

Minutes of a Council Meeting of Woodcote Parish Council

Wednesday 17th Sept 2025 at 19:30, Pavilion, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Vice-Chair	Cllr T Over (TO)
Members	Cllr H Booker (HB)
	Cllr K Byrne (KB)
	Cllr R Peirce (RB)
	Cllr N Dudley (ND)

Officers Present

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

Public and Press **At least 5, including one member of the press.**

Meeting Started: 19:32

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

Apologies were received in advance of the meeting from Cllrs Ellis, Pritchard and Davies. Cllrs Bark and Sloper did not attend

25.7.2. Declarations of Interests [LA 2011 s31]

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

Cllr N Dudley declared an interest in item 4.1.

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

None

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

25.7.3.1. Meeting held on 02nd September 2025

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

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

None.

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

The Clerk advised that in accordance with Standing order 13b, Cllr Dudley should leave the room. Cllr Dudley left the room.

To approve responses to the request to consult on planning applications

25.7.4.1. P25/S2564/FUL - Meadow View Beech Lane Woodcote RG8 0PX

Erection of two dwellings, together with landscaping, and all associated works.

Resolved: Unanimously approved to request a call in and object on the basis that:

- The proposals are contrary to Policy H9 of WNP2 in that the proposals are not consistent with the character of the locality and are not immediately surrounded by buildings. Open land lies immediately to the east, west and in part to the south. Beech Lane has a rural quality and appearance, and the proposal to develop this site with 2 four bed detached homes would alter that.
- The development of this open land used as agricultural land (alpacas or horses) makes a positive contribution in openness and spaciousness to the rural setting on the edge of the village, opening onto open countryside. The site forms a transitional open space between the existing 'soft' edge to the built-up area of Woodcote. Development would create a new hard edge between development and the open countryside, causing harm to the AONB, the landscape and the rural character of Beech Lane. It is therefore contrary to policies DES2, ENV1 of the SOLP and the NPPF, which gives great weight to conserving and enhancing the landscape of the AONBs.
- Further four bed homes do not meet the housing strategy noted in 10.2 of WDP with a high priority for three bed family homes, smaller one and two bed dwellings and a low priority for larger four or five bed dwellings.
- While effort has been made to mitigate impact upon rear amenity space of Little Orchard, more could be done to prevent a negative impact and having a detrimental effect to accord with Policy DES6 of the SOLP. Additionally, the size and bulk of the proposals within the site are excessive in the relation to existing development.

Should officers be minded to grant the application, WPC have concerns about the following, that they would request the officer look at:

- The orientation and positioning of the proposed new built form. Currently proposed to create an adverse impact on neighboring properties (Little Orchard). Policy DES6 (SOLP)
- The achievability of the vision splays for additional vehicle movements as minimal area of the vision splays are within the ownership of the applicants. Ownership with OCC and neighbouring landowners. Also taking into account that Beech Lane is single lane, with no pavements and limited turning points. Policy TRANS5 (SOLP)
- Conditions

- The garage accommodation approved shall be retained as such and shall not be adapted for living purposes without the prior written permission of the Local Planning Authority.

Cllr N Dudley returned to the room.

25.7.4.2. P25/S2648/FUL - Woodcote Sawmill Pot Kiln Lane Goring Heath RG8 7SS
Single storey barn / outbuilding extension.

Resolved: Unanimously approved to make no comment as the site is outside the parish boundary.

To note other applications, not consulted on

25.7.4.3. P25/S2740/LDP - Greenmore Long Toll Woodcote RG8 0RR
Proposed erection of domestic outbuilding

Noted.

Other Planning Matters

25.7.4.4. To note decision made under delegated powers by the Clerk, PC response to direct request from the Developer for comments on the later living development proposed for Bridle Path.
Appendix A

A summary of the informal meeting held on the 5th September to discuss this with a subset of Councillors was given. Cllr Booker will write a draft, which the Clerk will circulate to at least a quorum of Councillors to receive comment, before the Clerk submits it to the developers under delegated powers.

25.7.5. Village Green & Folly Field Matters **Appendix B**
25.7.5.1. To receive an update on the informal Tree Meeting of the 2nd September.
25.7.5.2. To approve planting scheme as per Appendix B, approve budget for the purchase, planting and watering of native woodland trees and required protection to plant in designated area.

Resolved: Unanimously approved proposed planting site(s). The second one being subject to formal approval from SODC.

Resolved: Unanimously approved budget of £465 for sapling and tree protection purchase and any ongoing maintenance cost for this year (2025).

25.7.6. Clerk's Report **Appendix C**
25.7.6.1. To review the General Action Tracker **Action Tracker**

[ACTION] Clerk to contact Cllr M Filipova-Rivers regarding the broken tree branch on Reading Road to discuss if Highways could be asked to do the work and subsequently bill the land owners who are still Rectory Homes.

To review the major projects

25.7.6.2. Co-op / Goring Road Crossing – No Update, Purchase Order Placed.

25.7.6.3. Greenmoor Ponds – No Update, awaiting VH Roof Decisions.

25.7.6.4. Village Hall Roof - To receive an update on the Village Hall Roof and tenders.

25.7.7. Finance 2025-2026

Appendix D

25.7.7.1. To approve a grant request from Our Woodcote Library (OWL), £2873

Note: Last year awarded £2680

Resolved: Approved Unanimously to award the full grant requested.

25.7.7.2. To approve the finalised payment list for August 2025 and approve payments for September 2025.

Resolved: Approved Unanimously the lists as below.

25.7.7.3.

Voucher No	Date	Net	VAT	Total	Description	Supplier
112	08/10/2025	£ 655.29	£ -	£ 655.29	PAYE Deductions	HMRC (PAYE)
SEPTEMBER						
103	30/09/2025	£ 6.00	£ -	£ 6.00	Bank Fees	Unity Trust Bank
104	26/09/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
105	26/09/2025	£ 20.60	£ 4.12	£ 24.72	MS365	Microsoft Limited
106	26/09/2025	£ 66.13	£ 13.23	£ 79.36	Internet services	British Telecom (BT)
108	18/09/2025	£ 1,778.54	£ -	£ 1,778.54	Insurance	Zurich Municipal (Insurance)
109	18/09/2025	£ 450.00	£ 90.00	£ 540.00	Tree Watering	Agricultural Engineering Ltd
110	18/09/2025	£ 1,353.24	£ 270.65	£ 1,623.89	Grass cutting contract	M & C Landscapes
111	18/09/2025	£ 20.50	£ -	£ 20.50	Meeting Room Hire	Woodcote Village Hall Trustees
		£ 3,314.18	£ -	£ 3,314.18	Total Staff Costs	
		£ 7,019.19	£ 380.00	£ 7,399.19	Total	

Woodcote

PARISH COUNCIL

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
		£ 1,884.20	£ -	£ 1,884.20	Total Staff Costs	
		£ 70,111.21	£ 7,902.72	£ 78,013.93	Total	

25.7.7.4. To note receipts for August 2025.

The receipts were noted as.

Voucher No	Date	Net	VAT	Total	Description	Customer
23	31/08/2025	£ 16.14	£ -	£ 16.14	Bank Interest	Redwood Bank
22	11/08/2025	£ 347.71	£ -	£ 347.71	Bank Interest	Lloyds Bank plc
		£ 363.85	£ -	£ 363.85	Total	

25.7.7.5. To note the reconciled bank balances for 31st August 2025.

The reconciled bank balances were noted as below.

A	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		513,315.49
	ADD Receipts 01/04/2025 - 31/08/2025		122,615.17
			635,930.66
	SUBTRACT Payments 01/04/2025 - 31/08/2025		121,834.75
	Cash in Hand 31/08/2025 (per Cash Book)		514,095.91
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Lloyds Current 31/08/2025	101,154.34	
	Lloyds Instant Access Savings 31/08/2025	390,472.76	
	Unity Trust Current 31/08/2025	7,452.67	
	Unity Trust Instant Access Savings 31/08/2025	0.00	
	Redwood 95day Saver 31/08/2025	15,000.00	
			514,079.77
	Less unrepresented payments		
			514,079.77
	Plus unrepresented receipts		16.14
	Adjusted Bank Balance		514,095.91
	A = B Checks out OK		

Image shows:

Cash in hand equals Adjusted Bank Balance, Total £514,095.91.

Lloyds Current Account £101,154.34

Lloyds Savings Account £390,472.76

Unity Trust Current account £7,452.67

Unity Trust Savings Account £0.00

Redwood 95 Day Saver £15,000

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

No change from last month.

25.7.7.7. To complete the Q2 budget review and approve virements

Resolved: The Q2 Budget was reviewed and the virements approved as below.

		2025/2026				
	Tax Base	1109.9				
	BAND D	£ 119.73				
	Year in Year Percentage Increase	0.00%				
				Currently Approved - Still to spend/receive	Actual PLUS Pre- Approved	Proposed Updated Budget FY 2025-2026
100	General Income		Actual Value			
1010	Bank Interest	£ 4,800.00	£ 2,064.27		£ 2,064.27	£ 4,800.00
1020	CIL Receipts	to EMR	£ 8,082.81	£ 27,394.36	£ 35,477.17	to EMR
1030	Grants/S106/Donations	£ -	£ 36,323.63		£ 36,323.63	£ 36,323.63
1040	Insurance					
1050	Miscellaneous Income / Other	£ -				£ -
1060	Precept	£ 132,892.00	£ 66,446.00	£ 66,446.00	£ 132,892.00	£ 132,892.00
1070	Property Income	£ 1,000.00	£ 1,497.77		£ 1,497.77	£ 1,500.00
1080	Recharges to Allotments	£ 850.00				£ 850.00
		£ 6,650.00	£ 47,968.48	£ 27,394.36	£ 75,362.84	£ 43,473.63
	TRSFR to EMR	All CIL				
	Total Available Income	£ 139,542.00	£ 114,414.48	£ 93,840.36	£ 208,254.84	£ 176,365.63
200	Administration					
2010	Allowances, Expenses, Training	£ 1,790.00	£ 483.05		£ 483.05	£ 1,790.00
2020	Election fees	£ -			£ -	£ -
2030	Hire of Meeting Room	£ 600.00	£ 164.01		£ 164.01	£ 600.00
2040	Publications & Communications	£ 1,000.00			£ -	£ 1,000.00
2050	Stationery, Postage, copies and printing	£ 400.00			£ -	£ 400.00
2060	Subscriptions	£ 1,200.00	£ 444.00		£ 444.00	£ 1,200.00
2070	Legal Fees	£ 4,000.00			£ -	£ 4,000.00
2080	Website	£ 300.00	£ 249.98		£ 249.98	£ 300.00
	Total Administration	£ 9,290.00	£ 1,341.04	£ -	£ 1,341.04	£ 9,290.00
300	General Finance & Grants					
3010	Audit and Accountancy	£ 880.00	£ 880.00		£ 880.00	£ 880.00
3020	Bank Charges	£ 72.00	£ 51.75		£ 51.75	£ 174.00
3030	Grants	£ 15,000.00			£ -	£ 15,000.00
3040	Staff Costs	£ 30,000.00	£ 12,571.49	£ 6,200.00	£ 18,771.49	£ 37,000.00
3050	Chairman's Allowance	£ 250.00			£ -	£ 250.00
	Total General Finance & Grants	£ 46,202.00	£ 13,503.24	£ 6,200.00	£ 19,703.24	£ 53,304.00
400	Facilities					
4010	Climate & Environment					
4020	Defibrillator	£ 200.00			£ -	£ 200.00
4030	General Maintenance & Repair	£ 5,000.00	£ 851.80		£ 851.80	£ 5,000.00
4040	Grass - Weeding & Strimming	£ 13,000.00	£ 6,723.61		£ 6,723.61	£ 13,000.00
4050	Hedges/Fences/Gates/Trees	£ 10,000.00	£ 3,548.50	£ 37,500.00	£ 41,048.50	£ 45,000.00
4060	Inspections Surveys & Reports	£ 250.00	£ 200.00		£ 200.00	£ 600.00
4070	Insurance	£ 2,000.00			£ -	£ 1,779.00
4080	Office Equipment	£ 800.00	£ 784.00		£ 784.00	£ 800.00
4090	Playground Equipment Maintenance	£ 5,000.00	£ 185.00	£ 21,723.00	£ 21,908.00	£ 22,775.00
4100	Software and back-ups	£ 1,300.00	£ 82.40		£ 82.40	£ 1,300.00
4110	Telephone & Internet	£ 1,050.00	£ 391.25		£ 391.25	£ 1,050.00
4120	Waste / Litter / Street Cleaning	£ 3,700.00	£ 1,065.96		£ 1,065.96	£ 3,700.00
4130	Pond Regeneration (remaining from CIL)	£ 2,750.00	£ 34,372.67		£ 34,372.67	£ 37,122.67
	Total Facilities	£ 45,050.00	£ 48,205.19	£ 59,223.00	£ 107,428.19	£ 132,326.67

500	Village Hall					
5010	General Grant (LGA(MP) 1976 s19(3))	£ 25,500.00	£ 25,500.00			£ 25,500.00
5020	General Maintenance (Grant In Kind)				£ -	
5030	Office Rent	£ 6,000.00	£ 6,000.00		£ 6,000.00	
5040	Maintenance Staff Grant				£ -	
5050	VH CIO Creation					£ 9,000.00
	Total Village Hall	£ 31,500.00	£ 31,500.00	£ -	£ 6,000.00	£ 34,500.00
600	Strategic Projects					
6010	CIL Projects (Spend from Reserves)		£ 15,358.50	£ 55,700.00	£ 71,058.50	
		from Reserves				
6020	Strategic Projects (in Year)	£ 7,500.00				
	Soldier Statues - Remembrance		£ 1,783.06		£ 1,783.06	£ 1,783.06
	Total Strategic Projects	£ 7,500.00	£ 1,783.06	£ -	£ 1,783.06	£ 1,783.06
700	Neighbourhood Plan					
7010	General Expenses (Spend from Reserves)					
	Total Neighbourhood Plan	£ -				
	Total Income (LESS CIL and CCLA)	£ 139,542.00				£ 176,365.63
	Total Spend (LESS CIL and CCLA)	£ 139,542.00				£ 231,203.73
	Amount to transfer to EMRs	£ -				-£ 54,838.10

END 2025-2026

Earmarked Reserves		Current Balance	Proposed Move	Approved Spend	Proposed Balance
EMR Operating Reserve		£ 65,429.00			£ 65,429.00
EMR Land for Burial		£ 20,000.00	-£ 20,000.00		£ -
EMR 2nd Bus shelter		£ 12,000.00	-£ 12,000.00		£ -
EMR Climate Change measures		£ 10,000.00	-£ 10,000.00		£ -
EMR Capital for Projects		£ 85,202.10	-£ 85,202.10		£ -
propose move all "spare" EMR Funds --->	EMR VH Roof		£ 144,313.14		£ 144,313.14
EMR Locality Grant NHP		£ 9,142.04			£ 9,142.04
EMR - OCC Grant for SID		£ 3,938.00			£ 3,938.00
EMR - OCC Grant - Line-Painting		£ 850.00			£ 850.00
EMR - Remembrance		£ 344.11			£ 344.11
EMR Previous FY Obligations		£ 5,775.03	-£ 5,775.03		£ -
EMR Capital Expense - VH or Playground		£ 66,324.14	-£ 66,324.14		£ -
Total (NOT CIL)		£ 279,004.42	-£ 54,988.13		£ 224,016.29
EMR CIL Funds		£ 234,395.18	£ 15,358.50	£ 55,700.00	£ 163,336.68
			Already Spent	Approved To Spend	
Total		£ 513,399.60			£ 387,352.97

25.7.7.8. To received comments on the proposed FY2026-2027 budget ahead of the budget setting meeting, including sports fees.

Comments: No major comments.

25.7.7.9. To note the contract for Landline and Internet for the office is expiring in October, to consider whether to renew the contract £66.13 per month, or seek alternatives.

NOTE: This contract provides internet to all users of the Village Hall, not just the parish office.

Noted.

[ACTION] Clerk to check for alternative supplier of broadband and bring costs to future meeting.

25.7.8. To Approve Governing Documents and Policies

Resolved: Approved unanimously the Governing documents and policies E,F,G,H, I and J were approved for use. The new IT Policy was also approved for use.

25.7.8.1.	Effectiveness of Internal Controls & Audit	Appendix E
25.7.8.2.	Internal Controls Statement	Appendix F
25.7.8.3.	Financial Risk Assessment & Management	Appendix G
25.7.8.4.	Investment Strategy & Reserves Policy	Appendix H
25.7.8.5.	Grants Policy	Appendix I
25.7.8.6.	Expenses Policy & Claim Form	Appendix J
25.7.8.7.	IT Policy	Appendix K

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

None.

25.7.10. Matters for future discussion.

It was suggested to use an extra meeting date to discuss the details for a grass cutting tender.

[ACTION] Clerk to find a suitable date.

25.7.11. 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:

- The OWL Grant
- New Cllr biographies.

25.7.12. 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.

25.7.12.1. Consider quotes and approve contractor and budget for Village Hall replacement roof.

Motion failed. The Cllrs did not feel confident they had enough information to make the decision, the advice from WWA Studios notwithstanding.

Cllr T Over

Chair of the Meeting

15 October 2025

[ACTION] Clerk to seek references for the tender companies from their recent clients on comparable projects.

25.7.12.2. Consider quotes and approve contractor and budget for Tree Surgery.

Resolved: Approved Unanimously to appoint Beechwood Tree Care for £34,579 + VAT and additional possible costs for power shutdowns and/or road closures [up to £4,500 + VAT].

25.7.13. To confirm the date of the next meeting – 15th October 2025

Items for the next agenda to be submitted to the Clerk no later than 08th October for inclusion on the next agenda

Confirmed.

There being no further business to be transacted the Chair closed the meeting **21:28**.