

Date of meeting or email	Agenda Item	Task	Action / Progress	Action by	Status
8th January 2023	7.3 Planning	Clerk to write a letter requesting a meeting with SODC Planning Paula Fox and the Officer dealing with this pre application. Chairman and Vice Chairman to attend.	15 th Feb 2023 - 6.3 Other Planning Matters Clerk advised that Paula Fox had replied to the request from WPC for a meeting regarding NP site on Reading Road. She had suggested a Teams meeting, however Chairman and applicant would prefer a face to face meeting. Clerk to reply.		
1st February 2023	6.3 Other Planning Matters	Cllr. Fletcher expressed concern about NHP1 sites running out of time if not developed. Two sites have been carried over into NHP2. Chairman (RP) took action to speak to SODC Snr. Planning Officer Tom Wyatt.			
1st February 2023	8. Project Cool	Cllr Davies to contact SOHA about the ongoing parking dispute on the green area. Clerk to investigate who owns and maintains the highway.			
15th February 2023	5. Matters arising	Resolved Cllr Davies action with Cllr. Sudbury obtaining the guards/stakes possible source from Tree Officer at OCC. WPC to fund costs.			
15th February 2023	10. Zebra Crossing Goring Rd	Resolved – proceed to engage Glanville	1 st March 23 – 7.1 Quotations - Glanville 2nd Zebra Crossing Project Goring Rd First phase £4500 plus VAT. Resolved proceed 10 th January 2024 7,6 The results of the trial holes that were made on 13th November and the impact on the Goring Road Zebra Crossing were unanimously NOTED. It was unanimously RESOLVED to initiate discussions with the neighbouring landowner to explore a way to utilise approximately ½ metre of their property to be able to avoid the services that would prohibit installation of the zebra crossing.	RP	WIP
1 st March 2023	9. 20mph speed limits in Woodcote - – review plan from Oxfordshire County Council Highways.	The consultation email with start date was sent to the incorrect email address hence the publication of the consultation was 3 weeks on from the start date. Resolved write a letter of complaint to OCC. The limit for Tidmore Lane was not included, however subsequently it will be considered but cannot be added to current consultation, a further consultation will be needed. Clerk to keep updated.			
5 th April 2023	10. Village Hall Maintenance –	Clerk had circulated photographs of some of the outstanding internal areas needing maintenance. Members agreed that the priority was for the Flat Roof section of the Village Hall to be replaced. Resolved Clerk to obtain quotations, looking at all types of materials / designs available now. Vice Chairman to continue liaison regarding the refurbishment matters.	WIP	KD	
19 th April 2023	11. Correspondence	Email from Woodcote Correspondent to the Clerk. Chairman took action to discuss with Sam Peates.			

3 rd May 2023	8. Internal Audit – Review report	Report circulated prior to the meeting, no major comments, some recommendations regarding financial control checks, reserve policy advised should be put in place, continued training for Clerk and Councillors. Also recommended that WPC review their 2 meetings a month, which is unusual for most parish councils. Recommendations noted and actions will be taken.			
17 th May 2023 Annual Parish Council	7. Committees - review Terms of Reference	Village Green Committee Terms of Reference. Resolved to adopt 2022 Terms of Reference with an aim to amend and condense the lengthy terms of reference within the next 6 months, as much is duplicate of Standing Orders			
17 th May 2023 Annual Parish Council	9. Councillors Areas of Interest - review current	Following the election WPC are four councillors short with potentially one other resigning leaving only five remaining. Areas of Interest Cllr Booker Police Cllr. Fletcher Village Hall User Committee/ Village Hall Refurbishment. Cllr. Bible Youth Club Cllr Mack Village Green Committee & Allotments (provided does not resign due to other commitments) Cllr. Davies Village Hall Refurbishment, VH Trustees Committee Council rep/Project Cool Cllr Peirce Community Centre and Schools	WIP		WIP
17 th May 2023 Annual Parish Council	15. Project Reports Councillors updates, reviews & actions on various projects.	Clerk advised that Project Cool one of the trees planted in verge on Bridle Path the resident is very concerned that it is an oak tree as they had asked for a small tree to be planted, and has requested the oak to be replaced with a smaller tree. Clerk had circulated email from resident to all councillors. Resolved Clerk to contact County Councillor and ask if the Almond Tree that is yet to be planted could be the replacement. However, planting needs to be carried out in the Autumn now. Clerk advised that some of the newish trees on the Green alongside the Goring Rd , two appear to be dead. Suggested ask Tree Surgeon to check.	Email from Kings dated 7/7/23, confirming 3 trees dead. See note under meeting held on 19th July 2023.		
7 th June 2023	10. Litter Bins Woodcote – Update position with SODC & review	Clerk advised that 2 bins their liners had rusted and the bottoms had detached. Resolved to replace one of the bins with a new hooded bin and remove the other bin entirely	19th July 2023 - 7.1 Quotations/Grants received for review/approval Glasdon – New Litter Bin. Resolved to accept, bin colour in black not green. £349.86. There will be additional installation cost, to be advised. 6th September 2023 - 7.1 Quotations/Grants received for review/approval. J. Roxborough Installation waste bin £120.00 and 2 Notice boards £388.40. Approved by Email before meeting, confirmed		

7 th June 2023	11. Project Reports Councillors updates, reviews & actions on various projects	The question of watering new trees was raised and the difficulty to get volunteers to help. Clerk advised she had spoken to the WPC's tree surgeon who had offered a cost per hour to water the new trees on the Village Green as two had died, two dead trees had been replaced last Autumn. The dead trees to be identified and check if either are one of the replacements. The cost was £27.00 per hour ext VAT. Resolved – to engage Kings to start watering asap maximum of two people. Start on the VG but have the conversation to water the new fruit trees at end of Wittenham Close. Clerk to give Shed key for access to water on the green and advise re the allotment tap.			
21-Jun-23	8.1 Quotations/Grants received for review/approval	Sign Shed – 3 rd sign omitted for Folly Field area. replacement signs play area. Cost £65.50 plus VAT and delivery. Agreed to order 3rd sign			
19 th July 2023	7.1 Quotations/Grants received for review/approval	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	Believe work was carried out to the dead Larch tree in Wayside Green. Email forwarded onto Councillors on 7/7/23 from Kings via clerk states "Planted trees along the road side on the main village green there are 3 dead plus one that doesn't look like it will make it one of them we Planted recently and the other 3 are when we first did the planting if you would like to replace in the autumn for some smaller cheaper tress they should be fine as we now have the watering in place"		Partially Complete.
19 th July 2023	7.1 Quotations/Grants received for review/approval	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.			
19 th July 2023	7.1 Quotations/Grants received for review/approval	GS Roofing – Repair of gulley and edge of flat roof rear of VH. Resolved Clerk to obtain 2 more quotations.			
2 nd August 2023	7.1 Quotations/Grants received for review/approval.	Alfresco Cleaning – Graffiti Table tennis table. £816.50. A second quotation had been received after issuing the agenda from Clean-Tech Services Ltd £1250.00. Parish Council reviewed and after discussion felt that the table top could be painted to cover the graffiti as the cost of cleaning was relatively high. Cllr. Urbick to investigate possibilities and report back	6 th September 2023 5. Matters arising from those Minutes not on the agenda elsewhere. Cllr. Urbick updated on his actions; Table Tennis Table, advised he had spoken to the company who installed the table. Any masonry paint can be used to paint the top of the table to cover the graffiti. They also advised that Graffiti Magic should be applied at least 2 yearly as it is clear liquid that prevents graffiti bonding. Cost Paint £50.00, Graffiti Magic £106.00 Resolved purchase and proceed with painting the table	Clerk BU	
		Clerk had carried out some investigations into possible web hosting companies with a view to redesign and update the current WPC site. Also, the current host company have moved their business model into	6 th September 2023 5. Matters arising from those Minutes not on the agenda elsewhere. Cllr. Urbick updated on his actions;		

2 nd August 2023	10. WPC Website To consider potential redesign and changing host.	Also, the current host company have moved their business model into support and may in the future not support their web customers. Resolved To redesign and updated WPC website. Cllr. Urbick has experience of designing websites and will work on this with the Clerk for initial redesign proposal.	Revamp of WPC website, will change to Word Press, include emails .org.uk, free to use easy to support. Cost £100. To move to gov.uk emails cost £120 per annum. Resolved Change current website over, some minor upgrades initially. Hold the gov.uk emails currently.		
6 th September 2023	5. Matters arising from those Minutes not on the agenda elsewhere. Cllr. Urbick updated on his actions;	BU is continuing to explore other EV charging companies and has contact 3 companies, is awaiting proposals, for Agenda next meeting		BU	
6 th September 2023	7.1 Quotations/Grants received for review/approval.	Water Drop – Legionella Inspection VH. £360.00. Inspection operationally essential, email approval prior to meeting, confirmed.	Legionella Assessment VH circulated to Councillors via email on 8th September 2023. Clerk stated to they would arrange quotes for "of capping off the pipework mentioned also removal of the out of service hot water heater and pipework." At the time of booking, the Clerk was also asked to check with assessor what checks are required to be done between the full assessment every 3 years please, along with how often they should be done, who should do them and how they should be recorded. Report notes what should be done and notes that some monitoring tasks are only particually complete. Action required - to bring into Village Hall discussions.		Partially Complete - Legionella is a Running Inspection - should be VH responsibility.
6 th September 2023	7.1 Quotations/Grants received for review/approval.	Grant request from Village Green Committee. WPC agreed that as the VGC are a committee of WPC a grant is not required, a budget amount for each year needs to be set. VGC to advise a realistic budget to meet requirements. Clerk to follow up.			Not really a committee - has own bank account - propose a licence and a grant request.
6 th September 2023	8. Staff Committee Terms of Reference To approve & adopt.	Document circulated previously as deferred from last meeting. Some amendments made to the original, Clerk not in receipt of the changes at time of meeting. A Councillor had submitted an Appraisal format to be considered for use rather than the NALC format. Clerk not in receipt at time of meeting Resolved Accept the amendments to original TOR's approved. Staffing Committee to consider the appraisal format separately.			
6 th September 2023	10. WPC Published Articles to consider Councillor approval of Woodcote Correspondent (or other print based) published articles / notices	Resolved to circulate any articles for publication for proof reading, checking a minimum of 48 hours prior to being issued to public by the Clerk.			Ongoing

6 th September 2023	10.1 Communications Protocol – adopt the SLCC Model protocol	One addition requested to add Chairman or Vice Chairman to authorise/action in the absence of the Clerk. Resolved with this addition added the procedure accepted, adopt the Communications Protocol.			
4 th October 2023	6. Greenmore Ponds - to consider proposal from WCG re pond water leak, to confirm WPC ownership of the Common Land.	2 Mop's spoke from Woodcote Conservation Group, the pond bore holes have been inspected and there is water flowing underground which is good news and there is a small amount of water in the bottom of the pond. WCG wish to manage the project to remedy the leak from the pond initial investigations appear to be tree roots damaging the clay, the project will involve substantial work. WGC will be looking to apply for grants from organisations and fund raise to cover costs. Resolved WCG require a letter from WPC stating that they are custodians of the Common Land and give WCG permission for their activities regarding the regeneration of the pond.			
4 th October 2023	9.1 Quotations/Grants received for review/approval including any received after circulation of this agenda.	RES Fire Services – Fire Door Rear of VH with glazing panels for visibility when opening. £3290,75 plus VAT installed. Resolved to accept	10 th January 2024		
4 th October 2023	14. Village Maintenance to consider areas that need attention and action	Waste garden matter to rear of property Wayside Green reported by resident, on WPC land. Clerk has reported as fly tipping, this may not be removed as it is not on public land. Resolved monitor and if more waste dumped erect signage, also suggestion to plant some shrubs in this gap. Clerk to obtain costs	7.5 It was unanimously RESOLVED to approve the design of the external fire door replacement (used by the Pre-School as entrance and exit), and to clarify the colour to match other doors.		
4 th October 2023			Items were removed following report on fixmystreet.		
1 st November 2023	9. Village Hall to consider proposal re Lease & arrangements with VH Trustees.	Cllr. Urbick gave update on the background of the investigations into the Lease and Charity Constitution, the PC being Custodian Trustees and the Management Trustees. The Lease is not valid and the proposal was discussed; Resolved A working group to be formed with Terms of Reference to work with Trustees to agree timeline and structure to work through proposals. Cllr. Davies to represent WPC.	WIP		Ongoing
1 st November 2023	6. Allotment Trustees Meeting to consider proposed rental increase for next FY 2024/25	Following the Allotment Trustees meeting 25th October it was raised that the rental charge for year 2024-2025 should be increased due to rising cost over the last few years. The last increase was 2018. Based on rents not having increased for 5 years and the cost increases experienced and projected, water 15%, grass cutting 7%, suggested an increase of 8% for the coming FY2024/25. The proposal was 2 pence per square metre from 0.27p per sq.metre to 0.29p per sq. metre. This had been accepted favourably from the plot holders who attended the Allotment Trustees meeting. Resolved to increase the rental by 2 pence from 1st April 2024. Plot holders will be advised.			To check regulations - most require full financial year notice of an increase - notified at time of billing, of increase the following year.
1 st November 2023	11. Woodcote Cricket Club to consider proposal for funds towards spiking the V.Green.	Resolved WPC to fund one third £545.00			

6 th December 2023	4. To approve the minutes of previous council meeting [LGA 1972 Sch 12, para 41(1)]	4.3 An action to consider to raise the tree crown at the corner of the Village Green (at the intersection of Reading Rd and Goring Rd) was added to the Progress Updates list of on outstanding items			
6 th December 2023	8. Greenmore Ponds	8.1 It was unanimously RESOLVED that the Council will contract the first phase of the groundworks (ie the exploratory work) with a budget up to £5,000 [Open Spaces Act 1906, s.10]. This is subject to the Woodcote Conservation Group donating at least £1,000 for this project. It was further unanimously RESOLVED that CIL funds will be used for this expenditure	WIP		On this meeting
6 th December 2023	9. Village Green	It was unanimously RESOLVED to approve the agreement with the Woodcote Football Club for the 2023/2024 football season, subject to updated information to be included. Clarification that overhanging trees will only be dealt with by the Parish Council if there are concerns about low bows and general safety, not solely if they overhang the current area marked as pitch. It was also resolved to include the use of the top area of the village green once a week for training for one hour within the agreement.	15 th Dec 2023 4.1 It was unanimously RESOLVED to approve the minutes of the meeting held on 6 th December 2023 with the changes to item 9 so it now reads: 9.1 It was unanimously RESOLVED to approve the agreement with the Woodcote Football Club for the 2023/2024 football season, subject to updated information to be included. Clarification that overhanging trees will only be dealt with by the Parish Council if there are concerns about low bows and general safety, not solely if they overhang the current area marked as pitch. It was also resolved to include the use of the top area of the village green once a week for training for one hour within the agreement.		
6 th December 2023	11. Village Hall flat roof refurbishment and enhancement	11.1 It was unanimously RESOLVED to approve Phase one of the project and allocate budget of £5,625+VAT [Local Government (Miscellaneous Provisions Act 1976 s.19]	WIP		
10th January 2024	7. Proper Officer's Report	7.3 (ii) Raise up selective branches and cut back overhanging branches where they encroach football pitch along side by the school. Raise up any lower branches on trees along the back by allotment side. Cut back large holly by hedge one beech tree near to memorial end to be reduced and shaped by 1/3 and raise up lower branches. Cut back overhanging branches from path area. Cut back branches by road sign. Raise up lower branches on trees by main centre to give enough height clearance for lorries, etc. £650 + vat. It was unanimously RESOLVED to seek further details from King's Tree Care Services on these works and to then consider at the next council meeting			
10th January 2024	7. Proper Officer's Report	It was unanimously RESOLVED to approve Soleluna pizza van to park in the Village Hall car park once each week (Thursdays 4.45pm-8.15 pm) for a fee of £15/week paid 3-monthly in advance, for a trial period of 3 months.			check if invoiced

10th January 2024	9. Matters for future discussion	a. To approve a preferred supplier list for frequent issues with which the council deals. b. To approve the purchase of a second Speed Indicator Device (SID) to become part of the rotation from site to site. c. To progress the Village Hall new roof project. d. To approve the purchase and planting of trees for Project Cool. e. To approve the repair of the joining of the tarmac at the bus shelter to eliminate pooling of water and mud. f. To receive an update on the Joint Working Group with the Village Hall trustees g. To consider the land deposit notices from OCC and determine the council response, if any.			
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