

Notice of a Meeting of Woodcote Parish Council

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

All Councillors are summoned to a Meeting of Woodcote Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

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

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

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)

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

3.1. Meeting held on 06th November 2024

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

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

To note decisions made under s101 Delegation as they not brought before the Council.

- 4.1. P23/S1077/FUL - The Oratory School, The Oratory Drive, Woodcote, RG8 0PJ – **AMENDED**
Construction of an all-weather pitch (AWP) and all associated works and the construction of four padel tennis courts with sports lighting and all associated works, as amended and amplified by information received 10 May 2024 and plans received 8 November 2024 to remove any flood lighting.

WPC Response: OBJECTS – Removes objection to Flood Lights, see appendix for full response **Appendix A**

5. Public Spaces

Appendix B

- 5.1. To receive the RoSPA action Tracker and agree actions. **RoSPA Tracker**
- 5.2. To complete a whole village signs review (on Parish Property) and approve updating as needed.
- 5.3. To approve quote to repair the benches around the village green.
- 5.4. To consider whether to install dog waste bag dispensers or purchase bags for the current tins.

6. Community Speed Watch [CSW]

Appendix C

- 6.1. To receive the data from the Speed Surveys approved to be completed in the Sept 2024 meeting.

7. Village Consultation

Consultation Tracker

- 7.1. To review the consultation action tracker, receive updates & approve further actions.
- 7.2. To approve response to the SODC Woodcote Deep Cleanse Service request for works.

8. Village Hall

Appendix D

- 8.1. To receive update on the flat roof project, and approve delegating to the Clerk tendering of the project.
- 8.2. To consider, and if suitable, approve grant request toward Legal Fees to change to a CIO from the current Charity Model £10,500.
- 8.3. To consider, and if suitable, approve grant request toward building insurance costs £1,515.

9. Clerk's Report

Appendix E

- 9.1. To approve purchase of replacement Defibrillator pads, 2-off.
- 9.2. To consider a proposal to recruit an Assistant Clerk, if appropriate approve Job Description; Advert; Salary Scale, interview format, and associated dates.
- 9.3. Subject to 9.2 above, approve purchase of Laptop; Screen; Phone; ongoing sim card costs and MS365 business licence costs, to support the employment of an additional member of staff.
- 9.4. Subject to 9.2 above, to further approve sliding reduction in hours for the Clerk, dependant on Assistant Clerk training and capacity to take on tasks.

10. Approved suitable for use new or updated Governing Documents

- 10.1. Bench Policy
- 10.2. Tree Policy

Appendix F

Appendix G

11. Finance 2024-2025

Appendix H

- 11.1. To consider, and if suitable, approve grant requests from
 - Community Centre, £1,000
 - Woodcote Conservation Group, £340
- 11.2. To approve the finalised payments list for November & approve payments for December 2024.
- 11.3. To note receipts for November 2024
- 11.4. To note the reconciled bank balances to 30th November 2024.
- 11.5. To complete the Q3 budget review and approve virements.

12. Finance 2025-2026

Appendix H

- 12.1. To approve budget for 2025-2026
- 12.2. To approve precept request for 2025-2026

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

Correspondence

- 13.1. Email from OCC regarding conifer trees on the approach to West Chiltern.

14. Matters for future discussion

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

16. Confirm the date and time of the next Council Meeting: 08th January 2025.

Items for the next agenda to be submitted to the Clerk no later than 18th December for inclusion on the next agenda, which will be issued before the winter break.