Minutes of a Council Meeting of Woodcote Parish Council

Wednesday 17th June 2026 at 19:30, Function Room, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr S Pritchard (SP)
Members	Cllr T Over (TO)
	Cllr S Curran (SC)
	Cllr K Byrne (KB)

Officers Present

Clerk	Mrs P Tshering (PT)

Public and Press One member of the press present

Meeting Started: 19:30

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

Apologies were received in advance of the meeting from Cllrs Davies, Sloper, Bark, Booker and Dudley. Cllr Pierce did not attend

26.02.2. Declarations of Interests [LA 2011 s31]

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

None

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

None

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

26.02.2.4. Meeting held on 20th May 2026

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

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

None

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26.02.3. To Receive Minutes of Committees

None.

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

To discuss planning matters

26.02.4.1. To receive an update on the Salvation Army Housing Association discussion of last month, and NOTE, the response submitted by the Clerk under delegation.

NOTED that the Clerk will write to the SAHA representatives that the Parish Council do not object to the proposed change to housing mix having been assured that the amended s106 will include the requirement that Woodcote Residents will be given priority for both social housing applications and for the affordable rent properties.

26.02.5. Village Hall Matters **Appendix A**

26.02.5.1. To receive an update on the Village Hall Roof

Received – Details to be discussed in the confidential session

26.02.6. Public Spaces and Trees Matters **Appendix B**

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

Received – The Clerk will seek quotes for the recommended works which include: removal of the damaged and unsafe Common Horse Chestnut (T58) to be replanted with a suitable alternative and the potential vulnerable crown reduction of approximately 2–3 meters in both canopy and height of the large Lime tree (T27) on the corner of the recreation near the Primary School and Playground.

26.02.7. Clerk's Report **Appendix C-Action Tracker**

26.02.7.1. To review the general action tracker.

Reviewed.

26.02.7.2. To approve response to requests for suggestions for Quiet Lanes

To consider proposing Tidmore Lane as a Quiet Lane.

Resolved: Approved Unanimously to not to apply. Continue to push to make it 20mph as previously agreed with OCC.

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

Quote had not been received

26.02.7.4. **To receive an update on the proposal for a Woodcote – Goring bus service, and agree actions.**

ACTION: Wait for update from Going Forward Buses.

26.02.7.5. **To receive an update on the proposal for use of Oratory School sports facilities, and agree actions.**

ACTION: Cllr Curran to follow up with Oratory Bursar.

26.02.7.6. **To receive an update on the proposal to install a water bottle filling station and agree actions.**

ACTION: Follow up with Village Hall Trustees

26.02.7.7. **To consider how to weed parish council areas of responsibility, including paths and playgrounds.**

ACTION: Get quotes for manual removal.

ACTION: Investigate possible use of non -toxic weed killers.

26.02.7.8. **To consider hiring office space in the Community Centre whilst the Village Hall is closed this summer.**

Resolved: Approved Unanimously to, hire room for open office hours.

26.02.7.9. **To consider a proposal for a Village Appraisal and agree actions.**

The PC currently does not have the resources, time or money to carry out a VA in the future. The PC would be happy to review this in the future and would at present have no objection to one taking place but not under our aegis.

26.02.7.10. **To consider quotes for 5-a-side football goals and agree on supplier.**

Update received, quotes to be considered in confidential session.

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26.02.8. Finance 2026-2027 **Appendix D**

26.02.8.1. To approve the finalised payments list for May 2026, to approve payments for June 2026

Resolved: Approved Unanimously the lists as below.

MAY

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
41	22/05/2026	£2,918.00	£-	£2,918.00	Library Grant	Our Woodcote Library (OWL)
42	22/05/2026	£340.00	£-	£340.00	Grant	Woodcote Conservation Group
43	22/05/2026	£40.00	£8.00	£48.00	Training	(OALC)
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
		£3,183.32	£-	£3,183.32	Total Staff	
		£12,002.37	**£1,052.33**	**£13,054.70**	**Total**	

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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
52	26/06/2026	£83.33	£16.67	£100.00	Office Broadband	British Telecom (BT)
59	30/06/2026	£7.00	£-	£7.00	Bank Fees	Lloyds Bank plc
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
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
		£3,745.04	£-	£3,745.04	Total Staff	Including July PAYE & Pension
		£9,826.63	**£1,002.61**	**£10,829.24**	**Total**	

26.02.8.2. To note the receipts for May 2026.

Receipts were noted as below.

Voucher No	Date	Net	VAT	Total	Description	Customer
9	31/05/2026	£ 582.53	£ -	£ 582.53	Interest on savings	Redwood Bank
8	11/05/2026	£ 37.16	£ -	£ 37.16	Bank Interest	Lloyds Bank plc
		£ 619.69	**£ -**	**£ 619.69**	**Total**	

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26.02.8.3. To note the reconciled bank balances, up to 31st May 2026.

Reconciled Bank Balances were noted as below.

	Bank Reconciliation at 31/05/2026			
	Cash in Hand 01/04/2026			398,366.80
	ADD			
	Receipts 01/04/2026 - 31/05/2026			97,707.90
				496,074.70
	SUBTRACT			
	Payments 01/04/2026 - 31/05/2026			25,605.56
A	**Cash in Hand 31/05/2026** (per Cash Book)			**470,469.14**
	Cash in hand per Bank Statements			
	Petty Cash	31/05/2026	0.00	
	Lloyds Current	31/05/2026	441.50	
	Lloyds Instant Access Savings	31/05/2026	84,289.49	
	Unity Trust Current	31/05/2026	24,214.87	
	Unity Trust Instant Access Savings	31/05/2026	160,940.75	
	Redwood 95day Saver	31/05/2026	200,000.00	
				469,886.61
	Less unpresented payments			
				469,886.61
	Plus unpresented receipts			582.53
B	**Adjusted Bank Balance**			**470,469.14**
	A = B Checks out OK			

Image Shows

Cash In hand (A) = £470,469.14

Adjusted Bank Balance (B) = £470,469.14

A = B, Checks out OK.

Adjusted Bank Balance is made up of

Lloyds Current Account	£ 441.50
Lloyds Instant Access Savings	£ 84,289.49
Unity Trust Current Account	£ 24,214.87
Unity Trust Savings	£160,940.75
Redwood 95day Saver	£200,000.00

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26.02.9. Approve Finance Related Governance Documents

Resolved: Approved Unanimously all of the governing documents as below.

26.02.9.1.	**Statement of Internal Controls**	**Appendix E**
26.02.9.2.	**Effectiveness of Internal Audit**	**Appendix F**
26.02.9.3.	**Expenses Policy**	**Appendix G**
26.02.9.4.	**Financial Risk Assessment and Management**	**Appendix H**
26.02.9.5.	**Grants Policy**	**Appendix I**
26.02.9.6.	**Investments Strategy and Reserve Policy**	**Appendix J**

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

26.02.10.1. Letter from a resident on Greenlane about unsightly mess on the verge

ACTION: The PC cannot take any action beyond reporting on FixMyStreet, to inform the resident who write.

26.02.11. Matters for future discussion.

- Battle Road and Elvendon Road application for Quiet Road, in support of Goring-on-Thames PC application.

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

- Village Hall Roof update
- 5 a side goals

26.02.13. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

Confidential Papers

Resolved: Approved Unanimously to exclude the public and press.

26.02.13.1. Consider quotes and approve contractor and budget for Village Hall replacement roof, including consideration of additional hours for the Clerk as the PC's interface with the Contractor.

Resolved: Approved Unanimously to appoint GS Roofing, budget £83,456 (no VAT).

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Resolved: Approved Unanimously 8 hours per week additional hours for the Clerk for project duration, nominally 1st May – 15th September.

Resolved: Resolved Approved Unanimously to approve up to £2000 for Structural Survey, delegated to the Clerk to appoint following financial regulations for quotes.

Resolved: Approved Unanimously, to create 2 EMR's

1. 10% of Project Cost for contingency £8,345, for Confirmation of Verbal Instruction costs during the project, the Clerk has delegated powers under LGA 1972, s101 to give these verbal instructions and ensure all Councillors are kept up to date on any of these additional costs.

2. £5,000 for any works that may arise from structural survey.

26.02.13.2. To consider quotes for 5-a-side football goals

Resolved: Approve Unanimously to purchase Mark Harrod, budget £2,311.22, noting £1,000 in grant monies have been received from SODC as a contribution to this project.

26.02.14. To confirm the date of the next meeting – 15th July 2026

Items for the next agenda to be submitted to the Clerk no later than 09th July for inclusion on the next agenda.

There being no further business to be transacted, the Chair closed the meeting: **20:55.**

Cllr S Pritchard
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