

Minutes of a Meeting of Woodcote Parish Council

Wednesday 04th September 2024 at 19:30, The Function Room, Woodcote Village Hall

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

MoP1: Regarding the Pond works. The e-mail has arrived to say the contractor is going to start the investigation works the week of the 16th September.

MoP2: Chair of the Conservation Group has been looking at the South Oxfordshire District Council [SODC] GIS for Woodcote trees with Tree Preservation Orders [TPOs], and was surprised that there are so few TPO'd trees on Parish Council land. MoP came to the meeting to let the Parish Council know that the tree officer will be invited out to consider whether to TPO more of the trees on public land.

Members Present:

Chair	Cllr K Davies (KD)
Vice-Chair	Cllr S Pritchard (SP)
Members	Cllr H Booker (HB)
	Cllr K Byrne (KB)
	Cllr J Sloper (JS) [Arrived: 19:38]
	Cllr L Bilbe (LB)
	Cllr T Over (TO)
	Cllr B Urbick (BU)
	Cllr R Peirce (RP)

Officers Present

Clerk	Mrs L White (LW)
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Public and Press At least 1

Meeting Started: 19:36

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

Apologies were received in advance of the meeting from Cllr Ellis. Additionally, Cllr Sloper will be delayed to the meeting and sent their apologies.

24.05.2. To receive declarations of interest for items on this agenda [LA 2011 s31]

Cllr Booker declared an interest in item 24.05.4.1, and will not take part in the vote.

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

24.05.3.1. Meeting held on 07th August 2024

It was unanimously agreed (with two abstentions) the minutes were an accurate record of the meeting and they were duly signed.

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

None.

STANDING ITEMS

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

To approve response to the request to consult on Planning Applications

24.05.4.1. P23/S2395/O - Land east of Church Farmhouse, Reading Road, Woodcote – *AMENDED*

Outline planning permission for up to 30 dwellings, the provision of a community car park, sustainable urban drainage features, associated landscaping and supporting infrastructure (all matters reserved except access). (as amended by plans & documents received 24 April and 16 August 2024).

WPC Response: *SUPPORTS, strongly endorse the site and plans as an allocated site in Woodcote Neighbourhood Plan*

[Cllr Sloper Arrived]

Resolved: Approved Unanimously to resubmit the previous response: Woodcote Parish Council reiterates its previous response to this application, continuing to FULLY SUPPORT this application and strongly endorse the site and plans as an allocated site in Woodcote Neighbourhood Plan.

24.05.4.2. P24/S2684/FUL – Byways, Beech Lane, Woodcote, RG8 0PY

Construction of a dwelling house.

Members of Public were invited to make representations.

MoP3: Made a representation on their application.

The Clerk read out a representation from a member of public which had arrived immediately prior to the meeting.

Resolved: Approved Unanimously to submit the response OBJECTS on the following grounds:

- The proposal does not demonstrate compliance with the criteria H10 of the Revised Woodcote Neighbourhood Plan
- The narrowest and broadest width of access to the proposed property is not stated, or able to be accurately determined from the drawings submitted to demonstrate that suitable access can be provided.
- Additionally, there are no drawings to demonstrate parking and turning areas (with tracking information) for the new property to provide suitable access for delivery, service and emergency vehicles without unnecessary disturbance to neighbours or the front property. The Manual for

Streets (2007) requires that to reach a fire, the driveway should be 3.7 m wide. An access route could be reduced in width to 2.75 m over a short distance, provided the pump appliance can get within 45 m of the dwelling entrance. It seems the distance in the current application is in excess of that.

- The Manual also states fire service vehicles should not have to reverse more than 20 m.
- Nor are we able to be sure, from the information provided, that there would be safe access for pedestrians.
- Given that the proposed development is to be sited in a residential garden, we request additional information on what proposals will be made to mitigate against any unacceptable loss of wildlife habitat. Subject to the ecology officer's satisfaction this development would not have a detrimental effect on the wildlife habitat, we would have no objection.
- There have been questions raised about trees, we would have no objections subject to the tree officer's satisfaction these questions have been addressed.
- All this information is providable. We request that it should be sought prior to any approval, to ensure that the development is a viable one, and not simply imposed as a condition of any grant of planning permission.

To note applications withdrawn prior to decision by the Planning Authority

24.05.4.3. P24/S2015/HH - 20 Greenmore, Woodcote, RG8 0RG

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

WPC Response: *OBJECTS, with reasons.*

Noted.

24.05.5. Village Green & Folly Field Items

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

Received.

The Clerk advised that as inspections would now be being completed by the Council, only items for attention would be brought to the full council for consideration.

24.05.5.2. To receive the annual RoSPA reports, and agree any actions arising.

Appendix B

Received. The following actions were agreed:

[ACTION] Clerk to bring a formal action list for remedial works to the next meeting to address.

24.05.5.3. To approve Terms of Reference for the Village Green Working Group, and approve to advertise for members, to consider appointing at the October or November meeting.

Appendix C

Resolved: Unanimously Approved the Terms of Reference as suitable for use with one amendment. Further approved to advertise on our website; Facebook page and Woodcote Correspondent, to bring to the November meeting for appointment.

24.05.5.4. To consider replacing the signs at the Playgrounds, regarding ownership and also remove member of public name / telephone number.

Resolved: Approved Unanimously to replace the signs in the play parks, maximum budget £500. bWording to be updated, and follow the same principle for signs at the Folly Field and any other play area signs.

Previous Wording:

Welcome to Woodcote Village Green Playground

Village Hall Car Park, on Reading Road, Woodcote, RG8 0QY

The Playground is managed by Woodcote Village Green Committee on behalf of Woodcote Parish Council
inspected regularly by volunteers and annually by ROSPA qualified inspector.

Please show consideration to other users by:

- Ensuring the equipment is used responsibly
- Reporting any defects to the Village Green Committee
- Notifying us of any accidents requiring medical treatment
- Disposing of litter in the bins provided (or taking it home)
- Keeping dogs, bicycles and skateboards out of the playground.

Comments welcome from members of public on the playground & its safety.

Contact Village Green Committee Chairman [MoP Name & Number]

Or Woodcote Parish Council Parish Clerk [Old Landline Number]

Updated Wording:

Welcome to Woodcote Village Green Playground

Parish Car Park, on Reading Road, Woodcote, RG8 0QY

The Playground is managed by Woodcote Parish Council

Please show consideration to other users by:

- Ensuring the equipment is used responsibly
- Reporting any defects to the Parish Council
- Notifying the Parish Council of any accidents
- Disposing of litter in the bins provided
- Keeping dogs, bicycles, scooters and skateboards out of the playground.

Comments welcome from members of public on the playground & its safety.

Contact Woodcote Parish Council 07594210389 for any matters regarding this facility

24.05.5.5. To approve rate for watering new trees, and approval process to ask for watering to be done.

Resolved: Approved Unanimously to appoint D Marcham. £100 per watering. The Clerk only may make requests as needed, to support the ongoing health of the new trees, particularly on the advice of County Cllr Sudbury.

24.05.6. Village Consultation

Consultation Tracker

24.05.6.1. To review the consultation action tracker, receive updates & approve further actions.

Defer to next meeting.

[NOTE The Finance items were moved to the end of the meeting, after other financial decisions were to be made]

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

Correspondence

24.05.7.1. A letter regarding the Neighbourhood Plan.

The letter was received, it was agreed to let the concerned resident know that the PC is keeping a watchful eye on this matter.

OTHER ITEMS FOR CONSIDERATION

24.05.8. Training & Development

Appendix E

24.05.8.1. To consider a list of training courses and if suitable attendance and budget.

Resolved: Approved Unanimously Playground Inspection training, with certification for the Clerk & Cllr Ellis Budget, £600. If no space on this course, to book on to the next course available.

Resolved: Approved Unanimously, Clerk's attendance at New Financial Regulations and Vat For Clerks And RFOs (And Councillors) - Thursday 17th Of October 2024, Sutton Courtney, £55 + VAT

24.05.8.2. To consider Clerk's request to attend SLCC National Conference, October 2024, costs split with Western Valley Parish Council and the Clerk.

Resolved: Approved Unanimously Clerk's attendance to national conference, Budget £650 + milage, less any contribution from Western Valley Parish Council. Clerk to not claim hours and will pay for any other miscellaneous expenses.

24.05.8.3. To approve split of SLCC membership fees with Clerk's other employer.

Resolved: Approved Unanimously 1 : 2.62, split with Western Valley PC based on Precept rate, for Clerk's SLCC membership.

24.05.9. To approve response to the OALC Subscription Vote 2024

Appendix F

Resolved: Approved Unanimously to SUPPORT the proposal. The Chair of the meeting duly signed the required paperwork.

24.05.10. To approve adoption of the Oxfordshire Councils Charter

Appendix G

Resolved: Approved Unanimously to ADOPT the Oxfordshire Councils Charter.

24.05.11. To approve formal response of the PC regarding a resident asking us to fell a tree

Appendix H

Resolved: Approved Unanimously write to the resident that the Full Council considered this matter and consider the matter closed, we have dealt with the tree in accordance with our Tree Policy.

24.05.12. Village Fete

Appendix I

24.05.12.1. To note advice received from our insurers regarding event insurance.

The advice of the insurers was NOTED.

24.05.12.2. In light of new information, approve reversing the decision of 01st May “Approve 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.”

Resolved: Approved Unanimously to reverse the decision from the 1st May 2024 meeting: *Approve 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.*

24.05.12.3. Approve a grant to the Village Fete Committee to purchase their own event insurance.

Resolved: Approved Unanimously to award a grant of not more than £1000, subject to receiving full quote details and a recent bank statement to confirm bank details.

24.05.13. To consider actions regarding the Parish Council registered land on the corner of Reading Road and Greenmore.

The following actions were agreed:

[ACTION] Ask the Conservation Group to ask them if they would be interested in taking it on and keeping it a wild area.

24.05.14. To approve a speed survey on the Reading Road, South Stoke Road & Greenmore, at the recommendation of OCC, budget £200 per survey approximately, to support decisions on future VAS/SID installation.

Resolved: Approved Unanimously to commission speed surveys with OCCH in the following locations, at approximately £200 per survey, budget up to £750.

- Reading Road
- South Stoke Road
- Greenmore

Further approved to ask that we receive all the data for internal analysis.

24.05.15. To approve new or updated governing documents

Resolved: Approved Unanimously the documents bellow as suitable for use, subject to some typo's.

Bench policy to be brought to a future meeting.

24.05.15.1. Co-option Policy (Updated)	Appendix J
24.05.15.2. Vexatious Requests Policy (Updated)	Appendix K
24.05.15.3. Document Retention Policy (Updated)	Appendix L
24.05.15.4. Equality and Diversity Policy (Updated)	Appendix M
24.05.15.5. Bench Policy (New)	Appendix N

24.05.16. Matters for future discussion

Items for future discussion:

- Update standing orders to include item regarding automatic casual vacancy after 6m absence (Nov)
- Full Signs Review
- Playground Actions list (RoSPA Actions)
- Village Hall Working Group update on new charity of the Trustees, and ask for a formal update.
- Deputies for representation on other bodies.

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

- To ask local organisations to provide values of intended grant requests for FY 2025-2026 no later than 18th October to feed into the November Budget.
- Public Spaces Working Group
- Fete Insurance Grant
- Speed Surveys.
- Is anyone interested in 3 x 3 Basketball, it is approximately £1000 and we want to ensure they will be used.

24.05.18. 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 the public and press for attending the meeting, and invited them to leave.

24.05.18.1. Consider quotes for 3x3 Basketball court markings on the Folly Field, if suitable appoint contractor and budget.

To defer to a future meeting subject to receiving interest from the village that they would like these lines.

24.05.18.2. Consider quotes for Parish Insurance, renewal date 1st October, approve provider and budget.

The Clerk confirmed that multiple organisations had been asked to quote, returning their quotations by the day of the meeting. Only 2 provided information to consider.

Resolved: Approved Unanimously to secure parish insurance with Zurich on a 3 year Long Term Agreement, budget £1748.81 this year.

24.05.19. Motion without notice to reopen the meeting, after the confidential items.

Resolved: Approved Unanimously, the public were invited to return to the meeting, none were present.

24.05.20. Finance 2024-2025

Appendix D

24.05.20.1. To approve the payments list for September 2024.

Resolved: Approved Unanimously, the Payments as listed below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
99		£1748.81			Parish Insurance	Zurich
98		Up to £1000.			Grant – for Insurance	Woodcote Village Fete
97	15/09/2024	Up to £650, less WVPC contribution			Training - Conference	SLCC
96	15/09/2024	£165			SLCC Membership - Clerk	SLCC
95	05/09/2024	£ 120.00	£24.00	£ 144.00	Training	SLCC
94	05/09/2024	£ 1,185.00	£237.00	£ 1,422.00	Tree care	Heritage Tree Services Ltd.
93	05/09/2024	£ 1,585.00	£317.00	£ 1,902.00	Tree care	Heritage Tree Services Ltd.
92	05/09/2024	£ 1,500.00	£300.00	£ 1,800.00	Hedge cutting - Allotments	Kings Tree Care Services Ltd
91	05/09/2024	£ 1,900.00	£380.00	£ 2,280.00	Hedge cutting	Kings Tree Care Services Ltd
90	05/09/2024	£ 1,855.00	£371.00	£ 2,226.00	Flat Roof	West Waddy Archadia (WWA)
89	05/09/2024	£ 630.00	£126.00	£ 756.00	Audit	Moore
88	05/09/2024	£ 196.00	£39.20	£ 235.20	Playground inspection	PlaySafety Ltd
87	05/09/2024	£ 11.24	£2.25	£ 13.49	Supply/Install playground Equip	Digiflex Ltd
86	12/09/2024	£ 600.00	£-	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
85	05/09/2024	£ 266.49	£53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
84	05/09/2024	£ 329.29	£65.86	£ 395.15	Grass cutting contract	M & C Landscapes
83	05/09/2024	£ 10.00	£2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
80	05/09/2024	£ 29.25	£-	£ 29.25	Hall Hire	Woodcote Village Hall Trustees
79	30/09/2024	Standing Order Awaiting Invoice			Telephone & broadband	British Telecom (BT)
Var	Var	£ 2,221.55		£ 2,221.55	Staff Costs, Various September.	

24.05.20.2. To note receipts for August 2024

Noted, the receipts as below.

Voucher No	Date	Net	VAT	Total	Description	Customer
14	28/08/2024	£ 195.00	£	£ 195.00	Car Park Use	Chris Kornak (Soleluna Pizza)
13	14/08/2024	£ -	£ 4,749.09	£ 4,749.09	VAT refund	HMRC (VAT)
12	09/08/2024	£ 335.71	£	£ 335.71	Interest on savings	Lloyds Bank plc
	Total	£ 530.71	£ 4,749.09	£ 5,279.80		

24.05.20.3. To note the reconciled bank balances to 31st August 2024

Noted, the reconciled bank balances as below.

	Bank Reconciliation at 31/08/2024		
	Cash in Hand 01/04/2024		380,481.22
	ADD Receipts 01/04/2024 - 31/08/2024		174,123.54
			554,604.76
	SUBTRACT Payments 01/04/2024 - 31/08/2024		56,160.60
A	Cash in Hand 31/08/2024 (per Cash Book)		498,444.16
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2024	0.00	
	Lloyds Current 31/08/2024	26,433.56	
	Lloyds BB Instant Deposit Account 31/08/2024	472,010.60	
	Public Sector Deposit 31/08/2024	0.00	
			498,444.16
	Less unrepresented payments		
			498,444.16
	Plus unrepresented receipts		
B	Adjusted Bank Balance		498,444.16
	A = B Checks out OK		

Lloyds Current Account: £26,433.56

Lloyds Savings Account: £472,010.60

24.05.21. Confirm the date and time of the next Council Meeting: 02nd October 2024.

Items for the next agenda to be submitted to the Clerk no later than 24th September for inclusion on the next agenda.

Confirmed.

There being no further business to be transacted, the Chair closed the meeting at **21:22**.