

Minutes of a Meeting of Woodcote Parish Council

Wednesday 18th December 2024 at 19:30, The Function Room, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr K Davies (KD)
Vice-Chair	Cllr K Byrne (KB)
Members	Cllr H Booker (HB)
	Cllr S Pritchard (SP)
	Cllr L Bilbe (LB)
	Cllr R Peirce (RP)
	Cllr T Over (TO)

Officers Present

Clerk	Mrs L White (LW)
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Public and Press 1

Meeting Started: 19:32

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

Apologies were received in advance of the meeting from Cllrs Sloper & Ellis.

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

None.

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

24.09.3.1. Meeting held on 04th December 2024

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

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

None.

- 24.09.4. To note resignation of Cllr B Urbick, and approve, subject to confirmation no election has been called to advertise the position for Co-option to be filled at the February 2025 meeting.**

The resignation was NOTED.

Resolved: Approved Unanimously to advertise the position for co-option to be filled at the February 2025 meeting, subject to candidates coming forward and SODC confirmation no election has been called.

- 24.09.5. To approve response to consultation by the planning authority to application:**

P24/S3898/HH - Shamba Beech Lane Woodcote RG8 0PY

Single storey side extension to replace existing.

Resolved: Approved Unanimously to submit the Response NO OBJECTIONS.

- 24.09.6. Public Spaces**

- 24.09.6.1. To approve creating the Greenmoor Ponds Restoration Committee, approve Terms of Reference and appoint members** **Appendix A**

Resolved: Approved Unanimously to adopt the ToR, as amended in the meeting and appended to these minutes.

Resolved: Approved Unanimously to appoint Cllr T Over; K Davies, H Booker, Mrs R Sanderson & Mr J Godfrey.

- 24.09.7. Approved suitable for use new or updated Governing Documents**

- 24.09.7.1. Bench Policy** **Appendix B**

Resolved: Approved Unanimously to adopt, including amendments as per the final version appended to these minutes.

- 24.09.7.2. Tree Policy** **Appendix C**

Resolved: Approved Unanimously to adopt, including amendments as per the final version appended to these minutes.

24.09.8. Finance 2024-2025

Appendix D

24.09.8.1. To approve additional payments for December 2024.

Resolved: Approved Unanimously the additional December Payments as listed

Voucher No	Date	Net	VAT	Total	Description	Supplier
147	17/12/2024	384.2	76.84	461.04	Waste collection	Glasdon UK Ltd
146	17/12/2024	997.73	199.55	1197.28	Flat Roof	West Waddy Archadia (WWA)
145	17/12/2024	121.95	24.39	146.34	Defibrillator Sundries	Community Heartbeat Trust
148	17/12/2024	43.88	0	43.88	Meeting Room Hire	Woodcote VH

24.09.9. Finance 2025-2026

Appendix E

24.09.9.1. To consider a report on Councillor Allowances, and approve rates and applicability.

Resolved: Approved Unanimously reinstate a Chairman's Allowance of £250 per year, and display statutory notices related.

24.09.9.2. To approve budget for 2025-2026

Resolved: Approved Unanimously the budget for 2025-2026 as below.

		2024/2025		2025/2026
	Tax Base	1092.9		1109.9
	BAND D	£ 119.73		£ 119.73
	Year in Year Percentage Increase	1.78%		0.00%
		Approved Budget	Value To Date	Approved
100	General Income		31-Dec-24	1.554%
1010	Bank Interest	£ 7,000.00	£ 5,665.88	£ 4,800.00
1020	CIL Receipts	£ 21,445.77	£ 21,445.77	to EMR
1030	Grants/S106/Donations	£ 1,199.00	£ 1,198.73	£ -
1040	Insurance			
1050	Miscellaneous Income / Other	£ 97,860.34	£ 97,790.34	£ -
1060	Precept	£ 130,858.00	£ 130,858.00	£ 132,892.00
1070	Property Income	£ 1,000.00	£ 556.00	£ 1,000.00
1080	Recharges to Allotments	£ 1,660.00	£ -	£ 850.00
		£ 261,023.11	£ 257,514.72	£ 6,650.00
	TRSF to EMR	£ 119,306.11	£ 119,236.11	All CIL
	Total Available Income	£ 141,717.00	£ 138,278.61	£ 139,542.00

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PARISH COUNCIL

200	Administration			
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	£ 600.00
2040	Publications & Communications	£ 370.00		£ 1,000.00
2050	Stationery, Postage, copies and printing	£ 700.00	£ 430.00	£ 400.00
2060	Subscriptions	£ 911.00	£ 328.40	£ 1,200.00
2070	Legal Fees	£ 4,000.00		£ 4,000.00
2080	Website	£ 1,100.00	£ 799.99	£ 300.00
	Total Administration	£ 9,731.00	£ 3,020.41	£ 9,500.00
300	General Finance & Grants			
3010	Audit and Accountancy	£ 880.00	£ 880.00	£ 880.00
3020	Bank Charges	£ 72.00		£ 72.00
3030	Grants	£ 12,000.00	£ 10,669.49	£ 15,000.00
3040	Staff Costs	£ 27,000.00	£ 17,957.86	£ 30,000.00
3050	Chairman's Allowance			£ 250.00
	Total General Finance & Grants	£ 39,952.00	£ 29,507.35	£ 46,202.00
400	Facilities			
4010	Climate & Environment	£ -		
4020	Defibrillator	£ 500.00	£ 419.45	£ 200.00
4030	General Maintenance & Repair	£ 7,000.00	£ 678.30	£ 5,000.00
4040	Grass - Weeding & Strimming	£ 13,000.00	£ 11,516.00	£ 13,000.00
4050	Hedges/Fences/Gates/Trees	£ 12,000.00	£ 7,275.92	£ 10,000.00
4060	Inspections Surveys & Reports	£ 250.00	£ 196.00	£ 250.00
4070	Insurance	£ 1,968.12	£ 1,968.12	£ 2,000.00
4080	Office Equipment	£ 1,003.88		£ 590.00
4090	Playground Equipment Maintenance	£ 5,000.00	£ 1,406.74	£ 5,000.00
4100	Software and back-ups	£ 928.00	£ 660.00	£ 1,300.00
4110	Telephone & Internet	£ 1,020.00	£ 675.27	£ 1,050.00
4120	Waste / Litter / Street Cleaning	£ 3,471.00	£ 2,782.61	£ 3,700.00
4130	Pond Regeneration (remaining from CIL)			£ 2,750.00
	Total Facilities	£ 46,141.00	£ 27,578.41	£ 44,840.00
500	Village Hall			
5010	General Grant (LGA(MP) 1976 s19(3))	£ 11,015.00	£ 11,015.00	£ 25,500.00
5020	General Maintenance (Grant In Kind)	£ 15,000.00	£ 14,577.63	
5030	Office Rent	£ 6,000.00	£ 6,000.00	£ 6,000.00
5040	Maintenance Staff Grant	£ 6,000.00	£ 3,600.00	
	Total Village Hall	£ 38,015.00	£ 35,192.63	£ 31,500.00

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PARISH COUNCIL

600	Strategic Projects			
6010	CIL Projects (Spend from Reserves)	£ -		
				from Reserves
6020	Strategic Projects (in Year)	£ 7,500.00	£ 5,210.40	£ 7,500.00
	Flat Roof (from Reserves)		£ 8,737	
	Total Strategic Projects	£ 7,500.00	£ 5,210.40	£ 7,500.00
700	Neighbourhood Plan			
7010	General Expenses (Spend from Reserves)			
	Total Neighbourhood Plan			£ -
	Total Income (LESS CIL and CCLA)	£ 141,717.00		£ 139,542.00
	Total Spend (LESS CIL and CCLA)	£ 141,339.00		£ 139,542.00
	Amount to transfer to EMRs	£ 378.00		£ -
	Total CIL Income	£ 21,445.77		
	Total Current CIL Reserve	£ 234,395.18		
		£ -		

END 2024-2025				
	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	-£ 8,736.86	£ 65,230.89
350	EMR Locality Grant NHP	£ 9,142.04		£ 9,142.04
360	EMR Previous FY Obligations	£ 5,775.03	-£ 5,775.03	£ -
	EMR Capital Expense - VH or Playground	£ 75,000.00		£ 75,000.00
370	Total (NOT CIL)	£ 269,313.82		£ 254,801.93
100	EMR CIL Funds	£ 234,395.18		£ 234,395.18
	Total	£ 503,709.00		£ 489,197.11

24.09.9.3. To approve precept request for 2025-2026

Resolved: Approved Unanimously the precept for 2025-2026 as: **£132,892.**

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

Resolved: Approved Unanimously to exclude the public and press.

24.09.10.1. To consider quotes for tree works at the Greenmoor Ponds, to facilitate works in the summer, appoint contractor and approve budget.

Resolved: Approved Unanimously to appoint Heritage Tree Services, budget £850 +VAT.

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

Noting the agenda for the Jan '25 meeting needs to be issued tomorrow, consider cancelling or delaying the January meeting.

It was agreed to move the January meeting to the 15th January 2025.

There being no further business to be transacted, the Chair closed the meeting **20:46.**