

Minutes of a Meeting of Woodcote Parish Council

Wednesday 03rd April 2024 at 19:30, The Function Room, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr R Peirce (RP)
Vice-Chair	Cllr K Davies (KD) [Arrived 19:39]
Members	Cllr L Bilbe (LB) [Arrived 19:32]
	Cllr H Booker (HB)
	Cllr K Byrne (KB)
	Cllr D Ellis (DE)
	Cllr T Over (TO)
	Cllr S Pritchard (SP)

Officers Present

Clerk	Mrs L White (LW)
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Public and Press At least 1

Meeting Started: 19:31

Apr24.1. To receive apologies for absence. [LGA 1972 s85(1)]

Apologies were received in advance of the meeting from Cllrs Sloper & Urbick.

Apr24.2. Declarations of Interests [LA 2011 s31]

Apr24.2.1. To receive declarations of interest for items on this agenda

None.

Apr24.2.2. To consider requests for Dispensations [LA 2011 s33]

None.

Apr24.3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

Apr24.3.1. Meeting held on 06th March 2024

[LB Arrived]

With correction to item, 24.6, 3rd line, requires a C, next to the P in PC, it was agreed the minutes were an accurate record of the meeting and they were duly signed.

Apr24.3.2. Matters arising from the minutes not elsewhere on the agenda.

It was confirmed there had been no applicants for the position of Facilities Assistant.

Apr24.4. Planning [The Town and Country Planning (Development Management Procedure) (England) Order 2015]

To note decisions of the Planning Authority

Apr24.4.1. 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.

WPC Response: NO OBJECTIONS, however Council has concerns about the proposals to build up to and on the boundary line, which is against advice of the Joint Design Guide 2022 and would not be typical in character for the plots / houses in this road.

Noted.

To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)

Apr24.4.2. P24/S0827/DIS – Wunthro, Behoes Lane, Woodcote, RG8 0PS

Discharge of condition 8 (Details of Microgeneration System (prior to installation), 14 (Details of Biodiversity Enhancements) and 15 (External Lighting - Wildlife) on application P22/S4657/FUL (Demolition of the existing bungalow and outbuilding and the construction of two new dwellings, detached bin and bike storage, associated landscaping and new access).

This discharge was reviewed by a Councillor, the external lighting appears to be all low level, so the ecology officer has said there are no issues, as long as there is no more.

[KP Arrived]

There was informal discussion on the Oratory School amended application for additional outside courts, and it was informally agreed any updated response would be discussed by email and brought to a future meeting to be ratified.

Apr24.5. To receive the inspection report for the Play Equipment Areas and agree any actions arising. Appendix A

The report was received.

[ACTION] to investigate engaging someone with a van-based pressure washer to clear the moss algae from the play area.

[ACTION] to investigate if the banner can be reattached to the railing, or if it needs replacing.

[ACTION] Clerk to investigate getting the graffiti off the table tennis table, and then what anti-graffiti paint needs to be applied.

Apr24.6. Finance 2023-2024

Appendix C

Apr24.6.1. To approve finalised Payment List for March 2024

Resolved: Approved Unanimously the payments as listed below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
185	11/03/2024	£ 35.00	£ -	£ 35.00	ICO Registration	Information Commissioner's Office
161	14/03/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
164	14/03/2024	£ 147.38	£ -	£ 147.38	Village Hall room hire	Woodcote Village Hall Trustees
171	14/03/2024				PAYE Deductions	HMRC (PAYE)
173	14/03/2024	£ 540.60	£ 108.12	£ 648.72	Village Hall Roof	West Waddy Archadia (WWA)
174	14/03/2024	£ 2,002.08	£ 400.42	£ 2,402.50	Village Hall Roof	West Waddy Archadia (WWA)
175	14/03/2024	£ 10.00	£ 2.00	£ 12.00	Domain Renewal	Oxford IT Solutions
176	14/03/2024	£ 58.33	£ 11.67	£ 70.00	Webhosting	Oxford IT Solutions
177	14/03/2024	£ 69.90	£ -	£ 69.90	LiveDriveBack-up	Livedrive Internet Limited
178	14/03/2024	£ 449.06	£ 89.81	£ 538.87	OALC Membership	Oxfordshire Association of Local Councils (OALC)
179	14/03/2024	£ 29.25	£ -	£ 29.25	Meeting Room Hire	Woodcote Village Hall Trustees
180	14/03/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
181	14/03/2024	£ 1,000.00	£ -	£ 1,000.00	Village Hall Grant	Woodcote Village Hall Trustees
184	14/03/2024	£ 177.00	£ 35.40	£ 212.40	6m Fire PPMs	RES Systems Ltd
189	14/03/2024	£ 1,000.00	£ -	£ 1,000.00	Church Maintenance Grant	Woodcote Parochial Church
187	18/03/2024	£ 3,250.00	£ -	£ 3,250.00	FOWPS Grant	Friends Of Woodcote Primary School
188	18/03/2024	£ 3,250.00	£ -	£ 3,250.00	FOWPS Grant	Friends Of Woodcote Primary School
182	20/03/2024	£ 6.67	£ 1.33	£ 8.00	Mobile Phone SIM Costs	GiffGaff Ltd
183	20/03/2024	£ 6.67	£ 1.33	£ 8.00	Mobile Phone SIM Costs	GiffGaff Ltd
186	20/03/2024				PAYE Deductions	HMRC (PAYE)
169	27/03/2024				Salary	Lesley Crockett
170	27/03/2024				Salary	Laura White
172	27/03/2024				PAYE Deductions	HMRC (PAYE)
Total Staff Costs		£ 1,182.61	£ -	£ 1,182.61		
Total		£ 13,747.53	£ 756.68	£ 14,504.21		

Outstanding £580 for Village Hall Maintenance, pending additional information, which was approved in March meeting, but not yet paid.

Apr24.6.2. To note receipts for January; February & March 2024

Noted.

Voucher No	Date	Net	VAT	Total	Description	Customer
38	11/03/2024	364.24	0	364.24	Interest on savings	Lloyds Bank plc
37	09/02/2024	363.84	0	363.84	Interest on savings	Lloyds Bank plc
36	31/01/2024	1293.36	0	1293.36	Investment Income (LAMIT)	CCLA
35	09/01/2024	258.01	0	258.01	Interest on savings	Lloyds Bank plc
33	09/01/2024	0	3713.87	3713.87	VAT refund	HMRC (VAT)
32	03/01/2024	806.1	0	806.1	Investment Income (LAMIT)	CCLA
	Total	3085.55	3713.87	6799.42		

Apr24.6.3. To note the reconciled bank balances, up to March 2024, including all other Bank Reconciliations for this financial year, now all data has been moved to Scribe Accounting.

[See following pages]

All the below were noted.

30th April 2023

A	Bank Reconciliation at 30/04/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 30/04/2023		81,683.61
	SUBTRACT Payments 01/04/2023 - 30/04/2023		377,605.16
			6,533.78
A	Cash in Hand 30/04/2023 (per Cash Book)		371,071.38
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	0.00	
	Public Sector Deposit 30/04/2023	222,842.00	
	Lloyds BB Instant Deposit Account 30/04/2023	0.00	
	Lloyds Current 30/04/2023	148,229.38	
			371,071.38
	Less unrepresented payments		
			371,071.38
	Plus unrepresented receipts		
B	Adjusted Bank Balance		371,071.38
	A = B Checks out OK		

Public Sector Investment: £222,842.00

Lloyds Deposit: £0

Lloyds Current: £148,229.38

31st May 2023

A	Bank Reconciliation at 31/05/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 31/05/2023		82,398.36
	SUBTRACT Payments 01/04/2023 - 31/05/2023		378,319.91
			22,369.73
A	Cash in Hand 31/05/2023 (per Cash Book)		355,950.18
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2023	0.00	
	Public Sector Deposit 31/05/2023	299,614.00	
	Lloyds BB Instant Deposit Account 31/05/2023	0.00	
	Lloyds Current 31/05/2023	56,336.18	
			355,950.18
	Less unrepresented payments		
B	Plus unrepresented receipts		355,950.18
	Adjusted Bank Balance		355,950.18
	A = B Checks out OK		

Public Sector Investment: £299,614.00

Lloyds Deposit: £0

Lloyds Current: £56,336.18

30th June 2023

	Bank Reconciliation at 30/06/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 30/06/2023		83,594.79
	SUBTRACT Payments 01/04/2023 - 30/06/2023		379,516.34
			39,266.34
A	Cash in Hand 30/06/2023 (per Cash Book)		340,250.00
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2023	0.00	
	Public Sector Deposit 30/06/2023	291,614.00	
	Lloyds BB Instant Deposit Account 30/06/2023	0.00	
	Lloyds Current 30/06/2023	48,636.00	
			340,250.00
	Less unrepresented payments		
			340,250.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		340,250.00
	A = B Checks out OK		

Public Sector Investment: £291,614.00

Lloyds Deposit: £0

Lloyds Current: £48,636.00

31st July 2023

	Bank Reconciliation at 31/07/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 31/07/2023		85,908.54
	SUBTRACT Payments 01/04/2023 - 31/07/2023		381,830.09
			46,064.35
A	Cash in Hand 31/07/2023 (per Cash Book)		335,765.74
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2023	0.00	
	Public Sector Deposit 31/07/2023	257,371.00	
	Lloyds BB Instant Deposit Account 31/07/2023	0.00	
	Lloyds Current 31/07/2023	78,394.74	
			335,765.74
	Less unrepresented payments		
			335,765.74
	Plus unrepresented receipts		
B	Adjusted Bank Balance		335,765.74
	A = B Checks out OK		

Public Sector Investment: £257,371.00

Lloyds Deposit: £0

Lloyds Current: £78,394.74

31st August 2023

	Bank Reconciliation at 31/08/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 31/08/2023		88,565.44
			384,486.99
	SUBTRACT Payments 01/04/2023 - 31/08/2023		88,263.22
A	Cash in Hand 31/08/2023 (per Cash Book)		296,223.77
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2023	0.00	
	Public Sector Deposit 31/08/2023	257,371.00	
	Lloyds BB Instant Deposit Account 31/08/2023	0.00	
	Lloyds Current 31/08/2023	39,069.45	
			296,440.45
	Less unrepresented payments		216.68
			296,223.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		296,223.77
	A = B Checks out OK		

Public Sector Investment: £257,371.00

Lloyds Deposit: £0

Lloyds Current: £39,069.45

30th September 2023

A	Bank Reconciliation at 30/09/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 30/09/2023		168,200.18
	SUBTRACT Payments 01/04/2023 - 30/09/2023		464,121.73 111,020.42
	Cash in Hand 30/09/2023 (per Cash Book)		353,101.31
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	0.00	
	Public Sector Deposit 30/09/2023	257,371.00	
	Lloyds BB Instant Deposit Account 30/09/2023	0.00	
	Lloyds Current 30/09/2023	95,730.31	
			353,101.31
	Less unrepresented payments		
			353,101.31
	Plus unrepresented receipts		
B	Adjusted Bank Balance		353,101.31
	A = B Checks out OK		

Public Sector Investment: £257,371.00

Lloyds Deposit: £0

Lloyds Current: £95,730.31

31st October 2023

A	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 31/10/2023		242,807.18
	SUBTRACT Payments 01/04/2023 - 31/10/2023		538,728.73 120,491.00
	Cash in Hand 31/10/2023 (per Cash Book)		418,237.73
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	0.00	
	Public Sector Deposit 31/10/2023	257,371.00	
	Lloyds BB Instant Deposit Account 31/10/2023	0.00	
	Lloyds Current 31/10/2023	160,866.73	
			418,237.73
	Less unrepresented payments		
			418,237.73
	Plus unrepresented receipts		
B	Adjusted Bank Balance		418,237.73
	A = B Checks out OK		

Public Sector Investment: £257,371.00

Lloyds Deposit: £0

Lloyds Current: £160,866.73

30th November 2023

	Bank Reconciliation at 30/11/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 30/11/2023		243,984.54
	SUBTRACT Payments 01/04/2023 - 30/11/2023		539,906.09
			130,729.92
A	Cash in Hand 30/11/2023 (per Cash Book)		409,176.17
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2023	0.00	
	Public Sector Deposit 30/11/2023	329,275.00	
	Lloyds BB Instant Deposit Account 30/11/2023	0.00	
	Lloyds Current 30/11/2023	79,901.17	
			409,176.17
	Less unrepresented payments		
			409,176.17
	Plus unrepresented receipts		
B	Adjusted Bank Balance		409,176.17
	A = B Checks out OK		

Public Sector Investment: £329,275.00

Lloyds Deposit: £0

Lloyds Current: £79,901.17

31st December 2023

A	Bank Reconciliation at 31/12/2023		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 31/12/2023		245,357.26
	SUBTRACT Payments 01/04/2023 - 31/12/2023		541,278.81
	Cash in Hand 31/12/2023 (per Cash Book)		399,758.97
B	Cash in hand per Bank Statements		
	Petty Cash 31/12/2023	0.00	
	Public Sector Deposit 31/12/2023	0.00	
	Lloyds BB Instant Deposit Account 31/12/2023	329,275.00	
	Lloyds Current 31/12/2023	70,483.97	
			399,758.97
	Less unrepresented payments		
B	Plus unrepresented receipts		399,758.97
	Adjusted Bank Balance		399,758.97
	A = B Checks out OK		

Public Sector Investment: £0

Lloyds Deposit: £329,275.00

Lloyds Current: £70,483.97

31st January 2024

	Bank Reconciliation at 31/01/2024		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 31/01/2024		251,428.60
	SUBTRACT Payments 01/04/2023 - 31/01/2024		547,350.15
			147,730.93
A	Cash in Hand 31/01/2024 (per Cash Book)		399,619.22
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2024	0.00	
	Public Sector Deposit 31/01/2024	0.00	
	Lloyds BB Instant Deposit Account 31/01/2024	329,533.01	
	Lloyds Current 31/01/2024	70,086.21	
			399,619.22
	Less unrepresented payments		
			399,619.22
	Plus unrepresented receipts		
B	Adjusted Bank Balance		399,619.22
	A = B Checks out OK		

Public Sector Investment: £0

Lloyds Deposit: £329,533.01

Lloyds Current: £70,086.21

29th February 2024

	Bank Reconciliation at 29/02/2024		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 29/02/2024		251,792.44
	SUBTRACT Payments 01/04/2023 - 29/02/2024		547,713.99
			153,092.80
A	Cash in Hand 29/02/2024 (per Cash Book)		394,621.19
	Cash in hand per Bank Statements		
	Petty Cash 29/02/2024	0.00	
	Public Sector Deposit 29/02/2024	0.00	
	Lloyds BB Instant Deposit Account 29/02/2024	329,896.85	
	Lloyds Current 29/02/2024	64,724.34	
			394,621.19
	Less unrepresented payments		
			394,621.19
	Plus unrepresented receipts		
B	Adjusted Bank Balance		394,621.19
	A = B Checks out OK		

Public Sector Investment: £0

Lloyds Deposit: £329,896.85

Lloyds Current: £64,724.34

31st March 2024

A	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		295,921.55
	ADD Receipts 01/04/2023 - 31/03/2024		252,156.68
	SUBTRACT Payments 01/04/2023 - 31/03/2024		548,078.23 167,597.01
	Cash in Hand 31/03/2024 (per Cash Book)		380,481.22
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Public Sector Deposit 31/03/2024	0.00	
	Lloyds BB Instant Deposit Account 31/03/2024	330,261.09	
	Lloyds Current 31/03/2024	50,220.13	
			380,481.22
	Less unrepresented payments		
			380,481.22
	Plus unrepresented receipts		
B	Adjusted Bank Balance		380,481.22
	A = B Checks out OK		

Public Sector Investment: £0

Lloyds Deposit: £330,261.09

Lloyds Current: £50,220.13

Apr24.6.4. To complete the quarterly budget review and approve virements.

Proposal: to set the budget to the amount received, and create EMR for “Previous FY Obligations”, including £580 for the VH Heating Emergency and £2575 for the Youth Club, £1000 for dangerous tree removal.

Proposal: Remaining “General Fund” to be moved to and EMR called “Operating Reserve”, and plan to increase operating reserve over the coming years.

Resolved: Approved Unanimously the figures as detailed below.

Woodcote Parish Council
Reserves Balance
2023 - 2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
320 EMR Land for Burial	20,000.00				20,000.00
321 EMR 2nd Bus Shelter	5,000.00				5,000.00
322 EMR Climate Change Meas	10,000.00				10,000.00
323 EMR Capital for Projects	38,791.81				38,791.81
328 EMR NHP Grants (SODC)	9,142.04				9,142.04
330 EMR CIL Funds	125,615.20	87,334.21			212,949.41
333 EMR Village Hall Capital Ex	15,000.00	10,000.00			25,000.00
334 EMR Playground Capital Ex	15,000.00	10,000.00			25,000.00
Previous FY Obligations		5,775.03			5,775.03
300 Operating Reserve		28,822.93			28,822.93
Total Earmarked	238,549.05	141,932.17			380,481.22
TOTAL RESERVE	238,549.05	141,932.17			380,481.22
GENERAL FUND					
TOTAL FUNDS					380,481.22

Woodcote

PARISH COUNCIL

1 - Income		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
1	VAT												
1076	Precept					125,223.00	125,223.00			125,223.00			
1080	Grass Cutting (OCC)					1,198.73	1,198.73			1,198.73			
1081	Recreation Ground Fe					1,000.00	750.00			750.00			
1090	Bank Interest & Divide					16,000.00	14,228.55			14,228.55			
1095	Grants												
1098	S106												
1101	Miscellaneous Income					4,835.08	4,835.08			4,835.08			
1110	Recharges to Allotmer					830.00							
1120	CIL Funds						87,334.21			87,334.21			
SUB TOTAL						149,086.81	233,569.57			233,569.57			

Woodcote

PARISH COUNCIL

Administration		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
4000	Staff Costs									27,254.00	27,511.36		27,511.36
4020	Stationery									600.00	304.49		304.49
4021	Photocopying									100.00			
4040	Telephone/Broadband									1,050.00	772.62		772.62
4041	Internet Services									250.00	139.28		139.28
4042	Software									400.00	1,644.97		1,644.97
4060	Office Equipment									300.00	141.98		141.98
4070	General Insurance									2,569.71	2,569.71		2,569.71
4080	Legal Costs									3,525.00	7,940.34		7,940.34
4090	Chairman's Expenses									134.00			
4091	Councillors' Expenses												
4100	Audit Charges									770.00	770.00		770.00
4110	Village Communication									500.00	133.80		133.80
4120	Miscellaneous Expens									160.00	449.06		449.06
4125	Training Costs									1,000.00	100.00		100.00
4126	Election Costs									200.00	200.00		200.00
4140	Room hire (for meeting										274.88		274.88
4141	Parish Office Rental												
SUB TOTAL													

Miscellaneous Grants

		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
4301	S137 - Volunteers									357.00	357.00		357.00
4305	Woodcote Correspond									3,000.00	3,000.00		3,000.00
4310	S214(6) Graveyard Ma									863.00	1,000.00		1,000.00
4320	Conservation Group/P									340.00	340.00		340.00
4330	Citizens Advice Burea									630.00			
4340	Royal British Legion [S									24.15	28.99		28.99
SUB TOTAL										5,214.15	4,725.99		4,725.99

Non-Committed Grants

		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
4401	Village Hall Grant									8,000.00	9,000.00		9,000.00
4402	Village Hall Building M									22,617.00	10,605.04		10,605.04
4410	Recreation Ground (S												
4420	Community Centre (S'									1,076.00			
4440	Youth Worker S19/You									2,625.00			
4450	Neighbourhood Plan												
4460	Library Volunteers (S1									2,100.00	2,100.00		2,100.00
5000	S137 Grants										6,500.00		6,500.00
SUB TOTAL										36,418.00	28,205.04		28,205.04

Potential Major Items

		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
4610	Traffic Management									9,620.00			
SUB TOTAL										9,620.00			

Subscriptions

		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
4201	ORCC									74.00			
4202	Chilterns' Society									30.00	30.00		30.00
4203	CPRE									38.00			
4204	OPFA									56.00			
4205	Open Spaces									45.00	45.00		45.00
4206	OALC/SLCC									661.39	746.47		746.47
4207	CLT												
4208	ICO									35.00	35.00		35.00
SUB TOTAL										939.39	856.47		856.47

Woodcote

PARISH COUNCIL

Village Maintenance		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
4501	Grass Cutting Contrac									11,000.00	10,304.12		10,304.12
4510	Hedges, Verges, Tree:									12,000.00	6,782.28		6,782.28
4515	Climate Environment									2,000.00			
4520	Dog Waste/Bins									1,046.00	1,573.82		1,573.82
4530	General									615.00			
4540	Playground Inspection									227.00	227.00		227.00
4550	Playground Maintenanr									5,000.00	136.86		136.86
4560	Village Maintenance/Ir									11,250.00	45,484.60		45,484.60
4570	CIL Projects									28,535.80	2,542.68		2,542.68
SUB TOTAL										71,673.80	67,051.36		67,051.36

Summary

TOTAL						149,086.81	233,569.57	233,569.57	162,678.05	143,791.35			143,791.35
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Apr24.6.5. To approve Asset register for 31st March 2024

Resolved: Approved Unanimously the Asset Register, as listed below total value: £255,370.64

Changes from last year:

It was approved to dispose of:

- Cleaning Equipment £1663.91, as end of life / out of service
- Exhibition Equipment £225.95, as end of life / out of service
- Office Computer £370, as end of life, replaced by Laptop in 2022
- Office Inkjet Printer £112, as end of life, replaced by Lexmark printer 2019

It was approved also to grant the TV in the Village Hall Function Room to the Village Hall management Committee, and remove from the PC asset register.

[See next page for list]

Woodcote

PARISH COUNCIL

Asset Description	Date Acquired	Purchase Value
Administration		
CCLA Fund		100,000.00
		100,000.00
ASSETS		
Arnold Baker (Book) Edition 13	06/04/2023	131.99
Basketball goal - Folly Field	04/02/2021	3,599.00
Bus Shelter	>10 years	4,678.56
Defibrillator & Cabinet	04/05/2016	2,020.00
Digital Bus Stop Display	01/11/2021	1,500.00
HP Laptop	11/01/2022	529.00
Jubilee Sign - Village Sign	01/09/2002	3,731.75
Land at corner of Greenmore / Reading Road		1.00
Land at Folly Field - ON62409	>40y	1.00
Land at Greenmore Hill		1.00
Land at Greenmore Ponds		1.00
Land at Lackmore Gardens		1.00
Land at Wayside Green - ON49272	>40y	1.00
Lawn Mower	01/07/1999	209.36
Lexmark Laser Printer	02/12/2019	181.00
Litter Bin - Folly Field	01/07/2021	189.00
Millenium Clock	01/06/2000	1,135.00
Noticeboards (X2)	04/08/2023	1,903.45
Office Furniture	01/09/2008	489.99
Office Shelving	01/07/2000	255.30
Outdoor Table Tennis Table	01/12/2016	1,800.00
Play Equipment	01/11/2006	104,323.65
Playground - swings and mat	04/05/2023	3,407.00

Woodcote

PARISH COUNCIL

Asset Description	Date Acquired	Purchase Value
Portable Speed indicator Sign (SID)	04/05/2023	3,420.00
Projector	19/02/2014	293.00
Recreation Ground ON320166	>40y	1.00
Recreation Ground Seats	>10 years	2,339.28
Recreation Store	>10 years	8,188.03
Shredder	14/05/2013	31.00
Stone Monument	01/05/2010	170.00
Target Wall - Folly Field	17/09/2018	1,850.00
Village Hall - Custodian Trustee Only	>40y	1.00
War Memorial	>10 years	2,339.28
Woodland Seats	01/01/2006	913.00
Youth Shelter	01/11/2006	5,735.00
		155,370.64
Grand Total:		255,370.64

Apr24.6.6. To ratify decision made on email due to time constraints to award the Youth Club a grant for FY 2023-2024.5

Resolved: Approved Unanimously the Grant to the Youth Club for FY 2023-2024 of £2575.

Apr24.7. Finance 2024-2025

Appendix D

Apr24.7.1. To approve payments list for April 2024.

- Grant → Youth Club, £2575
- Emergency Heating Works → Village Hall, £580
- Parish Office Rent → Village Hall, £6000 (resolved in March 2024)
- Remaining Grant → Village Hall, £5000 (resolved in March 2024)
- March Bin Emptying → Shield, £319.79 (inc. VAT £53.30)

- March Grass Cutting → M & C Landscapes, £951.11 (inc. VAT £158.52)
- Zebra Crossing Professional Services → Glanvilles, £600 (inc. VAT £100)
- March Telephone and Internet → BT , £73.14 (inc. VAT £12.19)
- Total Staff Costs → Staff & HMRC, £1938.42

Resolved: Approved Unanimously the list as detailed above, plus other urgent payments delegated to the Clerk after approval by a quorum of Councillors by email.

Apr24.8. Clerks Report

Appendix E

Apr24.8.1. To review the Action List

Action List

To defer to the next meeting.

Apr24.8.2. To consider reinstating the Neighbourhood Plan Committee, to include review of the Local Plan, and approve Terms of Reference

Members to be appointed at the Annual Meeting of the Council in May 2024, after asking the community for volunteer members.

The merits of this being a large working group versus a smaller committee was discussed. It was further discussed that the membership should come from former members of the NHP2 Working Group.

The motion to form a Committee using the proposed ToR failed.

[ACTION RP] To revert to the previous large Working Group model, and ask the lead former members their suggestion as to how to update the responsibilities/remit of the Working Group to also include the Joint Local plan review.

Apr24.8.3. To consider asking the Woodcote Allotment Charity Trustees to approve or ask for removal of the trees on the allotment ground, outside the boundary hedge.

Resolved: Approved Unanimously, the trees can remain, there are sufficient allotments for our residents and to be more proactive ensuring all the allotments are being cultivated or passed to the next in line on the waiting list.

Apr24.8.4. To approve sending a letter of thanks to the donator of 8 fruit trees in the Folley Field Play Area, and approve the installation.

Resolved: Approved Unanimously, and it was confirmed there are 13 trees, not 8.

Apr24.8.5. To approve an official position regarding the Parish Council notice boards, and which organisations can ask for notices to be displayed.

Resolved: Approved Unanimously, Parish Council noticeboards for Parish Council notices, plus statutory SODC and OCC notices.

The proposal to fund another public noticeboard failed.

Apr24.8.6. To approve actions regarding “dangerous tree on Green Lane”

NOTE: At time of issuing agenda, Clerk still needed to ascertain if this was a PC tree to be removed.

[ACTION] to seek quotes to get the whole of that areas professionally surveyed and bring to a future meeting.

Apr24.9. Governing Documents, to approve new or updated governing documents.

Apr24.9.1. Grants Policy

Appendix F

Resolved: Approved Unanimously to adopt the policy with amendments, see below the policy.

Apr24.10. To receive Items of Correspondence and agree actions arising.

None.

Apr24.11. Matters for future discussion.

To include:

- Village Hall Trustees – to invite them to discuss their technology and equipment and bookings system etc – preferable online on Zoom.
- It was asked that another person volunteered to attend the Village Hall Working Group meetings, SP will attend the 17th April Village Hall Working Group meeting.
- Annual Parish Meeting, budget and format.

Apr24.12. To agree list of items from this meeting to be submitted to Woodcote Correspondent or our Facebook Page as a Parish Council Update.

To Include:

- Councillor profiles from TO and DE

Apr24.13. 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.

Resolved: Approved Unanimously.

Apr24.13.1. Approve Salary Point, Hours and Contract for Litter Picker(s)

Resolved: Approved Unanimously to appoint L Crocket, and A Crocket, 16.25 hours per month each, fixed salary, National Living Wage. To use the contract as used for the Clerk's appointment, with appropriate edits for hours, and fixed salary.

Apr24.14. Confirm the date and time of the next Council Meeting 1st May 2024.

Confirmed, Annual Council Meeting to be held on the 1st May 2024, Annual Parish Meeting to be held 15th May 2024.

There being no further business to be transacted, the Chair closed the meeting: **21:55**