

Minutes of a Meeting of Woodcote Parish Council

Wednesday 15th January 2025 at 19:30, The Function Room, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Vice-Chair Cllr K Byrne (KB) [Chaired the Meeting]
Members Cllr H Booker (HB)
Cllr S Pritchard (SP)
Cllr J Sloper (JS) [Arrived 19:33]
Cllr R Peirce (RP)
Cllr D Ellis (DE)

Officers Present

Clerk Mrs L White (LW)

Public and Press 2

Meeting Started: 19:30

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

Apologies were received in advance of the meeting from Cllrs Bilbe, Davies & Over.

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

None.

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

24.10.3.1. Meeting held on 18th December 2024

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

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

None.

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

To approve response to the request to consult on Planning Applications

24.10.4.1. P24/S4069/HH – Greenmore, Long Toll, Woodcote, RG8 0RR

Proposed erection of an outbuilding to be used as an annexe.

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

According to the scale drawings both parking spaces are just 2.5m wide and not quite 5m long.

Recommended parking space measurements with OCC / SODC were always:

- 2.5m x 5m for non obstructed
- 2.7m x 5m if obstructed one side
- 2.9m x 5m if obstructed both sides

There are also concerns that the space alongside the proposed annex is not realistically accessible for vehicles once the annex is built due to the limitation of angle of approach created by the existence of the current fence and gate bordering the property. There is also a significant drop down to the level of the road adjacent to this which limits any changes that could be made to mitigate this issue.

There are currently only two off road parking spaces provided for cars at the property. The creation of the annex for an additional bedroom for the purposes of visiting grandchildren, essentially increasing the property to a 5 bedroom home during these visits will increase the number of cars already at the property and will exceed the two spaces that the proposals suggests to provide, in turn forcing further parking on the road, objections to which were provided in our response to P24/S2016/HH.

Should the planning officer be so inclined to approve this application, we would like to ensure that the they are satisfied that the materials, heating etc of the annex meet all the relevant environmental and sustainability policies, for a habitable external annex.

Photographs of the proposed parking area are shown below, showing the restricted area and the obstructions surrounding the intended parking.

Woodcote

PARISH COUNCIL



The Chair proposed that the consultation on “Ministry of Housing, Communities and Local Government (MHCLG) consultation: Strengthening the Standards and Conduct Framework” be moved to the end of the meeting, and all present agreed so as to progress the other items on the agenda.

24.10.5. Public Spaces

Appendix A

- 24.10.5.1. To approve spreading wood chippings at the entrances to the village green, as indicated. If possible, to request free chippings which are often advertise on social media, else approve maximum budget for purchase of some chippings.**

Resolved: Approved Unanimously to spread chippings at the various entrances to the village green, securing free chippings if possible, from our normal tree surgeons. Should they not come available in the next 2 weeks, to purchase chippings, £500 maximum budget.

- 24.10.5.2. To approve seeking volunteers to help spread the chippings, delegate to the Clerk creation of appropriate risk assessment and purchase of light refreshments for the volunteers as a thank you.**

Resolved: Approved Unanimously as above, if volunteers are unavailable to ask local handyman to spread them, delegated to the Clerk.

[ACTION] To look at other options for next winter, or perhaps TOE grant for path improvement.

24.10.6. Greenmoor Ponds

- 24.10.6.1. To note the historic Greenmoor Ponds ownership documentation**

Appendix B

The report was NOTED.

- 24.10.6.2. To formally approve that this Council is the owner of the Ponds and consider registering this with Land Registry as already approved for the pond on the corner of Reading Road / Greenmore.**

Resolved: Approved unanimously that the Greenmoor ponds are owned by the Parish Council, and further approved to register with land registry to prevent any confusion over ownership in future.

- 24.10.6.3. To approve submitting grant request to TOE to cover the cost of the major restoration work.**

Resolved: Approved Unanimously.

- 24.10.6.4. In accordance with Standing Order 7a, to confirm at least 4 Councillors wish to pass a special motion to reconsider the decision to approve the Greenmoor Ponds Restoration Committee ToR and appoint members.**

NOTE: Should the special motion be passed and the ToR and Membership be amended, the same decision cannot be revisited for 6 months (until 16th July 2025)

A summary of why this item is on the agenda was given by the Clerk and Chair of the meeting.

The motion failed, the prerequisite of 4 councillors to amend and revoke the previous decision was not achieved.

It was commented that the Committee was set up to facilitate the restoration project only, and not to supersede the good work of the Conservation group, or their group of interested parties in the pond. The committee is there to transparently manage the project and the decision to spend large amounts of money through the parish council accounts.

24.10.6.5. Subject to the motion above, approve updating the Greenmoor Ponds Restoration Committee ToR and appoint members.

Not Required.

24.10.7. Clerk's Report

24.10.7.1. To note an election has not been called to fill the vacancy left by Cllr Urbick's resignation, therefore the seat has been advertised to be filled by co-option.

The intention to Co-opt to fill the vacant seat was NOTED.

24.10.8. Finance 2024-2025

Appendix C

24.10.8.1. To approve the finalised payments list for December & approve payments for January 2025.

Resolved: Approved Unanimously the payments list as detailed below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
152	30/01/2025	£ 61.85	£ 12.37	£ 74.22	Telephone & broadband	British Telecom (BT)
151	16/01/2025	£ 532.98	£ 106.60	£ 639.58	Waste collection	Shield Maintenance Ltd
157	16/01/2025	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
158	16/01/2025	£ 10.30	£ 2.06	£ 12.36	MS356 Subscription	Microsoft Limited
149	10/01/2025	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
		£ 2,193.57	£ -	£ 2,193.57	Total Staff Costs inc PAYE Deductions paid in Feb	
		£ 3,403.70	£ 122.03	£ 3,525.73	Total January	
143	30/12/2024	£ 61.85	£ 12.37	£ 74.22	Telephone & broadband	British Telecom (BT)
150	23/12/2024	£ 43.88	£ -	£ 43.88	Meeting Room Hire	Woodcote Village Hall Trustees
145	17/12/2024	£ 121.95	£ 24.39	£ 146.34	Defibrillator Sundries	Community Heartbeat Trust
146	17/12/2024	£ 997.73	£ 199.55	£ 1,197.28	Flat Roof	West Waddy Archadia (WWA)
147	17/12/2024	£ 384.20	£ 76.84	£ 461.04	Waste collection	Glasdon UK Ltd
144	12/12/2024	£ 305.00	£ 61.00	£ 366.00	Flat Roof	AKS Ward Ltd
148	10/12/2024	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
136	05/12/2024	£ 570.00	£ 114.00	£ 684.00	Speed Surveys	Oxfordshire County Council
137	05/12/2024	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
138	05/12/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
139	05/12/2024	£ 1,000.00	£ -	£ 1,000.00	Grant	Woodcote Community Centre
140	05/12/2024	£ 340.00	£ -	£ 340.00	Grant	Woodcote Conservation Group
141	05/12/2024	£ 1,515.00	£ -	£ 1,515.00	Grant	Woodcote Village Hall Trustees
142	05/12/2024	£ 4,500.00	£ -	£ 4,500.00	Grant	Woodcote Village Hall Trustees
		£ 2,161.06	£ -	£ 2,161.06	Total Staff Costs	
		£ 12,872.16	£ 542.45	£ 13,414.61	Total December	

24.10.8.2. To note receipts for December 2024

The receipts as detailed below were NOTED.

£381.10, received into the savings account – interest on Savings, no VAT.

24.10.8.3. To note the reconciled bank balances to 31st December 2024.

The reconciled bank accounts as detailed below were NOTED.

A	Bank Reconciliation at 31/12/2024		
	Cash in Hand 01/04/2024		380,481.22
	ADD Receipts 01/04/2024 - 31/12/2024		262,644.91
	SUBTRACT Payments 01/04/2024 - 31/12/2024		643,126.13 117,680.25
	Cash in Hand 31/12/2024 (per Cash Book)		525,445.88
B	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	0.00	
	Lloyds Current 31/12/2024	28,277.93	
	Lloyds BB Instant Deposit Account 31/12/2024	497,167.95	
	Public Sector Deposit 31/12/2024	0.00	
			525,445.88
	Less unrepresented payments		
			525,445.88
	Plus unrepresented receipts		
	Adjusted Bank Balance		525,445.88
	A = B Checks out OK		

Current Account: £28,277.93

Savings Account: £497,167.95

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

Correspondence

None.

24.10.10. Matters for future discussion

The Clerk gave a summary of a member of public's visit to the parish office today and their passion for the village to have Lamp-Post Poppies, Soldier Silhouettes, and a "Lest we Forget" flag, and a brief discussion which consequently ensued on perhaps an event to commemorate the 80th anniversary of VE Day. This will be entered on the next agenda for formal discussion.

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

- Budget
- Chippings & volunteers
- Registering the Ponds
- Co-option
- VE Day Celebration ideas.

24.10.12. To approve responses to other requests to consult

24.10.12.1. Ministry of Housing, Communities and Local Government (MHCLG) consultation:
Strengthening the Standards and Conduct Framework
Additional Reading

Resolved: Approved Unanimously to form a working group, membership KB; JS; SP and bring a proposed set of answers to the February meeting, likely set up a teams meeting for 29th January 2025, 10am.

24.10.13. Confirm the date and time of the next Council Meeting.

Proposal, to move all Council Meetings to the 3rd Wednesday of the month, for administrative ease, upcoming meetings therefore being February 19th; March 19th; April 16th and the Annual Council Meeting 21st May 2025.

Confirmed as above.

There being no further business to be transacted the Chair closed the meeting **20:45**