

Minutes of a Meeting of Woodcote Parish Council

Wednesday 19th March 2025 at 19:30, The Pavilion, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr K Davies (KD)
Vice-Chair	Cllr R Peirce (RP)
Members	Cllr S Pritchard (SP) [Arrived 19:42]
	Cllr T Over (TO)
	Cllr K Byrne (KB)
	Cllr D Ellis (DE)

Officers Present

Clerk	Mrs L White (LW)
Assistant Clerk	Mrs P Tshering (PT)

Public and Press 0

Meeting Started: 19:33

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

Apologies were received in advance of the meeting from Cllrs H Booker & J Sloper.

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

None.

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

24.13.3.1. Meeting held on 19th February 2025

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

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

None.

24.13.4. Vacant Seats [Representation of the People Action 1985 s21]

24.13.4.1. To note the council has 2 vacant seats and receive and consider applications from candidates.

Noted. There were no applicants.

24.13.4.2. To approve co-opting members to fill the vacant seats.

24.13.4.3. To receive declarations of acceptance of office from newly co-opted councillors.

To be countersigned by the Clerk, at which point the new councillor(s) may join the meeting.

24.13.5. Greenmoor Ponds

24.13.5.1. To note and approve increased costs of the approved contractors White Horse, increase by £578+ VAT.

Fencing – missed off the original quote.

Resolved: Approved Unanimously.

24.13.5.2. To note and approve to accept a grant of £25,000 from trust For Oxfordshire's Environment (TOE), which is being provided by Waste Management Ltd (10% provided by Grundon directly and the remainder through the Landfill Communities Fund)



Resolved: Approved Unanimously to accept the grant subject to the confirmation of answers to low key questions.

It was noted that a qualified member of the Woodcote Conservation Group has volunteered to do the required newt survey.

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

To note decisions of the Planning Authority

24.13.6.1. To consider whether to lodge an appeal against the approval of P23/S1077/FUL - The Oratory School, The Oratory Drive, Woodcote, RG8 0PJ- - **GRANTED**, and approve actions.

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.

WPC Response: *OBJECTS (see earlier minutes for full comment).*

[Cllr Prichard Arrived]

A summary of the Planning Committee meeting was given. It was discussed that for a judicial review it would be exceedingly expensive, and likely result in the same outcome. It was further discussed that a complaint into the way the planning process was followed, and that the application was misleading, may be a better approach.

Resolved: Approved Unanimously to send a letter of complaint to SODC regarding the way the planning process was followed, and ask that the Parish Council be included in the consultation process for the lighting details provided under the conditions of this planning approval. Cllr Byrne to draft, and delegated to the Clerk to send the letter once a quorum of Cllrs have confirmed they are happy with the content.

24.13.7. Village Hall & Recreation Ground Charities

Appendix A

24.13.7.1. To receive a letter of advice from our solicitors regarding the charities, and agree actions regarding a future Charity of the Recreation Ground

Resolved: Approved Unanimously, The Village Green Charity to remain with the PC, as Sole Corporate Trustee

[ACTION] To check the County Records for the 2nd Charity for the Village Green (the 1st Charity being the Village Hall Charity)

24.13.7.2. To approve the outline of the land which would form the Village Hall Boundary.

[ACTION] To check the County Records for the original charity boundary map. Failing to find those, it was agreed to draw a line 1m around the fabric of the building, plus the pre-school garden, plus the strip of parking at the front, but retain vehicle access to the green. This will be proposed to the Village Hall Trustees.

It was proposed to also include a patch of land to “square off the building” behind the kitchen, the motion failed.

24.13.8. Clerk’s Report

24.13.8.1. To note decisions made by the Clerk under delegated powers since the last meeting

- Pay Village Hall Room Hire for February Meetings - £24.38
- Action See-Saw rocker emergency Repairs - £175+VAT

24.13.8.2. Annual Parish Meeting – to approve date, budget and format.

Resolved: Approved Unanimously to hold on 1st Wednesday in May, the 7th. Have 2 or 3 key speakers, a report pack, and questions from the parishioners. To ask the Red Lion if they would be able to put on some snacks and drinks. £300 maximum budget.

24.13.9. Finance 2024-2025

Appendix B

24.13.9.1. To approve the finalised payments list for February 2025 & approve payments for March 2025.

Resolved: Approved unanimously the lists as below:

February 2025

Voucher No	Date	Net	VAT	Total	Description	Supplier
182	26/02/2025	£ 24.38	£ -	£ 24.38	Meeting Room Hire	Woodcote Village Hall Trustees
166	20/02/2025	£ 112.50	£ 22.50	£ 135.00	Furniture	IKEA Limited
167	20/02/2025	£ 1,205.58	£ -	£ 1,205.58	Bench Maintenance	Andrew Jarvis (Chiltern Woodcraft)
168	20/02/2025	£ 235.00	£ -	£ 235.00	General Maintenance	Noel Carter (Noel Carter)
169	20/02/2025	£ 29.25	£ -	£ 29.25	Hall Hire	Woodcote Village Hall Trustees
170	20/02/2025	£ 1,240.00	£ -	£ 1,240.00	Tree care	Heritage Tree Services Ltd.
171	20/02/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
172	20/02/2025	£ 249.00	£ -	£ 249.00	Mobile Phone	GiffGaff Ltd
173	20/02/2025	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
174	20/02/2025	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
175	20/02/2025	£ 65.00	£ 13.00	£ 78.00	Computer Equipment	Dell Corporation Ltd
176	20/02/2025	£ 570.00	£ 114.00	£ 684.00	Computer Equipment	Dell Corporation Ltd
177	20/02/2025	£ 43.19	£ 8.64	£ 51.83	Computer Equipment	Dell Corporation Ltd
180	20/02/2025	£ 494.74	£ 98.95	£ 593.69	OALC Membership	Oxfordshire Association of Local Councils (OALC)
181	20/02/2025	£ 400.00	£ 80.00	£ 480.00	Allotment Skip	Hazell & Jefferies
165	13/02/2025	£ 100.00	£ 20.00	£ 120.00	Shredding	Shred Station Limited
159	10/02/2025	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
Various	Total Staff	£ 2,880.97	£ -	£ 2,880.97	Staff Costs, including January PAYE deductions	
	Total	£ 8,526.10	£ 412.39	£ 8,938.49		

It was noted that the VAT was not paid on voucher 170, this was rectified in early March, as it had already been approved at the February meeting.

March 2025

Voucher No	Date	Net	VAT	Total	Description	Supplier
185	21/03/2025	£ 433.31	£ 86.67	£ 519.98	Remembrance	Royal British Legion Industries
186	21/03/2025	£ 67.29	£ 13.46	£ 80.75	Remembrance	Royal British Legion Trading Ltd
187	21/03/2025	£ 438.00	£ 87.60	£ 525.60	Office Furniture	Viking Direct
188	21/03/2025	£ 80.94	£ -	£ 80.94	Dog Waste Supplies	Dog Director Limited
189	21/03/2025	£ 196.10	£ 39.22	£ 235.32	Dog Waste Supplies	JRB Enterprise Ltd
190	21/03/2025	£ 175.00	£ 35.00	£ 210.00	Playground Maintenance	ARD Playgrounds
191	21/03/2025	£ 350.00	£ -	£ 350.00	Legal Advice	Tessa Hennessy Solicitor
192	21/03/2025	£ 19.28	£ 3.86	£ 23.14	MS356 Subscription	Microsoft Limited March
193	21/03/2025	£ 20.60	£ 4.12	£ 24.72	MS356 Subscription	Microsoft Limited February
194	21/03/2025	£ 390.00	£ 78.00	£ 468.00	Tree Maintenance	Kings Tree Care Services Ltd
195	21/03/2025	£ 532.98	£ 106.60	£ 639.58	Waste collection	Shield Maintenance Ltd x 2
196	21/03/2025	£ 10.00	£ 2.00	£ 12.00	Website	OXIT Ltd
197	21/03/2025	£ 58.33	£ 11.67	£ 70.00	Website	OXIT Ltd
203	21/03/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd Feb & March Assist. Clerk
204	21/03/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd Feb & March Clerk
205	21/03/2025	£ 224.56	£ 44.91	£ 269.47	Playground Maintenance	The Sign Shed
183	20/03/2025	£ -	£ 248.00	£ 248.00	Tree care	Heritage Tree Services Ltd.
184	31/03/2025	£ 61.85	£ 12.37	£ 74.22	Telephone & broadband	British Telecom (BT) (March)
179	10/03/2025	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
178	01/03/2025	£ 61.85	£ 12.37	£ 74.22	Internet services	British Telecom (BT) (Feb)
Various	Total Staff	£ 2,945.07	£ -	£ 2,945.07	Staff Costs, including February and March PAYE deductions	
	Total	£ 6,685.16	£ 789.85	£ 7,475.01		

24.13.9.2. To note receipts for February 2025

Noted as below:

February 2025

Voucher No	Date	Net	VAT	Total	Description	Customer
26	17/02/2025	£ 3,938.00	£ -	£ 3,938.00	Grass Cutting Contribution	Oxfordshire County Council
24	10/02/2025	£ 436.24	£ -	£ 436.24	Interest on savings	Lloyds Bank plc

24.13.9.3. To note the reconciled bank balances to 28th February 2025.

Noted as below:

A	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		380,481.22
	ADD Receipts 01/04/2024 - 28/02/2025		268,943.40
	SUBTRACT Payments 01/04/2024 - 28/02/2025		649,424.62
	Cash in Hand 28/02/2025 (per Cash Book)		129,794.96
B			519,629.66
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2025	0.00	
	Lloyds Current 28/02/2025	21,603.22	
	Lloyds BB Instant Deposit Account 28/02/2025	498,026.44	
	Public Sector Deposit 28/02/2025	0.00	
			519,629.66
	Less unrepresented payments		
			519,629.66
	Plus unrepresented receipts		
Adjusted Bank Balance			519,629.66
A = B Checks out OK			

Current Account: £21,603.22

Savings Account: £498,026.44

Resolved: Approved to move all surplus, less £2,000 to the savings account at the end of the financial year.

24.13.9.4. To complete the Q4 budget review and approve virements.

Resolved: Approved as below and approved to transfer all surplus to VH/Playground Capital Expense EMR.

		Approved Budget	APPROVED CHANGES	Value To Date
100	General Income			31-Mar-25
1010	Bank Interest	£ 7,000.00	£ 7,800.00	£ 7,287.52
1020	CIL Receipts	£ 21,445.77	£ 21,445.77	£ 21,445.77
1030	Grants/S106/Donations	£ 1,199.00	£ 7,000.00	£ 6,636.73
1040	Insurance			
1050	Miscellaneous Income / Other	£ 97,860.34	£ 97,860.34	£ 97,790.34
1060	Precept	£ 130,858.00	£ 130,858.00	£ 130,858.00
1070	Property Income	£ 1,000.00	£ 1,000.00	£ 558.00
1080	Recharges to Allotments	£ 1,660.00	£ 1,660.00	£ -
		£ 261,023.11	£ 267,624.11	£ 264,576.36
	TRSFR to EMR	£ 119,306.11	£ 119,306.11	£ 119,236.11
	Total Available Income	£ 141,717.00	£ 148,318.00	£ 145,340.25

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PARISH COUNCIL

200	Administration			
2010	Allowances, Expenses, Training	£ 2,000.00	£ 1,100.00	£ 1,094.39
2020	Election fees	£ -	£ -	
2030	Hire of Meeting Room	£ 650.00	£ 500.00	£ 465.14
2040	Publications & Communications	£ 370.00	£ 370.00	
2050	Stationery, Postage, copies and printing	£ 700.00	£ 700.00	£ 530.00
2060	Subscriptions	£ 911.00	£ 911.00	£ 823.14
2070	Legal Fees	£ 4,000.00	£ 500.00	£ 350.00
2080	Website	£ 1,100.00	£ 900.00	£ 868.32
	Total Administration	£ 9,731.00	£ 4,981.00	£ 4,130.99
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	£ 10,700.00	£ 10,669.49
3040	Staff Costs	£ 27,000.00	£ 25,200.00	£ 25,191.18
3050	Chairman's Allowance			
	Total General Finance & Grants	£ 39,952.00	£ 36,852.00	£ 36,740.67

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PARISH COUNCIL

400	Facilities			
4010	Climate & Environment	£ -	£ -	
4020	Defibrillator	£ 500.00	£ 500.00	£ 419.45
4030	General Maintenance & Repair	£ 7,000.00	£ 1,500.00	£ 1,313.30
4040	Grass - Weeding & Strimming	£ 13,000.00	£ 13,000.00	£ 11,516.09
4050	Hedges/Fences/Gates/Trees	£ 12,000.00	£ 12,000.00	£ 8,871.50
4060	Inspections Surveys & Reports	£ 250.00	£ 250.00	£ 196.00
4070	Insurance	£ 1,968.12	£ 1,968.12	£ 1,968.12
4080	Office Equipment	£ 1,003.88	£ 1,500.00	£ 1,477.69
4090	Playground Equipment Maintenance	£ 5,000.00	£ 2,000.00	£ 1,806.30
4100	Software and back-ups	£ 928.00	£ 800.00	£ 710.18
4110	Telephone & Internet	£ 1,020.00	£ 900.00	£ 895.82
4120	Waste / Litter / Street Cleaning	£ 3,471.00	£ 4,500.00	£ 4,125.61
4130	Pond Regeneration (remaining from CIL)			
	Total Facilities	£ 46,141.00	£ 38,918.12	£ 33,300.06
500	Village Hall			
5010	General Grant (LGA(MP) 1976 s19(3))	£ 11,015.00	£ 11,015.00	£ 11,015.00
5020	General Maintenance (Grant In Kind)	£ 15,000.00	£ 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	£ 6,000.00	£ 6,000.00
	Total Village Hall	£ 38,015.00	£ 38,015.00	£ 37,592.63

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PARISH COUNCIL

600	Strategic Projects			
6010	CIL Projects (Spend from Reserves)	£ -	£ -	
6020	Strategic Projects (in Year)	£ 7,500.00	£ 6,500.00	
	Flat Roof (from Reserves)			£ 8,675.86
	Speed Surveys			£ 570.00
	Speed Sign			£ 3,040.40
	Zebra Crossing			£ 500.00
	Pond Restoration			£ 1,800.40
	Soldier Statues - Remembrance			£ 500.60
	Total Strategic Projects	£ 7,500.00	£ 6,500.00	£ 6,411.40

24.13.9.5. To complete the Asset Review and approve for 31st March 2025.

Deferred.

24.13.10. Finance 2025-2026

24.13.10.1. To approve payment of Parish Office Rent, £6,000 to the Village Hall once the precept is received.

Resolved: Approved Unanimously to pay as soon as the precept has arrived in April.

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

24.13.11.1. Correspondence regarding potential hedgerow removal on South Stoke Road.

[ACTION] Notify SODC of potential intended works, and find out how to register as an “Significant/Ancient Hedgerow”.

[ACTION] Write to the developer regarding their intentions and remind of the Hedgerow Act 2024.

24.13.11.2. Correspondence regarding adding lighting to the Folly Field.

The council is not keen to urbanise the village and this would be unlikely to be approved due to covenants on the land.

24.13.11.3. Correspondence regarding fertilising the Football pitch.

Full proposal to come to the next full council meeting.

**24.13.12. 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, there were no members of public present.

24.13.12.1. To consider quotes for car park line painting, and approve contractor.

To defer, not enough quotes, and ask OCC to remark the zebra crossing.

24.13.12.2. To consider quotes for whole village (parish council land) tree survey, and approve contractor.

A summary of the quotes was given, to defer to the next meeting to allow additional quotes to be received.

[ACTION] KD to download high resolution picture and spreadsheet from Parish Online and provide to the Assistant Clerk

24.13.13. Matters for future discussion

- Weeding & fertilising (consider biodiversity duty)
- Deferred items from this agenda
- Plan for the next batch of trees – potentially a Wayside Green orchard, with consultation of the residents?
- Investment of reserves
- Play Areas.

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

- Parish Meeting
- Tree Watering
- Vacancies

24.13.15. Confirm the date and time of the next Council Meeting – 16th April 2025

Confirmed.

There being no further business to be transacted the Chair closed the meeting: **21:46.**