

Minutes of a Meeting of Woodcote Parish Council

Wednesday 17th July 2024 at 19:30, The Function Room, Woodcote Village Hall

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

None.

Members Present:

Vice-Chair	Cllr T Over (TO) [Chaired the meeting]
Members	Cllr R Peirce (RP)
	Cllr H Booker (HB)
	Cllr K Byrne (KB)
	Cllr S Pritchard (SP)
	Cllr D Ellis (DE)

Officers Present

Clerk	Mrs L White (LW)
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Public and Press	At least 1
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Meeting Started: 19:35

Prior to the start of the meeting, it was noted that the agenda listed the wrong date, it was agreed to ratify all items from this meeting at the August meeting.

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

Apologies were received in advance of the meeting from Cllrs Bilbe; Davies; Sloper & Urbick

24.3.2. Declarations of Interests [LA 2011 s31]

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

None.

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

None.

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

24.3.3.1. Meeting held on 05th June 2024

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

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

The West Chiltern Leylandii have been reported. No response from highways yet.

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

To approve response to the request to consult on Planning Applications

24.3.4.1. P24/S2015/HH - 20 Greenmore, Woodcote, RG8 0RG [Cllr JS]

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

A short presentation was given on the specifics of the application.

Resolved: Unanimously Approved to submit the response OBJECTS with the comments:

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

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

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

A short presentation was given on the specifics of the application.

Resolved: Unanimously Approved to submit the response OBJECTS with the comments:

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

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

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

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

To note decisions of the Planning Authority

The decisions below were noted.

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

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

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

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

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

No WPC Response: Our Application

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

All of the below were noted.

24.3.4.5. P24/S1809/DIS – Field Cottage, Tidmore Lane, Woodcote, RG8 0PH

Discharge of condition 3(materials) on application ref. P23/S1359/FUL Demolition of existing dwelling, proposed replacement single dwelling. Conversion and extension of outbuilding to form annex. Detached carport. Landscaping.

24.3.4.6. P24/S1851/DIS - 14 Bridle Path, Woodcote, RG8 0SE

Discharge of condition 11 (External Lighting - General) on application P21/S0489/O (Outline application for demolition of existing buildings and erection of single dwelling and associated works including garaging and provision of new access onto Bridle Path with matters of appearance, landscaping, layout and scale reserved).

24.3.4.7. P24/S1667/DIS – Land adjacent to Beech Cottage, Beech Lane, Woodcote, RG8 0PY

Discharge of condition 5(Landscaping including hard surfacing and boundary treatment) on application P21/S1975/FUL (Proposed new dwelling house).

24.3.5. To approve response to other requests to consult.

24.3.5.1. To approve response to the request to consult on “The Proposal By Oxfordshire County Council To Designate Certain Streets As Traffic-Sensitive Under The Street Works (Registers, Notices, Directions And Designations (England) Regulations 2007”

Resolved: Unanimously Approved to submit the comments below:

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

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

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

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

Resolved: Unanimously Approved to not submit a response and encourage residents to respond to the survey.

STANDING ITEMS

24.3.6. Village Green Committee/Group

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

The report we received; it was noted that the wet-pour had significantly degraded since the report in a couple of patches. The work would be instructed, and then brought to the August meeting for ratifying.

[ACTION] To clarify where the BMX ramps have been removed to/by. This Council supports the use of these ramps.

24.3.6.2. Consider a list of proposed works for the Village Green, agree budget, priority lists and items to action. **Appendix B**

The following comments were made against each item.

Lidded Bins – the PC has previously agreed to only replace when a bin is unserviceable, not before. The Council is supportive of changing to lidded bins, but only as and when the older bins are no longer serviceable, this will spread the cost over the coming years.

Muddy Entrances – The mud extends far into the field at some entrances, putting down a surface, the problem is likely to move further into the village green, not rectify it, the Council is not supportive of this activity.

Weed, Feed & Worm – This is for the benefit of the sports clubs, should the sport teams need / want this they should be funding this activity.

Car Park Timber Fence – – The Council will complete replacement of loose / missing planks as required but there is no need to fully replace until such time as unserviceable.

Older Seats – Pictures required, including which benches and number of planks etc, formal quote required [Clerk ACTION to inventory the seats and get quote for remedial work]

Folly Basketball Hoop – to action, formal costing to be brought to the Council.

24.3.6.3. To consider a proposed “licence to use” for the Village Green group, agree any amendments and either approve for use, or return to the Village Green group for consideration of amendments.

Appendix C

Some of the historical reasons for a Parish Council committee were reviewed, including why the current group cannot be a committee such as having their own bank account.

The pros and cons of Working Groups; Committees; independent group were discussed.

Resolved: Approved unanimously that a working group be formed to discuss and bring proposals to the full council on how to manage the village green and folly field. The working group is to be formed for 1 year, to see how well it works, to be reviewed July 2025. Terms of Reference to be brought to the August meeting and to appoint members.

24.3.7. Clerks Report

Appendix D

- 24.3.7.1. To approve whether to retain www.woodcoteparishcouncil.org.uk, if kept, approve what items to retain on that website.**

Resolved: Approved Unanimously to move all to the new website, have a redirect for 1 year, including e-mail addresses.

- 24.3.7.2. To receive update on the Speeding / Antisocial Parking Meeting, agree further actions.**

In addition to the report, it was noted that the second SID has arrived earlier today.

- 24.3.7.3. To consider a report on parish office printing, consider options and approve budget and ongoing approach.**

Resolved: Approved Unanimously to purchase Epson EcoTank ET-15000, £414.59 (£497.50 inc VAT.)

- 24.3.7.4. To receive an update on Bus Stops, including request from member of public to relocate a bus stop on Bridle Path, away from their driveway.**

The update in the report was received.

[ACTION] To ask if the S106 bus stops can be installed whilst the s278 agreement in this location is still not closed.

- 24.3.7.5. Motion without notice to suspend standing order 3x, to extend the meeting by 15minutes**

Resolved: Approved Unanimously, to extend no later than 21:45.

- 24.3.7.6. To approve taking part in the OCC EV Charging Point Microhub Pilot scheme, future updates and legal agreements to be brought to a future meeting for formal approval.**

Resolved: Approved Unanimously to take part in the Microhub pilot scheme.

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

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

Resolved: Approved Unanimously, budget £500.

- 24.3.7.8. Motion without notice to suspend standing order 3x, to extend the meeting by 15minutes**

Resolved: Approved Unanimously, to extend no later than 22:00.

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

Resolved: Approved Unanimously to forward correspondence on a trial for 2 months, with the responses to general correspondence on “hot topics” as an information exercise.

24.3.8. Village Consultation

Consultation Tracker

- 24.3.8.1. To review the consultation action tracker, receive updates & approve further actions.**

To defer to the next meeting.

- 24.3.8.2. To approve letter of thanks to the volunteers for clearing and tidying the area around the war memorial. To approve £500 budget delegated to the Clerk to spend on items required for this area, such as gravel and more plants, as required.**

Resolved: Approved Unanimously letter of thanks, to delegate to the Clerk, purchase as needed maximum budget £500.

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

Appendix E

Defer

24.3.9. Village Hall

- 24.3.9.1. To receive update on the Flat Roof Project and agree actions.**

The planning permission is now approved, appointment of structural engineer is later in this meeting.

Resolved: Approved Unanimously to ask West Waddy to create the tendering documents for contracts finder.

- 24.3.9.2. To receive an update from the Village Hall working group and agree actions.**

None, no meeting since the last parish council meeting.

24.3.10. Finance 2024-2025

Appendix F

24.3.10.1. To approve the finalised payments list for June and payments list for July 2024.

Resolved: Approved Unanimously the payments list as detailed below:

JUNE 2024

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

JULY 2024

Plus refund Printer purchase to L White.

Voucher No	Date	Net	VAT	Total	Description	Supplier
58	19/07/2024	£ 460.00	£ 92.00	£ 552.00	Tree Care	Kings Tree Care Services Ltd
57	19/07/2024	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
56	19/07/2024	£ 48.75	£ -	£ 48.75	Hall Hire	Woodcote Village Hall Trustees
55	19/07/2024	£ 49.99	£ 10.00	£ 59.99	Webhosting	Cloud Next Ltd
54	19/07/2024	£ 59.40	£ 0.60	£ 60.00	Annual subscription	The Countryside Charity (CPRE)
53	19/07/2024	£ 296.56	£ 59.31	£ 355.87	Village Hall Maintenance	RES Systems Ltd
52	19/07/2024	£ 165.40	£ 33.08	£ 198.48	Village Hall Maintenance	Max Plumbing and Heating
51	19/07/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd

Woodcote

PARISH COUNCIL

50	19/07/2024	£ 1,506.94	£ 301.39	£ 1,808.33	Grass cutting contract	M & C Landscapes
45	29/07/2024	£ 65.85	£ 13.17	£ 79.02	Telephone & broadband	British Telecom (BT)
44	01/07/2024	£ 65.85	£ 13.17	£ 79.02	Telephone & broadband	British Telecom (BT)
43	10/07/2024	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
	July 2024	£ 1,934.52		£ 1,934.52	Total Staff Costs July	
	Total	£ 5,524.75	£ 577.02	£ 6,101.77		

24.3.10.2. To note receipts for June 2024

The receipts below were noted:

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

24.3.10.3. To note the reconciled bank balances to 30th June 2024

The Bank Reconciliation and balances were noted as given:

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

Lloyds Current Account: £83,468.60

Lloyds Savings Account: £331,332.66

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

Deferred to the next meeting.

24.3.10.5. To appoint councillors to complete the Q1 and Q2 internal controls checks.

Resolved: Approved Unanimously to appoint the Vice-Chair for each quarter.

24.3.10.6. To approve receiving Community Infrastructure Levy (CIL) for the FY 2024-2025

Not needed.

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

Correspondence

None received in advance of the meeting.

OTHER ITEMS FOR CONSIDERATION

24.3.12. To approve new or updated governing documents

All deferred to the next meeting.

24.3.12.1. Co-option Policy (Updated)

Appendix G

24.3.12.2. Vexatious Requests Policy (Updated)

Appendix H

24.3.12.3. Document Retention Policy (Updated)

Appendix I

24.3.12.4. Equality and Diversity Policy (Updated)

Appendix J

24.3.12.5. Motion without notice to suspend standing order 3x, to extend the meeting by 15minutes

Resolved: Approved Unanimously, to extend no later than 22:15.

24.3.13. Matters for future discussion

Items to include:

- Football Club Agreement

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

- Await August meeting.

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

Confidential Papers

Resolved: Approved unanimously, due to the nature of the business to be transacted, to exclude the public and press.

There were no public or present.

- 24.3.15.1. Consider quotes for autumn hedge trimming throughout the parish, approve budget and appoint contractor.**

Resolved: Approved Unanimously to appoint Kings Tree Care Services Ltd:

Schedule 1.1.1 – 1.1.5 (The Village) £1990 + vat

Schedule 2.2.1 (The Allotments) £1500 + vat

Schedule 3. 3.1 (Around the War Memorial) £150 + vat

- 24.3.15.2. To revisit the decision taken at the March meeting, on which contractor to appoint to removed the fallen trees on Parish Land off Long Toll, due to inability to get appointed contractor to complete the works, agree updated budget and appoint contractor, to include the fallen tree by Green Lane also.**

Resolved: Approved Unanimously to appoint Heritage Tree Services:

Quote 1, for the original Long Toll tree: £1,585 + VAT

Quote 2, for the tree closer to Green Lane on the Long Toll patch of land, and the other dead tree near the first one which fell over: £1,185 + VAT

- 24.3.15.3. Consider quotes for repairing the fence opposite 100 Wayside Green, previously installed by this Council to prevent anti-social parking, approve budget and appoint contractor.**

Resolved: Approved Unanimously to appoint Chiltern Woodcraft: £645.92

- 24.3.15.4. Consider quotes for tree watering, approve budget and appoint contractor.**

No tenders have been received.

24.3.15.5. Consider fee proposal for Structure Engineer for the Village Hall flat roof project, approve budget and appoint Structural Engineer.

Resolved: Approved Unanimously to appoint AKS Ward: £1,825, plus additional reasonable costs in line with the fee rate.

Post Contract (time charge basis)

- Site inspections/meetings, per visit (as required) £ 280.00
- Technical Director (time charge/hour) £ 115.00
- Engineer (time charge/hour) £ 80.00
- CAD Technician (time charge/hour) £ 60.00

24.3.15.6. Consider quotes for professional cleaning of the graffiti on the Teen Shelter and Table Tennis Table, approve budget and appoint contractor, and approve budget to paint on silicone-based paint to reduce the adherence of future attempts to decorate both.

Resolved: Approved Unanimously to appoint Shire Pest Solutions: £ 595.

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

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

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

Confirmed.

There being no further business to be transacted, the Chair closed the meeting **22:14**.