

Minutes of a Council Meeting of Woodcote Parish Council

Wednesday 18th February at 19:30, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None

Members Present:

Chair	Cllr K Davies (KD)
Vice-Chair	Cllr T Over (TO)
Members	Cllr K Byrne (KB)
	Cllr C Bark (CB)
	Cllr R Peirce (RP)
	Cllr S Pritchard (SP)
	Cllr H Booker (HB)
	Cllr S Curren (SC) [From Item 25.11.5.5]

Officers Present

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

Public and Press 6 members of the public

Meeting Started **19:31**

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

Apologies were received in advance of the meeting from Cllr Dudley and Cllr Booker (who said she might be late). Cllr Sloper did not attend.

25.11.2. Declarations of Interests [LA 2011 s31]

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

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)

None

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

None

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

25.11.3.1. Meeting held on 21st January 2026

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

By unanimous agreement Item 15 was moved to the top of the agenda.

25.11.4. To receive Items of correspondence and agree actions arising. Correspondence

25.11.4.1. Bus Company response to an enquiry about their Christmas and New Year holiday timetable was that 'there is insufficient passenger demand to service Woodcote when special time tables apply'.

Noted

25.11.4.2. Relating to another application to fell trees around the Chiltern Rise Development and the possible removal of TPOs in the area.

[ACTION] It was agreed that Mr S Curren and the Clerk would make Cllr Filippova-Rivers and Cllr Jo Robb aware of the issue.

25.11.4.3. Relating to the future Church Farm Car Park.

It was agreed that the stakeholders meet at a separate meeting of Parking issues and Highways.

[ACTION] Clerk to find a suitable time to meet in the week commencing 9th March 2026 and invite all stakeholders.

25.11.4.4. Relating to a groups of residents proposal to Langtree School about a new car park for the school accessed via Greenmoor.

It was agreed that the stakeholders meet at a separate meeting of parking issues and Highways.

ACTION] Clerk to find a suitable time to meet in the week commencing 9th March 2026 and invite all stakeholders.

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

None

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

- 25.11.5.1. To note due to the absence of Cllr Ellis for a period of greater than 6 months, a casual vacancy arose. The notices being duly posted, and subject to receiving confirmation from SODC that no election has been called, the position can be filled by Co-option.**

The vacancy was noted, and it was confirmed to the Council that no election had been called, the seat can be filled by co-option. It was further noted that a short message of thanks to Cllr Ellis for their time had been placed in the upcoming edition of the Woodcote Correspondent.

- 25.11.5.2. In the event an election has been called, to approve funds up to £8,000.00 for election expenses and polling cards.**

- 25.11.5.3. In the event an election has not been called: To note the council has 1 vacant seat and receive and consider applications from candidates. Candidates to be invited to make verbal representations, Cllrs will have the opportunity to ask candidates a few questions before proceeding to vote.**

Note: If a candidate is unable to attend the meeting, the application can still be considered and voting will be based on the application only.

One candidate was present, they were invited to make representation on their candidacy to the Council.

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

Resolved: Approved Unanimously to co-opt S Curran to the Council.

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

To be countersigned by the Clerk, at which point the new councillor(s) may join the meeting

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

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

To approve responses to the request to consult on planning applications

25.11.6.1. P25/S2564/FUL - Meadow View Beech Lane – APPEAL

An appeal has been deposited with Planning Inspectorate in response to the refusal of planning permission.

To approve whether to make any additional comments regarding this application, once it is live on the Appeals website, or to submit the original comments again – as they are not listed on the SODC website.

Resolved: Approved Unanimously to resubmit the original comments to the Planning Inspectorate.

To note decisions of the Planning Authority

25.11.6.2. P25/S3372/O – Bridal Path – DECISION DEADLINE EXTENDED

'The determination date has been extended as the applicant recently submitted additional information.

In order for the Council to properly assess this new material it was necessary to allow more time so that the application can be considered fully and fairly.'

WPC Response: Objected with comments

Noted

25.11.6.3. P25/S3665/S73- Fernwood House Goring Heath RG8 7SJ – GRANTED

Variation of condition 2 (Approved plans for incorporation of existing manege into residential curtilage of new house with associated landscaping together with the proposed erection of ancillary buildings/structures and an external swimming pool) on planning application

WPC Response: No OBJECTION

Noted

25.11.7. To approve responses to consultations on non-planning matters. Appendix A

Cllr H Booker arrived at 20:35pm

25.11.7.1. Local Government Reorganisation – Oxfordshire – Central Government Consultation

Appendix A is a consolidated list of the questions asked for each of the following proposals in a single spreadsheet less any personal data required to submit a response.

- One Oxfordshire Proposal
- Two Councils Proposal
- Three Councils Proposals

Resolved: Approved Unanimously to delegate to the Clerk to answer the consultation with a sway to supporting the two council proposal.

[ACTION] to look at ONPA response to the new MPPF and plagiarise it to use as the WPC response

25.11.8. Village Green & Folly Field Matters

Appendix B

- 25.11.8.1. To approve uplift to quote for repair of the wooden fence between the car park and the recreation ground.**

Resolved: Approved unanimously the uplift, additional budget up to a max £250.

- 25.11.8.2. To note that the construction of the new Resin path is taking much longer than anticipated due to the weather with some additional costs incurred**

Resolved: Approved unanimously the uplift, additional budget plus £9,000.

- 25.11.8.3. To note the current practice goal, believed to have been installed by the original village green committee is damaged. To agree actions.**

Actions could include, but not limited to: Repair current goal (unlikely, plastic); seek quotes for a replacement – consider replacing with metal, for better longevity; remove broken goal and potentially not replace; etc.

The disrepair of the goal was noted, actions agreed:

[ACTION] Investigate if Sport England or SODC or police might give us a grant. Ask Sam Peats how much it costs. The PC agreed that a replacement was desirable.

25.11.9. Village Hall Roof

Appendix C

- 25.11.9.1. To review application(s) for the post of VHR Project Manager**

It was noted that there had been two applicants for the position.

Resolved: Approved unanimously interviews will be conducted by two of Cllrs Scott, Davies and Bark and the Clerk. It was further approved to delegate to the Clerk calling suitable candidates for interview, including continuing to advertise the position should there be no suitable candidate.

[ACTION] to arrange interviews by end next week before Wednesday.

- 25.11.9.2. To note that the PC has contracted with AKSWard to do an updated survey of the flat roof as both AKS and West WADDY Archadia declined to confirm that the flat roof condition posed no risk to users of the village hall.**

It was noted the works had been completed, but we await final report – due in a fortnight.

- 25.11.9.3. To approve the creation of a Village Hall Roof Repair Project Committee who meet at more regular intervals than the full Council. To appoint members and approve the Term of Reference.**

Resolved: Approved unanimously to appoint Cllrs. Bark, Davies, Byrne and Scott, plus co-opted members G. Botting, M. Smith and L. Devismes to the VHR Repair Project Committee

Resolved: Approved unanimously the Terms of Reference, as written.

25.11.10. Uncontrolled Pedestrian Crossing - Goring Road Appendix D

- 25.11.10.1. To review OCC costs for lighting design around the proposed crossing.**

Resolved: Approved unanimously the quote, budget £1384.00

25.11.11. Village Trees

- 25.11.11.1. To receive an update on the Greenmoor Ponds Ash Tree Felling project.**

The Forestry Commission officer considering the felling licence has requested a site visit to view the proposed felling to confirm that no restocking will be required. Date still unknown. The application for road closures has been granted.

Noted

- 25.11.11.2. To receive an update of the planting of the tiny/Miyawaki forest project.**

The project will have to be postponed to the next planting season, winter 2026, as the resin path construction has been delayed.

Noted

- 25.11.11.3. To receive an update on the proposed plan for a small orchard in Wayside Green.**

Received report.

[ACTION] The clerk to solicit help from SODC or OCC tree teams to find locations of any underground obstacles before planting.

[ACTION] The clerk to inform the resident who enquired about a tree of remembrance that they have no objection subject to a suitable site being agreed with the clerk.

25.11.12. Neighbourhood Plan 3

Appendix E

25.11.12.1. To approve embarking on NP3, and ask the Working Group to meet and progress.

Resolved: Approved Unanimously to commence WNP3, with funding from the held EMR.

25.11.12.2. Noting the appointment of members to the Working Group in May, to approve Terms of Reference for the Working Group

Resolved: Approved Unanimously the Neighbourhood Plan shall be driven by a Committee of the Council, rather than a Working Group.

Resolved: Approved unanimously the Terms of Reference, as written with addition of Delegation to spend powers to £9,000 from the EMR.

25.11.12.3. To appoint further members if applicable.

Original membership, Cllrs Peirce & Davies and Bark plus community member M Smith.

Resolved: Approved unanimously to appoint Cllrs Peirce, Davies and Dudley plus Malcolm Smith to the committee.

Resolved: Approved unanimously to further appoint community member F Cork to the committee.

[ACTION] Add plea for help with the NP3 to Woodcote Correspondent for SMEs (Subject Matter Experts)

Resolved: Approved unanimously – to extend the meeting by 15 mins at 9.29pm

25.11.13. Clerk's Report

Appendix F

25.11.13.1. To review the General Action Tracker

Action Tracker

25.11.13.2. Public Toilet to receive an update from Cllr Pritchard regarding the costs of a containerised temporary toilet.

Report – Containerised toilet cannot have disabled access or baby changing facilities.

Container only hire is about £25 per week - require plumbing and cleaning/supplying.

Portaloo with disabled access is £40 p.w. and includes once a week servicing. Insurance would cost a bit more.

Resolved: Approved to initiate a trial period of 2 months (for now) and do village comms. Delegate powers to the Clerk to get rid of it if not used or if it is causing a problem.

25.11.13.3. Review the village suggestions to improve village life to date.

Resolved: Approved unanimously to put reviewing these suggestions at a working group meeting to be scheduled.

Resolved: Approved unanimously – to extend the meeting by 15 mins at 9.44pm

25.11.14. Community Emergency Planning

Appendix G

25.11.14.1. To consider actions for creating an Community Emergency Plan.

Could include, creating a working group; populating the OCC template; call for volunteers; delegate to the Clerk to create etc.

Appendix G is a starter template.

Resolved: Approved unanimously that Cllr Davies and the Clerk will progress.

25.11.15. Finance 2025-2026

Appendix H

25.11.15.1. To approve the finalised payment list for January and approve payments for February 2026

Resolved: Approved Unanimously the payments lists as below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
JANUARY						
172	09/01/2026	£ 3,642.00	£ 728.40	£ 4,370.40	Playground Maintenance	ARD Playgrounds
182	09/01/2026	£ 296.29	£ 59.26	£ 355.55	SIDs Poles	Oxfordshire County Council
209	12/01/2026	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
207	26/01/2026	£ 78.13	£ 15.63	£ 93.76	Telephone & broadband	British Telecom (BT)
212	31/01/2026	£ 6.00	£ -	£ 6.00	Bank Fees	Unity Trust Bank
		£ 1,935.01	£ -	£ 1,935.01	Total Staff Costs	
		£ 5,965.93	£ 803.29	£ 6,769.22	Total	
FEBRUARY						
196	02/02/2026	£ 199.00	£ 39.80	£ 238.80	Village Hall roof repair	Digital Media Ads
197	02/02/2026	£ 292.50	£ 58.50	£ 351.00	Waste collection	Shield Maintenance Ltd
188	03/02/2026	£ 20.16	£ 4.03	£ 24.19	MS365	Microsoft Limited
189	03/02/2026	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
190	03/02/2026	£ 292.50	£ 58.50	£ 351.00	Waste collection	Shield Maintenance Ltd
191	03/02/2026	£ 292.50	£ 58.50	£ 351.00	Waste collection	Shield Maintenance Ltd
192	03/02/2026	£ 23.06	£ -	£ 23.06	Hall Hire	Woodcote Village Hall Trustees
193	03/02/2026	£ 23.06	£ -	£ 23.06	Hall Hire	Woodcote Village Hall Trustees
195	03/02/2026	£ 5,339.45	£ 1,067.89	£ 6,407.34	Ponds Restoration	Elwood Environmental
210	12/02/2026	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
194	19/02/2026	£ 20.16	£ 4.03	£ 24.19	MS365	Microsoft Limited
203	19/02/2026	£ 200.00	£ 40.00	£ 240.00	Playground inspection	The Play Inspection Company
204	19/02/2026	£ 8,450.00	£ 1,690.00	£ 10,140.00	Playground Maintenance	Redlynch Leisure Installations
205	19/02/2026	£ 325.00	£ 65.00	£ 390.00	Training	Oxfordshire Association of Local Councils (OALC)
206	19/02/2026	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
208	26/02/2026	£ 78.13	£ 15.63	£ 93.76	Telephone & broadband	British Telecom (BT)
213	28/02/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust Bank
		£ 4,558.16	£ -	£ 4,558.16	Total Staff Costs, including PAYE deductions for, Jan, Feb & March	
		£ 20,149.18	£ 3,105.88	£ 23,255.06	Total	

25.11.15.2. To note receipts for January 2026.

Receipts were noted as below.

Voucher No	Date	Net	VAT	Total	Description	Customer
38	31/01/2026	£ 626.29	£ -	£ 626.29	Bank Interest	Redwood Bank
36	14/01/2026	£ 2.00	£ -	£ 2.00	Wayleave	SSE
37	09/01/2026	£ 141.23	£ -	£ 141.23	Bank Interest	Lloyds Bank plc
		£ 769.52	£ -	£ 769.52	Total	

25.11.15.3. To note the reconciled bank balances for January 31st 2026.

The reconciled bank balances were noted as below:

A	Bank Reconciliation at 31/01/2026		
	Cash in Hand 01/04/2025		513,315.49
	ADD Receipts 01/04/2025 - 31/01/2026		228,612.96
			741,928.45
	SUBTRACT Payments 01/04/2025 - 31/01/2026		186,945.77
	Cash in Hand 31/01/2026 (per Cash Book)		554,982.68
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	0.00	
	Lloyds Current 31/01/2026	8,900.79	
	Lloyds Instant Access Savings 31/01/2026	221,566.45	
	Unity Trust Current 31/01/2026	23,837.37	
	Unity Trust Instant Access Savings 31/01/2026	100,051.78	
	Redwood 95day Saver 31/01/2026	200,000.00	
			554,356.39
	Less unrepresented payments		
			554,356.39
	Plus unrepresented receipts		626.29
	Adjusted Bank Balance		554,982.68
	A = B Checks out OK		

Image shows, Cash in Hand = Adjusted Bank Balance =	£554,982.68
Petty Cash (Not Used)	£ 0.00
Lloyds Current	£ 8,900.79
Lloyds Instant Access Savings	£221,566.45
Unity Trust Current	£ 23,837.37
Unity Trust Instant Access Savings	£100,051.78
Redwood 95day Saver	£200,000.00

25.11.15.4. To review the Community Infrastructure (CIL) balance and expenditure – No Update.

Noted.

25.11.15.5. To note, the Redwood Interest rates are dropping, from 3.75% AER, to

- 3.50% AER, 29th March 2026
- 3.25% AER, 30th May 2026

Noted.

25.11.16. Matters for future discussion.

- None

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

- Appointment of Cllr S Curren to the PC

25.11.18. To confirm the date of the next meeting: 18th March 2026.

Items for the next agenda to be submitted to the Clerk no later than 11th March.

Confirmed.

There being no further business to be transacted the Chair closed the meeting **21:52**