

Notice of the Annual Council Meeting of Woodcote Parish Council

Wednesday 21st May 2025 at 19:30, Pavilion, Woodcote Village Hall

All Councillors are summoned to a Meeting of Woodcote Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. Election of Chair

- 1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]
- 1.2. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

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

3. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

4. Declarations of Interests [LA 2011 s31]

- 4.1. To receive declarations of interest for items on this agenda
Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)
- 4.2. To consider requests for Dispensations [LA 2011 s33]

*The following items are listed in the Stand Orders as being required in the Annual Meeting of the Council and
Listed in the same order as in the Standing Orders.*

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

- 5.1. Meeting held on 16th April 2025
- 5.2. Matters arising from the minutes not elsewhere on the agenda.

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

- 6.1. To note the council has 2 vacant seats and receive and consider applications from candidates.
Candidates to be invited to make verbal representations, Cllrs will have the opportunity to ask candidates a few questions before proceeding to vote. Note: If a candidate is unable to attend the meeting, the application can still be considered and voting will be based on the application only.

- 6.2. To approve co-opting members to fill the vacant seats.
- 6.3. 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.

7. To Receive Minutes of Committees

None.

8. Consideration of the recommendations made by a committee

None.

9. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

- 9.1. To approve the Scheme of Delegation **Appendix A**

10. Review of the terms of reference for committees

- 10.1. Staffing Committee **Appendix B**
- 10.2. Greenmoor Pond Restoration Committee **Appendix C**

11. Appointment of members to existing committees

- 11.1. To appoint members to the Staffing Committee
Previously: TO; SP; RP; Vacancy
- 11.2. To appoint members to the Greenmoor Pond Restoration Committee
Previously: KD; HB; TO.
- 11.3. To appoint members to a Neighbourhood Planning Committee or Working Group, terms of reference to be brought to a future meeting.

12. Appointment of any new committees in accordance with standing order 4

None Proposed.

13. Review and adoption of appropriate standing orders and financial regulations

- 13.1. To approve and adopt new Standing Orders, updated using latest version of the NALC Model Standing Orders, issued April 2025 **Appendix D**
- 13.2. To approve and adopt the updated Financial Regulations updated using latest version of the NALC Model Financial Regulations, issued March 2025 **Appendix E**
- 13.3. To review and approve suitable for use the existing Code of Conduct **Appendix F**

14. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- 14.1. Mowing
- Agreement with OCC to mow verges on their behalf was re-signed last year
 - Contract with our mowing contractor M&C Landscapes

14.2. Allotments

- The Parish Council recharges the Clerk's time for completing the Allotment Charity administration on its behalf, plus pays for and recharges for services such as hedge maintenance and skips.

14.3. Other Contracts

- BT -Phone and Broadband
- Sheild Group – Waste Bin Emptying
- Village Hall Office Rental – £6000, already paid for FY2025-2026
- Microsoft 365, 2 Licences
- GiffGaff Mobile Sim Costs, 2-off

15. Review of representation on or work with external bodies and arrangements for reporting back

15.1. To appoint one member to the Village Hall Trustees

Previously: KD

15.2. To appoint one member to be Police Liaison

Previously: HB

15.3. To appoint one member to be Youth Club Liaison

Previously: Vacant – pending confirmation as to whether the Youth Club is closing.

15.4. To appoint one member to be Community Centre and Schools Liaison

Previously: RP

15.5. To appoint one member as point of contact for Allotments

Previously: KB

16. To note this Council is not eligible for General Powers of Competence, LGA 1972 s137 is applicable with a limit of £11.10 per elector, approximately £22,866 for the year.

Number of electors being 2060, as per the May update.

17. Review of inventory of land and other assets including buildings and office equipment

17.1. To approve the asset register as of 31st March 2025

Appendix G

18. Confirmation of arrangements for insurance cover in respect of all insurable risks Appendix H

18.1. To confirm the arrangements for insurance cover in respect of all insurable risks

18.2. To note the Council is in the second year of a Long-Term agreement.

19. Review of the Council's and/or staff subscriptions to other bodies

- Clerk's Membership of SLCC, shared cost with other parishes.
- Assistant Clerk's Membership of SLCC
- Council's Membership of OALC – renewable March 2026
- Community First Oxfordshire – Budget £78
- Chilterns Society – Budget £32

- The Countryside Charity (CPRE) – Budget £40
- Opens Spaces Society – Budget £47
- Oxfordshire Neighbourhood Plan Alliance – Budget £50
- Information Commissioners Office – renewable March 2026, Budget £47

20. Review of the Council's complaints procedure

Appendix I

21. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*)

- | | |
|-----------------------------------|-------------|
| 21.1. Privacy Notice | Appendix J1 |
| 21.2. Data Protection Policy | Appendix J2 |
| 21.3. Information Requests Policy | Appendix J3 |
| 21.4. Publication Scheme | Appendix J4 |
| 21.5. Document Retention Policy | Appendix J5 |

22. Review of the Council's policy for dealing with the press/media

- | | |
|--|-------------------|
| 22.1. To approve and adopt Communications & Media Policy | Appendix K |
|--|-------------------|

23. Review of the Council's employment policies and procedures

- 23.1. To approve delegating this item to the Staffing Committee.

24. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- | | |
|---|-------------------|
| 24.1. To approve the S137 report for FY 2024-2025 | Appendix L |
|---|-------------------|

25. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- 25.1. Regular Full Council Meetings, Woodcote Village Hall – Function Room, 7:30pm, 3rd Wednesday of the month.

The following items are not required by the Standing Orders in the Annual Meeting of the Council.

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

To note responses to Planning Applications submitted by the Clerk under delegated powers since the last meeting

Appendix M

- | |
|---|
| 26.1. <u>P25/S1130/HH</u> - 5 Summit House Close Woodcote Reading Oxfordshire RG8 0QZ |
| 26.2. <u>P25/S1161/HH</u> - Trees Green Lane Woodcote Reading RG8 0RT |
| 26.3. <u>P25/S1087/HH</u> - 15 Long Toll Woodcote RG8 0RR |

To note decisions of the Planning Authority

- 26.4. P24/S4069/HH – Greenmore, Long Toll, Woodcote, RG8 ORR – **REFUSED**

Proposed erection of an outbuilding for use as an annexe.

WPC Response: *OBJECTS with detailed comments – mainly regarding parking.*

- 26.5. P24/S3324/HH – Trees, Green Lane, Woodcote, RG8 ORT - **GRANTED**

House alterations to include relocated front porch, insertion of rooflights, revisions to fenestration and internal reconfiguration. Garden room side extension. Conversion of garage loft into home office. Associated external works. New access and entrance gates.

WPC Response: *OBJECTS with detailed comments – mainly regarding changes in AONB, referencing previous applications.*

27. Village Hall Matters

Appendix N

- 27.1. To receive an update on the Village Hall Roof
- 27.2. To consider and approve in principle the boundary of the Village Hall, for the division of the two charities.

28. Village Green & Folly Field Matters

Appendix O

- 28.1. To receive a report on Play Areas, Inspections, Current Wear, and Proposal to Consult the Village on future play/fitness provision
- 28.2. To note decisions made under delegated powers
- emergency tree repair, village green
 - replacement swing seat, car park playground
 - bench repair, Folly Field.
- 28.3. To approve commencing public consultation on future play equipment provision across both areas, in response to requests from public, condition of current equipment and information from recent playground inspection courses.

29. Clerk's Report

Appendix P

- 29.1. To note decision made under delegated powers – fence repairs to resident's fence after branch falling off parish council managed tree.
- 29.2. To approve the purchases of Shadow Soldiers and ancillary items, purchased with donations for that purpose and add them to our asset register.
- 29.3. Approve adopting the bus shelter to be installed outside West Chiltern, and approve payment of £1480 for wooden shelter "Eaton".
- 29.4. To note, OCC have confirmed they will maintain the two "standard" bus shelter installed on the Reading Road, adjacent to Darnell Place, as the wooden shelters requested, were not installed.
- 29.5. To approve tree watering for 2025-2026, including budget.
- 29.6. To consider and if thought fit approve the purchase and installation of tree watering bags.

- 29.7. Approve Heads of Terms for Parish Council managed car park, on the Church Farm Neighbourhood Plan site, agree actions such as solicitor review, and budget.

30. End of Year Finance 2024-2025

Appendix Q

- 30.1. To approve the finalised payment list for March 2025
- 30.2. To note receipts for March 2025
- 30.3. To note the reconciled bank balances for 31st March 2025
- 30.4. To approve the supporting documents for the Annual Accounts 2024/2025, including:
- variances report
 - explanation of AGAR Box3 being above £100,000
 - reserves balances
 - report on reserves
 - budget variations
 - cash and investment reconciliation – Balance Sheet
- 30.5. To receive the Internal Audit Report, consider recommendations and agree actions.
- 30.6. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2024/2025.
- 30.7. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2024/2025.
- 30.8. To approve the dates for the public rights of inspection: 3rd June – 14th July 2025, being 30 working days including the first 10 working days of July.
- 30.9. To approve the CIL report for 2024-2025.

31. Finance 2025-2026

Appendix R

- 31.1. To approve the finalised payments list for April 2025, to approve payments for May 2025
- 31.2. To note the receipts for April 2025, and consider returning £1 to the Village Hall Trustees.
- 31.3. To note the reconciled bank balances, up to 30th April 2025.
- 31.4. To approve salaries and hours for the year ahead.
- 31.5. To consider whether to engage the L Wilkinson as IA for 2025/2026, or to seek quotes for other providers.

NOTE: It is not recommended to use an IA for more than three years, this year would be the third year with L Wilkinson, so it would be appropriate to stay for one more year, but then to council should seek alternatives.

32. To consider upcoming training courses and approve attendance & budget

Appendix S

33. To receive Items of correspondence and agree actions arising.

34. Matters for future discussion.

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

36. 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

36.1. Quotes for quarterly playground inspections.

37. To confirm the date of the next meeting – 18th June 2025

Items for the next agenda to be submitted to the Clerk no later than 11th June for inclusion on the next agenda