

NOTICE OF A MEETING OF WOODCOTE PARISH COUNCIL

Wednesday 10th January 2024 at 7.30pm in the Woodcote Village Hall

All Councillors of the Parish Council are summoned to attend a meeting of the 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 of the meeting) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than five 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 the 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, if any [LA 2011 s33]

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

3.1 To note the council has 3 vacant seats

3.2 To co-opt D Ellis to fill one of the vacant seats (checks have been made to confirm eligibility)

3.3 To receive declarations of acceptance of office from D Ellis

(To be countersigned by the Proper Officer, then the new Councillor may take a seat and participate in the meeting.)

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

4.1 Meeting held on 15th December 2023

Appendix A

4.2 Matters arising from the minutes not elsewhere on the agenda. (Proposals for decisions to be made shall be included on a future agenda.)

4.3 Progress updates on outstanding items. (Proposal for decisions to be made shall be included on a future agenda.)

Appendix B

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

5.1 New application - to provide consultation response:

- 5.1 (i) [P23/S4176/HH](#) - 91 Wayside Green Woodcote RG8 OPR - Single storey rear extension, replacement of existing conservatory roof and replacement of existing front porch. (BU assigned)

5.2 Ratify consultation response submitted with a deadline prior to the meeting.

5.2(i) [P23/S4003/S73](#) – (deferred from previous meeting, deadline extended to 4th Jan 2024) 10a Wayside Green Woodcote RG8 0QJ - Removal of condition 7 (Parking & Manoeuvring Areas Retained) and variation of condition 10(Surface Water Drainage) on planning permission P19/S4288/FUL (Erection of a two-storey four-bed dwelling house). (KD assigned)

5.3 Decisions made by SODC

5.3(i) [P23/S3690/HH](#) - Rhone House Goring Road Woodcote RG8 0QE - Raise level of flat roof over utility and kitchen and construction of new tiled roof to front. GRANTED (WPC had no objections subject to no objection by OCC Highways and that the officer is satisfied that OCC's parking guidance is adhered to.)

6. Finance

6.1 To note receipts

Date	Amount	Description	Source
19.12.2023	£ 329,275.000	Transfer shares from Deposit Fund (note: this amount transferred to deposit acct)	CCLA
04.12.2023	£ 1,278.070	Investment income	CCLA
04.12.2023	£ 94.650	Investment income	CCLA
£ 330,647.72			

6.2 To approve payments

Date	Total	Description	Supplier
06/01/2024	£ 2,149.01	Fire safety equipment works	RES Systems Ltd
06/01/2024	£ 1,638.80	Income tax/NI deductions Dec 2023	HMRC (PAYE)
29/12/2023	£ 319.79	Wkly collection/relining dog bins	Shield Maintenance Ltd
29/12/2023	£ 73.14	Telephone/broadband (Direct Debit)	BT
22/12/2023	£ 5,482.13	Salaries	Staff costs
18/12/2023	£ 26.04	Duplicate keys cutting reimbursal	Bryan Urbick
18/12/2023	£ 345.78	Ceiling inspection Village Hall	J Roxborough Services
18/12/2023	£ 96.00	Plumbing Village Hall	Premier Heating Solutions
18/12/2023	£ 1,366.80	Accounting software license	Scribe Accounts
18/12/2023	£ 420.00	Legal fees	CLR Law
16/12/2023	£ 273.07	Income tax/NI deductions	HMRC (PAYE)
£ 12,190.56			

6.3 To approve grant to Citizens Advice Bureau for amount to be determined (budget £630) [LGA 1972 S142(2A)]

Appendix C

7. Proper Officer's Report

Appendix D

7.1 To retrospectively approve or note the following transactions to rectify the errors previously made:

7.1 (i) Receipts to be (retrospectively) noted

Ref	Date	Total	Description	Source
10	12/06/2023	£ 8,000.00	Redemption of shares (for payment to WVB grant)	CCLA
14	21/07/2023	£ 34,243.00	Redemption of share	CCLA
16	02/08/2023	£ 1,156.90	Investment income	CCLA
17	14/08/2023	£ 1,500.00	Contribution to legal fees - abort lease	Instavolt Limited

19	08/09/2023	£ 12,197.34	VAT refund to 31-8-2023	HMRC (VAT)
20	08/09/2023	£ 62,611.50	Precept (2nd Half 2023-24)	SODC (Precept)
21	15/09/2023	£ 3,251.00	Donation toward BB court hard standing	Woodcote Village Green Committee
23	19/09/2023	£ 10.00	Wayleave - Preston (for 2015-2024)	LH & FM Preston
22	26/09/2023	£ 450.00	Recreation ground fees	Woodcote Cricket Club

7.1 (ii) Payments to be (retrospectively) approved

Ref	Date	Total	Description	Supplier
21	04/05/2023	£ 61,342.00	Trsfr to The Public Sector Deposit Fund	CCLA
22	12/05/2023	£ 15,430.00	Trsfr to The Public Sector Deposit Fund	CCLA
14	22/05/2023	£ 31.19	Title search (Greenmore pond and surrounding land)	LandSearches.co.uk (Higley Int'l Ltd)
31	05/06/2023	£ 451.00	Payroll May 2023	HMRC (PAYE)
41	20/06/2023	£ 13.98	Cable ties (to hang sign)	Amazon Services Europe SarL
48	05/07/2023	£ 451.00	Salary June 2023	HMRC (PAYE)
68	04/08/2023	£ 77.64	Purchase folders, files and paper	Premier Office Supplies (TV) Ltd
70	07/08/2023	£ 451.00	Payroll July 2023	HMRC (PAYE)
77	29/08/2023	£ 1,462.52	Salary Aug 2023	Staff costs
76	29/08/2023	£ 270.85	Salary Aug 2023	Staff costs
75	29/08/2023	£ 35.00	War Mem Garden Aug 2023	Staff costs
101	28/09/2023	£ 1,462.52	Salary Sep 2023	Staff costs
100	28/09/2023	£ 270.85	Salary Sep 2023	Staff costs
103	05/10/2023	£ 45.00	Annual membership 2023-24	The Open Spaces Society
102	05/10/2023	£ 433.60	Payroll 28-9-2023	HMRC (PAYE)
116	30/10/2023	£ 270.85	Salary Oct 2023	Staff cost
115	30/10/2023	£ 1,462.52	Salary Oct 2023	Staff costs
125	29/11/2023	£ 69.32	Telephone & broadband Nov 2023	British Telecom (BT)
128	05/12/2023	£ 606.00	Payroll 28-11-2023	HMRC (PAYE)

7.2 To delegate to the Proper Officer the task of updating the budget codes and titles to be easier for all to understand.

7.3 To approve the King's Tree Care Services quotations

7.3 (i) Cut up and remove fallen hawthorn tree and to reduce leaning hawthorn tree in the neighbours garden to fence height at Wayside Green/Folly Green. In addition, all the hawthorn trees along the fence line will have all the ivy cut off at the base. All waste removed. £430+vat

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.

7.4 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 6 months.

- 7.5 To approve design of the external fire door replacement (used by the Pre-School as entrance and exit).
- 7.6 To note the results of the trial holes that were made on 13th November and the impact on the Goring Road Zebra Crossing and decide how to proceed.

8. Greenmore Ponds

- 8.1 To receive a status report from the Woodcote Conservation Group on the Lower Pond Restoration Project. Appendix E-1
- 8.2 To approve WCG registering for a D1 Waste Exemption on behalf of the Council. Appendix E2

9. Matters for future discussion

10. To approve the topics to be submitted to the Woodcote Correspondent for the February 2024 issue.

11. To confirm the date and time of the next Council Meeting – 7.30pm, 7th February 2024.

Bryan Urbick 

Proper Officer (Clerk and RFO)
2nd January 2024