

Notice of a Meeting of Woodcote Parish Council

Wednesday 06th March 2024 at 19:30, The Function Room, Woodcote Village Hall

All Councillors are summoned to a Meeting of Woodcote Parish Council.

Members of the public and press are invited to attend all council meetings.
(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

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

2. Declarations of Interests [LA 2011 s31]

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

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)

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

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

3.1. Meeting held on 07th February 2024

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

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

To respond to the request to consult by the Planning Authority

Appendix A

4.1. P24/S0454/HH - 3 Bridle Path, Woodcote, Reading, RG8 0SE

Single storey rear & side extension, internal alterations & changes to fenestration.

4.2. P24/S0251/HH - Old Forge South Stoke Road Woodcote RG8 0PL

Demolition of existing rear shed, erection of new single-storey rear extension and new front porch.

4.3. P23/S4003/S73 - 10a Wayside Green Woodcote RG8 0QJ

Variation of condition 2 (plans), variation of condition 7 (Parking & Manoeuvring Areas Retained), variation of condition 9 (landscaping) and variation of condition 10 (Surface Water Drainage) on planning permission

P19/S4288/FUL (Erection of a two-storey four-bed dwelling house) to allow for the relocation of proposed parking area.

*To consider approving the response as drafted **APPENDIX A** in response to the request of SODC planning to withdraw the objection.*

4.4. P24/S0668/HH - 57 Whitehouse Road Woodcote Reading RG8 0SA

Construction of a part single and part two storey side extension with associated internal alterations.

- 5. To receive a report on the Greenmore Pond and proposed works** **Appendix B**
- 6. To note the minutes from the Village Green Committee/group** **Appendix C**
- 7. Village Hall** **Appendix D**
- 7.1. To receive a report on the Joint Working Group with the Village Hall Trustees
- 7.2. To approve leasing the Parish Office from the Village Hall, £6,000 per year, starting 01st April 2024
- 7.3. To approve sending letter of support to the Village Hall Charity in applying for Thermal Efficiency grant from Locality
- 7.4. To approve applying for CIL Grant from SODC for the Village Hall Roof, and seek permission/support from the Woodcote Village Hall Charity – the management charity – to apply for the grant.
- 7.5. To consider the option to, and if thought fit approve, recruiting on a 6m fixed term contract, a parish council “Facilities Assistant” to complete the VH maintenance role temporarily.
If approved, also to approve:
- *Job Description,*
 - *Terms and Hours and*
 - *Candidate.*
 - *Purchase of Smart Phone budget £300, plus £8 monthly cost.*
- 7.6. To consider, and if thought fit approve a proposal from Thames Air Ambulance for a Clothing Bank in the Car Park
- 8. To consider grant requests and approve applications and values.** **Appendix E**
- 8.1. Request from the Village Hall for £6,000, to cover 6 months of the cost of the Village Hall management, £1k to be paid immediately from 2023-2024 budget, the remainder to be paid 1st April 2024 from the 2024-2025 budget.
- 8.2. Request from St Leonards Church, for £2,100 church grounds maintenance, mowing, hedges & trees. [LGA 1972 s214]
- 8.3. Request from Friends of Woodcote Primary School (FOWPS) for £9889 for new roof over playground for Reception Classroom [LGA 1972 s137]
- 9. Finance 2023-2024** **Appendix F**
- 9.1. To approve Finalised Payment List for January & February 2024
- 9.2. To approve payments list for March 2024, including any grants agreed in this meeting.
- 9.3. To note receipts for January and February 2024
- 9.4. To note the reconciled bank balances, up to January 2024, including all other Bank Reconciliations for this year, now all data has been moved to Scribe Accounting.
- 9.5. To complete the quarterly budget review and approve virements.
- 9.6. To approve adding all Councillors to the bank mandate plus the new Clerk, removing the former Clerk.

10. Clerks Report

Appendix G

Action List

- 10.1. To review the Action List
- 10.2. To ratify the purchase and planting of trees for Project Cool, including approving paying the cost of the trees and tree delivery in advance, £1225, the remaining to be invoiced and paid after the works have been completed.
- 10.3. To note the Freedom of Information response to request 23rd February 2024
- 10.4. To note the litter picker has requested supplies for the Great British Spring Clean over the 6th/7th April 2024 weekend.
- 10.5. To approve the risk assessment for the Great British Spring Clean and that this is a Parish Council arranged activity for the purposes of insurance, arranged by a member of our staff.
- 10.6. To approve purchase of defibrillator battery, £289.00 + £10 fast postage excl VAT, and note the Clerk will commence inspections of this parish council asset.
- 10.7. To consider a proposal to move to a .gov.uk domain and wordpress website, £750 for off the shelf website from Eyelid Productions and hosting with Could Next £120 domain registration for 2 years and £10 per month hosting.

11. To receive Items of Correspondence and agree actions arising.

None.

12. Matters for future discussion.

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

- 13.1. Consider quotes for pavilion roof, approve budget.
- 13.2. To consider quotes for the Greenmore Ponds works, and approve budget and supplier
- 13.3. To consider quotes for the remedial works for the fallen tree at Long Toll, and approve budget and supplier
- 13.4. Approve Salary Point, Hours and Contract for Litter Picker(s)

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

15. Confirm the date and time of the next Council Meeting 03rd April 2024.