

Minutes of the Annual Council Meeting of Woodcote Parish Council

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

Public Session (Prior to the Start of the Meeting)

MoP1: Asked that the Council consider initiating a “Village Appraisal”, as many villagers may then become aware of volunteering options throughout the village, not just on the Parish Council.

Members Present:

Chair	Cllr S Pritchard (SP)
Vice-Chair	Cllr T Over (TO)
Members	Cllr N Dudley (ND)
	Cllr K Davies (KD)
	Cllr K Byrne (KB)

Officers Present

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

Public and Press At least 4, including Cllr M Filipova-Rivers

Meeting Started: 19:36

26.01.1. Election of Chair

26.01.1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved Unanimously to elect Cllr Pritchard as Chair of the Council.

26.01.1.2. To receive Chair’s declaration of acceptance of office [LGA 1972 s83(4)]

The Chair signed the declaration of acceptance of office, it was countersigned by the Clerk and received.

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

Apologies were received from Cllrs Booker, Curran, Sloper, Bark & Pierce in advance of the meeting.

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

Resolved: Approved Unanimously to elect Cllr Davies as Vice-Chair.

The Vice-Chair signed the declaration of acceptance of office, it was countersigned by the Clerk and received.

26.01.4. Declarations of Interests [LA 2011 s31]

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

None.

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

None.

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

26.01.5.1. Meeting held on 15th April 2026

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

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

None.

26.01.6. To Receive Minutes of Committees

None.

26.01.7. Consideration of the recommendations made by a committee

None.

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

26.01.8.1. To approve the Scheme of Delegation Appendix A

Resolved: Approved Unanimously as suitable for use.

26.01.9. Review of the terms of reference for committees

Reapprove, for current committees:

26.01.9.1. Staffing Committee Appendix B

Resolved: Approved Unanimously as suitable for use.

26.01.9.2. Neighbourhood Plan Committee Appendix C

The updates to the previously approved document were highlighted to the Council.

Resolved: Approved Unanimously as suitable for use.

Reapprove, or disband current committees:

26.01.9.3. Greenmoor Pond Restoration Committee

Appendix D

Resolved: Approved Unanimously to disband Pond Restoration Committee

26.01.9.4. Village Hall Roof Committee

Appendix E

Resolved: Approved Unanimously to disband Village Hall Roof Committee

26.01.10. Appointment of members to existing committees

Appoint, for current committees:

26.01.10.1. To appoint members to the Staffing Committee

Resolved: Approved Unanimously to appoint: TO; KD; KB; RP

26.01.10.2. To appoint members to the Neighbourhood Plan Committee

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

Resolved: Approved Unanimously to appoint Cllrs Peirce, Davies and Dudley, plus members of public M Smith and F Cork.

Appoint, if not disbanded for current committees:

26.01.10.3. To appoint members to the Greenmoor Pond Restoration Committee

Previously: KD; HB; TO.

26.01.10.4. To appoint members to the Village Hall Roof Committee

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

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

None Proposed.

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

Resolved: Approved Unanimously all three documents as written.

26.01.12.1.	Standing Orders, as adopted May 2025	Appendix F
26.01.12.2.	Financial Regulations, as adopted May 2025	Appendix G
26.01.12.3.	Code of Conduct, as reviewed May 2025	Appendix H
26.01.13.	Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.	

All below were reviewed and found suitable for the year ahead.

26.01.13.1. Mowing & trees

- Agreement with OCC to mow verges on their behalf, under s101 delegation.
- Contract with our mowing contractor M&C Landscapes
- Hedge trimming – Kings Treecare

26.01.13.2. 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.

26.01.13.3. 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.

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

26.01.14.1. To appoint two members to be Village Hall Liaison

Previously: KD & KB

Resolved: Approved Unanimously to appoint Cllrs Davies and Byrne as liaisons, and appoint a trustee as required once the new Village Hall CIO comes in to existence.

26.01.14.2. To appoint two members to be Police Liaison

Previously: HB & JS

Resolved: Approved Unanimously to appoint Cllrs Booker and Sloper.

26.01.14.3. To appoint one member to be Youth Club Liaison

Previously: TO

Resolved: Approved Unanimously to appoint Cllr Over.

26.01.14.4. To appoint two members to be Community Centre and Schools Liaison

Previously: RP & JS

The Chair of the Community Centre asked that the Councillors appointed be able to attend the community centre meetings.

Resolved: Approved Unanimously to appoint Cllrs Peirce, Byrne and Sloper.

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

Previously: KB supporting the Council Officers.

Resolved: Approved Unanimously to appoint Cllr Byrne, supporting the Council Officers, with Cllr Davies as a back-up liaison.

26.01.15. 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.

Noted.

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

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

Noted as completed in April 2026, within the current financial year.

26.01.17. Confirmation of arrangements for insurance cover in respect of all insurable risks

Appendix I

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

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

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

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

All below were reviewed and found suitable for the year ahead.

- 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

26.01.19. Review of the Council's complaints procedure

Appendix J

Resolved: Approved Unanimously as suitable for use.

26.01.20. 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*)

Resolved: Approved Unanimously all five documents as suitable for use.

26.01.20.1. Privacy Notice

Appendix K1

26.01.20.2. Data Protection Policy

Appendix K2

26.01.20.3. Information Requests Policy

Appendix K3

26.01.20.4. Publication Scheme

Appendix K4

26.01.20.5. Document Retention Policy

Appendix K5

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

26.01.21.1. To approve and adopt Communications & Media Policy

Appendix L

Resolved: Approved Unanimously as suitable for use.

26.01.22. Review of the Council's employment policies and procedures

26.01.22.1. To approve delegating this item to the Staffing Committee.

Resolved: Approved Unanimously to delegate to the Staffing Committee.

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

26.01.23.1. To approve the S137 report for FY 2025-2026

Appendix M

Resolved: Approved Unanimously the 2025-2026 s137 report.

Woodcote Parish Council PAYMENTS - S.137 Entries

Voucher	Code	Date	Bank	Description	VAT Type	Net	VAT	Total
148	Strategic Projects (In Year)	21/11/2025	Unity Trust Current	Poppy wreath	S	17.48	3.49	20.97
147	Strategic Projects (In Year)	21/11/2025	Unity Trust Current	Remembrance	S	24.98	5.00	29.98
5	Strategic Projects (In Year)	17/04/2025	Lloyds Current	Remembrance	S	293.25	58.65	351.90
20	Strategic Projects (In Year)	22/05/2025	Lloyds Current	Remembrance	S	671.54	134.31	805.85
145	Grants	21/11/2025	Unity Trust Current	Poppy wreath	X	3.99		3.99
119	Grants	07/11/2025	Unity Trust Current	Library Grant	X	2,680.00		2,680.00
167	Grants	20/12/2025	Unity Trust Current	Library Grant	X	193.00		193.00
164	Grants	20/11/2025	Unity Trust Current	Citizens Advice Grant	X	750.00		750.00
4	Strategic Projects (In Year)	17/04/2025	Lloyds Current	Remembrance	S	708.33	141.67	850.00
21	Strategic Projects (In Year)	22/05/2025	Lloyds Current	Remembrance	S	109.97	22.00	131.97
123	Strategic Projects (In Year)	17/10/2025	Unity Trust Current	Remembrance	X	19.98		19.98
165	Grants	24/11/2025	Unity Trust Current	Remembrance	X	50.00		50.00
163	Grants	20/12/2025	Unity Trust Current	Church Maintenance Grant	X	1,000.00		1,000.00
146	Grants	21/11/2025	Unity Trust Current	Poppy wreath	S	10.54	2.11	12.65
120	Grants	17/10/2025	Unity Trust Current	Grant	X	340.00		340.00
Total						6,873.06	367.23	7,240.29

26.01.24. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Resolved: Approved Unanimously, to hold 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.

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

To approve response to

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

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

It was noted that the Neighbourhood Plan asked for *at least* 40% affordable homes, so 100% would still meet the requirement of the Neighbourhood Plan, this would be for all social housing, rather than

affordable homes. The feedback received during the two previously made Neighbourhood Plans was that people who grew up in the village could not buy in the village. The lack of a requirement to offer the homes to local residents negates this criteria from the Neighbourhood Plan.

The SAHA proposal of all social housing, which would house people from anywhere who needed housing, not just local residents.

Resolved: Approved Unanimously to delegate to the Clerk to respond in consultation with the members of the neighbourhood plan committee, asking for at least an element of affordable housing such as in Littlemore which is a SAHA site with a housing mix which would be more appropriate for this area.

26.01.26. Village Hall Matters

Appendix N

26.01.26.1. To receive an update on the Village Hall Roof

The Clerk provided an update including the following key points:

- The tendering is proceeding as scheduled, with two of the preferred contractors stating they will definitely put in a tender.

26.01.27. Public Spaces and Trees Matters

Appendix O

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

The Clerk provided an update including the following key points:

- The feedback is universally good, and please install a permanent toilet.
- There have been two incidences of “anti-social behaviour” so far. It seems to be meeting the need of the village, particularly as it is unlocked and available 24/7.

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

Resolved: Approved Unanimously to purchase 4-off bins, plus associated fixing kits, and allocate budget for installation by local handyman, maximum budget £3,000. Bins from VP Recycled plastic.

Resolved: Approved Unanimously to relocate the three “Topsey Royal” bins, currently in the play area, to replace open topped bins on the village green.

Resolved: Approved Unanimously to seek OCC permission to locate open topped bins by the two new bus shelters on the Reading Road, and add these collections to our contract with Shield Maintenance.

26.01.27.3. 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.

[ACTION] To add Tidmore Pool to the Asset Register, as it is a long lease.

Resolved: Approved Unanimously as suitable for use, Clerk and Woodcote Conservation Group to sign at earliest opportunity, copy to be kept on file.

26.01.28. Clerk's Report Appendix P-Action Tracker

26.01.28.1. To review the general action tracker.

See Action Tracker.

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

Resolved: Approved Unanimously to delegate to the Clerk, in consultation with a quorum of Councillors.

[ACTION] KD to help draft.

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

The Clerk confirmed that an appointment had been made, and J Benham has joined the Council staff earlier this month. We hope that the community has noticed an improvement in the litter around the village following their appointment.

26.01.29. 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.

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

The report was received, and it was noted the actions the auditor had raised was on the Internal Auditor, and therefore no action to be taken by the Council.

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

It was noted the Notice of Conclusion of Audit has been posted on 8th August 2025.

26.01.30. End of Year Finance 2025-2026

Appendix R

26.01.30.1. 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

Resolved: Approved Unanimously all of the Reports as listed, some typos had been corrected since the initial issue of the documents, updated version will be sent to the External Auditor.

26.01.30.2. To receive the Internal Audit Report, consider recommendations and agree actions.

Resolved: Approved Unanimously to receive the Internal Audit Report, and **[ACTION]** agreed the recommendation to complete a visual inspection of all assets, minuted, in year. There were no other recommendations.

26.01.30.3. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2025/2026.

The RFO advised that a NO response would be appropriate for statement 7, as the External Audit report has not been received by the Council in the year being audited.

Resolved: Approved Unanimously the Annual Governance Statements as follows.

AGAR 2025/26

Annual Governance Statements

Name of Authority: Woodcote Parish Council

Web address: <https://woodcoteparish.gov.uk/>

We acknowledge, as the members of the above authority, our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes
We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
We took appropriate action on all matters raised in reports from internal and external audit.	No
We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes
Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes
We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	Yes

For any statement to which the response is 'no', an explanation follows on the next page.

This Annual Governance Statement was approved at a meeting of the authority on:

On this date

As recorded in minute reference

Signed by the Chair and Clerk of the meeting where approval was given:

Signed by Chair

Signed by Clerk

*Published web address

AGAR 2025/26

Annual Governance Statement - AGAR Form 2

Explanation for any assertion to which the response was 'No'

Name of authority: Woodcote Parish Council

Web address: <https://woodcoteparish.gov.uk/>

(7) We took appropriate action on all matters raised in reports from internal and external audit.

Whilst the 2024-2025 External Auditor report was received in August 2025, and placed on the website, alongside the Notice of Conclusion of Audit, the report was never received by the Council nor actions agreed. It was placed on the August 2025 agenda, however the Council decided to defer making a decision and the item erroneously was not entered again on a future agenda. This has been corrected in the May 2026 meeting, but that is outside the period being audited.

26.01.30.4. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2025/2026.

The RFO confirmed the accounting statements has been signed prior to the meeting.

Resolved: Approved Unanimously the Accounting Statements as follows.

2025/26

Accounting Statements

Name of Authority: Woodcote Parish Council

Key	Year ending 31 March 2025	Year ending 31 March 2026
Balances brought forward	£380,481	£513,315
Precept	£130,858	£132,892
Total other receipts	£139,375	£108,019
Staff Costs	£25,221	£33,765
Loan interest/capital repayments	£0	£0
All other payments	£112,178	£322,095
Balances carried forward	£513,315	£398,366
Total value of cash and short term investments	£513,315	£398,366
Total fixed assets plus long term investments and assets	£160,128	£249,292
Total borrowings	£0	£0
Do the figures in the accounting statements above exclude any Trust transactions?		Yes

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval:

Signed by the Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

On this date

As recorded in minute reference

Signed by Chair

26.01.30.5. 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.

Resolved: Approved Unanimously, as detailed.

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement Thursday 21st May 2026

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

Responsible Financial Officer

Parish Office

Woodcote Village Hall

Reading Road

Woodcote

RG8 0QY

Accounts@WoodcoteParish.gov.uk

07708607711

commencing on **Wednesday 03rd June 2026**
and ending on **Tuesday 14th July 2026**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ



5. This announcement is made by **Mrs L White, Responsible Financial Officer**

21st May 2026

26.01.30.6. To approve the CIL report for 2025-2026.

Resolved: Approved Unanimously, the CIL report as below, and to send to SODC for their monitoring purposes.

Woodcote Parish Council
Parish Office, Village Hall, Reading Road, Woodcote, RG8 0QY
Clerk@WoodcoteParish.gov.uk

Regulation 62A Monitoring Report for Parish and Town Councils

The Community Infrastructure Levy (CIL) imposes a charge on certain new developments, based on the size of the properties being built. This is designated to underwrite the cost of improving the infrastructure within the District. Woodcote Parish Council receives 25% of this Levy for developments carried out within its own Parish, as the parish does has a Neighbourhood Plan in effect. This report is required by Regulation 62A of the CIL Regulations 2010 (as amended). It must be published by 31 December each year and made available on the Parish Council website and forwarded to South Oxfordshire District Council (SODC).

CIL Declaration Report for Financial Year 2025/2026 Ended 31st March 2026

Regulation 62A Reference	Description	Response (amount)
2 (a)	CIL Receipts – Total amount received in financial year 2025/2026	£ 34,042.24
2 (b)	CIL Expenditure – Total amount spent in financial year 2025/2026	£ 99,326.88
2 (c)	Summary of CIL expenditure during the reported year including: i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item	
	Community Centre Kitchen, expansion and renovation	£ 11,210.00
	Community Centre, Work Hub	£ 2,948.50
	Car Park Line Painting	£ 1,187.57
	Bus Shelters, related to development	£ 8,350.08
	Goring Road, Crossing Project	£ 5,884.00
	Greenmore Ponds, Regeneration	£ 5,339.45
	3 rd SID Installation	£ 591.00
	Village Green Resin Path Extension	£ 63,816.28
2 (d) (i)	the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year	NIL
2 (d) (ii)	the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	NIL
2 (e) (i)	CIL receipts for the reported year retained at the end of the reported year	£ 34,042.24
2 (e) (ii)	CIL receipts from previous years retained at the end of the reported year	£ 135,068.30
	Total Retained	£ 169,110.54

26.01.31. Finance 2026-2027

Appendix S

26.01.31.1. Subject to 26.01.27.3, to approve request from the Woodcote Conservation Group, £340.

Resolved: Approved Unanimously to grant the Woodcote Conservation group £340, using LGA 1972, s137.

26.01.31.2. To approve the finalised payments list for April 2026, to approve payments for May 2026

Resolved: Approved Unanimously the list as below, with the addition of £340 for the conservation group as per previous item, and £2,918, approved in April, grant to the Library.

Voucher No	Date	Net	VAT	Total	Description	Supplier
8	13/04/2026	£ 92.47	£ 18.49	£ 110.96	Football Goal Repairs	Mark Harrod Ltd
9	13/04/2026	£ 24.71	£ 4.94	£ 29.65	Greenmoor Pond Restoration	Colliers
10	13/04/2026	£ 92.90	£ 18.58	£ 111.48	Greenmoor Pond Restoration	Peppard Building Supplies
12	13/04/2026	£ 41.66	£ 8.33	£ 49.99	Stationary	Amazon Services Europe SarL
13	13/04/2026	£ 23.73	£ 4.75	£ 28.48	Locksmith	Amazon Services Europe SarL
18	14/04/2026	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
5	15/04/2026	£ 6,000.00	£ -	£ 6,000.00	Village Hall Rent	Woodcote Village Hall Trustees
14	17/04/2026	£ 62.50	£ 12.50	£ 75.00	Webhosting	Oxford IT Solutions
15	17/04/2026	£ 1,112.43	£ 222.49	£ 1,334.92	Grass cutting contract	M & C Landscapes
16	17/04/2026	£ 1,600.00	£ 320.00	£ 1,920.00	Consultation zebra crossing	Glanville Consultants Limited
11	25/04/2026	£ 161.46	£ 32.29	£ 193.75	Office Broadband	British Telecom (BT)
20	30/04/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust Bank
		£ 2,681.13	£ -	£ 2,681.13	Total Staff	
		£ 11,908.49	£ 642.37	£ 12,550.86	Total April	

Woodcote

PARISH COUNCIL

Voucher No	Date	Net	VAT	Total	Description	Supplier
17	13/05/2026	£ 444.51	£ 88.90	£ 533.41	Ponds Restoration	Peppard Building Supplies
19	14/05/2026	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
6	21/05/2026	£ 20.00	£ 4.00	£ 24.00	Mobile Phone SIM Costs	GiffGaff Ltd
7	21/05/2026	£ 40.32	£ 8.06	£ 48.38	MS365	Microsoft Limited
38	21/05/2026	£ 2,000.00	£ 400.00	£ 2,400.00	Consultation zebra crossing	Glanville Consultants Limited
39	21/05/2026	£ 250.00	£ -	£ 250.00	Internal Audit	Lisa Wilkinson
40	21/05/2026	£ 23.06	£ -	£ 23.06	Hall Hire	Woodcote Village Hall Trustees
26	22/05/2026	£ 312.00	£ 62.40	£ 374.40	Public Toilet	Mammoth
27	22/05/2026	£ 1,574.08	£ 314.82	£ 1,888.90	Grass Cutting	M & C Landscapes
28	22/05/2026	£ 372.00	£ 74.40	£ 446.40	Public Toilet	Mammoth
29	22/05/2026	£ 292.50	£ 58.50	£ 351.00	Waste collection	Shield Maintenance Ltd
30	22/05/2026	£ 2.95	£ -	£ 2.95	Waste collection	P Tshering
31	22/05/2026	£ 7.99	£ -	£ 7.99	Waste collection	Laura White
32	22/05/2026	£ 45.79	£ 9.17	£ 54.96	Waste collection	Amazon Services Europe SarL
33	22/05/2026	£ 12.08	£ 2.42	£ 14.50	Waste collection	Eleven Seventeen Ltd
34	22/05/2026	£ 8.32	£ 1.67	£ 9.99	Waste collection	Wrap It and Pack It Ltd
35	22/05/2026	£ 16.62	£ 3.32	£ 19.94	Waste collection	Discounted Cleaning Supplies LTD
36	26/05/2026	£ 83.33	£ 16.67	£ 100.00	Internet	British Telecom (BT)
21	31/05/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust Bank
		£ 3,730.80	£ -	£ 3,730.80	Total Staff inc. June Payments	
		£ 9,251.85	£ 1,044.33	£ 10,296.18	Total May	

26.01.31.3. To note the receipts for April 2026.

Receipts were noted as below:

Voucher No	Date	Net	VAT	Total	Description	Customer
1	08/04/2026	£ 69,362.00	£ -	£ 69,362.00	Precept	South Oxfordshire District Council
4	09/04/2026	£ 64.82	£ -	£ 64.82	Bank Interest	Lloyds Bank plc
6	13/04/2026	£ -	£ 21,664.16	£ 21,664.16	VAT refund	HMRC (VAT)
5	25/04/2026	£ 5,430.92	£ -	£ 5,430.92	CIL receipts	South Oxfordshire District Council
7	30/04/2026	£ 566.31	£ -	£ 566.31	Bank Interest	Redwood Bank
		£ 75,424.05	£ 21,664.16	£ 97,088.21	Total	

26.01.31.4. To note the reconciled bank balances, up to 30th April 2026.

The reconciled bank balances were noted as below:

A	Bank Reconciliation at 30/04/2026		
	Cash in Hand 01/04/2026		398,366.80
	ADD Receipts 01/04/2026 - 30/04/2026		97,088.21
	SUBTRACT Payments 01/04/2026 - 30/04/2026		12,550.86
	Cash in Hand 30/04/2026 (per Cash Book)		482,904.15
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	0.00	
	Lloyds Current 30/04/2026	560.95	
	Lloyds Instant Access Savings 30/04/2026	84,774.79	
	Unity Trust Current 30/04/2026	36,061.35	
	Unity Trust Instant Access Savings 30/04/2026	160,940.75	
	Redwood 95day Saver 30/04/2026	200,000.00	
			482,337.84
	Less unrepresented payments		
			482,337.84
	Plus unrepresented receipts		566.31
	Adjusted Bank Balance		482,904.15
	A = B Checks out OK		

Image Shows

Cash In hand (A) = £482,904.15

Adjusted Bank Balance (B) = £482,904.15

A = B, Checks out OK.

Adjusted Bank Balance is made up of

Lloyds Current Account	£ 560.95
Lloyds Instant Access Savings	£ 84,774.79
Unity Trust Current Account	£ 36,061.35
Unity Trust Savings	£160,940.75
Redwood 95day Saver	£200,000.00

26.01.31.5. To consider quotes for Internal Auditing 2026/2027

Resolved: Approved Unanimously to appoint Catherine Morgan, £275, fixed fee.

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

It was noted a member of public has complained about the growth around the base of the tree on the approach to the bus stop on the edge of the village green, obscuring the view of the people in the bus shelter from the bus. It was confirmed this was epicormic growth, and likely could just be trimmed.

26.01.33. Matters for future discussion.

To include:

- Possibility of a Village Appraisal
- Tree Survey of trees around the Village Green
- The path to the rear of Langtree school

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

To include :

- New Chair and Vice-Chair.
- Public Rights of Inspection.
- New Litter Picker & new bins.

26.01.35. 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

Confirmed.

There being no further business to be transacted, the Chair closed the meeting: **21:18**