



Minutes of a Council Meeting of Woodcote Parish Council

Wednesday 22nd Oct 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) Chaired the meeting
Members	Cllr K Byrne (KB)
	Cllr S Pritchard (SP)
	Cllr J Sloper (JS)
	Cllr N Dudley (ND)

Officers Present

RFO	Mrs L White (LW)
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Public and Press	At least 2 including CCLr M Filipova-Rivers
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Meeting Started 19:32

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

Apologies were received in advance of the meeting from Cllrs Booker & Bark. Cllrs Peirce; Davies & Ellis were also absent.

25.8.2. Declarations of Interests [LA 2011 s31]

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

None.

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

None.

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

25.8.3.1. Meeting held on 17th September 2025

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

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

None.

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

To note planning decisions made by the Clerk under s101 delegation

All of the decisions below were NOTED.

25.8.4.1. P25/S2902/HH – Rosewood, Behoes Lane, Woodcote, RG8 0PP

Proposed single-storey detached outbuilding.

WPC Response: NO OBJECTIONS.

25.8.4.2. P25/S2721/HH - Firlea Beech Lane Woodcote RG8 0PX

First floor side extension, single storey rear extension, front extension forming porch, conversion of existing garage to provide habitable accommodation and changes to fenestration and external materials.

WPC Response: NO OBJECTIONS

To note other applications, not consulted on

All of the decisions below were NOTED.

25.8.4.3. P25/S2888/DIS - Woodhaven Reading Road Woodcote RG8 0QX

Discharge of condition 3(Schedule of Materials) on application ref. P21/S4165/FUL Demolition of existing house, construction of two houses.

25.8.4.4. P24/S2684/FUL - Byways Beech Lane, Woodcote, RG8 0PY - AMENDED

Construction of a dwellinghouse. (Additional information received 17 September 2025 – Ecological Report)

Other Planning Matters

25.8.4.5. To note decision made under delegated powers the response to the direct request from the Developer for comments on the later living development proposed for Bridle Path.

Appendix A

NOTED, the Clerk consulted a quorum of Councillors before submitting.

25.8.5. Village Green & Folly Field Matters

Appendix B

25.8.5.1. To note the retirement of the current litter pickers in March 2026 and considering recruiting for replacement, including hours, routes and rate.

The Litter Pickers upcoming retirements were noted.

Resolved: Approved unanimously to advertised for a new litter picker, 32 hours per month, National Minimum Wage. Further the job Description as per Appendix B was approved and it was delegated to the Clerk to advertise the vacancy; interview and appoint a new Litter Picker, to start 1st April 2026.

[ACTION] to have update on recruitment process in February.

- 25.8.5.2. To note the donation of three Scots Pine trees to the PC by a community member and to approve the location planting as per the plan drawn up in 2023 subject to prior consultation with the Clerk regarding the new Resin Path.**

Resolved: Approved Unanimously, the Clerk to agree the location based on the path.

25.8.6. Village Hall Roof

Appendix C

- 25.8.6.1. To receive a report on indicative costings, original scope of the project, and proposed new scope, immediate needs of the Village Hall Trustees, and potential funding avenues.**

The report as per Appendix C was RECEIVED.

Noting the decisions at the meetings of:

- **06th March 2024**, to “to ask WWA to apply for planning permission for a Zinc roof and ask for tenders for Zinc Roof following appropriate financial regulations for projects of this cost.”
- **19th February 2025**, to “submit tender requests to 5 recommended contractors”.

Further noting the immediate need of the VH Trustees, that the roof be replaced before Winter 2026/2027

Resolved: Approved Unanimously to reverse the decision of the 06th March 2024, and not gift the installation of a Zinc Roof to the Village Hall. To delegate to the Clerk to tender for a direct replacement roof, seeking costings for both felt and sika (or similar), so the Council can make a firm decision on which material to use, based on cost and life expectancy when considering the tenders.

25.8.7. Clerk’s Report

- 25.8.7.1. To review the General Action Tracker**

Action Tracker

The Action Tracker was NOTED.

- 25.8.7.2. To approve CiLCA training and mentoring, to commence February 2026, budget £800.**

Resolved: Approved Unanimously, CiLCA training for the Clerk, including the compulsory mentoring.

To review the major projects

- 25.8.7.3. Co-op / Goring Road Crossing**

Unofficial update as Glanville’s contact at Exolium has changed roles and he has not yet been able to make contact with the new person responsible. A preliminary conversation with the original contact, indicated that diverting the pipeline would be challenging. It cannot simply be diverted locally; it would need to be redirected from one specific point to another, likely requiring approximately 1 km of replacement. In

addition, an agreed window would be needed to complete the work, which would likely involve a long lead-in time.

The update was NOTED.

25.8.8. Finance 2025-2026

Appendix D

25.8.8.1. To approve a grant request from Woodcote Conservation Group, £340

Note: Last year awarded £340

Resolved: Approved Unanimously.

25.8.8.2. To approve the finalised payment list for September 2025 and approve payments for October 2025.

Resolved: Approved unanimously the lists as below.

Noting we are struggling to get the Hinckley and Rugby account open – **to consider transferring another £100,000 to Redwood**, to receive the benefit of the higher interest rate.

Voucher No	Date	Net	VAT	Total	Description	Supplier
138	NOVEMBER	£ 658.96	£ -	£ 658.96	PAYE Deductions	HMRC (PAYE)
	OCTOBER					
***121	28/10/2025	£ 73.49	£ 14.70	£ 88.19	Internet services	British Telecom (BT)
107	17/10/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
119	17/10/2025	£ 2,873.00	£ -	£ 2,` 873.00	Library Grant	Our Woodcote Library (OWL)
120	17/10/2025	£ 340.00	£ -	£ 340.00	Grant	Woodcote Conservation Group
122	17/10/2025	£ 20.60	£ 4.12	£ 24.72	MS365	Microsoft Limited
123	17/10/2025	£ 19.98	£ -	£ 19.98	Remembrance	Royal British Legion Industries
124	17/10/2025	£ 1,536.53	£ 307.31	£ 1,843.84	Grass cutting contract	M & C Landscapes
125	17/10/2025	£ 650.00	£ 130.00	£ 780.00	Consultation zebra crossing	Glanville Consultants Limited
126	17/10/2025	£ 45.00	£ -	£ 45.00	Membership Fees	The Open Spaces Society
127	17/10/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
128	17/10/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
129	17/10/2025	£ 61.50	£ -	£ 61.50	Meeting Room Hire	Woodcote Village Hall Trustees
130	17/10/2025	£ 706.95	£ 141.39	£ 848.34	Playground Maintenance	ARD Playgrounds
131	17/10/2025	£ 14.00	£ -	£ 14.00	Land registry search	HM LandRegistry
132	17/10/2025	£ 1,250.00	£ 250.00	£ 1,500.00	Hedge cutting	Kings Tree Care Services Ltd

Woodcote

PARISH COUNCIL

133	17/10/2025	£ 2,230.00	£ 446.00	£ 2,676.00	Hedge cutting	Kings Tree Care Services Ltd
		£ 3,253.93	£ -	£ 3,253.93	Total Staff	
		£ 13,617.96	£ 1,402.12	£ 15,020.08	Total	

	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
117	15/09/2025	£ 400.00	£ 80.00	£ 480.00	Tree Maintenance	John O'Conner (Grounds Maintenance) LTD
118	15/09/2025	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
		£ 3,314.18	£ -	£ 3,314.18	Total Staff	
		£ 7,427.69	£ 460.00	£ 7,887.69	Total	

25.8.8.3.

25.8.8.4. To note receipts for September 2025.

The receipts were NOTED.

Voucher No	Date	Net	VAT	Total	Description	Customer
27	30/09/2025	£ 167.36	£ -	£ 167.36	Bank Interest	Redwood Bank
26	19/09/2025	£ -	£ 10,454.09	£ 10,454.09	VAT refund	HMRC (VAT)
24	09/09/2025	£ 256.33	£ -	£ 256.33	Bank Interest	Lloyds Bank plc
25	05/09/2025	£ 66,446.00	£ -	£ 66,446.00	Precept	SODC (Precept)
		£ 66,869.69	£ 10,454.09	£ 77,323.78	Total	

25.8.8.5. To note the reconciled bank balances for 30th September 2025.

The reconciled bank balances were NOTED.

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		513,315.49
	ADD Receipts 01/04/2025 - 30/09/2025		199,938.95
	SUBTRACT Payments 01/04/2025 - 30/09/2025		713,254.44
			129,722.44
	Cash in Hand 30/09/2025 (per Cash Book)		583,532.00
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Lloyds Current 30/09/2025	7,512.48	
	Lloyds Instant Access Savings 30/09/2025	450,729.09	
	Unity Trust Current 30/09/2025	25,123.07	
	Unity Trust Instant Access Savings 30/09/2025	0.00	
	Redwood 95day Saver 30/09/2025	100,000.00	
			583,364.64
	Less unrepresented payments		
			583,364.64
	Plus unrepresented receipts		167.36
	Adjusted Bank Balance		583,532.00
	A = B Checks out OK		

Image shows, Cash in Hand = Adjusted Bank Balance =	£583,532.00
Petty Cash (Not Used)	£0.00
Lloyds Current	£7,512.48
Lloyds Instant Access Savings	£450,729.09
Unity Trust Current	£25,123.07
Unity Trust Instant Access Savings	£0.00
Redwood 95day Saver	£100,000.00

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

The tracker was REVIEWED as per the appendix. The tracker was updated as below based on the decisions at this meeting regarding the VH Roof, and noting the Car Park line painting was completed under budget.

					Spent in 2025-2026										
			Received	Spend By	IN BANK, this financial year	Community Centre Kitchen	Bus Shelters x3 RRd & WhtHse	Community Centre WorkHub	Goring Road Crossing Project	Resin Path	Car Park Line Painting less £850 grant	Goring Road Speed Hump - Indicative 2026-2027		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						£ -	
														£ -	
														£ -	
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						£ 1,187.57	£ 9,952.39		£ -	
														£ -	
														£ -	
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					£ 1,628.52		£ 3,584.45		£ -	
		£5,212.97	26/04/2023	26/04/2028	£ 5,212.97							£ 781.83		£ 4,431.14	
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	£21,360.44	25/10/2021	25/10/2026	£ 21,360.44						£ -		
	Cottage, Garden	£42,720.87	26/10/2022	26/10/2027	£ 42,720.87	£ 42,720.87					£ -		
	Cottage & Woodcote Garden Centre Reading Road Woodcote RG8 0QX	£42,720.87	25/10/2023	25/10/2028	£ 42,720.87						£ 42,720.87		
P20/S2308/FUL	27 Whitehouse Road Woodcote RG8 0RX	£3,461.45	25/10/2021	25/10/2026	£ 3,461.45	£ 3,461.45					£ -		
											£ -		
											£ -		
P21/S1975/FUL	Land adjacent to Beech Cottage	£1,634.73	23/10/2024	23/10/2029	£ 1,634.73						£ 1,634.73		
	Beech Lane Woodcote RG8 0PY	£3,269.45	23/04/2025	23/04/2030	£ 3,269.45						£ 3,269.45		
		£3,269.45	23/10/2025	23/10/2030	£ 3,269.45						£ 3,269.45		
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						£ 1,407.68		
		£2,815.36	23/10/2024	23/10/2029	£ 2,815.36						£ 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						£ 3,996.00		
		£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	£ 2,150.00						£ 2,150.00		
			23/10/2025	23/10/2030	£ 125.00						£ 125.00		
			23/10/2025	23/10/2030	£ 830.98						£ 830.98		
		£1,434.93	23/04/2026	23/04/2031							£ -		
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		
		£15,588.00	23/10/2025	23/10/2030	£ 15,588.00						£ 15,588.00		
					£ 268,437.42	£ 11,210.00	£ 8,350.08 Not Invoiced	£ 2,849.80	£ 2,200.00 Not all invoiced	£ 54,700.00 Not Invoiced	£ 1,187.57	£ 60,000.00	£ 127,939.97
					Still to be received in current FY							INDICTIVE - not Decided	
					To be received in NEXT FY	£5,430.93							
					Available to Spend	£ 127,939.97							

		2025-2026	2026-2027	2027-2028		2028/2029		2029-2030	2030-2031		2031-2032
	TO SPEND BY	27/10/2025	25/10/2026	25/04/2027	26/10/2027	26/04/2028	25/10/2028	23/10/2029	23/04/2030	23/10/2030	23/04/2031
	TOTAL STILL TO SPEND	£ -	£ -	£ -	£ -	£ 14,648.18	£ 57,803.78	£ 21,445.77	£ 8,082.81	£ 21,734.00	£ -

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

25.8.9.1. To note a telephone conversation regarding the rules around responsible dog ownership.

The clerk received a phone call from a village resident regarding dog owners allowing their dogs off leash on the recreation ground.

NOTED. It was discussed that there is very little the PC could do to enforce the use of leashes, if any decision was made on this matter.

25.8.9.2. An email asking whether the Parish Council can educate residents of the village about the illegality of riding motorized vehicles in the woods.

NOTED. Unfortunately this is not within the purview of the parish council, it is on private land, and the police have investigated.

25.8.10. Matters for future discussion.

Items to include:

- Speed Bumps.
- 3-5year long term plan for the Council to support the budgeting and precept activity.
- Neighbourhood plan kick-off.
- Public Toilet, including potential to do a trial with a container/welfare toilet, before moving forward.
- Conservation Group grant request, Bore Holes and Path.

25.8.11. 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:

- An overall summary of the meeting.

NOTING the decision earlier in the meeting to not pursue the full zinc roof, with structural upgrades to the Village Hall roof, the following two items were no longer required.

25.8.12. 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

25.8.12.1. Subject to Village Hall Roof item earlier in the meeting: Consider quotes and approve contractor and budget for Village Hall replacement roof.

25.8.13. To confirm the date of the next meeting – 19th November 2025

Items for the next agenda to be submitted to the Clerk no later than 12th November for inclusion on the next agenda

Confirmed.

There being no further business to be transacted, the Chair closed the meeting: **20:50.**