

WOODCOTE PARISH COUNCIL

MINUTES of the Parish Council meeting Wednesday 19th July at 7.30pm.

PC MEMBERS

Chairman	Mr. R. Peirce
Vice Chair	Mr. K. Davies
	Mr. B. Urbick
	Miss H. Booker
	Miss A. Mack.
	Mrs L. Bilbe.

Parish Clerk	Ms J. Welham
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1. To receive apologies and approval for absence.
None.

2. To receive Declarations of Interest.
None.

The Chairman noted that Cllr. R. Fletcher had resigned and expressed his regret as he was a valued member of the council. Chairman will write a letter thanking him for his contribution.

3. **Public Forum**: Opportunity for members of the public to address the Council, the public may also speak about specific items of business as they arise, with the permission of the Chairman.

1 MOP present Chairman of VH Trustees

Gave a review of the position with the VH following handover from Parish Clerk of the bookings and accounting functions to the now VH Manager. Email sent to all members with the full detail.

4. To Approve the Minutes of Parish Council Meeting 21st June 2023.

Change for clarity to District Councillor paragraph page 13, "Woodcote PC having a made neighbourhood plan, need to be consulted on pre planning applications for any major applications"
Then approved as true record.

5. Matters arising from those Minutes not on the agenda elsewhere.
None.

6. Planning Applications to consider all applications received from SODC and any other applications submitted and published by SODC between the circulation of this agenda and the meeting.

P23/S1257/S73 Variation of condition 2(approved plans) on application P22/S0068/HH- - to update the proposal with a larger porch and additional window to the front elevation. (Planning application for a wrap around rear extension (part retrospective), two storey side extension providing additional rooms for a family home and porch; including an additional living area, home office, utility room, WC and extra bedroom). 4 Croft Way, Woodcote RG8 0RS.

Woodcote Parish Council have no objections, but same site hours restrictions as on the main application.

P23/S2149/LDP CERTIFICATE OF LAWFUL DEVELOPMENT FOR: Lawful Development Certificate for a proposed twin unit caravan. AT: 10 Wayside Green Woodcote RG8 0QJ.

Woodcote Parish Council have serious concerns about this proposal given the size, scale and resulting change of use of the land. The facilities within the proposal include 3 bedrooms, living area, dining area a kitchen and bathrooms. This would allow proposal to be used permanently as separate and self-contained dwelling, which is not ancillary or “incidental to the enjoyment of the dwellinghouse”. Woodcote Parish Council are therefore of the opinion that the proposal does not meet the requirements of Section 55 of the TCPA 1990 (as amended) and would change the use of the land.

A proposal of this nature, in this location, would be completely out of keeping with the surrounding area and inappropriate as it is effectively another dwelling, the principle of which has already been refused at appeal.

6.1 Applications Granted by SODC

P23/S0889/FUL (Full Application) Minor Amendment : No. 1 - dated 2nd June 2023 Proposal : Demolition of existing dwelling and erection of two storey replacement dwelling (dwelling redesigned with lower ridge and eaves height as shown on amended plans received 2nd June 2023). Address : 14 Bridle Path Woodcote RG8 0SE.

6.2 Applications Refused by SODC

None.

6.3 Other Planning Matters

None.

7. Finance To approve payments, note receipts.

List of Payments between 29/06/2023 and 28/07/2023

			Amount Paid	
Date Paid	Payee Name	Reference	Inc. Vat	Transaction Detail
29/06/23	British Telecom	DD	71.85	Monthly Line & BB
29/06/23	Henley Standard	DD	160.56	Disposal Notice 2 wks
06/07/23	Kings Tree Care Services Ltd	BACS	129.60	Water trees 23/6 4 hrs
06/07/23	Shield Maintenance Ltd	BACS	83.20	Dog bins
06/07/23	Jane Olds	BACS	350.00	Internal Audit FY2022/23
06/07/23	M & C Landscapes	BACS	1,930.74	June grass cutting
07/07/23	Oxford Drains	BACS	96.00	Unblocking toilet VH
20/07/23	Kings Tree Care Services Ltd	BACS	708.00	Tree work wayside
20/07/23	D. J. Scott Electrical Service	BACS	1,008.00	5yr wiring inspection VH
20/07/23	D. Hazell	BACS	34242.96	Basketball Court Works
28/07/23	J. Welham	SO	xxxx	July Salary
28/07/23	L. Crockett	SO	xxxx	July Litter picking
		TOTAL	40,636.30	

APPROVED

Agreed that the cost to D. Hazell for the Basketball court works would be paid from CIL Funds.
Clerk to action transfer from reserves in CCLA deposit account into WPC current account.

To Note Receipts.

Funds Received between 01/06/2023 and 28/07/2023

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
02/06/2023	CCLA		Public sector deposit Acct int.	£1,123.35
06/07/2023	CCLA		Public Sector Deposit Acct Int.	£1,105.07
29/06/2023	OCC		AP 9020	£15.31
29/06/2023	SSE		Wayleave	£57.77
			Total Receipts	£2,301.50

7.1 Quotations/Grants received for review/approval.

Basketball Court – court lining. F1 Lining Ltd, Wilson Scott, Designs & Lines.

Resolved to appoint Wilson Scott £850.00.

Glasdon – New Litter Bin.

Resolved to accept, bin colour in black not green. £349.86. There will be additional installation cost, to be advised.

Shield Maintenance Ltd – Collection from litter bins on WPC land.

Resolved to appoint to empty litter bins on WPC land weekly £2366 per annum.

SODC are mapping all areas and will only collect from litter bins alongside the highways and not from private land. They have stopped supplying litter bin liners making it impossible for the litter picker to remove litter for collection by their contractor Biffa.

Kings Tree Services – Remove dead larch tree. Consider replacement of dead trees on VG.

Resolved accept and proceed £470.00. Replace dead trees in the Autumn but consider new location.

Kings Tree Services – Annual Hedge Cutting.

Increase on last year costs of £150.00 represents a 4.30% increase

Resolved accept and proceed.

Regarding the 3 dead trees on the Village Green, WPC agreed to replace in the Autumn and consult regarding a different location. Cost to be obtained. One dead tree is sprouting from the base, which may recover, leave this tree in place.

GS Roofing – Repair of gulley and edge of flat roof rear of VH.

Resolved Clerk to obtain 2 more quotations.

D.J. Scott Electrical Services

Remedial works to VH wiring following 5 year inspection. £430.00

Resolved to accept.

7.2 Budget Report 1st Quarter – review receipts & payments against Budget for 2023/2024. Capital Budget review CIL.

Report circulated to members, no question or comments.

CIL funding shown on screen, no questions. Clerk advised that members can look at Woodcote CIL report on the SODC website under CIL Register to track what is due in and dates need to be spent by.

8. Village Hall Refurbishment – update on progress flat roof.

Cllr. Davies gave an update on progress;

Advised that he had spoken to two roofing companies, costs received from one and costs awaited from the other.

He had spoken to a builder about some of the ideas as a builder will be required to work alongside the roofers for some of the works. Planning may be required but as this is replacement/maintenance of the roof, felt this would be able to proceed.

Advised that a project manager would be required and suggested the builder he had approached, who could run the project, this would be an additional cost.

Two architects had been approached and had some indicative estimates for their services.

One architect visiting Mon 24th July with an Engineer to look at the roof.

Cost estimates ranging from £2K to £3K.

Resolved Delegate power to the Clerk to spend up to £3000.00 for the architect and engineer to avoid delays so this could proceed.

9. Staff Matters – Clerk/RFO hours consider a proposal from Staffing Committee following update to Clerk's duties.

The Staff Committee had informally met to speak to Cllr. Urbick regarding him joining the committee, he had expressed in a Full Council meeting he was willing to join.

It was proposed that he did join the Staff Committee and agreed. Cllr. Mack will be leaving the Parish Council and it was agreed that Cllr. Bilbe will join the Staff Committee when she leaves.

The Staff Committee put the proposal to the Full Council regarding the Clerks hours, it was suggested 24 hours per week with a maximum of 10 additional hours per month if required without further approval.

Following discussion, a vote was taken,

4 votes in favour

Cllrs Urbick, Peirce, Bilbe, Mack.

1 Vote Against

Cllr. Booker

1 Abstained

Cllr. Davies

The vote was carried.

The way that the hours are reported to be changed and this will be reviewed in 3 months' time.

10. Matters for Next Agenda/s Opportunity for Members to raise matters which require attention & discussion for future agendas. Proposal of Motion Forms can be received by the Clerk in accordance with Standing Order 9b.

None.

11. Correspondence – to consider potential actions of any received.

Email from resident re trees/hedge

Deferred to next meeting.

12. To note date of the next PC meeting: Wednesday 2nd August 2023

Meeting finished at 22.00 Signed..... Date.....