



Notice of the Annual Council Meeting of Woodcote Parish Council

Wednesday 20th May 2026 at 19:30, Function Room, Woodcote Village Hall

All Councillors are summoned to a Meeting of Woodcote Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. Election of Chair

- 1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]
- 1.2. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

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

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

4. Declarations of Interests [LA 2011 s31]

- 4.1. 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)
- 4.2. To consider requests for Dispensations [LA 2011 s33]

*The following items are listed in the Standing Orders as being required in the Annual Meeting of the Council and
Listed in the same order as in the Standing Orders.*

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

- 5.1. Meeting held on 15th April 2026
- 5.2. Matters arising from the minutes not elsewhere on the agenda.

6. To Receive Minutes of Committees

None.

7. Consideration of the recommendations made by a committee

None.

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

- 8.1. To approve the Scheme of Delegation **Appendix A**

9. Review of the terms of reference for committees

Reapprove, for current committees:

- 9.1. Staffing Committee **Appendix B**

- 9.2. Neighbourhood Plan Committee **Appendix C**

Reapprove, or disband current committees:

- 9.3. Greenmoor Pond Restoration Committee **Appendix D**

- 9.4. Village Hall Roof Committee **Appendix E**

10. Appointment of members to existing committees

Appoint, for current committees:

- 10.1. To appoint members to the Staffing Committee

Previously: TO; SP; RP; JS

- 10.2. To appoint members to the Neighbourhood Plan Committee

Previously: RP; KD; ND + public MS & FC.

Appoint, if not disbanded for current committees:

- 10.3. To appoint members to the Greenmoor Pond Restoration Committee

Previously: KD; HB; TO.

- 10.4. To appoint members to the Village Hall Roof Committee

Previously: CB; KD; KB; S + public GB; MS; LD.

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

None Proposed.

12. Review and adoption of appropriate standing orders, financial regulations & code of conduct

- 12.1. Standing Orders, as adopted May 2025 **Appendix F**

- 12.2. Financial Regulations, as adopted May 2025 **Appendix G**

- 12.3. Code of Conduct, as reviewed May 2025 **Appendix H**

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

- 13.1. Mowing & trees

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

13.2. Allotments

- 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 skips.

13.3. Other Contracts

- BT -Phone and Broadband
- Sheild Group – Waste Bin Emptying
- Village Hall Office Rental – £6000, already paid for FY2026-2027
- Microsoft 365, 2 Licences
- GiffGaff Mobile Sim Costs, 2-off
- Temporary contract for accessible temporary toilet on the village green.
- Bank fees, £7 per month Unity Trust, £8.50 per month Lloyds
- Parish Online – Budget £144
- Scribe – Finance Software £660
- Tree watering as agreed at April 2026 meeting.

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

14.1. To appoint one member to the Village Hall Trustees

Previously: KD & KB

14.2. To appoint one member to be Police Liaison

Previously: HB & JS

14.3. To appoint one member to be Youth Club Liaison

Previously: TO.

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

Previously: RP & JS

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

Previously: KB supporting the Council Officers.

15. To note this Council is not eligible for General Powers of Competence, LGA 1972 s137 is applicable with a limit of £11.60 per elector, approximately £23,501.60 for the year.

Number of electors being 2026, as per the April 2026 update.

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

NOTE: *This was reviewed and approved at the April 2026 meeting.*

17. Confirmation of arrangements for insurance cover in respect of all insurable risks ~~Appendix I~~

Propose to complete at the September meeting when insurance is to be renewed.

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

17.2. To note the Council is in the final year of a Long-Term agreement.

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

- Clerk's Membership of SLCC.
- Deputy Clerk's Membership of SLCC, shared with other parish employment.
- 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

19. Review of the Council's complaints procedure

Appendix J

20. 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*)

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| 20.1. Privacy Notice | Appendix K1 |
| 20.2. Data Protection Policy | Appendix K2 |
| 20.3. Information Requests Policy | Appendix K3 |
| 20.4. Publication Scheme | Appendix K4 |
| 20.5. Document Retention Policy | Appendix K5 |

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

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| 21.1. To approve and adopt Communications & Media Policy | Appendix L |
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22. Review of the Council's employment policies and procedures

- 22.1. To approve delegating this item to the Staffing Committee.

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

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| 23.1. To approve the S137 report for FY 2025-2026 | Appendix M |
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24. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

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

To approve response to

25.1. P15/S2685/FUL – Old Reservoir Site - GRANTED

To discuss the Salvation Army Housing Association proposal to develop this approved application as 100% Social housing mix at the Old Reservoir site and approve PC response to the developer.

26. Village Hall Matters

Appendix N

26.1. To receive an update on the Village Hall Roof

27. Public Spaces and Trees Matters

Appendix O

27.1. To receive an update on the temporary toilet project.

27.2. To consider quotes and approve if suitable, new bins for the play area, and relocation of the bins currently there.

27.3. To approve the memorandum of understanding to the Woodcote Conservation Group to work on Parish Council maintained land.

Appendix O2

***NOTE:** this is to clarify the working relationship in the absence of the original document which can no longer be located.*

28. Clerk's Report

Appendix P-Action Tracker

28.1. To review the general action tracker.

28.2. To approve PC response to request to consult on how communities could benefit from future low-carbon energy projects in Oxfordshire

28.3. To receive a status update on the new Litter Picker appointment.

29. End of Year Finance 2024-2025

Appendix Q

***NOTE:** this was deferred at the August 2025 meeting, and unfortunately never made it on to a future agenda.*

29.1. To receive the external audit report for 2024/2025 and agree actions.

29.2. To note the notice of conclusion of audit for 2024/2025 has been posted.

30. End of Year Finance 2025-2026

Appendix R

30.1. To approve the supporting documents for the Annual Accounts 2025/2026, including:

- variances report
- explanation of AGAR Box3 being above £100,000
- reserves balances
- report on reserves
- report on restated values

- budget variations
 - cash and investment reconciliation – Balance Sheet
- 30.2. To receive the Internal Audit Report, consider recommendations and agree actions.
- 30.3. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2025/2026.
- 30.4. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2025/2026.
- 30.5. To approve the dates for the public rights of inspection: 3rd June – 14th July 2026, being 30 working days including the first 10 working days of July.
- 30.6. To approve the CIL report for 2025-2026.

31. Finance 2026-2027

Appendix S

- 31.1. Subject to 27.3, to approve request from the Woodcote Conservation Group, £340.
- 31.2. To approve the finalised payments list for April 2026, to approve payments for May 2026
- 31.3. To note the receipts for April 2026.
- 31.4. To note the reconciled bank balances, up to 30th April 2026.
- 31.5. To consider quotes for Internal Auditing 2026/2027

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

33. Matters for future discussion.

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

35. To confirm the date of the next meeting – 17th June 2026

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