD, budget £297.00.

- 24.02.17.** Confirm the date and time of the next Council Meeting – to move to 17th July 2024.

Items for the next agenda to be submitted to the Clerk no later than 10th July for inclusion on the next agenda.

Confirmed.

There being no further business to be transacted, the Chair closed the meeting at **22:10**.