

**Minutes of a Meeting of Woodcote Parish Council**

**Wednesday 15<sup>th</sup> April 2026 at 19:30, The Function Room, Woodcote Village Hall**

**Public Session (Prior to the Start of the Meeting)**

One member of the public asked the parish council to oppose the proposed development of social housing by the Salvation Army at the old reservoir site on the grounds it would not necessarily provide affordable housing for Woodcote residents.

**Members Present:**

|            |                    |
|------------|--------------------|
| Chair      | Cllr K Davies (KD) |
| Vice-Chair | Cllr T Over (TO)   |
| Members    | Cllr R Peirce (RP) |
|            | Cllr C Bark (CB)   |
|            | Cllr N Dudley (ND) |

**Officers Present**

|       |                     |
|-------|---------------------|
| Clerk | Mrs P Tshering (PT) |
|-------|---------------------|

**Public and Press**      5

**Meeting Started: 19:33**

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

Apologies were received in advance of the meeting from Cllrs H Booker & S Pritchard S Curran and K Byrne. Cllr J Sloper did not attend.

**25.14.2.      To receive declarations of interest for items on this agenda [LA 2011 s31]**

None.

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

**25.14.3.1.      Meeting held on 18<sup>th</sup> March 2026**

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

**25.14.3.2.      Meeting held on 31<sup>st</sup> March 2026**

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

**25.14.3.3.      Matters arising from the minutes not elsewhere on the agenda.**

None.

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

**To note applications not consulted on**

**25.14.4.1. P26/S0797/LDP Conway Reading Road Woodcote RG8 0QY**

*Erection of a garden room – We have been notified that the applicant seeks a Certificate of Lawful Use or Development at the above site.*

Noted

**To discuss other planning matters**

**25.14.4.2. To discuss the informal approach by representatives of the Salvation Army Housing Association (SAHA) about the Old Reservoir development site and approve a Parish response if desired.**

**Resolved:** Approved unanimously to reply saying :

*This is in contravention of our NP2. However we will review all applications on their own merits when asked for formal feedback at pre- or application stage.*

*The Woodcote Parish Council are not a planning body and cannot give advice.*

*The geological survey report to be sent to them.*

**25.14.5. Village Green & Folly Field Matters**

**25.14.5.1. Portaloo progress**

**Noted** that the portable toilet has been installed and will be in place for 3 months on a rolling contract. Currently it will be serviced twice a week and remain unlocked.

**25.14.6. Village Hall Roof**

**Appendix A**

**25.14.6.1. To approve the tender pack prior to release.**

*Noting that the scope of works was approved at the meeting on the 31<sup>st</sup> March 2026.*

**Resolved:** Approved unanimously the tender pack with the addition of: a requirement for structural survey of any proposed solution as part of the deliverables required of the contractor, Inviting the contractors to recommend a solution if different from scope of work ask, make contractors aware that ventilation is required in the eaves, Correct the wording of the non-combustible boarding requirement.

**Resolved:** Approved unanimously to earmark a sum for the full contract price for contingencies/Plan B once the tenders are in. To be finalised at future PC meeting.

**25.14.7. Village Trees**

**Appendix B**

**25.14.7.1. To receive a report on the small orchard planted in Wayside Green**

Received

**25.14.7.2. To approve the approach for future planting of trees and guerilla planting.**

**Resolved:** Approved unanimously to post a public message about the inadvisability of planting trees without prior consultation with the Parish Council in the Woodcote Correspondent

**25.14.7.3. To approve tree watering for 2026.**

**Resolved:** Approved unanimously the following budget

- Water the new Wayside Green orchard every week, 1<sup>st</sup> April – 30<sup>th</sup> September (26 weeks, £50 per week, £1300)
- Water all other trees every other week in typical weather conditions (13 waters, £220 per water, £2860)

**With variations as below dependent on weather conditions.**

**Extreme (dry) Weather Conditions – less than 7mm rain in last 7 days and/or above 25C for 7 days**

- New Orchard to be watered twice per week (assume happens 50% of the time, £650.00)
- All other trees to be watered every week (assume happens 50% of the time, £1430)

**Extreme (wet) Weather Conditions – more than 14 mm rain in last 7 days and/or below 10C for 7 days**

- No watering.

When assessing the weather conditions, the following data will be used:

- rain gauge at Benson: <https://check-for-flooding.service.gov.uk/rainfall-station/264254TP>
- Temperatures for “South Oxfordshire” <https://www.timeanddate.com/weather/@2637349/historic>

**25.14.8. Clerk’s Report**

**Appendix C/Action Tracker**

**25.14.8.1. To review the General Action Tracker**

Reviewed

**25.14.8.2. To review Village Residents Suggestions for projects to improve life in the village**

Reviewed - add maintenance manager to next agenda. Schedule a Teams meeting 3 weeks from now for all Cllrs. to discuss each suggestion.

**25.14.8.3. To receive an update on the schools usage of the Village Carpark/Reading Road for staff parking.**

Received as per the appendix.

**25.14.8.4. To receive an analysis of the traffic speed data from the 2024 Traffic Survey.**

Received as per the appendix.

**25.14.9. Finance 2025-2026**

**Appendix D**

**25.14.9.1. To approve the finalised payment list for March 2026**

**Resolved:** Approved Unanimously the list as below.

| Voucher No | Date       | Net         | VAT         | Total       | Description                 | Supplier                                         |
|------------|------------|-------------|-------------|-------------|-----------------------------|--------------------------------------------------|
| 226        | 11/03/2026 | £ 47.00     | £ -         | £ 47.00     | ICO Registration            | Information Commissioner's Office                |
| 211        | 12/03/2026 | £ 8.50      | £ -         | £ 8.50      | Bank Fees                   | Lloyds Bank plc                                  |
| 221        | 13/03/2026 | £ 938.03    | £ -         | £ 938.03    | Fence Repairs               | Chiltern Woodcraft                               |
| 222        | 13/03/2026 | £ 60.00     | £ 12.00     | £ 72.00     | Woodchip                    | Kings Tree Care Services Ltd                     |
| 223        | 13/03/2026 | £ 50.00     | £ -         | £ 50.00     | Membership                  | ONPA                                             |
| 224        | 13/03/2026 | £ 507.73    | £ 101.55    | £ 609.28    | Membership                  | Oxfordshire Association of Local Councils (OALC) |
| 225        | 13/03/2026 | £ 10.00     | £ 2.00      | £ 12.00     | Domain                      | Oxford IT Solutions                              |
| 215        | 19/03/2026 | £ 1,384.00  | £ 276.80    | £ 1,660.80  | Consultation zebra crossing | Oxfordshire County Council                       |
| 216        | 19/03/2026 | £ 2,300.00  | £ 460.00    | £ 2,760.00  | Consultation zebra crossing | Glanville Consultants Limited                    |
| 217        | 19/03/2026 | £ 520.00    | £ 104.00    | £ 624.00    | Flat Roof                   | AKS Ward Ltd                                     |
| 218        | 19/03/2026 | £ 23.06     | £ -         | £ 23.06     | Meeting Room Hire           | Woodcote Village Hall Trustees                   |
| 219        | 19/03/2026 | £ 20.16     | £ 4.03      | £ 24.19     | MS365                       | Microsoft Limited                                |
| 220        | 19/03/2026 | £ 10.00     | £ 2.00      | £ 12.00     | Mobile Phone SIM            | GiffGaff Ltd                                     |
| 232        | 19/03/2026 | £ 9,000.00  | £ -         | £ 9,000.00  | Village Hall Grant          | Woodcote Village Hall Trustees                   |
| 234        | 19/03/2026 | £ 34,578.66 | £ 6,915.72  | £ 41,494.38 | Tree Maintenance            | Beechwood Tree Care                              |
| 235        | 19/03/2026 | £ 292.50    | £ 58.50     | £ 351.00    | Waste collection            | Shield Maintenance Ltd                           |
| 237        | 19/03/2026 | £ 2,879.00  | £ -         | £ 2,879.00  | Tree Maintenance            | Beechwood Tree Care                              |
| 238        | 23/03/2026 | £ 74.31     | £ -         | £ 74.31     | Meeting Room Hire           | Woodcote Village Hall Trustees                   |
| 233        | 27/03/2026 | £ 63,816.28 | £ 12,763.26 | £ 76,579.54 | Resin Path                  | D Hazel Surfacing & Construction Ltd             |
| 236        | 30/03/2026 | £ 292.50    | £ 58.50     | £ 351.00    | Waste collection            | Shield Maintenance Ltd                           |
| 239        | 30/03/2026 | £ 4,529.00  | £ 905.80    | £ 5,434.80  | SID                         | Westcotec Ltd                                    |
| 214        | 31/03/2026 | £ 7.00      | £ -         | £ 7.00      | Bank Fees                   | Unity Trust Bank                                 |

# Woodcote

PARISH COUNCIL

|  |  |                     |                    |                     |                   |  |
|--|--|---------------------|--------------------|---------------------|-------------------|--|
|  |  | £ 3,589.09          | £ -                | £ 3,589.09          | Total Staff Costs |  |
|  |  | <b>£ 124,936.82</b> | <b>£ 21,664.16</b> | <b>£ 146,600.98</b> | <b>Total</b>      |  |

## 25.14.9.2. To note receipts for March 2026.

Noted as below.

| Voucher No | Date       | Net      | VAT         | Total       | Description   | Customer         |
|------------|------------|----------|-------------|-------------|---------------|------------------|
| 41         | 09/03/2026 | £ 102.04 | £ -         | £ 102.04    | Bank Interest | Lloyds Bank plc  |
| 42         | 31/03/2026 | £ 622.32 | £ -         | £ 622.32    | Bank Interest | Redwood Bank     |
| 43         | 31/03/2026 | £ 517.13 | £ -         | £ 517.13    | Bank Interest | Unity Trust Bank |
| 44         | 27/03/2026 | £ -      | £ 10,371.84 | £ 10,371.84 | VAT refund    | HMRC (VAT)       |

**25.14.9.3. To note the reconciled bank balances for March 31st 2026.**

Noted as below.

|                            |                                                     |            |                   |
|----------------------------|-----------------------------------------------------|------------|-------------------|
| <b>A</b>                   | <b>Bank Reconciliation at 31/03/2026</b>            |            |                   |
|                            | Cash in Hand 01/04/2025                             |            | 513,315.49        |
|                            | <b>ADD</b><br>Receipts 01/04/2025 - 31/03/2026      |            | 240,910.95        |
|                            |                                                     |            | 754,226.44        |
|                            | <b>SUBTRACT</b><br>Payments 01/04/2025 - 31/03/2026 |            | 355,859.64        |
|                            | <b>Cash in Hand 31/03/2026</b><br>(per Cash Book)   |            | <b>398,366.80</b> |
| <b>B</b>                   | Cash in hand per Bank Statements                    |            |                   |
|                            | Petty Cash 31/03/2026                               | 0.00       |                   |
|                            | Lloyds Current 31/03/2026                           | 1,093.76   |                   |
|                            | Lloyds Instant Access Savings 31/03/2026            | 84,709.97  |                   |
|                            | Unity Trust Current 31/03/2026                      | 1,000.00   |                   |
|                            | Unity Trust Instant Access Savings 31/03/2026       | 110,940.75 |                   |
|                            | Redwood 95day Saver 31/03/2026                      | 200,000.00 |                   |
|                            |                                                     |            | <b>397,744.48</b> |
|                            | Less unrepresented payments                         |            |                   |
|                            |                                                     |            | 397,744.48        |
|                            | Plus unrepresented receipts                         |            | 622.32            |
|                            | <b>Adjusted Bank Balance</b>                        |            | <b>398,366.80</b> |
| <b>A = B Checks out OK</b> |                                                     |            |                   |

Image shows, Cash in Hand = Adjusted Bank Balance = £398,366.80

|                                    |             |
|------------------------------------|-------------|
| Petty Cash (Not Used)              | £ 0.00      |
| Lloyds Current                     | £ 1,093.76  |
| Lloyds Instant Access Savings      | £ 84,709.97 |
| Unity Trust Current                | £ 1,000.00  |
| Unity Trust Instant Access Savings | £110,940.75 |
| Redwood 95day Saver                | £200,000.00 |

With one unrepresented Cheque, £622.32

**25.14.9.4. To review and approve the finalised asset register for 2025/2026**

Reviewed and approved as detailed in the appendix and accompanying the end of year accounts (May meeting).

**25.14.9.5. To note, that due to delays with the digital AGAR trial, the 20205-2026 end of year finance and audit will be presented at the June 2026 meeting.**

Noted.

**25.14.10. Finance 2026-2027**

**Appendix E**

**25.14.10.1. To approve grant request from the Woodcote Library, for funds to pay for their Saturday Morning Assistant for the year £2,918**

**Resolved:** Approved Unanimously the grant of £2,918.

**25.14.10.2. To approve the payment list for April 2026**

**Resolved:** Approved Unanimously the list as below.

| Voucher No | Date       | Net              | VAT          | Total            | Description                                      | Supplier                       |
|------------|------------|------------------|--------------|------------------|--------------------------------------------------|--------------------------------|
| 5          | 15/04/2026 | £6,000.00        | £0.00        | £6,000.00        | Village Hall Rent                                | Woodcote Village Hall Trustees |
| 6          | 15/04/2026 | £10.00           | £2.00        | £12.00           | Mobile Phone SIM Costs                           | GiffGaff Ltd                   |
| 7          | 15/04/2026 | £20.16           | £4.03        | £24.19           | MS365                                            | Microsoft Limited              |
|            |            | £3,621.70        | £0.00        | £3,621.70        | Total Staff Costs (PAYE and Pension Paid in May) |                                |
|            |            | <b>£9,651.86</b> | <b>£6.03</b> | <b>£9,657.89</b> | <b>Total</b>                                     |                                |

**25.14.10.3. To approve paying for NEST pension payments by Direct Debit.**

**Resolved:** Approved Unanimously and signed by one signatory, a second signatory to sign as soon as possible.

**25.14.10.4. To approve receiving Community Infrastructure Levy (CIL) payments this financial year.**

**Resolved:** Approved Unanimously to receive CIL payments for this financial year.

**25.14.10.5. To approve the scale points and hours for the year ahead.**

**Resolved:** Approved Unanimously as below.

Clerk: SCP 25, 16 hours per week, plus and additional 60 hours over the year to study for CiLCA as required.

Deputy Clerk & RFO, SCP 28 + 1, 10 hours per week.

Noting the decisions to create two additional committees, the Clerk and Deputy Clerk will monitor their hours, and seek temporary increase if required.

**25.14.11. Matters for future discussion.**

- Facilities manager – explore creating a role combining litter picker/grounds person/handy person. Work out ongoing financial burden and capital investment required for project start up.
- Unmade path along Langtree boundary
- Feedback on first month of portable public Toilet
- Football goals – funding for 5 a side goals. Clerk to find out if and when grant is likely.

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

- Discourage random tree planting
- Thank volunteers who helped plant and protect the Small orchard at Wayside green
- Parish tree policy requires us to replace felled Ash trees. We have planted 10 so far. We need suggestions for areas for 18 further trees. Preferable in areas easy to water by bowser OR for residents to volunteer to have a tree in their garden which they will tend.
- New toilet – please respect the new facility., and feedback if you feel it is a useful addition to the village.

**25.14.13. To confirm the date of the next meeting: 20<sup>th</sup> May 2026 – the Annual Meeting of the Council.**

*Items for the next agenda to be submitted to the Clerk no later than 13<sup>th</sup> May.*

Confirmed.

There being no further business to be transacted, the Chair closed the meeting: 21:08