

Minutes of a Council Meeting of Woodcote Parish Council

Monday 20th August 2025 at 19:30, Pavilion, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr K Davies (KD)
Members	Cllr S Pritchard (SP)
	Cllr H Booker (HB)
	Cllr K Byrne (KB)
	Cllr C Bark (CB)
	Cllr R Peirce (RP)
	Cllr N Dudley (ND) [From Item 25.5.4.3]

Officers Present

Clerk	Mrs P Tshering (PT)
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Public and Press **At least 4, including 2 members of the press.**

Meeting Started: 19:33

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

Apologies were received in advance of the meeting from Cllr Ellis, Cllr Sloper and Cllr Over.

25.5.2. Declarations of Interests [LA 2011 s31]

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

Cllr Brooker declared an interest in item 25.5.5.1 regarding adopting the green space at the Church Farm development.

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

None.

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

25.5.3.1. Meeting held on 16th July 2025

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

25.5.3.2. Meeting held on 28th July 2025

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

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

None.

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

25.5.4.1. To note the council has 1 vacant seat and receive and consider applications from candidates.

The vacancy was noted, one candidate was present.

25.5.4.2. To approve co-opting members to fill the vacant seat.

The candidate was given the opportunity to address the Council.

Resolved: Approved Unanimously to Co-opt N Dudley

25.5.4.3. To receive declarations of acceptance of office from newly co-opted councillor.

Cllr Dudley signed the declaration of acceptance office and it was countersigned by the Clerk, the Cllr joined the meeting.

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

Other Planning Items

25.5.5.1. To approve response to SODC, whether this Council will take on the long term ownership of the green spaces at the Church Farm development. Appendix A

The Clerk advised that in accordance with Standing order 13b, Cllr Booker should leave the meeting. Cllr Booker advised that they had never left before and joined the public gallery.

This Council considered applying to adopt the land which has reverted to the Crown at West Chiltern. This Council resolved to not adopt the land due to the increased costs to the public purse to maintain it. Precedent would suggest that this land should similarly not be adopted, particularly as access would be an issue. It would be of no particular benefit to the parish as it is would comprise a small area that is just across the road from the main recreation grounds.

Resolved: Approved Unanimously to not adopt the land.

Cllr Booker returned from the public gallery.

To note other applications, not consulted on

25.5.5.2. P25/S2333/DIS - The Oratory School, The Oratory Drive, Woodcote, RG8 0PJ

Discharge of condition 10 (Levels) on planning application P23/S1077/FUL 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.

NOTED

25.5.6. Community Governance Review – Approve response and any changes requested to submit to SODC

Appendix B

The details of the appendix were discussed. Other items which were raised included:

- That it would not take effect until the next elections in 2027.

Resolved: Approved Unanimously to request the number of seats for this Council be raised to 12.

25.5.7. Village Hall Matters

Appendix C

25.5.7.1. To note an update on the Village Hall Roof and tendering process.

The Clerk provided an update, as not all the tenders have been received, no decision can be made, however from the ones received to date the following key points are highlighted:

- The tender documents did not include the details for the internal works of the main hall, noting the roof lights and need to move utilities; replace the suspended ceiling and associated electrical/ decorating etc and other items.
- All quotes received so far have a projected time of works of *at least* 12 weeks.
- The works will be in the region of £250,000- £290,000 + VAT.
 - **NOTE:** the RFO is seeking advice on how much of the VAT could be claimed, as there is normally a limit of £7,500 per financial year.

[ACTION] Clerk to schedule an additional ordinary meeting of the Parish Council on September 2nd to review and approve Village Hall Roof tenders.

25.5.7.2. To receive an update on the Public Toilet proposal and consider actions to move the project forward.

The content of the appendix was discussed, agreed actions:

The meeting was reminded that any change to the footprint of the Village Hall requires permission from the Charity commission.

[ACTION] Clerk to research Option 1 (an annex to the disabled toilet by the Youth Club entrance) further, Clerk to look at service costs in detail and bring to future Council meeting.

25.5.8. Village Green & Folly Field Matters

Appendix D

25.5.8.1. In accordance with our Tree Policy, consider locations for replacement trees, for the 23 mature trees which needed felling as per the whole parish tree survey. Agree actions and budget.

It was agreed this topic was too complex to discuss in a Council meeting, and to hold an informal meeting with any interested parties from within or outside the Council to create a budgeted plan for where the replacement trees should be planted in accordance with our Tree Policy.

[ACTION] Clerk to set up a meeting and book space to hold on the 2nd of September 2025. Invite anyone who would like to attend including members of the Woodcote Conservation Group.

25.5.9. Clerk's Report

Appendix E

25.5.9.1. To review the General Action Tracker

Action Tracker

The Action Tracker was reviewed and approved as a device to record Actions progress and major projects status. The live document will be owned and updated by the Clerk and a snapshot outputted to Cllrs on request and for PC Meetings.

To review the major projects

25.5.9.2. To note progress on the Goring Road Crossing, consider actions to move the project forward.

[ACTION] Cllr Davies will send the Clerk a photograph of a beacon pole that appears to be attached by a flat steel base. The Clerk to forward the photograph to Glanville as it appears to be a potential solution to mounting a beacon without foundations.

25.5.9.3. To approve additional budget up to £1000 to Glanville charging at an hourly rate, to ask Exolium to move the pipe, to spend from CIL

Resolved: Approved Unanimously, Budget £1000.

25.5.9.4. To approve £3,500, to investigate alternative traffic calming measures in this location, to spend from CIL.

Motion failed - agreed to wait until an answer for 25.5.9.3 above is received.

- 25.5.9.5. To note the completion of the Greenmore Ponds restoration, including it coming under budget, and consider further actions regarding the ponds.**

Deferred, to bring to a future meeting scheduled for the 2nd Sept. noting that quotes for the current required tree works are in the region £20,000 - £45,000 depending on quote approved.

- 25.5.9.6. To note the Clerk's and Clerk Mentor / Assistant Clerk's "Standard Working Hours"**

NOTE: these are the standard hours, on any general week, however leave, sickness, training and meeting the needs of this council or other employments may require these hours to be moved.

NOTED: Mondays & Wednesdays, Clerk 9am – 5pm.

- 25.5.10. Finance 2024-2025**

Appendix F

Deferred, the Appendix had not been circulated

- 25.5.10.1. To receive the external audit report for 2024/2025 and agree actions.**

- 25.5.10.2. To note the notice of conclusion of audit for 2024/2025 has been posted.**

- 25.5.11. Finance 2025-2026**

Appendix G

- 25.5.11.1. To note the Local government services pay agreement 2025/26 has been finalised, and will be back dated to 1st April 2025, in the September payroll for all applicable employees.**

Noted.

25.5.11.2. To approve the finalised payment list for July 2025 and approve payments for August 2025.

Resolved: Approved Unanimously the lists as below.

July

Voucher No	Date	Net	VAT	Total	Description	Supplier
82	31/07/2025	£ 2.40	£ -	£ 2.40	Bank Fees	Unity Trust Bank
67	25/07/2025	£ 66.13	£ 13.23	£ 79.36	Internet services	British Telecom (BT)
58	18/07/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
59	18/07/2025	£ 740.00	£ 148.00	£ 888.00	Tree care	South Bucks Tree Surgeons Ltd
63	17/07/2025	£ 1,685.56	£ 337.11	£ 2,022.67	Grass cutting contract	M & C Landscapes
64	17/07/2025	£ 740.00	£ 148.00	£ 888.00	Tree Watering	Darren Marcham (Agricultural Engineering Ltd)
65	17/07/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
66	17/07/2025	£ 20.60	£ 4.12	£ 24.72	MS365	Microsoft Limited
68	17/07/2025	£ 1,339.82	£ -	£ 1,339.82	Salary	Laura White
73	17/07/2025	£ 100.00	£ -	£ 100.00	Website Support	Mark Millmore (Eyelid Productions Ltd)
74	17/07/2025	£ 595.00	£ 119.00	£ 714.00	Tree Maintenance	Simon Hawkins (Merewood Arboricultural Consultancy Services (MACS))
76	17/07/2025	£ 700.00	£ 140.00	£ 840.00	Clock Repair	Time Assured
84	15/07/2025	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
	Various	£ 2,453.40	£ -	£ 2,453.40	Total Staff Costs	
	Total	£ 8,727.90	£ 964.76	£ 9,692.66		

August

Voucher No	Date	Net	VAT	Total	Description	Supplier
83	31/08/2025	£ 6.00	£ -	£ 6.00	Bank Fees	Unity Trust Bank
99	26/08/2025	£ 66.13	£ 13.23	£ 79.36	Internet services	British Telecom (BT)
87	22/08/2025	£ 630.00	£ 126.00	£ 756.00	Audit	Moore
88	22/08/2025	£ 200.00	£ 40.00	£ 240.00	Playground inspection	PlaySafety Ltd
89	22/08/2025	£ 144.00	£ 28.80	£ 172.80	Software licence	Parish Online (Geoexphere Ltd)
90	22/08/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
91	22/08/2025	£ 61.50	£ -	£ 61.50	Meeting Room Hire	Woodcote Village Hall Trustees
92	22/08/2025	£ 1,353.24	£ 270.65	£ 1,623.89	Grass cutting contract	M & C Landscapes
93	22/08/2025	£ 1,200.00	£ 240.00	£ 1,440.00	Consultation zebra crossing	Glanville Consultants Limited
94	22/08/2025	£ 595.00	£ 119.00	£ 714.00	Office Equipment	Dell Corporation Ltd
95	22/08/2025	£ 189.00	£ -	£ 189.00	Office Equipment	GiffGaff Ltd
96	22/08/2025	£ 10.00	£ 2.00	£ 12.00	Sim Costs	GiffGaff Ltd
97	22/08/2025	£ 20.60	£ 4.12	£ 24.72	MS365	Microsoft Limited
100	22/08/2025	£ 36.21	£ 7.25	£ 43.46	Expenses Various	Amazon Services Europe SarL
101	22/08/2025	£ 19.17	£ 3.83	£ 23.00	Expenses Various	Banner Group Limited
102	22/08/2025	£ 600.00	£ 120.00	£ 720.00	Tree Watering	Agricultural Engineering Ltd
98	08/08/2025	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
75	06/08/2025	£ 34,372.67	£ 6,874.54	£ 41,247.21	Ponds Restoration	White Horse Contractors
85	06/08/2025	£ 2,948.50	£ -	£ 2,948.50	CIL Grant	Woodcote Community Centre
86	06/08/2025	£ 25,500.00	£ -	£ 25,500.00	Village Hall Grant	Woodcote Village Hall Trustees
	Various	£ 1,567.94	£ -	£ 1,567.94	Total Staff Costs	
		£ 69,794.95	£ 7,902.72	£ 77,697.67	Total	



25.5.11.3. To note receipts for July 2025.

Noted as below.

Voucher No	Date	Net	VAT	Total	Description	Customer
21	31/07/2025	£25,000.00	£0.00	£25,000.00	Ponds Restoration	Trust for Oxfordshire Environment (TOE)
19	29/07/2025	£1,198.74	£0.00	£1,198.74	Grass Cutting Contribution	Oxfordshire County Council
20	25/07/2025	£9,112.67	£0.00	£9,112.67	Ponds Restoration	Woodcote Conservation Group
15	09/07/2025	£414.03	£0.00	£414.03	Bank Interest	Lloyds Bank plc
14	01/07/2025	£57.77	£0.00	£57.77	Wayleave	SSE
	Total	£35,783.21	£0.00	£35,783.21		

25.5.11.4. To note the reconciled bank balances for 31st July 2025.

Noted as below.

A	Bank Reconciliation at 31/07/2025		
	Cash in Hand 01/04/2025		513,315.49
	ADD Receipts 01/04/2025 - 31/07/2025		122,251.32
	SUBTRACT Payments 01/04/2025 - 31/07/2025		635,566.81 43,820.82
	Cash in Hand 31/07/2025 (per Cash Book)		591,745.99
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Lloyds Current 31/07/2025	106,565.57	
	Lloyds Instant Access Savings 31/07/2025	460,125.05	
	Unity Trust Current 31/07/2025	25,055.37	
	Unity Trust Instant Access Savings 31/07/2025	0.00	
			591,745.99
	Less unrepresented payments		
			591,745.99
	Plus unrepresented receipts		
	Adjusted Bank Balance		591,745.99
	A = B Checks out OK		

Lloyds Current Account £106,585.57

Lloyds Savings Account: £460,125.05

Unity Trust Current Account: £25,055.37

Unity Trust Savings Account: £0.00

25.5.11.5. To review the Community Infrastructure (CIL) balance and expenditure.

Noted as below.

			Received	Spend By	IN BANK, start of Year	Community Centre Kitchen	Bus Shelters x3 RRd & WhtHse	Community Centre WorkHub	Goring Road Crossing Project	Remaining
P15/S1919/FUL	Little Acre Beech Lane Woodcote RG8 OPY	£4,950.00	27/10/2020	27/10/2025	£ 4,950.00				£ 1,915.58	£ 3,034.42
		£510.95	27/10/2020	27/10/2025	£ 510.95			£ 226.53	£ 284.42	£ -
										£ -
P16/S2235/FUL	Land known as The Conifers Beech Lane Woodcote RG8 OPY	£7,687.50	25/10/2021	25/10/2026	£ 7,687.50					£ 7,687.50
										£ -
										£ -
P16/S2432/FUL	Casa Mia Greenmore Woodcote RG8 ORN	£1,659.38	26/04/2017	26/04/2022						£ -
		£1,659.38	30/10/2017	30/10/2022						£ -
		£3,318.75	03/05/2018	03/05/2023	£ 3,318.75	£ 3,318.75				£ -
P16/S4035/FUL	Gullane 14 Whitehouse Road Woodcote RG8 ORX	£2,090.45	24/10/2018	24/10/2023	£ 2,090.45	£ 2,090.45				£ -
		£4,180.80	24/10/2018	24/10/2023	£ 4,180.80	£ 4,180.80				£ -
		£4,180.80	23/10/2019	23/10/2024	£ 4,180.80	£ 1,620.00	£ 2,560.80			£ -
P19/S1665/FUL	Lavant Beech Lane Woodcote RG8 OPY	£6,287.73	22/04/2020	22/04/2025	£ 6,287.73		£ 3,664.46	£ 2,623.27		£ -
										£ -
										£ -

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P19/S2531/FUL	Woody Nook Goring Road Woodcote RG8 OSD	£2,124.82	22/04/2020	22/04/2025	£ 2,124.82		£ 2,124.82		£ -
		£4,249.64	27/10/2020	27/10/2025	£ 4,249.64				£ 4,249.64
		£4,249.64	25/10/2021	25/10/2026	£ 4,249.64				£ 4,249.64
P18/S2940/FUL	Chambers Place Goring Road near Woodcote RG8 7SJ	£11,139.96	25/10/2023	25/10/2028	£ 11,139.96				£ 11,139.96
									£ -
									£ -
P19/S2513/FUL	25 Croft Way Woodcote RG8 ORS	£6,421.91	25/10/2021	25/10/2026	£ 6,421.91				£ 6,421.91
									£ -
									£ -
P19/S4457/FUL	The Hollies Goring Road Woodcote RG8 OQE	£2,606.48	25/04/2022	25/04/2027	£ 2,606.48				£ 2,606.48
		£5,212.97	26/10/2022	26/10/2027	£ 5,212.97				£ 5,212.97
		£5,212.97	26/04/2023	26/04/2028	£ 5,212.97				£ 5,212.97
P20/S0559/FUL	Plot 1 Land at Chambers Place Goring Road Woodcote RG8 7SJ	£2,960.46	25/10/2023	25/10/2028	£ 2,960.46				£ 2,960.46
									£ -
									£ -
P20/S2110/FUL	Chiltern Rise Cottage, Stable Cottage, Garden Cottage & Woodcote Garden Centre Reading Road Woodcote RG8 0QX	£21,360.44	25/10/2021	25/10/2026	£ 21,360.44				£ 21,360.44
		£42,720.87	26/10/2022	26/10/2027	£ 42,720.87				£ 42,720.87
		£42,720.87	25/10/2023	25/10/2028	£ 42,720.87				£ 42,720.87
P20/S2308/FUL	27 Whitehouse Road Woodcote RG8 ORX	£3,461.45	25/10/2021	25/10/2026	£ 3,461.45				£ 3,461.45
									£ -
									£ -

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P21/S1975/FUL	Land adjacent to Beech Cottage Beech Lane Woodcote RG8 0PY	£1,634.73	23/10/2024	23/10/2029	£ 1,634.73					
		£3,269.45	23/04/2025	23/04/2030	£ 3,269.45					£ 3,269.45
		£3,269.45	23/10/2025	23/10/2030						£ -
P21/S2229/FUL	12 Gap Way Woodcote RG8 0RU	£6,130.22	26/04/2023	26/04/2028	£ 6,130.22					£ 6,130.22
		£4,086.82	26/04/2023	26/04/2028	£ 4,086.82					£ 4,086.82
										£ -
P21/S3399/FUL	8 Gap Way Woodcote RG8 0RU	£1,407.68	23/10/2024	23/10/2029	£ 1,407.68					
		£2,815.36	23/10/2024	23/10/2029	£ 2,815.36					
		£2,815.36	23/04/2025	23/04/2030	£ 2,815.36					£ 2,815.36
P21/S4165/FUL	Woodhaven Reading Road Woodcote RG8 0QX	£1,998.00	23/04/2025	23/04/2030	£ 1,998.00					£ 1,998.00
		£3,996.00	23/10/2025	23/10/2030						£ -
		£3,996.00	23/04/2026	23/04/2031						£ -
P21/S3399/FUL	8 Gap Way Woodcote RG8 0RU	£4,540.91	23/10/2025	23/10/2030						£ -
										£ -
										£ -
P22/S0429/FUL	Land at 69 West Chiltern Woodcote RG8 0SG	£7,288.91	25/10/2023	25/10/2028	£ 7,288.91					£ 7,288.91
										£ -
										£ -
P22/S4657/FUL	Wunthro Behoes Lane Woodcote RG8 0PS	£7,794.00	25/10/2023	25/10/2028	£ 7,794.00					£ 7,794.00
		£15,588.00	23/10/2024	23/10/2029	£ 15,588.00					
		£15,588.00	23/10/2025	23/10/2030						£ -
					£ 242,477.99	£ 11,210.00	£ 8,350.08	£ 2,849.80	£ 2,200.00	£ 217,868.11

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		Still to be received in current FY	£ 27,394.36					
		To be received in NEXT FY	£ 3,996.00					
		Available to Spend	£ 245,262.47					
		Still to Spend	£ 7,284.06					

25.5.11.6. To approve the insurance renewal, noting we are in the 2nd year of a 3 year Long Term Agreement, £1778.54

Resolved: Approved Unanimously.

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

A letter from resident was noted regarding various items amongst which were.

- The requirement for a deep water sign for the Greenmoor Ponds.

[ACTION]: To discuss at Meeting on the 2nd September, regarding trees

- The Pre-Application enquiry for the proposed development at Bridal Path.

[ACTION] Agreed that councillors will meet by virtually, scheduled by Cllr Booker, to discuss a response to the pre-application, to be brought to the additional Council meeting on the 2nd September.

- **[ACTION]** Agreed that Cllr Booker will add the developers proposal about the new Bridal Path Development to the Woodcote Parish Facebook page, as the Clerk does not have access yet.

25.5.13. Matters for future discussion.

Items to include:

- It was asked that the matter of Graffiti on BT boxes and other none Council assets be added to a future meeting. The Council has no powers to remove it, therefore **[ACTION]** Clerk to contact BT and Fix My Street for the tags on the road signs.

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

Items to include:

- Nick Dudley co-opted as new Parish Councillor
- New Cllrs Bark and Dudley to write a short biography.

25.5.15. 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.

25.5.15.1. Consider quotes and approve contractor and budget for car park line painting.

Resolved: Approved unanimously not to put 3 disabled parking spaces in front of the Village Hall but to add 2 disabled spaces to the main car park, and ask the Village Hall to move the bins.

Resolved: Approved Unanimously to Appoint WJ South Ltd, Budget £2,703 + VAT but to schedule it at night.

25.5.15.2. Tree surgery quotes

Resolved: Approved Unanimously to wait for further quotes.

[ACTION] Clerk to schedule an additional ordinary meeting of the Parish Council on September 2nd to review and approve Tree Felling Quotes.

25.5.15.3. Resin Path Quotes

Resolved: Approved Unanimously to appoint Dan Hazell, Budget £54,700.00 +VAT, from CIL.

NOTE: The following items were approved at the last meeting, however the financial regulations with regard quotes were not followed. As such, quotes for all to be considered below, and formal approval in accordance with our own governing documents to be completed in this meeting.

25.5.15.4. Playground Repairs – subsequent to RoSPA inspections, and weekly visual inspections

Resolved: Approved Unanimously to Appoint ARDs, Budget ££3,761.50 + VAT

25.5.15.5. Replacement Spinner / Roundabout

Resolved: Approved Unanimously to Appoint Redlynch, Budget £8,450.00 + VAT

25.5.15.6. Wetpour repairs.

Resolved: Approved Unanimously to Appoint Redlynch, Budget £9,512.00 + VAT

25.5.16. To confirm the date of the next meeting – 17th September 2025

Items for the next agenda to be submitted to the Clerk no later than 10th September for inclusion on the next agenda

Confirmed. With an additional ordinary meeting on the 02nd September specifically to discuss tree works; Village Hall roof tenders and further works at the Greenmoor Ponds.

There being no further business to be transacted the Chair closed the meeting at **22:00**.