

NOTICE OF A MEETING OF WOODCOTE PARISH COUNCIL

Wednesday 7th February 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 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.

3.3 To receive declarations of acceptance of office from the two chosen candidates.

(To be countersigned by the Proper Office, then the new Councillors 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 10th January 2024

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. New Clerk/Responsible Financial Officer

5.1 To agree the terms of the Clerk & RFO contract (based on NALC model contract)
Appendix C

5.2 To appoint L White as the Clerk & RFO effective 19th February 2024

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](#) – To note extension to 7 March 2024 (the day after the next PC meeting) to respond. (*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 Cuddedson Close to be non-opening and glazed with obscured glass or provide reasons what that condition would not be acceptable.

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.

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.

6.4 To note the consultation for SODC & Vale of White Horse Joint Local Plan deadline is before noon on 21st February 2024 and decide if WPC wishes to submit a formal response.

7. Finance [LGA 1972 s.111]

7.1 To note receipts

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 To approve payments

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 To note quarterly budget review and amendments will be provided at the next meeting.

7.4 To approve purchase and planting of trees for Project Cool, agree the spend and appoint contractor.

8. Proper Officer's Report

- 8.1 To note the Freedom of Information response sent on 1st February 2024 Appendix D
- 8.2 To approve the purchase of a second Speed Indicator Device (SID) to become part of the rotation from site to site. Appendix E
- 8.3 To allow Soleluna pizza van to install a 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).
- 8.4 To note progress on the zebra crossing issues and update on communication with residents about allowing installation on the edge of their land.
- 8.5 To note expiration of Woodcote Community Centre as an Asset of Community Value (ACV) and approve to renominate this asset to SODC.
- 8.6 To consider resident's concerns about signage throughout the village and approve adding a link to appropriate legislation on the WPC website to which residents can be referred. Appendix F

9. Reports

- 9.1 To report on progress of the Village Hall new roof project.
- 9.2 To receive January Playground Inspection Report and decide which actions (if any) to be considered at the next meeting. Appendix G

10. Policies

- 10.1 To approve Internal Controls Policy (as recommended in Internal Auditor's report). Appendix H

11. Committees

- 11.1 To approve appointments to the Staffing Committee so that it will now have Cllrs Peirce, Bilbe, Over and Pritchard (Cllr Urbick has requested to resign from the committee)

12. Matters for future discussion

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

14. To confirm the date and time of the next Council Meeting – 7.30pm, 6th March 2024.

Bryan Urbick 

Proper Officer (Clerk and RFO)
2nd February 2024