

**Minutes of a Meeting of Woodcote Parish Council**

**Wednesday 04<sup>th</sup> December 2024 at 19:30, The Function Room, Woodcote Village Hall**

**Public Session (Prior to the Start of the Meeting)**

**Mop1:** Asked about the maintenance of the entrance signs at the entrance of the village on the Reading Road. It has been confirmed they were not repaired in the last cycle as they will be moved due to development as part of the developer's obligations. It was asked if the gate could be painted or washed in advance of the movement. **[ACTION]** Clerk to chase the developer & OCCHighways.

**Members Present:**

|            |                       |
|------------|-----------------------|
| Chair      | Cllr K Davies (KD)    |
| Vice-Chair | Cllr K Byrne (KB)     |
| Members    | Cllr H Booker (HB)    |
|            | Cllr S Pritchard (SP) |
|            | Cllr D Ellis (DE)     |
|            | Cllr L Bilbe (LB)     |
|            | Cllr R Peirce (RP)    |
|            | Cllr J Sloper (JS)    |

**Officers Present**

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

**Public and Press**      At least 2

**Meeting Started: 19:42**

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

None received. Cllr Over was also absent.

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

None

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

**24.08.3.1.      Meeting held on 06th November 2024**

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

**24.08.3.2.      Matters arising from the minutes not elsewhere on the agenda.**

None

**24.08.4. 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.**

**24.08.4.1. 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**

Noted.

**24.08.5. Public Spaces**

**Appendix B**

**24.08.5.1. To receive the RoSPA Action Tracker and agree actions.**

**~~RoSPA Tracker~~**

The Clerk continues to inspect the playgrounds and is monitoring any defects for safety. As it is in the consultation tracker to consider expanding the playparks, the Clerk will arrange meetings with playground suppliers with a request for advice for how to update what we have and expand our offering. As it will include a planned expansion, believe this would come under the CIL umbrella.

**24.08.5.2. To complete a whole village signs review (on Parish Property) and approve updating as needed.**

**[ACTION]** To renew all the dog fouling signs, have them at all entrances and all larger, clerk to seek quote.

**[ACTION]** To seek quote for one new sign, incorporating all the items except the “parking bay” rule, plus add “no overnight parking”. Also to add a “no BBQ’s etc” to the Folly Field, plus seek permission from VH to mount on building.

**[ACTION]** To find out how to remove the car park from “BritStop” app.

**[ACTION]** To ask the schools to ask their employees and visitors to park on school land, do a survey of users of the parking.

**24.08.5.3. To approve quote to repair the benches around the village green.**

**Resolved:** Unanimously approved to appoint Chiltern Woodcraft to complete the works, £1205.58.

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

**Resolved:** Unanimously approved to purchase 1 dispenser, and bag, plus bags for the other locations, and review in the future need for more.

**24.08.6. Community Speed Watch [CSW]**

**Appendix C**

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

The data was received by the Council and will be made available to the public on our website.

**24.08.7. Village Consultation**

**Consultation Tracker**

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

See tracker.

- 24.08.7.2. To approve response to the SODC Woodcote Deep Cleanse Service request for works.**

**Resolved:** Approved Unanimously all Cllrs to provide items to the Clerk to add to the list.

**24.08.8. Village Hall**

**Appendix D**

- 24.08.8.1. To receive update on the flat roof project, and approve delegating to the Clerk tendering of the project.**

**Resolved:** Approved unanimously delegating to the Clerk issuing the tendering documents for the project, after circulating to all Councillors, with a closing date of 31<sup>st</sup> January to support inclusion on the February agenda.

Further, approved to ask the Village Hall for formal letter of approval that we can undertake the works on their building.

- 24.08.8.2. To consider, and if suitable, approve grant request toward Legal Fees to change to a CIO from the current Charity Model £10,500.**

**Resolved:** Approved unanimously a grant of £4,500 asking the VH Trustees to use some of the maintenance grant monies for this purpose. Should there be additional emergency maintenance items above and beyond the remaining maintenance grant money, the VH Trustees are welcome to make further grant applications.

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

**Resolved:** Approved unanimously a grant of £1,515.

**24.08.9. Clerk's Report**

**Appendix E**

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

**Resolved:** Approved unanimously, purchase, budget £116 + £6 postage + VAT.

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

**Resolved:** Approved Unanimously Job description, person specification, advert and Scale Point as written. To be interviewed by at least 2 members of the Staffing Committee and the Clerk. Applications open until 13<sup>th</sup> January, with interviews to held shortly after, with a plan to formally recruit at the February meeting.

**24.08.9.3. Subject to 24.08.9.2 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.**

**Resolved:** Approved Unanimously, as above, maximum budget £650, plus ongoing costs of £10.30 and £5 per month for MS365 and SIM card costs.

**24.08.9.4. Subject to 24.08.9.2 above, to further approve sliding reduction in hours for the Clerk, dependant on Assistant Clerk training and capacity to take on tasks.**

**Resolved:** approved provisionally with updates to be brought to future meetings:

**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.

### 24.08.10. Approved suitable for use new or updated Governing Documents

Defer to future meeting.

24.08.10.1. Bench Policy

Appendix F

24.08.10.2. Tree Policy

Appendix G

24.08.11. Finance 2024-2025

Appendix H

24.08.11.1. To consider, and if suitable, approve grant requests

**Resolved:** Approved unanimously grants as requested:

- Community Centre, £1,000
- Woodcote Conservation Group, £340

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

**Resolved:** Approved Unanimously payments list as below:

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              |                                                  |
|            | <b>Total</b> | <b>£ 23,052.72</b> | <b>£ 830.58</b> | <b>£ 23,883.30</b> |                          |                                                  |

## December

| Voucher No | Date         | Net        | VAT      | Total      | Description                                            | Supplier                       |
|------------|--------------|------------|----------|------------|--------------------------------------------------------|--------------------------------|
| 144        | 05/12/2024   | £ 305.00   | £ 61.00  | £ 366.00   | Flat Roof                                              | AKS Ward Ltd                   |
| 143        | 30/12/2024   | £ 61.85    | £ 12.37  | £ 74.22    | Telephone & broadband                                  | British Telecom (BT)           |
| 142        | 05/12/2024   | £ 4,500.00 | £ -      | £ 4,500.00 | Grant                                                  | Woodcote Village Hall Trustees |
| 141        | 05/12/2024   | £ 1,515.00 | £ -      | £ 1,515.00 | Grant                                                  | Woodcote Village Hall Trustees |
| 140        | 05/12/2024   | £ 340.00   | £ -      | £ 340.00   | Grant                                                  | Woodcote Conservation Group    |
| 139        | 05/12/2024   | £ 1,000.00 | £ -      | £ 1,000.00 | 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 |                                |
|            | <b>Total</b> | £10,558.52 | £ 241.67 | £10,799.19 |                                                        |                                |

## 24.08.11.3. To note receipts for November 2024

Receipts as below were noted:

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

**24.08.11.4. To note the reconciled bank balances to 30<sup>th</sup> November 2024.**

Reconciled Bank Balances were Noted as below:

|                            |                                                     |            |                   |
|----------------------------|-----------------------------------------------------|------------|-------------------|
| <b>A</b>                   | <b>Bank Reconciliation at 30/11/2024</b>            |            |                   |
|                            | Cash in Hand 01/04/2024                             |            | 380,481.22        |
|                            | <b>ADD</b><br>Receipts 01/04/2024 - 30/11/2024      |            | 262,263.81        |
|                            | <b>SUBTRACT</b><br>Payments 01/04/2024 - 30/11/2024 |            | 104,265.64        |
|                            | <b>Cash in Hand 30/11/2024</b><br>(per Cash Book)   |            | <b>538,479.39</b> |
| <b>B</b>                   | Cash in hand per Bank Statements                    |            |                   |
|                            | Petty Cash 30/11/2024                               | 0.00       |                   |
|                            | Lloyds Current 30/11/2024                           | 41,692.54  |                   |
|                            | Lloyds BB Instant Deposit Account 30/11/2024        | 496,786.85 |                   |
|                            | Public Sector Deposit 31/10/2024                    | 0.00       |                   |
|                            |                                                     |            | <b>538,479.39</b> |
|                            | Less unrepresented payments                         |            |                   |
|                            |                                                     |            | 538,479.39        |
|                            | Plus unrepresented receipts                         |            |                   |
|                            |                                                     |            |                   |
|                            | <b>Adjusted Bank Balance</b>                        |            | <b>538,479.39</b> |
| <b>A = B Checks out OK</b> |                                                     |            |                   |

**Current Account: £41,692.54**

**Reserve Account: £496,786.85**

## 24.08.11.5. To complete the Q3 budget review and approve virements.

**Resolved:** Approved Unanimously as below:

|            |                                           | Approved Budget     | Value To Date       | Proposed Budget     |
|------------|-------------------------------------------|---------------------|---------------------|---------------------|
| <b>100</b> | <b>General Income</b>                     |                     | <b>31-Dec-24</b>    |                     |
| 1010       | Bank Interest                             | £7,000.00           | £5,665.88           | £7,000.00           |
| 1020       | CIL Receipts                              | £18,403.36          | £21,445.77          | <b>£21,445.77</b>   |
| 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         |
| 1070       | Property Income                           | £1,000.00           | £ 556.00            | £1,000.00           |
| 1080       | Recharges to Allotments                   | £1,660.00           | £-                  | £1,660.00           |
|            |                                           |                     |                     |                     |
|            |                                           | <b>£ 257,980.70</b> | <b>£ 257,514.72</b> | <b>£ 261,023.11</b> |
|            |                                           |                     |                     |                     |
|            | TRSF to EMR                               | £116,263.70         | £119,236.11         | £119,306.11         |
|            | <b>Total Available Income</b>             | <b>£ 141,717.00</b> | <b>£ 138,278.61</b> | <b>£ 141,717.00</b> |
| <b>200</b> | <b>Administration</b>                     |                     |                     |                     |
| 2010       | Allowances, Expenses, Training            | £2,000.00           | £1,094.39           | £2,000.00           |
| 2020       | Election fees                             | £-                  |                     | £-                  |
| 2030       | Hire of Meeting Room                      | £ 650.00            | £ 367.63            | £ 650.00            |
| 2040       | Publications & Communications             | £1,000.00           |                     | <b>£ 370.00</b>     |
| 2050       | Stationery, Postage, copies and printing  | £ 700.00            | £ 430.00            | £ 700.00            |
| 2060       | Subscriptions                             | £ 911.00            | £ 328.40            | £ 911.00            |
| 2070       | Legal Fees                                | £4,000.00           |                     | £4,000.00           |
| 2080       | Website                                   | £1,100.00           | £ 799.99            | £1,100.00           |
|            | <b>Total Administration</b>               | <b>£10,361.00</b>   | <b>£3,020.41</b>    | <b>£9,731.00</b>    |
| <b>300</b> | <b>General Finance &amp; Grants</b>       |                     |                     |                     |
| 3010       | Audit and Accountancy                     | £ 880.00            | £ 880.00            | £ 880.00            |
| 3020       | Bank Charges                              | £72.00              |                     | £72.00              |
| 3030       | Grants                                    | £11,370.00          | £10,669.49          | <b>£12,000.00</b>   |
| 3040       | Staff Costs                               | £27,000.00          | £17,957.86          | £27,000.00          |
| 3050       | Chairman's Allowance                      |                     |                     |                     |
|            | <b>Total General Finance &amp; Grants</b> | <b>£39,322.00</b>   | <b>£29,507.35</b>   | <b>£39,952.00</b>   |

# Woodcote

PARISH COUNCIL

|            |                                        |                   |                   |                   |
|------------|----------------------------------------|-------------------|-------------------|-------------------|
| <b>400</b> | <b>Facilities</b>                      |                   |                   |                   |
| 4010       | Climate & Environment                  |                   |                   | £-                |
| 4020       | Defibrillator                          | £ 500.00          | £ 419.45          | £ 500.00          |
| 4030       | General Maintenance & Repair           | £7,000.00         | £ 678.30          | £7,000.00         |
| 4040       | Grass - Weeding & Strimming            | £12,000.00        | £11,516.00        | <b>£13,000.00</b> |
| 4050       | Hedges/Fences/Gates/Trees              | £13,000.00        | £7,275.92         | <b>£12,000.00</b> |
| 4060       | Inspections Surveys & Reports          | £ 250.00          | £ 196.00          | £ 250.00          |
| 4070       | Insurance                              | £1,968.12         | £1,968.12         | £1,968.12         |
| 4080       | Office Equipment                       | £1,003.88         |                   | £1,003.88         |
| 4090       | Playground Equipment Maintenance       | £5,000.00         | £1,406.74         | £5,000.00         |
| 4100       | Software and back-ups                  | £ 928.00          | £ 660.00          | £ 928.00          |
| 4110       | Telephone & Internet                   | £1,020.00         | £ 675.27          | £1,020.00         |
| 4120       | Waste / Litter / Street Cleaning       | £3,471.00         | £2,782.61         | £3,471.00         |
| 4130       | Pond Regeneration (remaining from CIL) |                   |                   |                   |
|            | <b>Total Facilities</b>                | <b>£46,141.00</b> | <b>£27,578.41</b> | <b>£46,141.00</b> |
| <b>500</b> | <b>Village Hall</b>                    |                   |                   |                   |
| 5010       | General Grant (LGA(MP) 1976 s19(3))    | £5,000.00         | £11,015.00        | <b>£11,015.00</b> |
| 5020       | General Maintenance (Grant In Kind)    | £15,000.00        | £14,577.63        | £15,000.00        |
| 5030       | Office Rent                            | £6,000.00         | £6,000.00         | £6,000.00         |
| 5040       | Maintenance Staff Grant                | £6,000.00         | £3,600.00         | £6,000.00         |
|            | <b>Total Village Hall</b>              | <b>£32,000.00</b> | <b>£35,192.63</b> | <b>£38,015.00</b> |
| <b>600</b> | <b>Strategic Projects</b>              |                   |                   |                   |
| 6010       | CIL Projects (Spend from Reserves)     | £-                |                   | £-                |
| 6020       | Strategic Projects (in Year)           | £7,500.00         | £5,210.40         | £7,500.00         |
|            | Flat Roof (from Reserves)              |                   | £8,737            |                   |
|            | Ponds Restoration                      |                   | £ 560.40          |                   |
|            | SID                                    |                   | £3,580.00         |                   |
|            | Zebra Crossing                         |                   | £ 500.00          |                   |
|            | Speed Surveys                          |                   | £ 570.00          |                   |
|            | <b>Total Strategic Projects</b>        | <b>£7,500.00</b>  | <b>£5,210.40</b>  | <b>£7,500.00</b>  |

## 24.08.12. Finance 2025-2026

## Appendix H

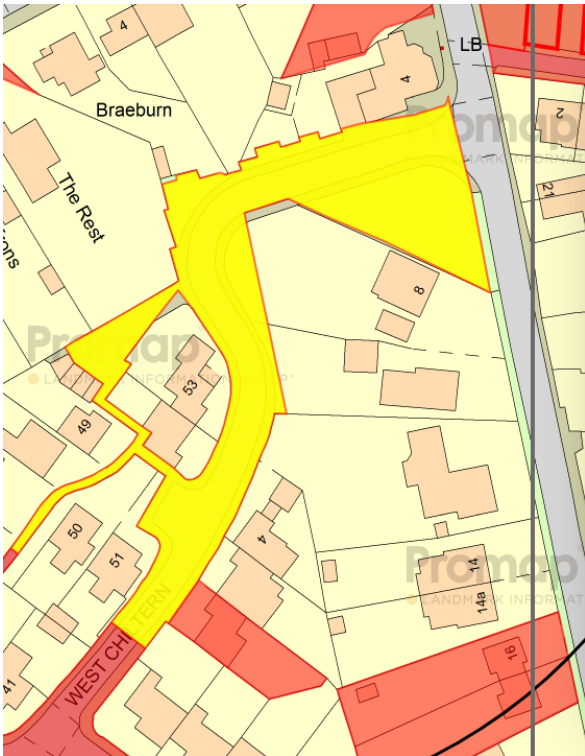
### 24.08.12.1. To approve budget for 2025-2026

The budget was considered and comments made. Noting a proposal to hold an additional meeting before the winter break will be made later in this meeting, to defer decision to that meeting, the Clerk to incorporate comments made.

### 24.08.12.2. To approve precept request for 2025-2026

- 24.08.13.** To receive Items of Correspondence and agree actions arising. Correspondence  
**24.08.13.1.** Email from OCC regarding conifer trees on the approach to West Chiltern.

Noted.



**From:** Oxfordshire County Council  
**Sent:** 19 November 2024 14:21  
**To:** clerk@  
**Subject:** RE: Conifer trees in West Chiltern

Thank you for sending this to me.

I Have done some further Investigation and yes this land has now fallen under the crowns ownership. It is unlikely that we (the county council) would be able to get the crown to carry out any work on these trees. We will carry out any work that needs doing to these trees without predigest, this means we will carry out works on the trees where they affect the public highway but will not take responsibility for them. I am current carrying out a survey of the Highway trees in Woodcote so I will include these trees in that survey. Any work that needs doing to them is likely to be carried out in the next financial year.

**24.08.14. Matters for future discussion**

To call an additional meeting to create a Ponds Restoration Committee, 3 Councillors and 2 members of the Woodcote Conservation Group, and also finalise the precept.

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

Items to include:

- Thanks to, and noting the Resignation of Cllr B Urbick
- Grants awarded
- Speeding data
- Advertising Assistant Clerk Position.

**24.08.16. Confirm the date and time of the next Council Meeting: 08<sup>th</sup> January 2025.**

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

Confirmed

Also to hold an addition meeting on the 18<sup>th</sup> December to create the Ponds Restoration Committee, and any other items not ready for this meeting.

There being no further business to be transacted, the Chair closed the meeting **21:44.**