

Minutes of a Council Meeting of Woodcote Parish Council

Tuesday 31st March at 19:30, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Members Cllr N Dudley (ND)
 Cllr K Byrne (KB)
 Cllr C Bark (CB) [Chaired the Meeting]
 Cllr S Curran (SC)

Officers Present

Clerk Mrs P Tshering (PT)

Public and Press None

Meeting Started **19.40**

25.13.1 In the absence of the Chair or Vice Chair, to appoint a Councillor to Chair the meeting.

Resolved: Approved Unanimously to appoint Cllr Bark as Chair for the meeting.

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

Apologies were received in advance of the meeting from Cllrs Pritchard, Booker, Davies, Sloper, and Over.
Cllr Peirce did not attend.

25.13.3 Declarations of Interests [LA 2011 s31]

25.13.3.1 To receive declarations of interest for items on this agenda

None

25.13.3.2 To consider requests for Dispensations [LA 2011 s33]

None

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

25.13.3.1 Meeting held on 18th March 2026

To be brought to the next meeting for sign off as the name on the documents was not correct.

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

None

25.13.5 Village Hall Roof

25.13.5.1 To receive and approve the formal scope of work and delegate to the Clerk with the support of Cllr S Curran & Cllr C Bark to prepare the tender pack.

Resolved: Approved unanimously the scope of works as below:

Woodcote Village Hall flat roof replacement.

Overview of the works and Parish Council (PC) requirements

Part of the village hall roof is in need of repair and will need to be replaced with a high-performance single layer membrane or similar with a minimum life expectancy of 25 years, including any dressed gutters and flashing into rainwater downpipes.

Suitable insulation to be added into the ceiling void – rockwool or similar non-combustible material and replace particle wood base board with non-combustible boarding.

Optional extras: Roofing contractor to inspect pitched tiled roof and replace any damaged tiles.

The scope *does not* include for – any new structural supports or timbers other than base board.

Prelims / pre-construction items to be included:

- a) Contractor to offer a fixed price with VAT if applicable identified for possible reclaim. No provisional sums will be allowed that shall contradict the fixed price.
- b) Shortlist of contractors to be given the opportunity to inspect the existing roof prior to tender.
- c) Contractor to include all risks and public liability insurance – level TBA
- d) Contractor to advise on the timeline, the planned program of work, commencement no later than the beginning of August 2026. The works must be completed by **X**
- e) Insurance supported warranty required for min 10 Years – installation and workmanship
- f) Product guarantee min 25 years (BBA certification preferred)
- g) Contractor can have access to the hall – internally and externally during contract period.
- h) Any goods left or stored on-site are the contractor's responsibility.
- i) At the end of each workday the Contractor shall leave the site safe and secure in accordance with HSE guidance. If the works are open to potential water ingress, then the contractor shall protect the works / village hall internal areas for water damage. Any damage shall be the contractor's responsibility. Any old material and rubbish is to be removed from the site and to be responsibly disposed.
- j) Contractor to provide their own facilities – e.g. Portaloo, Heras fencing etc.
- k) No hot working shall be permitted.
- l) The contractor shall carry out a water drench test witnessed by the representatives of the PC, and the works pre-snagged by them before offering them to the PC as being practically complete.

- m) Contract Sum can be allocated for replacement of tiles to main roof whilst the contractor is present
- n) Payment for works shall be made when the works are practically complete or by an agreed milestone schedule with the PC. No advance payment shall be made for any materials unless the PC can be vested ownership of materials. Payment shall be made by the PC upon receipt of a proper invoice and will be paid within X days.
- o) The point of contact for the Contractor shall be – X or Y

Scope of Works

The flat roof has failed to the Woodcote Village Hall and is leaking in a number of places.

The replacement of the finish shall include a for a high-performance roofing material, that shall be fixed to new base boards as the current timber boards are an unsuitable for reuse as well as being a fire risk.

The replacement roof shall be dressed up, in, and onto the existing external walls, gutters and downpipes.

The gutters shall have their existing falls maintained and the rainwater down pipes shall remain as current.

New non-combustible insulation shall be laid within the flat roof void.

Whilst the PC are open to alternative new roof materials it should be suitable colour – grey tone – and have at least a 25-year life expectancy. The contractor is also to provide an insurance backed workmanship guarantee for 10 years.

It is desired that the works be carried out in August 2026 when the nursery will be closed to children.

The preferred contractor shall be a suitably experienced business with expertise in replacing flat roofs and be able to manage their works safely and effectively without undue risk to the public, Parish Council or themselves.

Resolved: Approved to delegate to the Clerk, with the support of Cllrs Curran and Bark, the creation of the tender pack by 17th April. With the inclusion of a request for extra over day rates in case of unexpected complications and a statement that there will be an expectation the contract includes for the appropriate and lawful removal of any asbestos found. In addition the Cllrs approved the spend of up to £100.00 for the purchase of a suitable Minor Works Contract template from JCT.

25.13.6 Clerk's Report

25.13.6.1 To receive a short report on the Community EV Hub pilot scheme being rolled out by OCC to which Woodcote Parish Council have signed up. In light of the information available to date to agree whether to continue or withdraw from the pilot scheme.

Resolved: Approved unanimously to withdraw from the scheme.

25.13.6.2 To receive a report on the lack of any suitable applicants for the post of Village Litter Pickers. To agree whether to seek a contract to cover any period between 1st April 2026 and the appointment of any new litter picker.

Resolved: Approved unanimously to seek quotes from current provider of bin and dog bin clearance to provide a slimmed down litter picking service until a suitable candidate comes forward.

There being no further business to be transacted, the Chair closed the meeting **20.40**