

Title	Response to P23/S1077/FUL, submitted under s101 delegation to the Clerk.
Author	Parish Councillors - Various
Meeting	Woodcote Parish Council Meeting – 04 th December 2024

Dear Mr Pullen,

Whilst we appreciate the applicant's removal of the flood lighting as part of their updated application, the bulk of our comments delivered under multiple previous responses to this application still remain. We therefore reiterate with this response our continued OBJECTION to this application.

Please note, the comments provided herein should be read in conjunction with *all* previous comments to this application, they do not override the previous comments.

We withdraw our comments regarding the flood lighting, having noted that it has been removed from the updated application, but we still await satisfactory resolution / information / updated plans to address the following items:

1. The South Oxfordshire Local Plan 2035

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.

2. Woodcote Neighbourhood Plan, 2022

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 proposed development is wholly outside the settlement boundary as defined by the Woodcote Neighbourhood Plan, and wholly inside the Chiltern AONB.

The location is ultimately a private school and this is private investment into a private facility, still without any sight of a draft Community Use Agreement available. Public use facilities of this nature tend to be in town locations, albeit at the edge of. Woodcote PC still does not see this development as having an overriding benefit to combat the harm caused in the AONB. The 'consideration' that the development may save SODC or OCC from investing public funds into an alternative pitch elsewhere, should not be a consideration in determining this application.

3. The Application's Reference to "Community"

The application and supporting documentation refers multiple times to "thriving community", "healthy community" and similar, in support of the benefits of the development outweighing harm to the AONB. This Council asks once again to which "Community" are the applicants referring? Yes, the School Community, predominately made up of non-residents of Woodcote will undoubtedly benefit from such a facility. But the measure of the benefit of the development outweighing the harm to the AONB, *must* apply to the residents of Woodcote – those living within that AONB. The transport statement further reiterate, that the development is primarily for the existing school community's use "*The Proposed Development would be primarily utilised by the existing Oratory School, replacing an area currently utilised as a sport playing field.*", not the wider community.

4. Lack of additional Parking Provision in the Application

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, compared to the 40 parking spaces proposed.

The Parish Council still has concerns that users would not walk from the parking at the bottom of the golf course to the facilities and would instead park on Greenmore, an area which is already congested with parked cars, causing concern about the safety and visibility for traveling cars.

We reiterate that the Parish Council will likely maintain its objection until all the issues raised in these comments have been addressed.

Woodcote Parish Council

Title	Public Spaces
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 04 th December 2024

5. Finance 2024-2025

Appendix H

- 5.1. To receive the RoSPA action Tracker and agree actions.
See Tracker
- 5.2. To complete a whole village signs review (on Parish Property) and approve updating as needed.

There are a number of signs in the village, predominately on the walls of the Village Hall predominately pertaining to the use of the village green. The Council has already approved updating the signs in the playparks regarding ownership, and who to contact if there is an issue. The Clerk asks if the Council wishes to update any of the other signage. In particular, the reference to the Village Green Committee and any rules of use of ramps etc.



Consider renewal, replace what we have? Does the Council want more, larger, locations?



5.3. To approve quote to repair the benches around the village green

DESCRIPTION	COST
<i>Approximate quotation:</i> Replace various slates on benches (bench 5, 16, 17, 21, 25) Lay paving slabs in front of bench 21. Remove bench 8 completely. Labour Materials Survey Fee	£560.00 £545.58 £100.00
Approximate Quotation Total	£1,205.58

5.4. To consider whether to install dog waste bag dispensers or purchase bags for the current tins

Dispenser, £79 (no VAT), Bags, £25.15 (no VAT) for 800.

You are here: [Home](#) ▶ [Dog Poop Bag Dispensers](#) ▶ [Dog Bag Dispensers](#)



Dog Bag Dispensers

Weatherproof and vandal resistant.
Easy mounting on wall, post or dog-bin.
One-per-pull minimises wastage.
Locking front access for filling.

Colours Green Clear

£94.80 inc. VAT
£79.00

1 Add to basket

Category: [Dog Poop Bag Dispensers](#)

You are here: [Home](#) ▶ [Dog Poop Bags](#) ▶ [Economy Dispenser Bag](#)



Economy Dispenser Bag

£30.18 inc. VAT
£25.15

Oxo-degradable.
15 microns thick.
One-bag-per-pull from dispenser.
Strong and durable.

1 Add to basket

Categories: [Dog Poop Bags](#) [Dispenser Refill Bags](#)

Description

Additional information

Description

Economy Dog Glove bags from JRB are a pick-up-glove (poop scoop bag) for dog waste and many other hazardous and unpleasant substances. They are safe, convenient, hygienic and inexpensive.

Unlike all other dog poop bags the Dog Glove has a unique construction making it extremely strong and durable.

The Dog Glove is placed on the hand like a glove and is used to pick up the waste. Then the glove is turned inside out as the user withdraws the hand. Knotting the glove creates an airtight seal that eliminates contamination and odour.

The Economy bag is 15 microns thick, and totally degradable.

- Oxo-degradable
- Strong and durable
- Standard colour – green
- 15 microns
- One-bag-per-pull
- 800 bags per case (grouped in 50s)
- Economy Bag

1-9 cases £25.15 Each
10+ cases £23.20 Each

OR, Bags for current facility,

£26.95 (INC vat) for 1000.



FREE DELIVERY ON ORDERS OVER £30!

Ecohound LARGE Dog Poop Bags - VALUE PACKS with Handles & Hanging Tab

★★★★★ 56 reviews

£26.95 ~~£28.97~~ SALE

MULTIBUY DISCOUNT

1000 Bags

▼

Quantity

1

ADD TO CART

Pay with

[More payment options](#)

Title	Public Spaces
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 04 th December 2024

5. Public Spaces

Appendix B

- 5.1. To receive the RoSPA action Tracker and agree actions.
See Tracker
- 5.2. To complete a whole village signs review (on Parish Property) and approve updating as needed.

There are a number of signs in the village, predominately on the walls of the Village Hall predominately pertaining to the use of the village green. The Council has already approved updating the signs in the playparks regarding ownership, and who to contact if there is an issue. The Clerk asks if the Council wishes to update any of the other signage. In particular, the reference to the Village Green Committee and any rules of use of ramps etc.



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MULTIBUY DISCOUNT

1000 Bags

▼

Quantity

1

+

-

ADD TO CART

Pay with 

[More payment options](#)



Title	Village Hall
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 04 th December 2024

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.

The architects have confirmed that all of the documentation will be ready for tendering at the end of the week (8th December).

At the recent financial training the trainer indicated that for this sort of work then the use of contracts finder was for items above £800k approx., but some Clerks are indicating that it is for £30k+.

The Clerk has sought clarification from OALC, and asks the Council to consider delegating the tendering to the Clerk subject to confirmation as to whether contracts finder needs to be used or not. It is the same documents, just the delivery of those documents changes, whether it is all placed on our website, or on contracts finder.

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.

See application on the following pages.

8.3. To consider, and if suitable, approve grant request toward building insurance costs £1,515.

See application on the following pages.

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions.

Section A: The Organisation

Name of Organisation

Woodcote Village Hall

Main Contact Name

Geoff Botting

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes ☐ No ☒

Do you have a voluntary management committee?

Yes ☒ No ☐

Do you have an equal opportunities policy/statement?

Yes ☐ No ☒

How long has your group been operating?

60 years

Do you have a formal constitution?

Yes ☒ No ☐

Do you have an annual record of accounts?

Yes ☒ No ☐

Please describe your group's main activities:

Please attach copy of most recent accounts and latest bank statement to your application.

Provision and operation of a Village Hall for the community of Woodcote. Activities include: the promotion of the Hall to the community, the administration of Hall bookings and support of users, the improvement of Hall facilities, the running of entertainment (films, music...) events for the community, the mounting of a community spring fair and an autumn food fair, and the support of other community events such as the Village Fete.

Section B: The Grant

What is the Grant For?

Legal costs associated with the establishment of the CIO to manage the Hall, including clarification of ownership, respective PC and Charity responsibilities and the removal of the recreation ground from the Charity.

Who will benefit from the grant if approved?

All users of the Hall. Users range in age from 1 to over 80 years and include many local clubs, the church, the Woodcote Charity Association, the pre-school and toddler groups, health visitors and counselling services, sports (karate, football, cricket), table tennis and bowls, pilates, yoga, beekeeping, the Women's Institute, WADS, the Youth Centre and many others.

How will the Civil Parish of Woodcote benefit from the monies if the grant is awarded?

Continuing provision of Village hall.

How much are you applying for?

How many people will benefit from the monies?

£10,500

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes

☐

No

☒

If Yes, please provide details.

N/A

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

The £10,500 is an estimate provided by Blake Morgan, solicitors with the relevant expertise. We are advised that Blake Morgan expect the costs to be some £8,750 + vat including the costs for dealing with any issues relating to the ownership question.

Should the costs be less than the grant then any excess will be returned to the Parish Council.

Should the cost exceed the estimate then, as per verbal agreements given by members of the PC, a second grant will be made to complete the transition and clarification.

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Legal costs associated with the establishment of the CIO, removal of the recreation ground from the revised constitution and clarification of ownership and respective responsibilities of the PC and Charity	£10,500	Parish Council Grant
Total Project Cost:	£10,500	

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Woodcote Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Woodcote Parish Council's decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Woodcote Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Woodcote Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

Geoff Botting

Position in Organisation

Chairman of Trustees

Signature

Date

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to: The Clerk to the Council, Woodcote Parish Council

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions.

Section A: The Organisation

Name of Organisation

Woodcote Village Hall

Main Contact Name

Geoff Botting

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes ☐ No ☒

How long has your group been operating?

60 years

Do you have a voluntary management committee?

Yes ☒ No ☐

Do you have a formal constitution?

Yes ☒ No ☐

Do you have an equal opportunities policy/statement?

Yes ☐ No ☒

Do you have an annual record of accounts?

Yes ☒ No ☐

Please describe your group's main activities:

Please attach copy of most recent accounts and latest bank statement to your application.

Provision and operation of a Village Hall for the community of Woodcote. Activities include: the promotion of the Hall to the community, the administration of Hall bookings and support of users, the improvement of Hall facilities, the running of entertainment (films, music...) events for the community, the mounting of a community spring fair and an autumn food fair, and the support of other community events such as the Village Fete.

Section B: The Grant

What is the Grant For?

To assist with the management of the Hall following the withdrawal of the Insurance of the Village Hall building from the Parish's Insurance policy.

Who will benefit from the grant if approved?

All users of the Hall. Users range in age from 1- over 80 years and include many local clubs, the church, the Woodcote Charity Association, the pre-school and toddler groups, health visitors and counselling services, sports (karate, football, cricket), table tennis and bowls, Pilates, yoga, beekeeping, the Women's Institute, WADS, the Youth Centre and many others. Inhabitants of the Parish of Woodcote and surrounding district with the object of improving the conditions of life for the inhabitants

How will the Civil Parish of Woodcote benefit from the monies if the grant is awarded?

Contributes to well-being and community spirit in the parish.

How much are you applying for?

How many people will benefit from the monies?

Inhabitants of the village

Yes ☐ No ☒

N/A

Reduced funding will lead to a reduction in the management of the Hall and thus Village Hall availability and a return to the gradual decline in the state of decoration, furnishing and facilities in the Hall. This, in turn, will lead to reduced bookings and income and ultimately the financial demise of the Charity.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Insurance of the Woodcote Village Hall that was previously covered in the Parish Council Insurance Policy	£1,515	WPC
Total Project Cost:	£1,500	

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Woodcote Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Woodcote Parish Council's decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Woodcote Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Woodcote Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

D J Booth

Position in Organisation

Treasurer Trustee

Signature

D J Booth Authorized to sign electronically on behalf of the Charity

Date

23/10/2024

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to: The Clerk to the Council, Woodcote Parish Council

Title	Clerk's Report
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 04 th December 2024

8. Clerk's Report

Appendix E

8.1. To approve purchase of replacement Defibrillator pads, 2-off.

The Defibrillator pads expire this month, request approval to purchase 2-off new sets of pads, two are recommended in case of failure of the first.

8.2. To consider a proposal to recruit an Assistant Clerk, if appropriate approve Job Description; Advert; Salary Scale, interview format, and associated dates.

The Clerk requests the Council consider appointing an Assistant Clerk, this was in part explained at the informal budgeting workshop in November but for further clarity to our members of public who may be interested in the need for this item on the agenda.

The Clerk has two other employments, both of which the responsibility is increasing at both, but they also have a young family and wish to be more available to them. Woodcote has been a fantastic place to work and the Clerk has very much enjoyed the challenges that Woodcote has brought, historical issues to help the Council work through and office archiving, however the Clerk wishes to give up Woodcote completely long term, to reduce the total number of hours worked across all their employment.

The Clerk has also worked in a number of parishes during their career as a Clerk and RFO, and recognises the value that Woodcote has as a training ground for those seeking to join this profession. Woodcote is an ambitious council with many great ideas and projects planned for the future, it has some significant land to manage, playgrounds etc and is a significant local granting body. In addition, over the next couple of years the Neighbourhood Plan will need to be fully reviewed, there are significant reserves to be spent and future village consultations to be managed.

Nationally there is a shortage of Clerks, and often those moving into the sector are not supported as well as they could, perhaps there isn't the time to do the training in the hours of their job, or their councillors aren't very active, or they just don't know how to access the help which is out there, ultimately leading to Clerks leaving the sector as fast as they joined. Additionally, there is a significant issue with bullying of Council employees in the sector which adds to the issue of Clerk leaving. The Woodcote Clerk is VERY thankful and happy to report that they have not experienced this at Woodcote in the slightest, but it is a problem nationally and adding to all these factors together there is and continues to be a shortage of Clerks. In the 6 years the Clerk has been monitoring the vacancies in Oxfordshire, they aren't sure if this page has ever been empty.

Noting all of this, and the incredible support the Clerk has received from all of the Councillors since joining in February, the Clerk proposes that the Council take on an Assistant Clerk with the explicit intention to appoint them as Clerk once they feel confident enough to take on the role themselves and subject to their suitability, with a provisional timeline of:

Jan 2025 – March 2025	Appoint Assistant Clerk and hand over to them: Allotments; Public Spaces & Community Speed Watch Specifically: this will give exposure to Accounts; Billing; Inspections; Legislative Requirements; potential Committee work (Consultation tracker proposes a committee oversee the overhaul of the playgrounds and creation of a skatepark/pump track.); Liaising with contractors etc. Propose approximate Hours Assistant Clerk: 8 hours per week. Clerk: 14 hours per week.
April 2025	Clerk completes this year Audit as normal, however if the Assistant Clerk wishes to, they can be involved.
May – June 2025	Clerk and Assistant Clerk work together on the Annual Council meeting and Annual Parish Meeting.
July – December 2025	Staged handing over of other tasks. Including Assistant Clerk shadowing full council meetings, completing ILCA & FILCA qualification and learning how to do payroll, monthly accounts, taking ownership of the Full Council Agenda. Propose approximate Hours Assistant Clerk: moving from 8-14 hours per week hours per week. Clerk: moving from 14 – 4 hours per week.
[At this point, if not considered sooner, to review whether Clerk remains / moves to being an Assistant or Deputy Clerk / retained only in a Mentoring role]	
Jan – March 2026	Current Clerk only remains to support with the end of year Audit, perhaps on an as needed / zero hours contract basis. (if not already happened) Assistant Clerk is promoted to Clerk & RFO on an appropriate scale point and commences CiLCA training.

NOTE: The Clerk, whilst proposing the above timeline and is fully committed to a successful training programme and transition to the new, permanent Clerk, does reserve the right to choose to resign from the Council as per the terms of their contract and all other employment laws.

Financial Analysis

Current annual cost to the council:

Staff Name	Hours Per Week	SCP	Salary Amount	Pension Rate	Employer Pension Contribution	Employer NI from April 24 (for information)	Total Cost to Council
Clerk	20	28	£20,446.40	0.00%	£ -	£ 1,565.80	£22,012.20

Proposed initial Cost to the Council, 2024-2025 Financial Year.

Staff Name	Hours Per Week	SCP	Salary Amount	Pension Rate	Employer Pension Contribution	Employer NI from April 24 (for information)	Total Cost to Council
Clerk	14	28	£14,312.48	0.00%	£ -	£ 719.32	£ 15,031.80
Assistant Clerk	8	15	£6,273.28	5.00%	£ 313.66	£ -	£ 6,586.94
			0		£ -	£ -	£ 21,618.75

Transitioning Cost to the Council 2025-2026 Financial Year

Staff Name	Hours Per Week	SCP	Salary Amount	Pension Rate	Employer Pension Contribution	Employer NI from April 25	Total Cost to Council
Clerk	4	28	£4,089.28	0.00%	£ -	£ -	£ 4,089.28
Assistant Clerk	18	24	£16,651.44	5.00%	£ 832.57	£1,747.72	£ 19,231.73
			0		£	£ -	£ 23,321.01

ADVERT

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

STAFF VACANCY

Assistant Clerk

The Parish of Woodcote is located in the South Oxfordshire District Council, approximately 9 miles northwest of Reading with an electoral roll of approximately 2,000.

Applications are invited for the post of Clerk. This is an office / site based, part time, permanent vacancy for up to 8 hours per week. It is not possible to fulfil the requirements of this role solely from home and involves some evening meetings and occasionally on weekends. A parish council laptop and mobile phone will be provided, in addition to other Council equipment for use at the Council Offices.

The successful candidate will be on a training programme with the intention of becoming the Clerk and RFO of the Council toward the end of their first year in post, subject to completing the ILCA and FILCA qualifications and subject to ongoing assessment for suitability for the role. One appointed as Clerk the hours will be approximately 18 hours per week, with the transition between 8 hours and 18 hours per week being gradual during the training programme.

Salary offered is pro rata to the national scale LC1 (13-17) of between £28,163 and £30,060 a year for a full time (37 hrs a week) equivalent. As required, the Parish Council would enrol employees in an appropriate pension scheme.

The successful candidate will be willing to gain CiLCA (Certificate in Local Council Administration) within 30 months of appointment (starting no earlier than 12 months into their appointment). The Assistant Clerk plays an integral role in serving the parishioners of the Parish of Woodcote and will be responsible to the Clerk and ultimately the parish council as a corporate body.

For further information, an application pack is available to download at www.woodcote-parish.gov.uk or please contact the present Clerk by emailing Clerk@WoodcoteParish.Gov.uk.

Closing date for applications: **9.00am on Monday 13th January 2025**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. Applications should be marked confidential and for the attention of the Parish Clerk. Candidates will be interviewed the following days.

JOB DESCRIPTION

Job Title: Assistant Clerk

Job Purpose: To support the Clerk in carrying out all the functions required by law of Council's Proper Officer, whilst training to become the Clerk and RFO.

Responsible to: The Clerk to the Council

Principal Duties and Responsibilities:

The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a Council's Proper Officer, and in particular to serve or issue all the notifications required by law, the Assistant Clerk will assist the Clerk in delivering these statutory duties including but not limited to:

- ensuring that the instructions of the Council in connection with its function as a parish council are carried out.
- advising the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.
- being accountable for all financial records of the Council and the proper administration of its finances.
- being accountable to the Council for the effective management of all its resources and will report to them as and when required.
- understanding the issues facing Parish Councils and the environment within which our Council operates and will commit themselves and the Council to an ethos of public service.

The Assistant Clerk will have specific duties to manage:

- The Woodcote Allotments, including charity records, invoicing, letters to plot holders, managing the waiting list and sending offer letters. Filing and sorting the historical records.
- The Public Spaces, including playground inspections, managing the mowing contract, arranging repairs, managing the tree inventory, and general asset management.
- Be the point of contact for the Community Speed Watch / Parish Council liaison, help the group as required.
- Undertake any such training as the Council or Clerk sees fit in order to take on the Clerk position should the Council see fit to appoint them.
- Subject to training, to take on specific duties of the Clerk, see Clerk Job Description for full details.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note: This job description outlines the main duties and responsibilities of the position of Assistant Clerk at the date written. It is prepared for the benefit of both the post holder and the Council in understanding the primary functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the Council in response to the changing needs of the community. Some of these duties may be executed by other employees of the Council.

PERSON SPECIFICATION

Person Specification: Assistant Clerk

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

Knowledge and Qualifications	
Good standard of English & Maths	GCE 'O' Level/GCSE grade C or equivalent as a minimum
Some financial management experience	Budgeting, keeping financial records
Local Government knowledge	Some knowledge of Local Government organisation and operation
Skills	
Ability to complete necessary training	e.g. the Certificate in Local Council Administration (CILCA)
Computer skills	Word-processing (Word), spreadsheets (Excel), presentations (PowerPoint), internet (browser), email (Outlook) etc. (Council has Microsoft 365 Subscription)
Staff Management	Some staff management experience including record keeping
Excellent written communication	Experience of servicing meetings, writing reports, articles for the newsletter, letters and minutes
Oral communication skills	Excellent public facing and telephone manner
People skills	Experience of dealing with the public
Customer service skills	Experience of providing excellent customer services
Problem-solving skills	Initiative to solve problems
Attitudes	
Positive, can-do attitude	Seeks solutions, responds positively, deals with negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised and able to meet deadlines
Flexibility	Able to service evening meetings / weekend functions
Team player	Able to work well with others

DESIRABLE

Knowledge and Qualifications	
Parish Council knowledge	Has worked for a Parish or Town Council
Holds a relevant qualification	e.g. ILCA / FILCA
Financial management	Experience of reading and presenting management accounts
Local Government knowledge	Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment Law, Equality legislation, etc.
Local Knowledge	Knowledge of the main issues affecting the area
Skills	
Community Engagement	Experience of supporting communities, undertaking surveys
Computer Skills	Use of databases, website management, social media
Creative ability	Able to contribute to the design of newsletters/posters/flyers etc
Presentation skills	Able to use equipment and speak confidently in public
Social media	Experience in posting on and engaging with social media
Other	
Car driver	Has vehicle available for business use, due to the size of the Parish

8.3. Subject to 8.2 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.

The laptop for the Clerk is getting aged, and less capable, and battery life is decreasing. To support two staff, propose, new machine for the Assistant Clerk, with appropriate MS365 licence, **£500 maximum** purchase delegated to the Clerk, **£10.30 per month** licence fee for MS365. Additionally, to purchase a screen for the office, Clerk currently using their personal screen, to allow better DSE (Display Screen Equipment) working space, **no more than £150**.

AI summary of the benefits of dual screens:

- **Increased productivity** -Studies have shown that using dual monitors can increase productivity by as much as 40%. This is because you can have multiple applications, documents, or websites open side by side, which makes it easier to switch between tasks.
- **Improved focus** - With more screen space, you can reduce on-screen clutter and keep everything you need in front of you.
- **Easier collaboration** You can communicate with team members on one screen while working on a project on the other.
- **Reduced downtime** - If something happens on one monitor, you can continue working on the other.
- **Comparing data** - You can pull up important information on one screen for reference while working on the other.

- **Learning faster** - You can repeat procedures on your second screen while watching tutorials and instructional videos.

The Council has already approved purchase (March 2024) of a mobile phone, Clerk proposes this would be used by the Assistant Clerk, and the Clerk continue to use their spare personal asset. Ongoing costs **£5 per month** for Sim Card with Giff Gaff.

All of this can be purchased within the “Office Equipment” budget code for the current financial year.

8.4. Subject to 8.2 above, to further approve sliding reduction in hours for the Clerk, dependant on Assistant Clerk training and capacity to take on tasks.

To formally approve the Clerk will reduce their contacted hours from the current 78 per month (18 per week, plus overtime if required) based on the capacity, and capability of the Assistant Clerk to take on tasks. To note the changes in hours will be noted by the council each month during the forthcoming year, as needed monitoring the staff costs budget for the year.

Title	Finance 2024-2025
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 04 th December 2024

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

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions.

Section A: The Organisation

Name of Organisation

Woodcote Community Centre

Main Contact Name

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes ☐ No ☒

How long has your group been operating?

Since 1993

Do you have a voluntary management committee?

Yes ☒ No ☐

Do you have a formal constitution?

Yes ☒ No ☐

Do you have an equal opportunities policy/statement?

Yes ☐ No ☒ (to be adopted as part of our annual Policy review in Nov)

Do you have an annual record of accounts?

Yes ☒ No ☐

Please describe your group's main activities:

Please attach copy of most recent accounts and latest bank statement to your application.

The Woodcote Community Centre is a bookable facility, that provides a number of small rooms that can be hired by a wide range of local groups, organisations and individuals, for an hourly rate. There is also a kitchen, and secure garden area. Saturday Coffee Shops are run by voluntary groups, with proceeds raised being donated to local charities and good causes. The Woodcote Volunteers are based in one room upstairs in the building, from where they co-ordinate their local voluntary transport services. A palliative, home health care company use two rooms upstairs, which they use as an office and training facility, for the provision of healthcare services within Woodcote and surrounding villages. Many local voluntary groups hold regular meetings in the building, and the facility is also booked for music practice sessions and parties. All income from hire, goes towards the maintenance and running costs of the building, which is owned by Oxfordshire County Council. The Trustees of the Community Centre, Charity No: 11816 hold a current lease with OCC.

Section B: The Grant

What is the Grant For?

With over 30 years of constant use, the kitchen in the Community Centre is in need of complete modernisation and refurbishment, as it no longer provides either the standard of kitchen facility that is expected, or the combination of storage etc. for users that is required. In discussion with regular users, and with future expected use of the building in mind, Trustees have met with two local companies to consider the options for refurbishment. This has resulted in the production of a costed plan, that will ensure the kitchen is fit for purpose, both for current hirers and the use of the facility into the future. All current appliances, cupboard units, work surfaces, flooring and tiling will need to be removed and replaced with modern equivalents. This will be the biggest and most costly maintenance project that the Trustees have undertaken since the building was restored and opened in 1993.

Who will benefit from the grant if approved?

Those who will benefit from this project are the many dozens of different community groups and organisations, and individuals from the local area who currently use the building. The village of Woodcote has seen an expansion in recent years, and will continue to see an expansion in the local population, resulting in even more use of our local

facilities. Trustees believe that this project will help to future proof the facility, and enable it to continue to meet the needs of local people of all ages.

How will the Civil Parish of Woodcote benefit from the monies if the grant is awarded?

As stated above, the Civil Parish of Woodcote and those who live and work in it, already benefit significantly from the use of this well used and well loved facility. Refurbishing the kitchen area, will ensure that the Parish can continue to benefit from its use.

How much are you applying for?

£1,000

How many people will benefit from the monies?

Potentially, the entire population of Woodcote

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes ☒

No ☐

If Yes, please provide details.

The Woodcote Rally have just agreed a grant of £900. An application is also being prepared to be submitted to SODC, Community Grants Fund. Other potential funders to be approached include, The Doris Field Trust, The Bernard Sunley Charitable Trust, The Big Lottery, and the Co-Op. Funds from Reserves, will also be put towards this project.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

This project is unlikely to go ahead with only part funding, as the whole kitchen requires refurbishment.

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

N/A

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Appliances	1,375.00	
Fittings	225.00	
Sinks	575.00	
Units	4925.34	
Taps	658.00	
Worktops	958.00	
		N.B. This does not include installation costs, flooring, tiling, or lighting
Total Project Cost:	8,716.34	

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Woodcote Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Woodcote Parish Council's decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Woodcote Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Woodcote Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

Mrs Karen Woolley

Signature

Position in Organisation

Chair of Trustees

Date

04 November 2024

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to: The Clerk to the Council, Woodcote Parish Council

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions.

Section A: The Organisation

Name of Organisation

Woodcote Conservation Group

Contact e-mail Address

info@woodcotecg.otg.uk, philatmolveno@gmail.com

Contact Address

Molveno, Behoes Lane, Woodcote, RG8 0PP

Are you a newly formed group (less than 1 year)?

Yes ☐ No ☒

Do you have a voluntary management committee?

Yes ☒ No ☐

Do you have an equal opportunities policy/statement?

Yes ☐ No ☒

Please describe your group's main activities:

Surveys, working parties and practical skills **(the principal focus is Greenmoor Ponds area, which the Conservation Group maintains on behalf of the Parish Council)** courses and networking.

Main Contact Name

Phil Roberts (Treasurer)

Contact Phone Number

07906 463544

How long has your group been operating?

>25 years

Do you have a formal constitution?

Yes ☒ No ☐

Do you have an annual record of accounts?

Yes ☒ No ☐

Please attach copy of most recent accounts and latest bank statement to your application.

Section B: The Grant

What is the Grant For?

Annual insurance and other ongoing costs for maintenance of Parish Council land

Who will benefit from the grant if approved?

Woodcote Conservation Group, and the wider community

How will the Civil Parish of Woodcote benefit from the monies if the grant is awarded?

Continued management of Parish Council areas, including Greenmore Ponds

How much are you applying for?

£340.00

How many people will benefit from the monies?

>100 WCG members / all the village community

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes

☐

No

X

If Yes, please provide details.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

Fund from membership subs, but reduce scope of work

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Annual Insurance	£157	From the grant
Ongoing costs (average cost)	£295	From the grant
		Balance from membership subs
Total Project Cost:	£452	

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Woodcote Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Woodcote Parish Council's decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Woodcote Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Woodcote Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

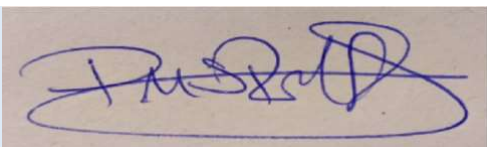
Name

Phil Roberts

Position in Organisation

Treasurer

Signature



Date

24/11/2025

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to: The Clerk to the Council, Woodcote Parish Council

11.2. To approve the finalised payments list for November & approve payments for December 2024.

Note ** denotes approved for payment under s101 delegation to the Clerk, as per the financial regulations.

November

Voucher No	Date	Net	VAT	Total	Description	Supplier
**131	27/11/2024	£ 73.13	£ -	£ 73.13	Meeting Room Hire	Woodcote Village Hall Trustees
130	11/11/2024	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
129	07/11/2024	£ 1,340.78	£ 268.16	£ 1,608.94	Grass cutting contract	M & C Landscapes
128	07/11/2024	£ 11,885.77	£ -	£ 11,885.77	Village Hall Maintenance	Woodcote Village Hall Trustees
127	29/11/2024	£ 61.85	£ 12.37	£ 74.22	Telephone & broadband	British Telecom (BT)
122	07/11/2024	£ 1,518.73	£ 303.75	£ 1,822.48	Grass cutting contract	M & C Landscapes
121	07/11/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
120	07/11/2024	£ 24.49	£ -	£ 24.49	Poppy wreath	Laura White
119	07/11/2024	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
118	07/11/2024	£ 300.00	£ 60.00	£ 360.00	Training	Oxfordshire Association of Local Councils (OALC)
117	07/11/2024	£ 660.00	£ 132.00	£ 792.00	Software licence	Scribe Accounts (Starboard Systems Ltd)
116	07/11/2024	£ 2,400.00	£ -	£ 2,400.00	Grant	Woodcote Correspondent (Newsletter)
115	07/11/2024	£ 650.00	£ -	£ 650.00	Grant	Oxfordshire South & Vale Citizens Advice
114	07/11/2024	£ 1,000.00	£ -	£ 1,000.00	Church Maintenance Grant	Woodcote Parochial Church
Various		£ 2,266.48	£ -	£ 2,266.48	Staff Costs	
	Total	£ 23,052.72	£ 830.58	£ 23,883.30		

December

Voucher No	Date	Net	VAT	Total	Description	Supplier
143	30/12/2024	£ 61.85	£ 12.37	£ 74.22	Telephone & broadband	British Telecom (BT)
142	05/12/2024				Grant	Woodcote Village Hall Trustees
141	05/12/2024				Grant	Woodcote Village Hall Trustees
140	05/12/2024				Grant	Woodcote Conservation Group
139	05/12/2024				Grant	Woodcote Community Centre
138	05/12/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
137	05/12/2024	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
136	05/12/2024	£ 570.00	£ 114.00	£ 684.00	Speed Surveys	Oxfordshire County Council
Various		£ 1,994.18	£ -	£ 1,994.18	Staff Costs, Including PAYE Deductions in January 2025	
	Total					

11.3. To note receipts for November 2024

Voucher No	Date	Net	VAT	Total	Description	Customer
19	11/11/2024	450.98	0	450.98	Interest on savings	Lloyds Bank plc

11.4. To note the reconciled bank balances to 30th November 2024.

AWAITING END OF MONTH

Current Account: £

Reserve Account: £s

11.5. To complete the Q3 budget review and approve virements.

12. Finance 2025-2026

12.1. To approve budget for 2025-2026

12.2. To approve precept request for 2025-2026

NOTE: DRAFT VALUES FOR 2024-2025, depending on decisions made earlier in the meeting.

2024/2025					2025/2026	
					Alternative	Workshop Proposal
		Approved Budget	Value To Date	Proposed Budget	Proposal #1	Proposal #2
100	General Income		31-Dec-24		-2.228%	-2.228%
1010	Bank Interest	£ 7,000.00	£ 5,665.88	£ 7,000.00	£ 4,800.00	£ 4,800.00
1020	CIL Receipts	£ 18,403.36	£ 21,445.77	£ 21,445.77	to EMR	to EMR
1030	Grants/S106/Donations	£ 1,199.00	£ 1,198.73	£ 1,199.00	£ -	£ -
1040	Insurance					
1050	Miscellaneous Income / Other	£ 97,860.34	£ 97,790.34	£ 97,860.34	£ -	£ -
1060	Precept	£ 130,858.00	£ 130,858.00	£ 130,858.00	£ 127,942.00	£ 127,942.00
1070	Property Income	£ 1,000.00	£ 556.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
1080	Recharges to Allotments	£ 1,660.00	£ -	£ 1,660.00	£ 850.00	£ 850.00
		£ 257,980.70	£ 257,514.72	£ 261,023.11	£ 6,650.00	£ 6,650.00
	TRSF to EMR	£ 116,263.70	£ 119,236.11	£ 119,306.11	All CIL	All CIL
	Total Available Income	£ 141,717.00	£ 138,278.61	£ 141,717.00	£ 134,592.00	£ 134,592.00

200	Administration					
2010	Allowances, Expenses, Training	£ 2,000.00	£ 1,094.39	£ 2,000.00	£ 2,000.00	£ 2,000.00
2020	Election fees	£ -		£ -	£ -	£ -
2030	Hire of Meeting Room	£ 650.00	£ 367.63	£ 650.00	£ 600.00	£ 600.00
2040	Publications & Communications	£ 1,000.00		£ 1,000.00	£ 1,000.00	£ 1,000.00
2050	Stationery, Postage, copies and printing	£ 700.00	£ 430.00	£ 700.00	£ 400.00	£ 400.00
2060	Subscriptions	£ 911.00	£ 328.40	£ 911.00	£ 1,200.00	£ 1,200.00
2070	Legal Fees	£ 4,000.00		£ 4,000.00	£ 4,000.00	£ 4,000.00
2080	Website	£ 1,100.00	£ 799.99	£ 1,100.00	£ 300.00	£ 300.00
	Total Administration	£ 10,361.00	£ 3,020.41	£ 10,361.00	£ 9,500.00	£ 9,500.00
300	General Finance & Grants					
3010	Audit and Accountancy	£ 880.00	£ 880.00	£ 880.00	£ 880.00	£ 880.00
3020	Bank Charges	£ 72.00		£ 72.00	£ 72.00	£ 72.00
3030	Grants	£ 11,370.00	£ 10,669.49	£ 11,370.00	£ 15,000.00	£ 15,000.00
3040	Staff Costs	£ 27,000.00	£ 17,957.86	£ 27,000.00	£ 28,140.00	£ 28,140.00
	Total General Finance & Grants	£ 39,322.00	£ 29,507.35	£ 39,322.00	£ 44,092.00	£ 44,092.00
400	Facilities					
4010	Climate & Environment			£ -		
4020	Defibrillator	£ 500.00	£ 297.50	£ 500.00	£ 200.00	£ 200.00
4030	General Maintenance & Repair	£ 7,000.00	£ 678.30	£ 7,000.00	£ 5,000.00	£ 5,000.00
4040	Grass - Weeding & Strimming	£ 12,000.00	£ 11,516.00	£ 13,000.00	£ 13,000.00	£ 10,000.00
4050	Hedges/Fences/Gates/Trees	£ 13,000.00	£ 7,275.92	£ 12,000.00	£ 10,000.00	£ 13,000.00
4060	Inspections Surveys & Reports	£ 250.00	£ 196.00	£ 250.00	£ 250.00	£ 250.00
4070	Insurance	£ 1,968.12	£ 1,968.12	£ 1,968.12	£ 2,000.00	£ 2,000.00
4080	Office Equipment	£ 1,003.88		£ 1,003.88	£ 500.00	£ 500.00
4090	Playground Equipment Maintenance	£ 5,000.00	£ 1,406.74	£ 5,000.00	£ 5,000.00	£ 5,000.00
4100	Software and back-ups	£ 928.00	£ 660.00	£ 928.00	£ 1,300.00	£ 1,300.00
4110	Telephone & Internet	£ 1,020.00	£ 675.27	£ 1,020.00	£ 1,050.00	£ 1,050.00
4120	Waste / Litter / Street Cleaning	£ 3,471.00	£ 2,398.41	£ 3,471.00	£ 3,700.00	£ 3,700.00
	Total Facilities	£ 46,141.00	£ 27,072.26	£ 46,141.00	£ 42,000.00	£ 42,000.00

500	Village Hall					
5010	General Grant (LGA(MP) 1976 s19(3))	£ 5,000.00	£ 11,115.00	£ 11,115.00	£ 6,000.00	£ 25,500.00
5020	General Maintenance (Grant In Kind)	£ 15,000.00	£ 14,577.63	£ 15,000.00	£ 13,500.00	
5030	Office Rent	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00
5040	Maintenance Staff Grant	£ 6,000.00	£ 3,600.00	£ 6,000.00	£ 6,000.00	
	Total Village Hall	£ 32,000.00	£ 35,292.63	£ 38,115.00	£ 31,500.00	£ 31,500.00
600	Strategic Projects					
6010	CIL Projects (Spend from Reserves)	£ -		£ -		
					from Reserves	from Reserves
6020	Strategic Projects (in Year)	£ 7,500.00	£ 7,065.40	£ 7,500.00	£ 7,500.00	£ 7,500.00
	Flat Roof (from Reserves)		£ 5,518			
	Total Strategic Projects	£ 7,500.00	£ 12,583.53	£ 7,500.00	£ 7,500.00	£ 7,500.00
700	Neighbourhood Plan					
7010	General Expenses (Spend from Reserves)	£ -				
	Total Neighbourhood Plan	£ -			£ -	£ -
	Total Income (LESS CIL and CCLA)	£ 141,717.00		£ 141,717.00		
	Total Spend (LESS CIL and CCLA)	£ 135,324.00		£ 141,439.00	£ 134,592.00	£ 134,592.00
	Amount to transfer to EMRs	£ 6,393.00		£ 278.00		
	Total CIL Income	£ 18,403.36		£ 21,445.77		
	Total Current CIL Reserve	£ 203,388.75		£ 203,388.75		
				£ -		
	Total CIL Remaining	£ 221,792.11		£ 224,834.52		

	Earmarked Reserves	Current Balance		Proposed Balance
300	EMR Operating Reserve	£ 65,429.00		£ 65,429.00
310	EMR Land for Burial	£ 20,000.00		£ 20,000.00
320	EMR 2nd Bus shelter	£ 10,000.00		£ 10,000.00
330	EMR Climate Change measures	£ 10,000.00		£ 10,000.00
340	EMR Capital for Projects	£ 73,967.75	-£ 5,518.13	£ 68,449.62
350	EMR Locality Grant NHP	£ 9,142.04		£ 9,142.04
360	EMR Previous FY Obligations	£ 5,775.03		£ 5,775.03
370	EMR Capital Expense - VH or Playground	£ 75,000.00		£ 75,000.00
	Total (NOT CIL)	£ 269,313.82		£ 263,795.69
100	EMR CIL Funds	£ 203,388.75	£ 21,445.77	£ 224,834.52
	Total	£ 472,702.57		£ 488,630.21

(Flat Roof Spend)

To Set Reserve Account to this Value

Date of meeting or email	Task	Action by	Action / Progress	Complete / Review Date	Status
20 March 2024 - Discussion on 2022 Project Consultation Meeting	Creation of a climate measures Committee / Group to look at following ideas from Consultation: * Group buying of solar panels * Community wind turbine - small wind turbine by public subscription to supply electricity at a reasonable cost. * Wind power * Carry out infra red surveys of housing in the village to highlight properties in need of improved insulation. * Car sharing scheme. Discourage local car use to and from schools * Funding a team of volunteers to go around every house in the village, and offer free advice on how to reduce domestic energy bills, check for opportunities for insulation and other zero carbon alterations. The village could then negotiate with a national building contractor to offer village residents the opportunity to make the changes to their homes, at a discounted rate, which would reduce emissions and allow residents to save money. * Beehives * Upcycling club	KD & Conservation group			
20 March 2024 - Discussion on 2022 Project Consultation Meeting	OCC to be asked for a site visit to discuss all other traffic and highways issues. Including: * Encouraging more people to cycle by painting cycle lanes both sides of the road to give bike priority and narrow the main the road causing traffic to slow. * Reduce congestion in the vicinity of the CoOp. * Parking restrictions should be imposed along the Reading Road outside the school, outside the Co-op, the old Post Office and on Greenmore. opposite Ward Farm Industrial Estate.	Helen happy to be at meeting if Clerk can request.	04 Dec: The Meeting happened in October, a positive meeting with the coordinator taking away some actions for use to seek a yellow line review, awaiting update on that.		
20 March 2024 - Discussion on 2022 Project Consultation Meeting	Also approach schools (Primary & Secondary) to * Encourage parents coming into Summer in schools newsletter, in respect of Car sharing scheme. Discourage local car use to and from schools. * The schools could be asked to come up ways of reducing congestion etc. Perhaps more children could walk to schools so that Reading Road does not get so congested.				

20 March 2024 - Discussion on 2022 Project Consultation Meeting	Article in the Correspondent about: * Car sharing scheme. Discourage local car use to and from schools. * Additional noticeboards have been put in place. Make better use and make people aware of where to find village information. * Volunteers to help with plants and flowers around the community * Ask whether PC meeting date (once a month) could go back into the diary at back of the Correspondent. * Possible information that was previously in village directory * Overgrown hedges – cutting back on pathways and reporting * Cars parking on pavements - cars parking on pavements (even when the road is of standard width) causes the same issues as intruding hedges for people with pushchairs, mobility aids and wheelchairs	Need volunteers for each article please			
20 March 2024 - Discussion on 2022 Project Consultation Meeting	Allotment trustees * to look into options to extend, encourage support and also ensure current plots are being used effectively. * Is a community orchard on the triangle of land the Allotment Trustees own along gap way an option. * Volunteers to help with plants and flowers around the community * Speak to all allotment holders and committee about ideas such as a communal shed for allotment holders	For all Trustees / correspondence with allotment holders and discussion with committee.			
20 March 2024 - Discussion on 2022 Project Consultation Meeting	To investigate under Project cool: * Leave big areas of wildflower meadow instead of destroying all the biodiversity of our green spaces. * Keep more natural areas for wildlife * Is a community orchard on the triangle of land the Allotment Trustees own along gap way an option. * More on the environmental/climate change side such as more plants/trees/plants for pollinators around the village that can combat the emissions from traffic and support our wildlife. * Wild flower meadow				
20 March 2024 - Discussion on 2022 Project Consultation Meeting	To investigate & speak to the Conservation Group about: * Leave big areas of wildflower meadow instead of destroying all the biodiversity of our green spaces. * Keep more natural areas for wildlife * Wild flower meadow				

20 March 2024 - Discussion on 2022 Project Consultation Meeting	Creation of a Recreation Committee to be formed to look at various comments, including those about play equipment, with 2 Parish Councillors. * Revamp of main park play area. * Improving the existing play equipment in particular on the Folly green site. * Increase in the size of the playground area on the village green. * Put in a wheelchair accessible roundabout in main playground. Some sensory stations would also be good on there. * Improve the playground - needs more for older children and variety. * It seems fair to expect interested parties to contribute by some fund-raising initiative. This can also be a measure of just how important the scheme is, before the Parish Council commits to the ongoing cost of maintenance. * Another children's play area on the other side of the village (Greenmore/Bridle Path side). * Skate park / half pipe. * Path round VG * Alternatives to wetpour surface * Shade around playground * Possible second parallel path behind the trees from the war memorial past the Red Lion, where the pavement is narrow and the road is fast. If edging of any overgrown grass does not improve things.	Bryan & Jess	4th Dec: A member of public has been in touch asking about the skate park. The Clerk will contact some Playground Companies about this action (full list) to see if they have any recommendations for the space we have.		
20 March 2024 - Discussion on 2022 Project Consultation Meeting	Liaise with the schools particularly the Oratory to encourage greater use of their facilities by residents. Including Tennis Courts and topic of resident discount.	Simon			
20 March 2024 - Discussion on 2022 Project Consultation Meeting	Could the Youth Club * help organise additional sports on recreation ground? Grant from PC could be an option to help organise. Could the Youth Club operate for additional nights with extra funding?				
20 March 2024 - Discussion on 2022 Project Consultation Meeting	To be considered with Village Hall plans: * Public toilets or access to village hall toilets during the day				

20 March 2024 - Discussion on 2022 Project Consultation Meeting	PC to look at Grass (from Rec) next to the pavement (along Goring Road) to see if overgrown and if edging and tidying is something that would help widen the pavement.				
20 March 2024 - Discussion on 2022 Project Consultation Meeting	Village Directory - While WPC don't believe a new village directory is necessary, research will be done on what was in an old one and see if updated information could be included in the Correspondent and / or available in the library.	Helen			
20 March 2024 - Discussion on 2022 Project Consultation Meeting	WPC will make enquiries with SODC on * The placing of additional highway adjacent bins - at Junction of West Chiltern Whitehouse Rd adjacent to sub station. Also clarify what the process is for additional dog waste bins / what general bins are on Wayside Green	Clerk			
20 March 2024 - Discussion on 2022 Project Consultation Meeting	Article to be drafted about volunteers for small things in village and possible grants from PC available. * Village community events - volunteers for arranging such things as bunting, hanging baskets etc around the village hall and village green. * Planters * Repair Shop	Simon			
20 March 2024 - Discussion on 2022 Project Consultation Meeting	The Parish Council have never been formally approached by the Governors of the primary school about funding towards capital projects. Nor attended any of the public Parish Council meetings. Therefore the PC would not know about any projects to consider. As there are legalities on what the Parish Council can and can't spend money on, the full legality of funding regarding schools to be examined. In the meantime, while approaches have been made to individual Councillors over the years by the Chair of Governors, it is agreed by WPC that individual Councillors should not meet individually and any approach from school Governors should be formally and to the full PC. This allows for proper discussion and recording of such. Much like the approach for grant from FOWPs recently.	All to take note of.	4th Dec - No further Action, just to be noted.	CLOSED	

20 March 2024 - Discussion on 2022 Project Consultation Meeting	WPC will also write to our County Councillor Kevin Bulmer and advise him of the numerous comments below about damaged roads & pavements within the Parish: * Many pavements in the village are badly damaged and are unusable. We have a number of older residents and families who use these. They should be made safe. * would prefer money spent on 'proper' resurfacing of already bumpy, potholed road rather than wasted on useless extra bumps. * Resurface Whitehouse Road! * I would prefer any money to be used for basic maintenance of the roads, drains, kerbs. * The Road surface and footpaths on Greenmore at the Whitehouse Road end and the top end of Whitehouse Road are really poor. suggest improvement. * Pavement in the village are uneven, too narrow in some places and sloping towards the road. Difficult for buggies & wheelchairs * Going up Greenmore at night I walk in the road is the surface is more even. the pavement is a trip hazard which I can't see properly due to poor lighting. * Cumbling road surfaces (especially due to encroaching vegetation) * Uneven pavements; * Blocked drains (grit and vegetation from roads) * See also comments in traffic and highways document	Laura B			
20 March 2024 - Discussion on 2022 Project Consultation Meeting	Bus stop locations are not set by WPC. WPC will make enquiries to establish the process for setting bus stop locations. Comment for context: <i>"I am not happy about bus stops particularly in Whitehouse Road. The convenient place is at the end of The close where the telephone box was. Opposite where the stop is, is a nightmare for disabled people. Is an improvement within the province of WPC?"</i>	Clerk	4th Dec - Closed WRT to the Parish Council, in OCC hand installation of 2 stops on Reading Road and one on Whitehouse Road, entrance to West Chiltern.	CLOSED	
20 March 2024 - Discussion on 2022 Project Consultation Meeting	What is the process for additional streetlights? Would be good to know before deciding if any action. Possible letter to Kevin Bulmer too. * Suggest improving the street lighting in Whitehouse Road - it is inadequate. A streetlight situated between Chanas and the Goring Road junction - preferably opposite Chanas. * It is not adequate lighting for pedestrians on the corner with Reading Road. * increased lighting on these two roads (Goring Road and Greenmore) would be beneficial. Eg I always walk round the village day or night.				