

Minutes of the Annual Council Meeting of Woodcote Parish Council

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

Public Session (Prior to the Start of the Meeting)

Cllr M Filipova-Rivers: Introduced themselves as the new county councillor and already sent their report. Happy to receive questions on the report. In addition to the report: have visited Langtree to talk to their active citizenship classes about politics, immigration etc. First County meeting was yesterday there are a lot of different issues, and MFR has taken an interest in highways issues. It was asked whether MFR could help us getting the zebra crossing reinstalled. Cllr Peirce asked specifically if MFR could help get the bus stops changed to wooden ones, as we had requested on the Reading Road.

Members Present:

Chair	Cllr K Davies (KD)
Vice-Chair	Cllr T Over (TO)
Members	Cllr R Peirce (RP)
	Cllr J Sloper (JS)
	Cllr C Bark (CB) [From item 25.01.6.2]
	Cllr S Pritchard (SP) [From item 25.01.15.1]

Officers Present

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

Public and Press At least 4, including Cllr M Filipova-Rivers.

Meeting Started: 19:39

25.01.1. Election of Chair

25.01.1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved Unanimously to elect Cllr K Davies as Chair

25.01.1.2. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

The Chair signed the declaration of acceptance of office, it was countersigned by the Clerk and received.

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

Apologies were received in advance of the meeting from Cllrs Byrne; Booker & Ellis. Cllr Pritchard sent their apologies for being late, but would arrive at the meeting as soon as possible.

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

Resolved: Approved Unanimously to elect Cllr Over as Vice-Chair.

25.01.4. Declarations of Interests [LA 2011 s31]

25.01.4.1. To receive declarations of interest for items on this agenda

None.

25.01.4.2. To consider requests for Dispensations [LA 2011 s33]

None.

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

25.01.5.1. Meeting held on 16th April 2025

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

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

None.

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

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

The vacant seats were noted, C Bark gave representation on their background and suitability to join the Council.

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

Resolved: Approved Unanimously to Co-opt Cllr C Bark.

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

Cllr Bark signed the declaration of acceptance of office, it was countersigned by the Clerk and received.

25.01.7. To Receive Minutes of Committees

None.

25.01.8. Consideration of the recommendations made by a committee

None.

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

25.01.9.1. To approve the Scheme of Delegation

Appendix A

Resolved: Approved By Majority the Scheme of Delegation as written.

25.01.10. Review of the terms of reference for committees

Resolved: Approved By Majority both of the Terms of Reference as written.

25.01.10.1. Staffing Committee

Appendix B

25.01.10.2. Greenmoor Pond Restoration Committee

Appendix C

25.01.11. Appointment of members to existing committees

25.01.11.1. To appoint members to the Staffing Committee

Previously: TO; SP; RP; Vacancy

Resolved: Approved Unanimously to appoint Cllrs Over, Pritchard, Peirce and Sloper

25.01.11.2. To appoint members to the Greenmoor Pond Restoration Committee

Previously: KD; HB; TO.

Resolved: Approved Unanimously to appoint Cllrs Over, Booker, Davies and Woodcote Conservation group members R Sanderson and J Godfrey.

25.01.11.3. To appoint members to a Neighbourhood Planning Committee or Working Group, terms of reference to be brought to a future meeting.

Resolved: Approved Unanimously to appoint Cllrs Peirce, Davies, Bark plus M Smith, as a previous member to a neighbourhood plan working group. To also advertise for other community members to join.

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

None.

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

Resolved: Approved Unanimously to adopt all three documents as listed below.

25.01.13.1. To approve and adopt new Standing Orders, updated using latest version of the NALC Model Standing Orders, issued April 2025

Appendix D

25.01.13.2. To approve and adopt the updated Financial Regulations updated using latest version of the NALC Model Financial Regulations, issued March 2025 Appendix E

25.01.13.3. To review and approve suitable for use the existing Code of Conduct Appendix F

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

25.01.14.1. Mowing

Resolved: Approved Unanimously, but to review the costs of doing the verges next time the contract is up for review.

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

25.01.14.2. Allotments

Resolved: Approved Unanimously

- 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 skip.

25.01.14.3. Other Contracts

Resolved: Approved Unanimously, but consider handing over the Phone and Broadband to the Village Hall Charity once set up as a CIO

- 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

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

Resolved: Approved Unanimously to appoint up to three members to each of the roles below, so there is a reserve member to cover in times of holiday or other absence.

[Cllr Pritchard Arrived 20:04]

25.01.15.1. To appoint one member to the Village Hall Trustees

Resolved: Approved Unanimously to appoint Cllrs Byrne & Davies.

25.01.15.2. To appoint one member to be Police Liaison

Resolved: Approved Unanimously to appoint Cllrs Booker & Sloper

25.01.15.3. To appoint one member to be Youth Club Liaison

Resolved: Approved Unanimously to appoint Cllr Over, subject to Youth Club remaining open.

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

Resolved: Approved Unanimously to appoint Cllrs Peirce & Sloper.

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

Resolved: Approved Unanimously to appoint Cllr Byrne, supporting the Assistant Clerk.

25.01.16. 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.

Noted.

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

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

Appendix G

Resolved: Approved Unanimously the Asset Register as per Appendix G.

25.01.18. Confirmation of arrangements for insurance cover in respect of all insurable risks

Appendix H

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

Resolved: Approved Unanimously, confirmed as suitable, but ask if we could have greater liability cover and higher fidelity guarantee to at least the amount of reverses held by the Council when the insurance is renewed.

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

Noted

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

Resolved: Approved Unanimously the list as below:

- 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

25.01.20. Review of the Council's Complaints Procedure Appendix I

Resolved: Approved Unanimously the Complaints Procedure as written.

25.01.21. 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*)

Resolved: Approved Unanimously to adopt all five documents as listed below.

25.01.21.1. Privacy Notice Appendix J1

25.01.21.2. Data Protection Policy Appendix J2

25.01.21.3. Information Requests Policy Appendix J3

25.01.21.4. Publication Scheme Appendix J4

25.01.21.5. Document Retention Policy Appendix J5

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

25.01.22.1. To approve and adopt Communications & Media Policy Appendix K

Resolved: Approved Unanimously the Communications & Media Policy as written.

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

25.01.23.1. To approve delegating this item to the Staffing Committee.

Resolved: Approved Unanimously to delegate to the Staffing Committee.

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

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

Resolved: Approved Unanimously version 2 of Appendix L, the s137 report.

Woodcote Parish Council

PAYMENTS - S.137 Entries

Voucher	Code	Date	Minute	Description	VAT Type	Net	VAT	Total
120	Grants	07/11/2024	November Meeti	Poppy wreath	X	24.49		24.49
39	Grants	06/06/2024		Library Grant	X	2,680.00		2,680.00
115	Grants	07/11/2024	Nvember Meetin	Grant	X	650.00		650.00
105	Strategic Projects (In Year)	03/10/2024	October Meeting	Ponds Restoration	X	560.40		560.40
139	Grants	05/12/2024	December Meeti	Grant	X	1,000.00		1,000.00
140	Grants	05/12/2024	December Meeti	Grant	X	340.00		340.00
116	Grants	07/11/2024	November Meeti	Grant	X	2,400.00		2,400.00
141	General Grant LGA(MP) 1976 s19(3	05/12/2024	December Meeti	Grant	X	1,515.00		1,515.00
142	General Grant LGA(MP) 1976 s19(3	05/12/2024	December Meeti	Grant	X	4,500.00		4,500.00
Total						13,669.89		13,669.89

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

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

Confirmed.

- | | |
|--|---|
| • 18 th June | • 17 th December |
| • 16 th July | • 21 st January 2026 |
| • 20 th August | • 18 th February |
| • 17 th September | • 18 th March |
| • 15 th October | • 15 th April |
| • 19 th November – Budget Setting | • 20 th May – Annual Council Meeting |

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

Item **25.01.29.7** was discussed at this point of the meeting, it has been left in these minutes in the order of the agenda for ease of reading.

25.01.26. 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**

Responses were noted as below, being “No Objections” to all.

25.01.26.1. P25/S1130/HH - 5 Summit House Close Woodcote Reading Oxfordshire RG8 0QZ

25.01.26.2. P25/S1161/HH - Trees Green Lane Woodcote Reading RG8 0RT

25.01.26.3. P25/S1087/HH - 15 Long Toll Woodcote RG8 0RR

To note decisions of the Planning Authority

Planning authority decisions were noted as below

25.01.26.4. P24/S4069/HH – Greenmore, Long Toll, Woodcote, RG8 0RR – *REFUSED*

Proposed erection of an outbuilding for use as an annexe.

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

25.01.26.5. P24/S3324/HH – Trees, Green Lane, Woodcote, RG8 0RT - *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.*

25.01.27. Village Hall Matters

Appendix N

25.01.27.1. To receive an update on the Village Hall Roof

The tender cannot be issued until the full pack of drawings has been received from WWA. This was asked for on the 30th April, Cllr Davies chased in the week following, and it has been re-requested today. At this time no response has been received.

25.01.27.2. To consider and approve in principle the boundary of the Village Hall, for the division of the two charities.

Various options for the proposed boundary were discussed, along with the Village Hall having rights to access the drains, external parts of the building for maintenance etc. It was agreed that this access would be maintained, similar to any domestic setting, and access would not be impeded.

Resolved: Approved Unanimously, the boundary being the edge of the building, plus all steps and ramps for access, plus the garden, plus the front apron of the building out to the road, with the caveat we need to maintain access to the gate on to the village green.

25.01.28. Village Green & Folly Field Matters

Appendix O

25.01.28.1. To receive a report on Play Areas, Inspections, Current Wear, and Proposal to Consult the Village on future play/fitness provision

The Assistant Clerk and Clerk answered questions in addition to the report, including the proposal to consult the village on future provision. Items particularly highlighted all the wet-pour will need replacing not just one patch, due to the extensive shrinkage. A lot of the items are getting close to end of life, such as the climbing wall on the larger multi-play unit.

25.01.28.2. To note decisions made under delegated powers

- emergency tree repair, village green
- replacement swing seat, car park playground
- bench repair, Folly Field.

The decisions made under delegated powers were noted as per the Appendix, the value of the tree emergency repair was still not available in time for this meeting.

25.01.28.3. 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.

Resolved: Approved Unanimously to proceed with consultation, including adding survey software to the website to analyse data. To commence the survey, with article in the July edition of the Woodcote correspondent. Survey questions delegated to the Clerk, in consultation with a quorum of councillors. To arrange a survey meeting in the village hall for a Saturday in July, with paper copies available. Budget £500 from CIL funds to arrange as described. Seeking thoughts on future play equipment; gym equipment and possible pump track and public toilet, all called “Woodcote Green Spaces” Survey.

25.01.29. Clerk’s Report

Appendix P

25.01.29.1. To note decision made under delegated powers – fence repairs to resident’s fence after branch falling off parish council managed tree.

Noted as per Appendix P, and payment list for this meeting.

25.01.29.2. To approve the purchases of Shadow Soldiers and ancillary items, purchased with donations for that purpose and add them to our asset register.

Resolved: Approved Unanimously as per Appendix P.

- 2-off Kneeling Soldiers, Metal, £293.25
- 1-off Airman; 1-off Sailor, 1-off “Wren”, Metal, £671.54
- 5-off General Shadow Boards, laminate with metal stakes, £708.33
- 25-off, Tommy Lamp Post Sign & 1-off “Lest We Forget” flag, £109.97

Total Spent: £1783.09

Total Donated: £2127.20

Total Remaining £344.11 (to be placed in EMR, until decision made on what to purchase, delegated to Clerk in discussion with Mrs Bartholamew.)

To review future storage and positioning particularly for the heavier metal signs.

25.01.29.3. Approve adopting the bus shelter to be installed outside West Chiltern, and approve payment of £1480 for wooden shelter “Eaton”.

Resolved: Approved Unanimously as per Appendix P.

25.01.29.4. 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.

Noted, as below.

I understand your reluctance to adopt the two shelters recently installed at Tidmore Lane and in the circumstances, I confirm that the county council is willing to accept responsibility for their ongoing maintenance and repairs.

Regarding the West Chiltern shelter, I am happy to wait until after your next council meeting for a decision. In the meantime, no work will be carried out at that bus stop.

Regards

Bus Infrastructure Officer

Resolved: Approved Unanimously to write to ask to OCC, and ask for Cllr Filipova-Rivers support, to ask for the shelters to be replaced for the original wooden bus shelters requested in this AONB location.

25.01.29.5. To approve tree watering for 2025-2026, including budget.

Resolved: Approved Unanimously schedule as below:

Current Cost, D Marcham Agricultural Engineering Ltd.

- £70 for the new orchard on the Village Green
- £150 for all trees on the maps.

Normal Weather Conditions – at least 7mm rain in last 7 days.

To provide 40 liters of water to a newly planted tree, you would need an equivalent amount of rainfall. In other words, you would need 40 liters of rainfall to match the water a tree needs. The [Arboricultural Association recommends](#) at least 50 liters per week for newly planted trees. This is equivalent to approximately 7.14 mm (or about 0.28 inches) of rainfall per week, assuming an area of 1 square meter. 

- Water the new orchard every week, 1st April – 30th September (26 weeks, £70 per week, £1820)
- Water all other trees every other week in typical weather conditions (13 waters, £80 per water, £1,040)

Extreme (dry) Weather Conditions – less than 7mm rain in last 7 days and/or above 25C for 7 days

- New Orchard to be watered twice per week (assume happens 50% of the time, £910)
- All other trees to be watered every week (assume happens 50% of the time, £720)

Extreme (wet) Weather Conditions – more than 14 mm rain in last 7 days and/or below 10C for 7 days

- No watering.

When assessing the weather conditions, the following data will be used:

- Rain gauge at Benson: <https://check-for-flooding.service.gov.uk/rainfall-station/264254TP>
- Temperatures for “South Oxfordshire”
<https://www.timeanddate.com/weather/@2637349/historic>

25.01.29.6. To consider and if thought fit approve the purchase and installation of tree watering bags.

The motion failed.

25.01.29.7. 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.

Resolved: Approved Unanimously the Heads of Terms in principle, with the addition of “Subject to Contract” being added to the top of the document. Full contract to be reviewed and brought to a future meeting when appropriate.

The Chairman proposed and it was agreed to give the Booker Family thanks for their generosity to include this in their development.

SUBJECT TO CONTRACT

Heads of Terms for a Community Car Park on Reading Road

Dated 7/5/2025

The purpose of this document is to provide an agreed framework for a community car park on Reading Road. The terms below have been produced in line with the Woodcote Neighbourhood Plan July 2022 - referendum version, and specifically Policy HS9.

This framework will be used to form the submission of a detailed planning application for site WNP2 -30 i.e. Land to the East of Church Farm House.

Terms

1. Owner/Landlord: The Booker Family
2. Management/Tenant: Woodcote Parish Council
3. Lease Term: 10 Years
4. Lease Type: full repairing and insuring
5. Rent: £1 per annum (if demanded)
6. Security of tenure: No
7. Car park specification to be agreed but to include:
 - Surfaced with parking spaces marked out
 - Street lighting
 - Height restriction barrier
8. Zebra crossing:
 - Planning consent and design costs to be the responsibility of the Owner
 - Installation and cost to be the responsibility of the Management through CIL contributions

The above is agreed between the parties, signed or approved via email by:

Owner/Landlord: The Booker Family

Name: _____ Date: _____

Management/Tenant: Woodcote Parish Council

Name: _____ Date: _____

25.01.30. End of Year Finance 2024-2025

Appendix Q

25.01.30.1. To approve the finalised payment list for March 2025

Resolved: Approved Unanimously the Payments lists as below:

Voucher No	Date	Net	VAT	Total	Description	Supplier
184	31/03/2025	£ 61.85	£ 12.37	£ 74.22	Telephone & broadband	British Telecom (BT)
209	28/03/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
206	26/03/2025	£ 43.88	£ -	£ 43.88	Meeting Room Hire	Woodcote Village Hall Trustees
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
193	21/03/2025	£ 20.60	£ 4.12	£ 24.72	MS356 Subscription	Microsoft Limited
194	21/03/2025	£ 390.00	£ 78.00	£ 468.00	Tree Maintenance	Kings Tree Care Services Ltd
195	21/03/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
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
204	21/03/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
205	21/03/2025	£ 222.73	£ 44.54	£ 267.27	Playground Maintenance	The Sign Shed
183	20/03/2025	£ -	£ 248.00	£ 248.00	Ponds Restoration	Heritage Tree Services Ltd.
208	17/03/2025	£ 10.20	£ -	£ 10.20	Bank Fees	Lloyds Bank plc

Woodcote

PARISH COUNCIL

207	11/03/2025	£ 47.00	£ -	£ 47.00	ICO Registration	Information Commissioner's Office
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)
	Various	£ 2,975.17	£ -	£ 2,975.17	Total Staff Costs	
	Total	£ 6,814.51	£ 789.48	£ 7,603.99		

25.01.30.2. To note receipts for March 2025

Receipts were noted as below:

Voucher No	Date	Net	VAT	Total	Description	Supplier
27	28/03/2025	£ 850.00	£ -	£ 850.00	Grant	Oxfordshire County Council
25	10/03/2025	£ 382.05	£ -	£ 382.05	Interest on savings	Lloyds Bank plc
28	05/03/2025	£ 57.77	£ -	£ 57.77	Wayleave	SSE
	Total	£ 1,289.82	£ -	£ 1,289.82		

25.01.30.3. To note the reconciled bank balances for 31st March 2025

Reconciled Bank Balances for 31st March were noted as below.

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		380,481.22
	ADD Receipts 01/04/2024 - 31/03/2025		270,233.22
	SUBTRACT Payments 01/04/2024 - 31/03/2025		137,398.95
	Cash in Hand 31/03/2025 (per Cash Book)		513,315.49
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Public Sector Deposit 31/03/2025	0.00	
	Lloyds BB Instant Deposit Account 31/03/2025	508,408.49	
	Lloyds Current 31/03/2025	4,907.00	
			513,315.49
	Less unrepresented payments		
			513,315.49
	Plus unrepresented receipts		
			513,315.49
B	Adjusted Bank Balance		513,315.49
	A = B Checks out OK		

Lloyds Current: £4,907.00
Lloyds Savings: £508,408.49

25.01.30.4. To approve the supporting documents for the Annual Accounts 2024/2025, including:

Resolved: Approved Unanimously all the supporting documents as listed, accompanying in **Appendix Q**.

- variances report
- explanation of AGAR Box3 being above £100,000
- reserves balances
- report on reserves
- budget variations
- cash and investment reconciliation – Balance Sheet

25.01.30.5. To receive the Internal Audit Report, consider recommendations and agree actions.

The Internal Audit report was received, as accompanying in Appendix Q, and below, no improvement points were recommended.

Annual Internal Audit Report 2024/25

Woodcote Parish Council

www.WoodcoteParish.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/02/2025 16/04/2025 07/05/2025

Lisa Wilkinson

Signature of person who carried out the internal audit

Lisa Wilkinson

Date

07/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

25.01.30.6. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement" 2024/2025.

Resolved: Approved Unanimously the Annual Governance Statement as detailed below.

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

El Woodcote Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2025

and recorded as minute reference:

25.01.30.6 MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

K Davies

Clerk

SIGNATURE REQUIRED

L White

www.WoodcoteParish.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

25.01.30.7. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2024/2025.

Resolved: Approved Unanimously the Accounting Statements as detailed below.

Section 2 – Accounting Statements 2024/25 for

Woodcote Parish Council			
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	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	295,922	380,481	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	125,223	130,858	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	126,934	139,375	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	29,349	25,221	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	138,248	112,178	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	380,481	513,315	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	380,481	513,315	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	255,371	160,128	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED *L White*

Date 25/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

21/05/2025

as recorded in minute reference:

25.01.30.7 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED *K Davies*

25.01.30.8. 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.

Resolved: Approved Unanimously the dates for the public rights as detailed.

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement Thursday 22nd May 2025

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

The Clerk to the Council

Parish Office

Woodcote Village Hall

Reading Road

Woodcote

RG8 0QY

Clerk@WoodcoteParish.gov.uk

07594210389

commencing on **Tuesday 3rd June 2025**
and ending on **Monday 14th July 2025**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ



MOORE

5. This announcement is made by **Mrs L White, Clerk to the Council & Responsible Financial Officer**

22nd May 2025

25.01.30.9. To approve the CIL report for 2024-2025.

Resolved: Approved Unanimously the CIL Report as detailed.

Woodcote Parish Council
Parish Office, Village Hall, Reading Road, Woodcote, RG8 0QY
Clerk@WoodcoteParish.gov.uk

Regulation 62A Monitoring Report for Parish and Town Councils

The Community Infrastructure Levy (CIL) imposes a charge on certain new developments, based on the size of the properties being built. This is designated to underwrite the cost of improving the infrastructure within the District. Woodcote Parish Council receives 25% of this Levy for developments carried out within its own Parish, as the parish does has a Neighbourhood Plan in effect. This report is required by Regulation 62A of the CIL Regulations 2010 (as amended). It must be published by 31 December each year and made available on the Parish Council website and forwarded to South Oxfordshire District Council (SODC).

CIL Declaration Report for Financial Year 2024/2025 Ended 31st March 2025

Regulation 62A Reference	Description	Response (amount)
2 (a)	CIL Receipts – Total amount received in financial year 2024/2025	£ 21,445.77
2 (b)	CIL Expenditure – Total amount spent in financial year 2024/2025	£ 0
2 (c)	Summary of CIL expenditure during the reported year including: i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item	
	NIL	
2 (d) (i)	the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year	NIL
2 (d) (ii)	the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	NIL
2 (e) (i)	CIL receipts for the reported year retained at the end of the reported year	£ 21,445.77
2 (e) (ii)	CIL receipts from previous years retained at the end of the reported year	£ 212,949.41
	Total Retained	£ 234,395.18

25.01.31. Finance 2025-2026

Appendix R

25.01.31.1. To approve the finalised payments list for April 2025, to approve payments for May 2025

Resolved: Approved Unanimously the Payments List as detailed, including transferring £50,000 further to savings to gain the benefit of savings.

April 2025

Voucher No	Date	Net	VAT	Total	Description	Supplier
15	29/04/2025	£ 66.13	£ 13.22	£ 79.35	Telephone & Internet	British Telecom (BT)
1	17/04/2025	£ 6,000.00	£ -	£ 6,000.00	Parish Office Hire	Woodcote Village Hall Trustees
2	17/04/2025	£ 462.74	£ 92.55	£ 555.29	Grass cutting contract	M & C Landscapes
3	17/04/2025	£ 20.60	£ 4.12	£ 24.72	MS365	Microsoft Limited
4	17/04/2025	£ 708.33	£ 141.67	£ 850.00	Remembrance	Royal British Legion Industries
5	17/04/2025	£ 293.25	£ 58.65	£ 351.90	Remembrance	JSR PRECISION ENGINEERS LTD
6	17/04/2025	£ 216.67	£ 43.33	£ 260.00	Inspection Training	PI Group Consultants
7	17/04/2025	£ 50.00	£ -	£ 50.00	Membership Fees	Oxfordshire Neighbourhood Plan Alliance (ONPA)
13	14/04/2025	£ 9.35	£ -	£ 9.35	Bank Fees	Lloyds Bank plc
	Various	£ 1,790.47	£ -	£ 1,790.47	Total Staff Costs	
	Total	£ 9,617.54	£ 353.54	£ 9,971.08		

May 2025

Voucher No	Date	Net	VAT	Total	Description	Supplier
16	29/05/2025	£ 66.13	£ 13.22	£ 79.35	Telephone & Internet	British Telecom (BT)
17	22/05/2025	£ 16.98	£ 3.40	£ 20.38	Playground Maintenance	Amazon Services Europe SarL
18	22/05/2025	£ 5.82	£ 1.17	£ 6.99	Playground Maintenance	Biri Trading UK Ltd
19	22/05/2025	£ 54.00	£ 10.80	£ 64.80	Playground Maintenance	Online Playgrounds
20	22/05/2025	£ 671.54	£ 134.31	£ 805.85	Donation for Remembrance	JSR PRECISION ENGINEERS LTD
21	22/05/2025	£ 109.97	£ 22.00	£ 131.97	Donation for Remembrance	Royal British Legion Industries
22	22/05/2025	£ 20.60	£ 4.12	£ 24.72	MS365	Microsoft Limited
23	22/05/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
24	22/05/2025	£ 1,536.51	£ 307.30	£ 1,843.81	Grass cutting contract	M & C Landscapes
25	22/05/2025	£ 233.50	£ 46.70	£ 280.20	Fence Repairs	N D Building and Refurbishment
26	22/05/2025	£ 25.63	£ -	£ 25.63	Meeting Room Hire	Woodcote Village Hall Trustees
27	22/05/2025	£ 280.00	£ 56.00	£ 336.00	Tree Watering	Darren Marcham (Agricultural Engineering Ltd)
28	22/05/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
29	22/05/2025	£ 60.00	£ -	£ 60.00	Membership Fees	The Countryside Charity (CPRE)
30	22/05/2025	£ 61.00	£ -	£ 61.00	Annual Parish Meeting	Redfern Inns Limited
14	13/05/2025	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
	Various	£ 2,564.76	£ -	£ 2,564.76	Staff Costs	
	Total	£ 3,426.67	£ 654.32	£ 4,080.99		

25.01.31.2. To note the receipts for April 2025, and consider returning £1 to the Village Hall Trustees.

The April 2025 receipts were noted, and it was approved to return the £1 “rent” to the Village Hall, this is likely a standing order from the Village Hall which needs to be cancelled.

Voucher No	Date	Net	VAT	Total	Description	Customer
9	29/04/2025	£ 272.00	£ -	£ 272.00	Donation for Remembrance	Jack French
7	25/04/2025	£ 146.00	£ -	£ 146.00	Donation for Remembrance	Agricultural Engineering Ltd
8	25/04/2025	£ 146.00	£ -	£ 146.00	Donation for Remembrance	British Modern Histroy Society
4	24/04/2025	£ 8,082.81	£ -	£ 8,082.81	CIL receipts	South Oxfordshire District Council
6	23/04/2025	£ 275.99	£ -	£ 275.99	Donation for Remembrance	Booker Family
1	16/04/2025	£ 1,011.22	£ -	£ 1,011.22	Donation for Remembrance	Community Coffee Shop
11	09/04/2025	£ 434.65	£ -	£ 434.65	Bank Interest	Lloyds Bank plc
5	07/04/2025	£ -	£ 7,068.57	£ 7,068.57	VAT refund	HMRC
3	03/04/2025	£ 66,446.00	£ -	£ 66,446.00	Precept	South Oxfordshire District Council
2	01/04/2025	£ 1.00	£ -	£ 1.00	Donation	Woodcote Village Hall Trustees
	Total	£ 76,815.67	£ 7,068.57	£ 83,884.24		

25.01.31.3. To note the reconciled bank balances, up to 30th April 2025.

The reconciled bank balances were noted.

A	Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025		513,315.49
	ADD Receipts 01/04/2025 - 30/04/2025		83,884.24
	SUBTRACT Payments 01/04/2025 - 30/04/2025		597,199.73
			9,971.08
	Cash in Hand 30/04/2025 (per Cash Book)		587,228.65
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Lloyds Current 30/04/2025	78,385.51	
	Lloyds BB Instant Deposit Account 30/04/2025	508,843.14	
			587,228.65
	Less unrepresented payments		
			587,228.65
	Plus unrepresented receipts		
	Adjusted Bank Balance		587,228.65
	A = B Checks out OK		

Lloyds Current Account: £78,385.51

Lloyds Savings Account: £508,843.14

25.01.31.4. To approve salaries and hours for the year ahead.

The Clerk asked the Council to consider increasing the Assistant Clerk's hours to 12 hours immediately. The current Clerk:Assistant Clerk ratio of hours 14:8 is working well to maintain the council's services, however we are finding it difficult to do training / hand over. Increasing to a ratio to 16:14 hours per week for up to 4 months would allow for more handover time and the Assistant Clerk to complete the already approved training (ILCA). Only hours worked will be paid. The Council has approximately £10,000 of unallocated reserve, which would cover these costs, which includes the recent £7,000 VAT return.

Resolved: Approved Unanimously Salaries and hours as below:

- Clerk SCP 28; 16 hours per week.
- Assistant Clerk SCP 17; 14 hours per week.
- Litter Pickers, National Living Wage, 3.75 hours per week.

25.01.31.5. To consider whether to engage the L Wilkinson as IA for 2025/2026, or to seek quotes for other providers.

It was noted that 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 the council should seek alternatives.

Resolved: Approved Unanimously to appoint L Wilkinson as Internal Auditor for 2025/2026 and seek quotes for the following year and bring to Full Council at the appropriate meeting.

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

Resolved: Approved Unanimously “Talking Tables”, 18th July, £30 per attendee, to book for P Tshering, plus up to two Cllrs, Cllrs to confirm availability.

Resolved: Approved Unanimously Cllr Bark to attend “New Cllr Training”, likely “Roles and Responsibilities”.

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

None.

25.01.34. Matters for future discussion.

None.

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

- Public Rights of Inspection
- Playground Consultation (July edition)
- New wooden bus shelter.
- Heads of Terms new Car Park.

- Neighbourhood Plan call for volunteers.
- New Councillor and remaining vacancy.

25.01.36. 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

Resolved: Approved Unanimously to exclude the public and press due to the nature of the business to be transacted.

25.01.36.1. Quotes for quarterly playground inspections.

The Assistant Clerk and the Clerk both recommended based on expert advice from a playground inspection company, and a playground design company, that the zip-wire should be removed from the playground for safety reasons and relocated. A highly dynamic piece of equipment co-located with toddler equipment is considered to have the highest risk rating.

Resolved: Approved By Majority to seek immediate additional opinions on the risks of the environment of the equipment (zip-wire) including RoSPA, and if required, bring to a future meeting potential locations for it to be relocated to and budget.

Proposal without notice

Resolved: Approved Unanimously, to suspend standing order **3x** and extend the meeting by up to 30 minutes, no later than 22:39.

It was noted that RoSPA Play Safety is already under contract for this year, £80 per play area. The following decision is for going forward.

Resolved: Approved Unanimously to appoint Play Inspection Company, £984 per year, including 3-off quarterly inspections plus, annual inspection.

25.01.37. 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

Confirmed.

There being no further business to be transacted, the Chair closed the meeting **22:21.**