

WOODCOTE PARISH COUNCIL

MINUTES of the Meeting of the Parish Council 07th February 2024 at 7.30pm, Function Room, Woodcote Village Hall.

PUBLIC FORUM (prior to the start of the meeting).

MoP1: Regarding 10A Wayside Green (FOI Response), an adjacent resident. Mobile home is being constructed on the land, resident has concern of privacy and safety of thier land. A licence to put the mobile home was given, but this is also the parking for the 4 bed house also with permission for the land. The representative had a fire recently on their property, which has spread from another separate neighbouring property. The MoP has concerns regarding, safety; privacy; future fires, particularly as the current activities on site are showering this MoP's property with showers of sparks from an angle grinder. The property is growing from 1-off 4 bed home, to 2-off 4 bed homes plus a 3-bedroom caravan. The Chairman confirmed that the Proper Officer has been discussing this matter directly with SODC Planning and this will be raised again with them. No party wall agreement in place, the development is within touching distance of the boundary.

MEMBERS PRESENT

Chair	R Peirce
Vice Chair	K Davies
	L Bilbe
	H Booker
	T Over
	S Pritchard
	D Ellis
	J Sloper (from item 3.3)
	K Byrne (from item 3.3)

OFFICERS PRESENT

L White – *locum* for the Meeting.

The meeting started at approximately 7.38pm

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

Apologies were received in advance of the meeting from Cllr B Urbick.

2. Declarations of interests [LA 2011 s31]

2.1 To receive declarations of interest for items on the agenda. None.

2.2 To consider requests for dispensations, if any [LA 2011 s33]. None.

3. Vacant seats [Representation of the People Act 1985 s21]

3.1 It was NOTED the council has 2 vacant seats

3.2 To receive and consider written applications from J Sloper, M Smith and K Byrne for the office of Parish Councillor and to co-opt two candidates to fill the vacancies. [Co-Option Policy Procedure]

Candidates will have five minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of Woodcote Parish Council. Members will have the opportunity to ask candidates a few questions before proceeding to vote. Note: If a candidate is unable to attend the meeting, the application can still be considered and voting will be based on the application only.

The Candidates introduced themselves and gave reasons for co-option including:

- K Byrne: Attracted to the Council by the referendum in 2022, with the documentation for the voting, there was a link to the website, and they were impressed by the content. Felt as a villager that they were being engaged and was heartened. Looking at the previous referendums, Woodcote was 7th out of 200+ for turnout. A lawyer/ barrister by trade and worked with magistrates. The strength of courts lies in its diversity, much like parish councils. Can offer lots of experience, and diversity comes from both new members and the experience from of old members.
- J Sloper: Have lived in Woodcote for 5.5y, also owns the coffee truck at church farm, gets to talk to many villagers every day, two young children at school locally and volunteers on the PTA. Trained paramedic. Always wanted to join the PC, but previously too busy, and now have the time to dedicate to it.
- M Smith: A former PCllr and was Vice Chair for many years and was Chairman for a year, also heavily involved with the neighbourhood plan, including the studying to go with that and representing the Parish Council at the examination. A member of the Oxfordshire Neighbourhood Plan Alliance, and runs workshops for other parishes. Would like to return to the Parish Council to return with that former knowledge.

A vote was held in accordance with the co-option policy, with each Cllr having 2 votes.

Councillor	J Sloper	M Smith	K Byrne
Votes	7	2	5

It was RESOLVED to co-opt K Byrne and J Sloper

- 3.3 The declaration of acceptance of office from K Byrne and J Sloper were RECEIVED and countersigned by two members of the council in the absence of the Proper Officer. Both Councillors joined the meeting.

4. To approve the minutes of previous council meeting [LGA 1972 Sch 12, para 41(1)]

- 4.1 It was unanimously RESOLVED to approve the minutes of the meeting held on 10th January 2024
- 4.2 Matters arising. None.
- 4.3 The progress on outstanding items was NOTED and HB was thanked for their efforts in producing the document.

Appendix B

5. New Clerk/Responsible Financial Officer

- 5.1 The terms of the Clerk & RFO contract (based on NALC model contract) were RESOLVED with the following amendment

Appendix C

To add to section 5 (Place of Work) Dates and times of the working hours, to be discussed between both employee and employer and mutually agreed. Plus correction of Woodcote Parish Council on Page 1.

- 5.2 It was RESOLVED to appoint L White as the Clerk & RFO effective 19th February 2024, 18 hours per week, SCP 28, plus up to 20 hours per month additional hours only for the first 6m.

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

6.1 New applications to provide consultation response

- 6.1(i) [P24/S0251/HH](#) – the extension to 7 March 2024 (the day after the next PC meeting) to respond was NOTED. (*HB assigned*)

6.2 Decisions made by SODC

- 6.2(i) [P23/S4025/HH](#) - 16 Grimmer Way Woodcote RG8 0SN - Single storey rear and front extensions. GRANTED (with conditions, one of which WPC recommended). WPC had NO OBJECTIONS SUBJECT TO a condition that the proposed window that overlooks the back garden of 1 Cuddledson Close to be non-opening and glazed with obscured glass or provide reasons what that condition would not be acceptable. SODC's decision was unanimously NOTED.
- 6.2(ii) [P23/S4176/HH](#) - 91 Wayside Green Woodcote RG8 0PR - Single storey rear extension, replacement of existing conservatory roof and replacement of existing front porch. GRANTED. WPC had NO OBJECTIONS. SODC's decision was unanimously NOTED.

6.3 Appeal decision

- 6.3(i) [P22/S3885/O](#) - Dean Wood House South Stoke Road Woodcote RG8 0PL - Outline application seeking approval for access, landscaping and layout for the erection of a new dwelling and detached garage with new access. (Amended plan received 9th January 2023 moving access road further away from the Oak Tree. This is accompanied by revised arboricultural information). WPC OBJECTED. The appeal was ALLOWED. The appeal decision was unanimously NOTED.

- 6.4 It was NOTED the consultation for SODC & Vale of White Horse Joint Local Plan 2041 deadline is now 26th February 2024 and It was RESOLVED to delegate to the proper officer to respond on behalf of the Council and circulate to all members prior to submission.

7. Finance [LGA 1972 s.111]

7.1 The following receipts were unanimously NOTED.

Date	Amount	Description	Source
31.01.2024	£ 1,293.36	Investment income	CCLA
09.01.2024	£ 806.10	Savings int to 8-1-2024	Lloyds Bank
09.01.2024	£ 3,713.87	VAT refund	HMRC
03.01.2024	£ 806.10	Investment income	CCLA
£ 6,619.43			

7.2 It was unanimously RESOLVED to approve the following payments, however the payment of the emergency £580 for KV Plumbing & Heating required additional information prior to payment, and it was asked that the Proper Officer still seeks this additional information.

Date	Total	Description	Supplier
06.02.2024	£ 67.80	Income tax/NI deductions	HMRC (PAYE)
29.01.2024	£ 270.85	Payroll costs	Staff
29.01.2024	£ 73.14	Tel/broadband Jan 2024	British Telecom (BT)
29.01.2024	£ 147.38	Village Hall room hire Dec/Jan	WVH Trustees
26.01.2024	£ 319.79	Wkly collection bins	Shield Maintenance Ltd
20.01.2024	£ 4,794.00	Legal fees	Blandy & Blandy
16.01.2024	£ 1,092.00	Tree care	Kings Tree Care Services Ltd
15.01.2024	£ 580.00	Emergency call out rewire/repair zone valves	KV Plumbing & Heating (reimburse to WVH Trustees)
15.01.2024	£ 630.00	Donation	Oxfordshire South & Vale Citizens Advice
31.01.2024	£ 37.50	Office supplies	Premier Office Supplies (TV) Ltd
04.01.2024	£ 319.79	Waste collection	Shield Maintenance Ltd
06.01.2024	£ 2,149.01	Fire safety equipment works	RES Systems Ltd
06.01.2024	£ 1,638.80	Income tax/NI deductions	HMRC (PAYE)
£12,120.06			

7.3 It was NOTED the quarterly budget review and amendments will be provided at the next meeting.

7.4 The purchase and planting of trees for Project Cool

It was NOTED the trees which have been planted on the allotment and would need to be removed should the allotments be reopened to their full extent. This is designated allotment land and cannot be reallocated to any other purposes.

Small Orchard, 2 pine trees top left, 2 trees separating the field, plus one more. 7 more fruit trees are needed, approximately £33 each for potted trees. OCC Highways have advised big trees need to be potted or bound trees. Quote received to date is £1800 inc VAT for all of the phase 1 trees, including planting and caging. A higher quote from another supplier has also been received. OCC Highways is being asked if non-bound, non-potted could be used to bring the prices down.

It was RESOLVED to purchase the phase 1 trees with a maximum budget of £1800 inc VAT , delegated to the Proper Officer to select supplier subject to receiving 3 quotes in accordance with the financial regulations.

8. Proper Officer's Report

8.1 The Freedom of Information response sent on 1st February 2024 was NOTED. **Appendix D**

8.2 Purchase of a second Speed Indicator Device (SID) to become part of the rotation from site to site was RESOLVED, to be identical specification to what is already owned. Budget to be as needed to purchase identically specified equipment. **Appendix E**

- 8.3 It was RESOLVED to allow Soleluna pizza van to install a permanent banner to remind people not to park in that area in the Village Hall car park once each week (Thursdays 4.45pm-8.15 pm), subject to it not requiring advertisement consent.
- 8.4 Progress on the zebra crossing issues were NOTED that this is an ongoing issue and an update will be given at future meeting on communication with residents about allowing installation on the edge of their land.
- 8.5 Woodcote Community Centre's as an Asset of Community Value (ACV) expiration was NOTED, it was further RESOLVED to renominate this asset to SODC.
- 8.6 Resident's concerns about signage throughout the village was DISCUSSED and it was further RESOLVED to add a link to appropriate legislation on the WPC website to which residents can be referred, and respond to this resident to contact OCC Highways as their solicitor has advised.

Appendix F

9. Reports

- 9.1 A report on progress of the Village Hall new roof project was RECEIVED. Summary is given for phase 1, which is the flat roof over the pavilion.
- Potential roof surfaces have been reviewed by the selected contractor
 - Zinc roof which will look like slate is proposed, it is not overly expensive due to reduced installation costs.
 - Decision to be made: Should it be a sloping roof or not?
 - What covering should the roof be? Zinc, tiles etc.
 - There are a number of potential grants available.
 - It was asked that whatever is chosen needs to withstand the impact of cricket balls.
 - Metal roof will last the longest and require the least strength in to roof, to support the weight of the roof covering.

Proposed to get the chosen contractor in to discuss all the options, but noting that there will be a cost associated, all council members to review the documentation already available to ensure discussions with the contractor are defined and specific.

It was AGREED get a costed scheme for the zinc roof and bring to a future meeting for formal approval prior to going to planning.

- 9.2 The January Playground Inspection Report was RECEIVED, it was agreed to take no action at this time.

Appendix G

10. Policies

- 10.1 It was RESOLVED to adopt the Internal Controls Policy (as recommended in Internal Auditor's report), updating 3.1.4 from "at least 6 times each year" to "monthly". Appendix H

11. Committees

- 11.1 Cllrs Peirce, Bilbe, Over and Pritchard were APPOINTED to the Staffing Committee (Cllr Urbick has requested to resign from the committee)

12. Matters for future discussion included:

- SODC are going to beautify Medill Close and will continue to notify the PC, to consider at the next meeting sending letter of thanks.
- 8 bare roots fruit trees have been bought for installation in Folley Green Play Area, to formally approve at the next meeting and consider sending letter of thanks to the donator.
- Secretary for the Youth Club has asked for a grant, to send grant application form to them and ask them to complete and place on the next agenda.
- To keep an eye out of any correspondence on the Hazel and Jefferies site.
- Allocation of Responsibilities, to consider which organisations urgently need a representative from the Council.
- Bank Mandate, to add all Cllrs and new Clerk
- The weeding of the Play Equipment Area, ensuring appropriate checks, risk assessments etc are in place.
- Speeding and anti-social behaviour – LW to provide details from Western Valley PC on this matter to the Council.
- Office Door bar.

13. The topics to be submitted to the Woodcote Correspondent for the March 2024 issue were RESOLVED as:

- New Councillors, and short biography.
- New Clerk and published open office hours.

14. The next Council Meeting was CONFIRMED as – 7.30pm, 6th March 2024.

There being no further business to be transacted the Chairman closed the Meeting at approximately 9.37pm

Signed _____ Date _____