

Title	Village Hall Roof		July 2026
Author	Clerk to the Council		

5.1 To receive an update on the Village Hall Roof

The Village Hall Roof Project has completed the contract negotiations stage and a Project Plan has been agreed between the PC and the Contractor. The Project Risk Register, DRAFT Contract and the Project Plan have been shared with the Councillors.

The project will start on schedule on the 27th July. The Village Hall will be completely vacated by all users by that date. The Project end date remains fluid but will be completed by the 31st of August 2026.

The Clerk has agreed that the contractor may fence off a part of the Village Car Park with Heras fencing to store their materials and tools. This will not obstruct the two disabled parking spaces but will mean one pedestrian entrance to the car park from the recreation ground nearest the Village Hall will be closed to pedestrians for the project duration.

The Clerk has agreed that the contractors will have access to the Village Hall to use the toilet facilities and drinking water and negate the requirement for an additional portaloo for the workforce. In the event that the weather turns inclement the Clerk has also agreed that OSB boards may be stored in the sports equipment storage room which has an access direct to the car park.

Title	Public Spaces and Tree Matters		July 2026
Author	Clerk to the Council		

6.1. To receive an update on invitation to quote for tree survey on two trees on the rec.

Two quotes have been received with options for one of the trees concerned. The third contractor has not submitted a quote and I am given to understand he may have retired.

The options for the damaged and diseased Horse chestnut are to remove it entirely as further branches could come down in heavy winds OR pollard it quite hard which would retain the tree and the advantages of the shade and shelter it provides whilst removing the risk of branch failure.

The options for the large Line tree are uniformly to reduce it's crown by quite a large amount.

The costs are detailed in the confidential papers.

6.2. To receive an update on the leaning Oak Tree on Green Lane and approve next steps

The Clerk has received two conflicting pieces of advice from the visiting arboriculturists. One has advised that the tree has grown that way and is perfectly safe. The other suggest removing some part of trunk close to where it splits into two branches as there is potentially some weakness in the join.

As these pieces of advice conflict the Clerk suggests having a full tree assessment done. A level 2 assessment (more detailed for an individual tree) costs £450+ VAT. It would be the only way to confirm the tree is safe within normal parameters and to reassure the resident concerned. Of course the assessment may find we should indeed reduce or fell the tree.

6.3. To receive an update on the vandalised hedge between the Recreation Ground and the Allotments

The damage to the hedge is becoming more visible now that it is dying. The gap will widen and an obvious access route to the Allotments will become apparent. The Clerk proposes buying a few extra hedging whips during the Tiny forest project planting period to fill in the gap.

Currently the Allotment side is being somewhat blocked by dead and life brambles.



6.4. There has been an uptick in antisocial behaviour and petty vandalism on and around the recreation grounds.

All incidents are being routinely reported to our PCSO Graham Davy and where criminal damage has occurred to the Police. The police response I received regarding the hedge damage was that they would not pursue it further in the absence of CCTV footage or witnesses.

Cllr Booker has shown the Clerk how to change the angle of the CCTV camera on the back of the Village Hall and once the Roof Project starts and there is easy access the Clerk proposes shifting the angle of view towards the middle of the field with direct view of the hedge gap. This angle would also capture closer images of any motorised bikes on the pitches.

Title	Clerk's Report		July 2026
Author	Clerk to the Council		

7.1. To review the General Action Tracker

Action Item	Assigned to	Created on	Due Date	Priority	Status	Progress %	Notes
Put together costs for ongoing running and maintenance of public toilet	Clerk	20/8/25		Low	Parked	10	Preparing to reinstate this project.
Request usage stats from the 3 schools re the Car Park in term times	Clerk	28/8/25		High	In progress	33	Emailed Heads of the 3 schools 3/9/25. Cabin pre-school says they use 1 space everyday and 2 more occasionally. Carpark and traffic meeting held Langtree school have sent partial survey results received. Not heard back from the Primary school at all.
Conduct a survey/count of car park users on a school day in the AM and PM	Clerk	28/8/25		High	Completed	100	Data for 4 weekdays in March 2026 collected.
Update Parish Website	RFO	15/9/25		Medium	In progress	70	In progress
Dog fouling signs and poo bin	Clerk	29/05/2025		Medium	In progress	100	Complete
Creating a list for HART (Highways Asset Response Team)	Clerk	3/11/25	1/1/26	Medium	Completed	100	HART Team has responded and for EVERY item I have been told to report it on Fix My Street.

Appendix C

Contact with Highways re additional SIDs on Reading Road	Clerk	3/11/25	20/5/26	Medium	In progress	100	Installed and operational.
Invite Village residents to put forward suggestions to PC for actions to improve the village. To bring to a future PC Meeting	Clerk	20/11/25	15/4/26	Medium	Completed	100	Review meeting has identified suggestions to explore. New bus route on complete hold.
Car park signage (two way Exit/Entrance)	Clerk	20/11/25		Medium	In progress	50	Car park lto be painted in school holidays
Hire of Disabled access portaloo for installation outside Village Hall for 3 months.	Clerk	19/2/26	3 months in 2026	High	Completed	95	Three months of usage uniformly approved of by resident responses.
Order parts and repair practice Football Goal	Clerk	13/4/06	asap	Medium	Completed	100	
Explore improving public transport other than the x40	Clerk	6/5/26	none	Medium	Parked	10	No update from GFB.
Explore PC subsidising access for village residents to Oratory sports facilities	CLlt SC	6/5/26	none	Medium	In progress	25	NO response from Oratory. Please will a CLlr SC attempt contact.
Explore PC funding Youth Services	CLlr TO	6/5/26	none	Medium			No Update
Water bottle filling station near Village Hall Carpark playground	Clerk	6/5/26	none	Medium	In progress	25	Village Hall trustees approached. Clerk has found a wall mounted version which would not require digging up any pitch, path or pavement reducing installation costs. Could be linked to any public toilet build. Link below.
							Elkay Outdoor ezH2O single arm Bottle Station LK4405BFEVG WRG
Enter the Best Kept Village competition (or similar)	CLlt SC	6/5/26	none	Medium			No Update
Install planters by the 3 main village gates.	CLlt SC	6/5/26	none	Medium			No Update

Ask for a quote to repair and paint the 3 village gates.	Clerk	6/5/26	asap	High	In progress	25	Quote sought from Chiltern Woodcraft (who repair village benches and fences)
Ask Highways if the parish may install bins at the Reading Road bus shelters	Clerk	21/5/26	asap	Medium	Completed	100	Permission from Highways given. Sites for bins agreed, require new bins not recycled ones.

7.2. To approve locations for the Deep Cleanse Service August 2026

SODC Deep Cleanse Service for Woodcote

Biffa will commence work in Woodcote on 19/08/2026 to 24/08/2026.

What is included:

- litter picking
- sweeping
- removing weeds and or moss on pavements.

What is not included:

- weed spraying
- general gardening
- cutting grass or vegetation
- remove weeds and moss that is on roads.

Please note, we only clear land to which the public is permitted access and that is under the direct control of the district council.

Appendix C

We would like to hear from you if there is anywhere in particular, in your area, that you would like to be cleaned. If there are areas, please respond to us by completing our form attached to this email and sending this back to us 3 weeks prior to your deep clean and we will do our very best to accommodate your requests.

<u>PRIORITY</u> High/Medium/Low	<u>AREA</u>	<u>LITTER</u> <u>PICK</u>	<u>SWEEP</u>	<u>WEEDS</u>	<u>MOSS</u>

7.3. To approve any request for Winter Preparedness 2026/2027, including requesting Salt or any additional grit bins (£300 each).

OCC are offering Parishes bulk salt delivery and salt bins. The Clerk proposes the installation of a salt bin in the Village Car park that could also be used to grit the front of the village hall and steps which can be treacherous when icy.

7.4. To approve upgrading the Parish Council's wi-fi infrastructure throughout the Village Hall to segregate the PC and Public networks to better safeguard the Parish Council's infrastructure and data. £347 + VAT, or approve £200 to allow the Village Hall to have their own Broadband throughout the building to separate the two networks.

Since the approval to spend on Wifi infrastructure to secure the Parish network from public access the Deputy Clerk has received an offer from a local provider for free Wifi provision for the Village Hall. The cost of the equipment required would be less than the BT option and separates the PC network entirely from the public network.

7.5. To approve the purchase of two lidded bins to install at the new bus stops on the Reading Road £630.72

The four new scavenger proof bins have been installed in the playground and on the recreation ground. In addition the three lidded bins have been moved onto the recreation ground to replace the open topped ones. Unfortunately it has become apparent that the open topped ones are not fit for purpose let alone reuse as planned. The bin liners are rotting and the bins themselves fill with rain water which dissolves the dog poo bags.

The Clerk proposes buying two new lidded bins for installation at the Reading Road bus stops. This will also ensure that the bin fixings conform to Highways requirements. The Topsy Royal bins we have used on the recreation ground are £333.56 + VAT for one and £297.16 + VAT for additional bins. Delivery would be free.

7.6. To consider a quote for the renovation of the white entrance gates, on Goring Road and Red Lane.

7.7. To receive an update on the Uncontrolled Raised Table crossing near the Co-Op.

Our Glanville contact asked the PC to get in touch with Exolium to apply some pressure for a response. Unfortunately the response I received was that Exolium would NOT give permission for the crossing without being able to supervise yet more inspection excavations.

The clerk has informed Glanville as they should already have the evidence of the previous inspections to present to Exolium.

Hi Pem,

At the moment we are not in a position to accept the design, we still feel that the proposed works pose a risk to the integrity and future access to our pipeline, therefore are a breach of Regulation 15 of the Pipeline Safety Regulations 1996.

The main issue is the shallow cover over the pipeline at this location.

The depth of cover needs to be confirmed before we can move forward with your design, can you please arrange for a hand-dug trial holes to be overseen by us to confirm the cover over the pipeline.

We will need to review a Risk Assessment, Method Statement and Public Liability Insurance for these works before they can take place.

7.8. To consider whether the contract for the hire of the Village Portaloo should be continued as the 3 month trial period is over on the 15th July.

Appendix C

The Portaloo is still receiving good feedback via the online form and even an email (below) and only one further incident requiring additional clean-up has been noted. Would the PC approve a continuation of the hire until such time as a permanent public toilet can be approved and constructed?

Subject: Toilet at village hall

Message Body:

I had to be in Woodcote early for a dog grooming but with the wait, needed a toilet and nothing was open . Apparently I was told I couldn't use the one in the hall and the outside temporary loo had to be cleaned before I could use it for which I was very grateful. I am nearly 80 and accessible toilets are a must especially when you have to drink more in hot weather.

I just want to make a plea for a permanent toilet for all those who visit Woodcote or use the playing field,

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This e-mail was sent from Woodcote Parish Council (<https://woodcote-parish.gov.uk/>)

Title	Finance 2026 - 2027
Author	Responsible Financial Officer
Meeting	Woodcote Parish Council Meeting – 15 th July 2026

9.1. To approve the finalised payments list for June 2026, to approve payments for July 2026

JUNE

Voucher No	Date	Net	VAT	Total	Description	Supplier
58	08/06/2026	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
44	18/06/2026	£ 30.00	£ -	£ 30.00	Membership Fees	Chiltern Society
45	18/06/2026	£ 301.96	£ 60.39	£ 362.35	Waste collection	Shield Maintenance Ltd
46	18/06/2026	£ 23.06	£ -	£ 23.06	Hall Hire	Woodcote Village Hall Trustees
47	18/06/2026	£ 450.00	£ 90.00	£ 540.00	Tree Watering	Agricultural Engineering Ltd
48	18/06/2026	£ 1,574.08	£ 314.82	£ 1,888.90	Grass Cutting	M & C Landscapes
49	18/06/2026	£ 200.00	£ 40.00	£ 240.00	Playground inspection	The Play Inspection Company
50	18/06/2026	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
51	18/06/2026	£ 20.16	£ 4.03	£ 24.19	MS365	Microsoft Limited
63	19/06/2026	£ 312.00	£ 62.40	£ 374.40	Public Toilet	Mammoth
64	19/06/2026	£ 1,000.00	£ -	£ 1,000.00	Refund - Overpayment	South Oxfordshire District Council
52	26/06/2026	£ 83.33	£ 16.67	£ 100.00	Internet	British Telecom (BT)
59	30/06/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Lloyds Bank plc
60	30/06/2026	£ 23.75	£ 4.75	£ 28.50	Village Green Bins	Value Products Limited
61	30/06/2026	£ 137.75	£ 27.55	£ 165.30	Village Green Bins	Value Products Limited
62	30/06/2026	£ 1,900.00	£ 380.00	£ 2,280.00	Village Green Bins	Value Products Limited
		£ 3,222.41	£ -	£ 3,222.41	Total Staff Costs	
		£ 9,304.00	£ 1,002.61	£ 10,306.61	Total	

JULY

Voucher No	Date	Net	VAT	Total	Description	Supplier
70	16/07/2026	£ 312.00	£ 62.40	£ 374.40	Public Toilet	Mammoth
71	16/07/2026	£ 91.38	£ -	£ 91.38	Parish Office Hire	Woodcote Community Centre
72	16/07/2026	£ 362.35	£ -	£ 362.35	Waste collection	Shield Maintenance Ltd
73	16/07/2026	£ 46.12	£ -	£ 46.12	Meeting Room Hire	Woodcote Village Hall Trustees
74	16/07/2026	£ 270.00	£ 54.00	£ 324.00	Tree Watering	Agricultural Engineering Ltd
75	16/07/2026	£ 158.00	£ -	£ 158.00	SLCC Membership - Clerk	SLCC Enterprises
76	16/07/2026	£ 1,620.00	£ 324.00	£ 1,944.00	Grass Cutting	M & C Landscapes
77	16/07/2026	£ 100.00	£ 20.00	£ 120.00	Contract Purchase	Thomson Reuters
78	16/07/2026	£ 20.16	£ 4.03	£ 24.19	MS365	Microsoft Limited
79	16/07/2026	£ 10.00	£ 2.00	£ 12.00	Mobile Phones	GiffGaff Ltd
80	16/07/2026	£ 20.88	£ 4.18	£ 25.06	Maintenance	Bouchier
81	16/07/2026	£ 8.99	£ -	£ 8.99	Bin Bags	P Tshering
		£ 3,888.21	£ -	£ 3,888.21	Total Staff Costs (inc August deductions)	
		£ 6,908.09	£ 470.61	£ 7,378.70	Total	

9.2. To note the receipts for June 2026.

NOTE: grant from SODC was overpaid, it should have been £1,000, and we refunded the overpayment last month.

Voucher No	Date	Net	VAT	Total	Description	Customer
11	30/06/2026	£ 526.45	£ -	£ 526.45	Bank Interest	Redwood Bank
12	30/06/2026	£ 712.98	£ -	£ 712.98	Bank Interest	Unity Trust Bank
13	12/06/2026	£ 2,000.00	£ -	£ 2,000.00	Grant	South Oxfordshire District Council
10	09/06/2026	£ 33.49	£ -	£ 33.49	Bank Interest	Lloyds Bank plc
		£ 3,272.92	£ -	£ 3,272.92	Total	

9.3. To note the reconciled bank balances, up to 30th June 2026.

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		398,366.80
	ADD Receipts 01/04/2026 - 30/06/2026		100,980.82
			499,347.62
	SUBTRACT Payments 01/04/2026 - 30/06/2026		35,912.17
	Cash in Hand 30/06/2026 (per Cash Book)		463,435.45
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Lloyds Current 30/06/2026	333.00	
	Lloyds Instant Access Savings 30/06/2026	84,322.98	
	Unity Trust Current 30/06/2026	16,599.29	
	Unity Trust Instant Access Savings 30/06/2026	161,653.73	
	Redwood 95day Saver 30/06/2026	200,000.00	
			462,909.00
	Less unrepresented payments		
			462,909.00
	Plus unrepresented receipts		526.45
	Adjusted Bank Balance		463,435.45
	A = B Checks out OK		

Image Shows

Cash In hand (A) = £463,435.45

Adjusted Bank Balance (B) = £463,435.45

A = B, Checks out OK.

Adjusted Bank Balance is made up of

Lloyds Current Account	£ 333.00
Lloyds Instant Access Savings	£ 84,322.98
Unity Trust Current Account	£ 16,599.29
Unity Trust Savings	£161,653.73
Redwood 95day Saver	£200,000.00

9.4. To complete the Q1 budget review and approve virements.

See following Pages.

Woodcote Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

100 General Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1010	Bank Interest		6,800.00	2,558.39			-4,241.61
1020	CIL Receipts		34,042.24	5,430.92			-28,611.32
1030	Grants/S106/Donations		37,439.61	2,000.00		1,000.00	-36,439.61
1040	Insurance						
1050	Miscellaneous Income / O						
1060	Precept		132,892.00	69,362.00			-63,530.00
1070	Property Income		1,500.00	57.77			-1,442.23
1080	Recharges to Allotments						
7011	VAT REFUND						
			212,673.85	£79,409.08		£1,000.00	-134,264.77

200 Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
2010	Allowances, Expenses & T				1,000.00	40.00	960.00
2020	Election Fees						
2030	Hire of Meeting Room				400.00	183.62	216.38
2040	Publications & Communica						
2050	Stationary, Postage, Copie				80.00	41.66	38.34
2060	Subscriptions				1,050.00	188.00	862.00
2070	Legal Fees						
2080	Website				250.00	62.50	187.50
					2,780.00	£515.78	2,264.22

300 General Finance & Grants		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
3010	Audit & Accountancy				880.00	250.00	630.00
3020	Bank Charges				155.00	46.50	108.50
3030	Grants				8,300.00	3,258.00	5,042.00
3040	Staff Costs				31,000.00	12,385.62	18,614.38
3050	Chairman's Allowance						
					40,335.00	£15,940.12	24,394.88

400 Facilities		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
4010	Climate & Environment						
4020	Defibrillator						
4030	General Maintenance & R				1,300.00	728.61	571.39
4040	Grass - Weeding & Strimr				9,500.00	5,880.59	3,619.41
4050	Hedges/Fences/Gates/Tre				50,400.00	727.99	49,672.01
4060	Inspections, Surveys & Re				600.00	200.00	400.00
4070	Insurance				1,779.00		1,779.00
4080	Office Equipment				800.00		800.00
4090	Playground Equipment Ma				22,400.00	92.47	22,307.53
4100	Software & Back-ups				900.00	80.64	819.36
4110	Telephone & Internet				1,050.00	368.12	681.88
4120	Waste / Litter / Street Clea				3,400.00	1,363.56	2,036.44
4130	Pond Regeneration				34,400.00	562.12	33,837.88
					126,529.00	£10,004.10	116,524.90

500 Village Hall		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
5010	General Grant LGA(MP) 1				25,500.00		25,500.00
5020	General Maintenance (Gra						
5030	Office Rent				6,000.00	6,000.00	
5040	Maintenance Staff						
5050	VH CIO Creation				9,000.00		9,000.00
5060	VH FlatRoof EMR Spend					100.00	-100.00
5061	VH FR CVI Costs EMR Sp						
5062	VH FR StructuralSurvey E						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Woodcote Parish Council
Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

5063 VHFR Clerk Costs				589.45	-589.45
		40,500.00	£6,689.45		33,810.55

600 Strategic Projects

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
6010	CIL Projects (Spend From					5,661.50	-5,661.50
6020	Strategic Projects (In Year				3,500.00	312.00	3,188.00
					3,500.00	£5,973.50	-2,473.50

700 Neighbourhood Plan

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7010	General Expenses (Spend						

NET TOTAL		212,673.85	£79,409.08	213,644.00	£40,122.95	40,256.28
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PUBLICATION SCHEME

1 Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2 Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3 The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Appendix A contains the Guide to Information.

4 Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying – 10p per A4 sheet (Black and White), 20p per A4 sheet (colour)
- postage and packaging – at cost, plus 10p per envelope.
- the costs directly incurred as a result of viewing information – at cost, including staff costs, room hire, travel etc it will be itemised.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5 Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6 Review

This document was approved for use at the meeting of the Parish Council on 15th July 2026, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 15th July 2026

Cllr S Pritchard , Chair

Appendix A – Guide to Information

Information to be published	How the information can be obtained	Cost
Class1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and/or website	
Who's who on the Council and its Committees	Website Hardcopy	Free See Scheme
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hardcopy	Free See Scheme
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Current and previous financial year as a minimum	Website Hardcopy	Free See Scheme
Annual return form and report by auditor	Website Hardcopy	Free See Scheme
Finalised budget	Website Hardcopy	Free See Scheme
Precept	Website and SODC Hardcopy	Free See Scheme
Financial Standing Orders and Regulations	Website Hardcopy	Free See Scheme
Grants given and received	Part of budget	
List of current contracts awarded and value of contract	Website Hardcopy	Free See Scheme
Members' allowances and expenses	Part of income & expenditure	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hardcopy	Free See Scheme

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Part of Minutes of Meetings	Free
Agendas of meetings (as above)	Website Hardcopy Copies are posted on Parish Notice Boards at least three clear days in advance of meetings	Free See Scheme Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	Free See Scheme
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website See Minutes page of web site Hardcopy	Free See Scheme
Responses to consultation papers	Hardcopy	See Scheme
Responses to planning applications	Via SODC Web site	As per SODC
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website Hardcopy	Free See Scheme
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hardcopy	Free See Scheme
Information security policy	Website Hardcopy	Free See Scheme

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Records management policies (records retention, destruction and archive)	Website Hardcopy	Free See Scheme
Data protection policies	Website Hardcopy	Free See Scheme
Schedule of charges (for the publication of information)	See Scheme	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Hardcopy	See Scheme
Register of members' interests	SODC website Hardcopy only	Free See Scheme
Register of gifts and hospitality	Hardcopy only	See Scheme
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Currently None		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(hard copy or website; some information may only be available by inspection)	
Risk Register	Website Hardcopy	Free See Scheme

Information can be requested in writing either by letter or e-mail to:

The Clerk to the Council

Woodcote Parish Council
Woodcote Village Hall,
Reading Road
Woodcote
Reading
RG8 0QY

Clerk@WoodcoteParish.gov.uk
www.WoodcoteParish.gov.uk

Title	Correspondence received		July 2026
Author	Clerk to the Council		

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

10.1. Letter from a resident regarding overcrowding of Bridal Path area in front of the Co-op.

Dear Woodcote Parish Clerk,

I would like to draw your attention to an ongoing issue with congestion outside the Co-op on Bridle Path. I have also made Thames Travel aware of the problem. See below for further details.

Our driveways are regularly blocked by cars and buses. The Co-op is too large for the level of parking outside the shop. Consequently when the daily delivery lorries arrive, this is during the working day when there are 6 buses an hour which drive up Bridle Path. The shoppers then park in the way of the buses and local residents.

Are there any plans to address this issue?

Many thanks,

Email response to the resident from Thames Travel

Dear Mr xxx

Thank you for taking the time to contact us and for highlighting the ongoing congestion issues around the Co-op stop in Woodcote.

We appreciate you sharing this example and understand the frustration caused when vehicles obstruct the road and delay traffic, particularly when this impacts our X40 services and other road users. Our drivers regularly encounter congestion in this area, and we recognise the challenges presented by the combination of bus movements, delivery vehicles, shoppers, and local traffic.

We will pass the details of the most recent incident to our Operations Manager and Planning Team. They will be able to raise these concerns with the relevant local authorities, who are responsible for the management and enforcement of parking and highway restrictions in the area.

As a local resident, we would also encourage you to share your concerns directly with the Parish Council and the local authority. Feedback from residents can be particularly valuable in helping authorities understand the frequency and impact of these issues and in considering any potential improvements.

Thank you again for bringing this matter to our attention. We appreciate your support in helping to improve the reliability of services and traffic flow within the village.

Yours sincerely,

10.2. Letter from a resident about speeding in the village

Dear Parish Clerk,

You are no doubt aware of motorists speeding in the village. Last week I was driving along The Goring Road at 15:10 heading towards the hairdresser & chip shop when I was overtaken. The car was on the wrong side of the road, clearly exceeding the speed limit, driving right next to the pavement where there were school children walking home. It's an accident waiting to happen.

Also, Langtree school coaches drive excessively fast along this stretch of road too.

Equally, the vast majority of motorists speed up & down Bridle Path, because it is long & straight.

Wallingford has speed bumps in place and it forces drivers to slow down.

A couple of weeks ago I was also overtaken leaving the village on The Reading road in between the Oratory Golf Course and Chiltern Gardens. Ironically the car sped past the newly installed camera which displays your speed. It's clear that very few motorists pay any attention to those electronic signs.

Do we have to wait for a serious accident or a fatality (heaven-forbid) before anything is done about speeding in the heart of the village?

Many thanks,

10.3. Correspondences re mowing of verges and other areas in the village

One item of correspondence has already been shared and informally discussed. This item is to give the Clerk the required delegation to amend the cutting schedule for this (2026) mowing season to remove some extent of South Stoke Road from the verge cutting map in the current contract.

Another and different email exchange below:

Hi Pem

Thanks for the prompt reply but this piece of ground has been cut by the PC for at least the last 40 years and I do not understand why it has suddenly stopped, it seem strange that

some steps like planting trees wild flowers can go ahead , (not that I disagree ,) but it should not be at the cost of other areas which historically you have always maintained to keep the village looking smart.

I have previously raised issue about the splay when exiting West Chiltern due to parked cars and was advised by the PC that it was not their responsibility but instead was down to highways. Are you now saying that the splay is now PC responsibility?

Regards

On 1 Jul 2026, at 16:41, clerk@woodcoteparish.gov.uk wrote:

Dear Mr xxxx

The triangle of grass with the fruit trees on it though Crown Lands are part of the verge that the Parish Council is required to maintain by OCC as some part of it is designated vision splay. The Parish has this cut throughout the growing year to meet that requirement.

The verge on the other side of the road does not require cutting for the same reasons and the Parish Council do not mow it. As per the Parish Council Biodiversity Duty Policy <https://woodcoteparish.gov.uk/wp-content/uploads/2024/08/BiodiversityDutyPolicy2024.pdf> we do not cut verges or any areas of grass unless we have to for the sake of public safety.

I hope I have found the correct area you mentioned.

Regards

Pem

-----Original Message-----

From:

Sent: 01 July 2026 09:32

To: clerk@woodcoteparishcouncil.org.uk

Subject: Grass cutting contract

Hello

I live in West Chiltern and I see that the grass on the left as you enter the street where the new trees are planted has been cut but the bits on the right have not been done . Can you please let me know if this is just a miss on behalf of the contractor or if it has been removed from the schedule.

It is now quite overgrown and messy

Many thanks

10.4. A phone call about the use of water by the cricket club and the extent of the pitch rolling

The Clerk has received a number of phone calls from a resident about what they term excessive use of water on the Cricket pitch. He has noted the times when the watering is on. He has also noted what he terms is over use of the heavy roller.

10.5. An email about the dog waste bag holder installed near the dog waste bin on the small recreation ground.

Hello,

A dog waste bag holder appeared on the green right outside 15A and 15B The Close yesterday without due consideration to the intrusive view for the residents at twice the height of the fence line or consideration for those using the bin as the height makes it inaccessible for use by wheelchair users. Please can this be lowered to the fence line.

Kind regards

