

WOODCOTE PARISH COUNCIL

MINUTES of the Meeting of the Parish Council 10th January 2024 at 7.30pm, Function Room, Woodcote Village Hall.

PUBLIC FORUM (prior to the start of the meeting). The Public Forum started at approximately 7.30pm. A Member of Public raised concerns about the pizza van utilising the car park (item 7.4) because of concerns of congestion and inappropriate parking of other vehicles. Another Member of Public expressed support for the use of night lights on the football pitch. An additional Member of Public was invited to speak later, prior to the consideration of item 5.2(i) regarding a planning application.

MEMBERS PRESENT

Chair	R Peirce
Vice Chair	K Davies
	L Bilbe
	H Booker
	T Over
	S Pritchard
	B Urbick
	D Ellis (after item 3.2)

OFFICERS PRESENT

B Urbick as Proper Officer (Clerk & RFO)

The meeting started at approximately 7.40pm

1. To receive apologies for absence.

None.

2. Declarations of interests

None.

3. Vacant Seats

3.1 It was NOTED the council has 3 vacant seats

3.2 It was unanimously RESOLVED to co-opt D Ellis to fill one of the vacant seats.

3.3 The declaration of acceptance of office from D Ellis was RECEIVED and Cllr Ellis 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 15th December 2023

4.2 Matters arising. None.

4.1 Progress updates on outstanding items. No further updates.

4. Planning

5.1 New applications - to provide consultation response:

5.1(i) [P23/S4176/HH](#) - 91 Wayside Green Woodcote RG8 0PR - Single storey rear extension, replacement of existing conservatory roof and replacement of existing front porch. It was unanimously RESOLVED to submit a response of 'no objection'.

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

5.2(i) [P23/S4003/S73](#) – 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).

A Member of Public (the applicant) was invited to address the council who indicated disagreement with the council's response. It was unanimously RESOLVED to ratify the response agreed by email because of deadline for response. (See final response appended to these minutes.)

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.) SODC's decision was unanimously NOTED.

6. Finance

6.1 The following receipts were unanimously NOTED.

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 It was unanimously RESOLVED to approve the following 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 It was unanimously RESOLVED to approve a grant to Citizens Advice Bureau in the amount of £630. [LGA 1972 S142(2A)]

7. Proper Officer's Report

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

- 7.1 (i) The following receipts were unanimously (retrospectively) NOTED.

Ref	Date	Total	Description	Source
10	12/06/2023	£ 8,000.00	Redemption of shares (for payment to WVH 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) It was unanimously RESOLVED to approve the following payments (retrospectively).

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 It was unanimously RESOLVED to delegate to the Proper Officer the task of updating the budget codes and titles to be easier for all to understand.

7.3 After consideration of 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.

It was unanimously RESOLVED to approve this quotation for the works.

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.

It was unanimously RESOLVED to seek further details from King's Tree Care Services on these works and to then consider at the next council meeting.

- 7.4 It was unanimously RESOLVED 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 3 months.
- 7.5 It was unanimously RESOLVED to approve the design of the external fire door replacement (used by the Pre-School as entrance and exit), and to clarify the colour to match other doors.
- 7.6 The results of the trial holes that were made on 13th November and the impact on the Goring Road Zebra Crossing were unanimously NOTED. It was unanimously RESOLVED to initiate discussions with the neighbouring landowner to explore a way to utilise approximately ½ metre of their property to be able to avoid the services that would prohibit installation of the zebra crossing.

8. Greenmore Ponds

- 8.1 The status report from the Woodcote Conservation Group on the Lower Pond Restoration Project was unanimously RECEIVED.
- 8.2 It was unanimously RESOLVED to approve WCG to register for a D1 Waste Exemption on behalf of the Council.

9. Matters for future discussion

- a. To approve a preferred supplier list for frequent issues with which the council deals.
- b. To approve the purchase of a second Speed Indicator Device (SID) to become part of the rotation from site to site.
- c. To progress the Village Hall new roof project.
- d. To approve the purchase and planting of trees for Project Cool.
- e. To approve the repair of the joining of the tarmac at the bus shelter to eliminate pooling of water and mud.
- f. To receive an update on the Joint Working Group with the Village Hall trustees
- g. To consider the land deposit notices from OCC and determine the council response, if any.

10. It was unanimously RESOLVED that the following topics would be submitted to the Woodcote Correspondent for the February 2024 issue.

- a. Notification of new members who have joined the Council.
- b. To provide details of the current Thames Valley Police consultation.

11. It was unanimously RESOLVED to confirm the date and time of the next Council Meeting – 7.30pm, 7th February 2024.

Meeting closed at approximately 9.13pm

Signed _____ Date _____

Appendix: Response submitted regarding planning application P23/4003/S73 (item 5.2 above)

Parking

While WPC note that OCC Highways have no objections, we would like to object to the removal of condition 7 as the claim of reverting to the existing driveway is false. There was no earlier driveway as this is a completely new dwelling and the original 10 Wayside Green property had its own driveway parking and that remains. Therefore, the creation of a new access and driveways need to be considered by all parties, as a new application, as well as the installation of the electric gates. WPC are highly concerned that all these changes are intended solely to accommodate a permanent siting of the twin unit caravan (P23/S2149/LDP). WPC understand that if the applicant intends to implement the planning permission for the new house then the siting and use of the mobile as an annex connected to 10 Wayside Green would not be lawful. In addition to this, condition 4 of P19/S4288/FUL removed General Permitted Development Rights for this site.

SUDs

No objections.

DRAFT

Appendix B

List of ongoing or outstanding matters

Minute or email date	Item	Action / Progress	Action by	Complete / Review Date	Status
Email 17/11/23	Village Hall Single Fire Door	Replacement of external fire door used by Pre-School as entrance/exit. Awaiting CAD drawings to confirm design before fabrication and installation.	Clerk agenda item 7		
	Project Cool	Order more trees?	KB		
Email 03/08/2023	Rectory Homes	Status of bus laybys, bus shelter, the white gate replacement. OCC not getting any joy from Rectory. Need to keep monitoring. Contact Rectory ourselves?			
Email 12/10/23	Goring Road Zebra Crossing	Trial holes due to be carried out 13 th November 2023. Traffic management will be in place. Need to find out if this happened and results / impact on project.	Clerk Agenda item 7		
	Budget Spreadsheet Codes	Updating the budget spreadsheet to clearer codes and titles.	Clerk/ Council		
Email	VH Guttering	Village Hall guttering - quotes were being sought. Need to action?			
Email 17/11/23	Correspondent	Copy for Jan 2024 Correspondent needed. Deadline 8th December 2023	Submitted		
Email 15/11/23	Village Hall	Have holes in village hall ceiling that were filled in been rubbed down? John Roxborough did work to create holes and fill, but did finish making good?			
Email 15/11/23	Wayside Green / Folly Green	Fallen and Leaning Tree to rear of property backing onto Wayside Green reported by resident, quote received will submit for 6 Dec meeting.	Clerk agenda item 7		

Email 15/11/23	Work on corner of Reading Road / Greenmore	The quote WPC accepted (from Kings) for the work at corner of Greenmoor/Reading Rd and various in Wayside Green, is scheduled for 3 rd January.			
Email 14/11/23	Citizens Advice funding request	Please see email from Citizens advise requesting funding, WPC have budgeted for this, I will process payment for WPC approval at 6 Dec meeting.	Agenda item 6.3.	Completed	
Email 15/11/23	Update Village Environment	Damaged fallen bin and Road sign corner of VG Reading Road, reported to SODC as both are their property. Ditch along edge of VG close to War memorial/Zebra crossing, Sam Peates inspected and this needs digging out at top end. This is where the car that smashed the items point 3 exited off the VG. Sam Peates to ask his contacts thinks it needs a small digger. A spade and wheelbarrow would probably do it if anyone willing? I have spade but no wheelbarrow. Sam Peates VGC has several trees around the green with low boughs that need attention. Arranged for Kings to meet with him this morning to walk round to note what needs doing and quote. Been a few years since an inspection of the VGC trees will report when detail received.			
Email 14/11/23	Report from litter pickers	Broken wood on Folly Field	LB	04/12/2023	Completed

	Village Hall Management Arrangements	WVHC/WPC Joint Working Group. Meeting scheduled 10 January 2024			
Email 10/11/23	Allotment holder	Reply sent to Allotment holder in response to the numerous points raised? Last email see is 10th November 2023			
Email 07/11/2023	Village Green Committee	Follow up from email sent by clerk to Village Green Committee - what actions to be followed up?			
Email 20/11/2023	Football Club	Discussion and agreement to Football Club amendment requests and signing of 23/24 season agreement. HB requested to be on agenda for December meeting for PC decision.	HB		6-12-2023 Item 9
Email 1/12/23	Pizza Van	Discussion on whether to permit Soleluna pizza van to park in the PC owned car park once a week.	Clerk see item 7		
	Speed Limit Adjustments	Tidmore Lane reduce to 20mph			

CONTRACT OF EMPLOYMENT

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996. The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

Name of Employer: **Woodcote Parish Council** referred to as '**the Council**' '**us**' or '**we**' or '**our**'

Address of Employer: **Parish Office, Woodcote Village Hall, Reading Road, Woodcote RG8 0QY**

Name of Employee: **Laura E A White** referred to as '**You**'

Address of Employee: REDACTED

(Please advise us of any change of name and/or address in writing).

Dated: **8th February 2024**

Your employment with the Council is governed by the terms and conditions contained in this agreement which starts from the start date and which supersedes all other agreements whether in writing or otherwise.

This agreement incorporates the provisions contained in any correspondence from us offering you employment and our staff policies. You will comply with any rules, policies and procedures set out in the staff policies. If there is any conflict between the terms of this agreement and the provisions of our staff policies, which do form part of your contract of employment, the terms of this agreement shall prevail. We reserve the right (to be exercised reasonably) to amend the terms of this agreement and the contents of the staff policies.

1. DATE AND DURATION OF EMPLOYMENT

Your employment under this contract will begin on **19th February 2024** and will continue, subject to the remaining terms of this agreement, until terminated by either party giving the other the required notice as set out in this contract.

2. CONTINUOUS SERVICE

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Your employment under these terms will begin on **19th February 2024**. You have no previous service with the council.

3. JOB TITLE

You are employed as **Clerk & Responsible Financial Officer (RFO) for Woodcote Parish Council.**

4. DUTIES

You are expected to perform all duties which may be reasonably required of you as set out in the attached job description.

The list of duties in the job description is not contractual and not to be regarded as exclusive or exhaustive. The Council may, at its discretion, require you to perform additional or other duties (commensurate with the grade of your post), either instead of, or in addition to, your normal duties; and may make minor amend your job description. Where substantive changes are to be made this would be by agreement and after consultation with you.

The Council requires the highest standards from you in your performance at work and your general conduct and in particular you must:

- i. unless prevented by incapacity, devote the whole of your working time, attention and abilities to the business of the Council;
- ii. diligently, honestly and ethically perform such duties as may from time to time be assigned to you by the Council;
- iii. conduct your personal and professional life in a way which does not risk adversely affecting the Council's standing and reputation;
- iv. comply with all reasonable and lawful directions given to you by the Council;
- v. report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee to your Line Manager immediately on becoming aware of it.
- vii. consent to the Council monitoring and recording your use of the Council's electronic communications systems for the purpose of ensuring that the Council's rules are being complied with and for legitimate business purposes.

The council reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

5. PLACE OF WORK

You will be based at the **Parish Office, Woodcote Village Hall, and the Village Hall, Woodcote or other public meeting venue in the Parish of Woodcote for the purposes of public meetings**, which are your normal places of work. The council reserves the right to require you to work from the office for 2 half days per week (4 hours, twice per week) and on occasion to require you to work all your contracted hours from the office or public meeting venue. On days where you are working from the office this will be considered your place of

work for the day and no further payments will be made in relation to your commuting to the office. You may choose to complete your remaining contracted hours from your home.

You may be required to work elsewhere within a reasonable travelling distance either temporarily or permanently in order to properly perform your role.

During your employment with us you may be required to travel throughout Woodcote and neighbouring villages, to District and Council offices and training, workshop or seminar locations. You will not be required to work outside of the United Kingdom.

6. WORKING HOURS

Your normal working hours total up to **78 hours per month and for the first six months of the contract and an additional 20 hours per month (if needed)** and are usually worked from **Monday to Friday with flexible hours, with a majority hours to be during the standard business day** with an unpaid break of 30 minutes if you work any day for six or more hours, and such additional hours as necessary for the proper performance of your duties.

We reserve the right to amend these hours as may be reasonably required subject to consultation with you.

7. PROBATIONARY PERIOD

The first **six** months of your employment with us will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. We may, at our discretion, extend the probationary period and will provide you reasons for doing so.

At any time before your probationary period has been completed, either you or we may bring your employment to an end by giving one weeks' notice (unless termination without notice is appropriate). We may decide to pay you in lieu of notice.

At the end of the probationary period or soon after, your performance will be reviewed and we will write to you to tell you if your probation has been successful or not. You will remain on your probationary period until you have received this written confirmation. Once the probationary period is successfully completed, you will be confirmed in your role.

8. TRAINING

During your employment, we will provide training in relation to your duties, if required. This training will be paid for by the council. We will also provide ongoing training, as identified, to support you in your role.

9. PAY AND BENEFITS

Your salary is REDACTED per annum being the current salary point **28** within the **LC2** range in scale **substantive benchmark range** as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. REDACTED

Subject to satisfactory performance, you will progress automatically through the range **LC2** in salary scale **substantive benchmark range** by annual increments until you reach the maximum salary in the range. It is noted that your starting level is at the top of the range, so there will be no automatic increases. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

In addition, one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

1. **The Certificate in Local Council Administration (CiLCA) (already obtained)**
2. **The Certificate in Higher Education in Community Governance – Level 4 or one of its predecessor qualifications designed specifically for the profession**
3. **The Foundation Degree in Community Governance – Level 5 or one of its predecessor qualifications designed specifically for the profession**
4. **BA (Hons) Degree in Community Governance – Level 6 or one of its predecessor qualifications designed specifically for the profession]**

Your salary will be payable monthly in arrears on or about **the end** of each month directly into your bank or building society. Each instalment will include payment for the calendar month in which payment is made.

You will also be entitled to the following benefits:

- i. An additional 2% of salary (on top of the mandatory 3% contribution into your pension scheme, should you decide not to opt out.

We retain the right to remove your entitlement to the above non-contractual benefits at any time.

10. DEDUCTION OF WAGES

If you owe us money at any time, you authorise us to deduct any sums due to us from your salary including, without limitation, any over payment of salary; any advances or loans we have made to you; a day's or part day's pay for each day or part day of unauthorised absence. "Unauthorised absence" is not turning up for work unless your absence is due to genuine sickness and you have notified us as set out in this contract; leave for which prior permission has been granted; genuine reasons outside your control which are acceptable to us.

If you owe us money when you leave and your final salary payment is not enough to cover the whole amount owed, you will be required to repay the outstanding amount due to us within one month of leaving us.

11. EXPENSES

The Council will reimburse you when additional expenditure for travel, meals or overnight accommodation is incurred in the performance of the Council's business, provided the expenditure has been authorised in advance, receipted and approved in accordance with the Council's expenses policy. You shall abide by our policies on expenses as communicated from time to time.

Mileage payments at the NJC rate in force will be paid as long as they are approved by the Council. Please see the current rates below, unless otherwise updated by an updated agreement.

Essential Users	451-999cc	1000-1199cc	1200-1450cc
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p

Casual Users	451-999cc	1000-1199cc	1200-1450cc
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

Home Working Allowance – Where you are required to work solely from home we will pay a home working allowance at the tax-free value set by HMRC as in force at the time. In the event that you choose to work from home, the allowance is not payable for any such period of time.

12. HOLIDAY ENTITLEMENT AND PAID LEAVE

Our holiday year runs from **1st April to 31st March** and your holiday accrues monthly. If your employment starts or ends part way through a holiday year, we will pro-rata your entitlement during that holiday year.

Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.

If we need you to work on one of those bank holidays, you will be able to take your holiday on a different day.

You should usually give at least two weeks' notice when requesting annual leave and normally give notice of at least one month before taking leave of one week or more. Requests for annual leave must be made to your manager. The dates of your annual leave require the prior written agreement of the Staffing Committee or the full council. This may be agreed by email, with consent of over 50% of the councillors.

Annual leave must be taken at times agreed with the Staffing Committee. You may carry forward up to 5 days' leave into the following leave year, subject to the prior approval of the Staffing Committee. You may be able to carry additional days where you have been prevented from taking it in the relevant leave year because you have taken maternity, paternity, adoption, parental or shared parental leave, or if you have been on long term sick leave.

Holiday taken without our prior approval will be treated as unauthorised absence and may lead to disciplinary action.

Holiday pay is calculated on the basis of your current rate of pay. Where you work variable hours or if you receive commission payments/overtime/travelling-time allowance, then a day's pay will be calculated on the average pay in the previous 52 weeks.

You will have no entitlement to any payment in lieu of accrued but untaken holiday except when your employment ends.

If, when your employment ends, you have taken more holiday (including bank holidays) than you have accrued in that holiday year, we will deduct the equivalent amount of pay from any payments due to you. If this amount is in excess of your final pay, you will be required to repay the outstanding amount due to us within one month of the end of your employment.

If you or we have served notice to end your employment, we may require you to take any accrued but unused holiday during your notice period.

Details of all other types of paid leave that you may be entitled to including Maternity, Paternity, Adoption and Shared Parental Leave, can be found in the [Staff Handbook/council policies].

13. PERFORMANCE AND DEVELOPMENT REVIEW

You will receive at least an annual performance and development review.

14. ABSENCE FOR SICKNESS OR INJURY, AND SICK PAY

You must follow the procedure set out in the Council's sickness absence policy. This policy is non-contractual and may, at our discretion, be updated or amended from time to time.

If you are going to be off work because of sickness or injury you must telephone the Chair of the Staffing Committee and/or the Chair or Vice Chair of the Council, giving the reason for non-attendance, by your usual start time on each day of absence. If you are unable to notify personally due to the nature of the illness, someone else may make contact on your behalf. It

is your responsibility to ensure we are notified. Failure to do so may result in sick pay not being paid and may result in disciplinary action.

A self-certification system operates for absences from work due to sickness or injury not exceeding seven days (including weekends and other non-working days). Immediately on your return to work you must complete and return a self-certification form.

For sickness or injury absence exceeding seven days (including weekends and other non working holidays) you must provide us with a Fit note (from your doctor or consultant) on your return to work. However, if your absence is ongoing, you are expected to post your Fit note to us upon receipt or alternatively to send us a photograph of both sides of the Fit Note, with the original to follow.

All sickness or injury absence will be entered on your employment record.

Occupational Sick Pay

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:

- During 1st year of service 1 months full pay, and (after 4 months' service) 2 months half pay
- During 2nd year of service 2 months full pay, 2 months half pay
- During 3rd year of service 4 months full pay, 4 months half pay
- During 4th & 5th year 5 months full pay, 5 months half pay
- After 5 years' service 6 months full pay, 6 months half pay

Occupational sick pay shall be inclusive of any statutory sick pay due in accordance with applicable legislation. SSP and occupational sick pay are subject to the usual deduction for PAYE, National Insurance, pension contributions etc.

15. PENSION

We will comply with our auto-enrolment duties under Part 1 of the *Pensions Act 2008*. If you are an eligible job holder, you will be automatically enrolled in our auto-enrolment scheme. Further details of the scheme to be determined, though will begin after 3 months of service.

16. GRIEVANCE PROCEDURE

If you have a grievance relating to your employment, you should raise this with the **Chair of the Staffing Committee** in the first instance (or member of the committee where a grievance relates to the Chair of the Staffing Committee). If you are unable to resolve your grievance informally, the full grievance procedure is contained within the council's policies. The Grievance procedure is for guidance only and does not form part of the contract of employment.

17. DISCIPLINARY RULES AND PROCEDURE

Our disciplinary procedure and rules can be found within the council's policies. If you wish to appeal against a disciplinary decision you should set out your reasons in writing. We will tell you (usually in the disciplinary decision letter) who your appeal should be sent to, and the

timeframe for doing that. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time.

The list of rules is not to be regarded as exclusive or exhaustive and these may be added to, amended or deleted at any point. Any breach of disciplinary rules will normally result in disciplinary action.

We may impose one or more of a range of potential sanctions under our disciplinary policy. These include a warning or an extension of a warning, dismissal, a change of duties, or redeployment to another role (at the same or lower level – including demotion with a reduction in salary).

18. NOTICE

During your probation period, you are entitled to be given and required to give **1 week's** notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give **1 month's** notice in writing.

Notice given by us will be **1 month** following your probationary period and increase to **5 week's** notice after **5 years** continuous service and thereafter by one week for each additional year of continuous employment up to a maximum of 12 weeks for 12 years' service.

The statutory position is

- 1 month to 2 years – statutory notice is 1 week
- 2 to 12 years – statutory notice is 1 week for each full year they have worked (i.e. 5 months' notice after 5 years' service)
- 12 years or more – statutory notice is 12 weeks

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract, but not paid. Anything owed to us will be deducted from your final salary.

19. PAY IN LIEU OF NOTICE

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then.

Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

20. OBLIGATIONS ON TERMINATION

On termination of your contract with us, you will:

- i. Immediately return (or arrange to be collected) all property and information belonging to us in your possession or under your control, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.

- ii. Irretrievably delete any information relating to us which is in your control outside our premises.
- iii. If requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that we may request.

21. WORK DURING NOTICE PERIOD / GARDEN LEAVE

We may decide to put you on Garden Leave for some or all of your notice period. Garden Leave means that you should not come into work, but you remain employed and entitled to your contractual benefits and subject to your contractual obligations (apart from the requirement to carry out work).

We will write to you at the time to confirm the rules that will apply to you during Garden Leave. This may include a rule preventing you from working elsewhere or for yourself, during your contracted hours to the Council, unless we agree to that in advance.

22. HEALTH AND SAFETY

You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations. You will be given a copy of the Council's Health and Safety Policy.

It is important that you familiarise yourself with your responsibilities.

Breach of these requirements may result in disciplinary action being taken against you in accordance with the disciplinary procedure, which may result in your dismissal.

23. CONFIDENTIALITY

During your employment you will have access to and will use and otherwise handle 'Confidential Information' to do your job properly. By 'Confidential Information', we mean any information or matter about the business or affairs of the Council or any of its business contacts, or about any other matters which may come to your knowledge in the course of your employment, and which is not in the public domain or which is in the public domain as a result of your breach of this agreement. It may, but will not necessarily, be in a recorded format (usually hard copies or electronically).

You must not (unless in the proper course of your work and/or with our express prior authorisation or in the situations outlined in this clause) use Confidential Information, make or use copies of Confidential Information, or disclose Confidential Information to anyone or any entity. That obligation applies during your employment and after it has ended.

You must do everything reasonable to protect Confidential Information and must tell us straightaway if you know or suspect that Confidential Information has been leaked and/or is being used outside our organisation or inappropriately inside our organisation. You should not make assumptions about sharing of confidential information with other employees. If in doubt, you should consult your line manager.

All Confidential Information belongs to us, and you must return it (including copies) to us when requested during your employment or when your employment ends. You will need to confirm

that you have safely and securely deleted all versions and copies. We may withhold any salary or other sum due to you until such time as all confidential information has been returned to us. These provisions on Confidential Information do not affect your right to make a protected disclosure as defined by the *Employment Rights Act 1996* (see our Whistleblowing Policy), or your duty to disclose Confidential Information if the law or a regulatory obligation requires that.

24. DATA PROTECTION

As part of our administrative and management processes, the Council will need to collect and process personal data relating to you in accordance with data protection legislation in force at the time. Details of what we will collect and process are set out in the Data Protection Policy and our 'Employee Privacy Notice'.

You must familiarise yourself with our Data Protection Policy and comply with the Council's data protection policy when handling any personal data in the course of your employment. If you do not comply with it, we may treat that failure as a disciplinary issue and, in serious cases, gross misconduct.

25. COUNCIL PROPERTY

During your employment you will have access to, and use of, various documents, manuals, hardware and software provided for your use by the Council. These and any data or documents (including copies) produced, maintained or stored on the Council's computer systems or other electronic equipment (including mobile phones), remain the property of the Council.

You may also be given the use of other facilities owned by the council including **mobile phone, laptop computer, keys/passcode, passwords, website access and social media accounts**.

You must take good care of all Council property that is in your possession and/or under your control and use it for agreed and lawful purposes only. If, because of your misuse or carelessness the property is lost, stolen or damaged, we may deduct from your pay some or all of the cost of repair or a replacement.

We may, at any time during your employment, and will on termination, require you to return all Council property (including social media account details, or any computer or online passwords) to us. You must do so on your last working day or as soon as possible as agreed with the Council.

If you are placed on Garden Leave, we will usually require you to return all our property before your Garden Leave begins.

26. MATERNITY, PATERNITY, ADOPTION AND PARENTAL ARRANGEMENTS

Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the relevant legislation and in the Green Book.

27. REFERENCE DOCUMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

Further information regarding your employment is contained within the Council's policies. These cover policies such as Health and Safety, Equalities, the Grievance Procedure, Disciplinary Procedure and Disciplinary Rules. You must comply with the Council's policies.

28. CHANGE TO TERMS AND CONDITIONS OF EMPLOYMENT

This agreement sets out everything we have agreed. You and we are entering into it on the basis that no discussions we have had, representations made, previous agreements reached, or understandings we have come to are relevant to this agreement, or are to be relied on, unless they are recorded in it.

Care has been taken to prepare this agreement, and neither you nor we will have a claim for innocent or negligent misrepresentation or negligent misstatement in respect of its contents (but that doesn't exclude liability for fraud).

This contract may be altered by us in writing at any time after the date of signing and after consultation with you.

Where changes to the terms set out in this statement occur by agreement (negotiation) with you, you will be informed of these by means of a written statement of change which you will be issued within one month of the change. Changes to non-contractual policies, rules and procedures will be notified to you with one month's notice.

I have read and understood the above clauses and accept the offer of employment on these terms.

SIGNED

DATE

.....
for and on behalf of **Woodcote Parish Council**

I accept the terms and conditions of my employment as set out above.

SIGNED

DATE

.....
Employee



Freedom of Information

A Freedom of Information request was received on 11 January 2024. It was immediately acknowledged and the timing of response was communicated, with a promise to respond within 20 working days, no later than 7th February 2024 (as per the legislation). The response was sent on 5th February, within the required timing.

The response:

- - -

Dear [REDACTED]

Please find below the Woodcote Parish Council response to your request under the Freedom of Information Act 2000. We have copied from your email the areas of questioning and questions, answering each underneath in *blue*.

'Reverting to the existing driveway is false' 'there was no earlier driveway'

1. Where did the council obtain this information?

This information was gleaned from past planning applications for 10 and 10a Wayside Green. As these are in the public domain, there is no disclosable data to provide.

2. Did the council consult a professional body or advisor, if so who did you consult?

The council did not consult a professional body or advisor in this matter.

Electrification of Gates

1. Where did the council obtain this information.

It was genuinely believed, based on appearance and size, that they were electric gates. If they are not electric gates, this may be an error though because SODC is the decision maker (and the Parish Council is only a statutory consultee), if relevant the planning officer will seek to confirm this information. As this discussion was verbally among the councillors, there is no data to provide.

2. Did the council consult a professional body or advisor, if so who did you consult?

The council did not consult a professional body or advisor in this matter.

Mobile Home in relation to Removal of general permitted development rights & condition 4

1. How did the council come to its conclusion?

In the response these two issues are separate and not related in the way you have indicated in the heading for these two questions.

Firstly, there was a planning application seeking to accommodate a permanent siting of a twin unit caravan. This was [REDACTED] application, and is in the public domain, so there is no data to provide.

Secondly, there was a condition 4 in another application relating 10 Wayside Green that removed General Permitted Development Rights. Again, this is in the public domain, so there is no data to disclose.

These are each matters of fact, and the Council felt it was relevant to include these facts in the consultation response on this application.

2. Did the council consult a professional body or advisor, if so who did you consult?

The council did not consult a professional body or advisor in this matter.

I trust this addresses your request. We will post the request and response to our website, redacting your name and personal information.

This response will be posted on the Council website.

Woodcote Parish Council Clerk

From: Sales Support <sales@westcotec.co.uk>
Sent: 12 January 2024 16:26
To: clerk@woodcote-parish-council.org.uk
Subject: SIDs / Quotation attached AJQ14752(1) and AJQ14752(2)
Attachments: Installing a portable onto a post V2.pdf; Westcotec Ltd T&C's of Goods and Services May 2019.pdf; Westcotec Portable Signs Recommended Maintenance Schedule Jan 2023.pdf; Why Choose Westcotec.pdf; Woodcote PC, Bryan Urbick, AJQ14752(1), 12-01-24.pdf; Woodcote PC, Bryan Urbick, AJQ14752(2), 12-01-24.pdf

Good afternoon Bryan,

Thank you for your valued enquiry regarding the range of SIDs.

Following our phone conversation, please find the attached quotations alongside a copy of our T&Cs.

AJQ14752(1) - portable SIDs / solar extender option

AJQ14752(2) - fixed to one location SIDs / solar

Our portable signs are sold on a supply-only basis, please find the installation guide attached as well as a recommended maintenance schedule for a portable sign.

We offer installation with our fixed to one location signs and all the important information is included in the quotation.

Please do not hesitate to contact us if you have any questions.

Best Regards,
 Agnes



Agnieszka Markowska-Jarzynska

Business Administrator

Westcotec Ltd (Employee Owned)

A: 34 Bertie Ward Way, Rash's Green Ind. Estate, Dereham, NR19 1TE, Norfolk

T: + 44 1362 853124

E: agnes@westcotec.co.uk **W:** www.westcotec.co.uk



WESTCOTEC PRODUCTS AND DESIGNED AND MANUFACTURED IN NORFOLK, ENGLAND



Registered in England No.: 4208260

DISCLAIMER This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Westcotec Limited. Please contact the sender if you believe you have received this email in error. **Please consider the environment. Do you need to print this email?**

To:
Bryan Urbick
Woodcote Parish Council
clerk@woodcoteparishcouncil.org.uk

12/01/2024

Our Ref **AJQ14752(1)**

Dear Bryan,

Thank you for your valued enquiry.

I have pleasure in submitting our quotation as below.

To Supply:

- ◆ **Portable Mini Speed Indicator Device (miniSID), battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign weatherproof cover and bracket set for a cost of £2,980.00 each excluding VAT.**



Weight: 7.5kg
Weight with Lead Acid: 11kg

- ***Optional dual colour speed display for the above sign for an additional cost of £395.00 excluding VAT (bigger case and bracket on the back of unit to accommodate a larger battery due to power consumption).***



- ◆ **Portable Speed Indicator Device (SID) with SLOW DOWN Legend beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign weatherproof cover and bracket set for a cost of £3,175.00 each excluding VAT.**



Weight: 12kg
Weight with Lead Acid: 23kg

- ***Optional dual colour speed display for the above sign for an additional cost of £270.00 excluding VAT.***



t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

- ◆ **Portable Speed Indicator Device (SID) with Smiley / Angry Face beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign weatherproof cover and bracket set for a cost of £3,289.00 each excluding VAT.**



Weight: 12kg
Weight with Lead Acid: 23kg

- **Optional dual colour speed display for the above sign for an additional cost of £270.00 excluding VAT.**



- ◆ **Portable Speed Indicator Device (SID) with 20mph/30mph/40mph roundel beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign weatherproof cover and bracket set for a cost of £3,396.00 each excluding VAT.**



Weight: 12kg
Weight with Lead Acid: 23kg

- **Optional dual colour speed display for the above sign for an additional cost of £270.00 excluding VAT.**



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Reg'd in Cardiff No: 4208260

- ◆ **Portable Speed Indicator Device (SID) with Thank You / Slow Down Legend beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign weatherproof cover, and bracket set for a cost of £3,607.00 each excluding VAT.**



Weight: 13kg
Weight with Lead Acid: 25kg

- **Optional dual colour speed display for the above sign for an additional cost of £270.00 excluding VAT.**



OPTIONAL PORTABLE SOLAR POWER SYSTEM:

If you require your sign to be Solar Powered (portable) please add the below cost per sign.

- ◆ **10W Portable Solar Panel with bracket set for a cost of £650.00 per sign excluding VAT.**



Solar Panel Dimensions:
H 355mm x W255 x D34mm
Solar Panel Weight: 3.3kg

OPTIONAL DATA COLLECTION:

- ◆ **Data Collection (Download via Bluetooth to your existing Android Device, running on 7.0 or newer version. App download required from Google Play Store) for a cost of £379.00 per sign excluding VAT.**
- ◆ **Remote Data Collection/ mapping with 2-year SIM for a cost of £1,675.00 per sign excluding VAT. Available on single-colour signs only. £365 +VAT per sign annually in year 3 onwards.**



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Reg'd in Cardiff No: 4208260

OPTIONAL EXTRA:

- ◆ Additional bracket sets for a cost of £52.00 per set excluding VAT.
- ◆ Combination Padlocks (pack of 2) for a cost of £21.00 per pack excluding VAT.
- ◆ Additional Lead Acid Battery 12V – 14Ah (suitable for single colour display MiniSID only) for a cost of £63.00 each excluding VAT.
- ◆ Additional Lead Acid Battery 12V – 33Ah for a cost of £84.00 each excluding VAT.
 - All of our portable signs come complete with our comprehensive **THREE-YEAR WARRANTY** which covers everything except vandalism, impact damage, theft and batteries*.
 - * Batteries include the manufacturer's **ONE-year warranty**

IMPORTANT INFORMATION REGARDING PORTABLE SOLAR SYSTEM

We suggest four weeks in one location before changing batteries and moving the device. Even if the unit is still operational, swap the battery to ensure a regular charging cycle for both.

At present, we could deliver the above products within approximately 6 - 8 weeks from receipt of the written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,

Agnes

Business Administrator

Agnieszka Markowska-Jarzynska



t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

To:
Bryan Urbick
Woodcote Parish Council
clerk@woodcoteparishcouncil.org.uk

12/01/2024

Our Ref **AJQ14752(2)**

Dear Bryan,

Thank you for your valued enquiry.

I have pleasure in submitting our quotation as below.

We are pleased to offer installation during normal working hours to your pre-installed poles for the solar-powered.

To Supply and Install:

- ◆ **Mini Speed Indicator Device (miniSID), solar powered for a cost of £3,924.00 each excluding VAT.**



Weight: 7.5kg
L: 450mm W:400mm D:48mm

- **Optional dual colour display for the above sign for an additional cost of £270.00 excluding VAT.**



- ◆ **Speed Indicator Device (SID) with SLOW DOWN Legend beneath, solar powered for a cost of £4,151.00 each excluding VAT.**



Weight: 12kg
L: 670mm W:430mm D:48mm



t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

- **Optional dual colour display for the above sign for an additional cost of £270.00 excluding VAT.**



- ◆ **Speed Indicator Device (SID) with Smiley / Angry Face beneath, solar powered for a cost of £4,269.00 each excluding VAT.**



Weight: 13kg
L: 690mm W:430mm D:48mm

- **Optional dual colour display for the above sign for an additional cost of £270.00 excluding VAT.**



- ◆ **Speed Indicator Device (SID) with 20mph/30mph/40mph roundel beneath, solar powered for a cost of £4,377.00 each excluding VAT.**



Weight: 13kg
L: 690mm W:430mm D:48mm

- **Optional dual colour display for the above sign for an additional cost of £270.00 excluding VAT.**



t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

- ◆ **Speed Indicator Device (SID) with Thank You / Slow Down Legend beneath, solar powered for a cost of £4,592.00 each excluding VAT.**



Weight: 16kg
L: 690mm W:540mm D:48mm

- **Optional dual colour display for the above sign for an additional cost of £270.00 excluding VAT.**



80W SOLAR POWER

Solar Panel Dimensions: **H 734mm x W 535mm x D 35mm**

Solar Panel Weight: **15.5kg**

OPTIONAL DATA COLLECTION:

- ◆ **Data Collection Unit (Bluetooth to your existing Android Device, running on 7.0 or newer version, App download required from Google Play Store) for a cost of £379.00 per sign excluding VAT.**
- ◆ **Remote Data Collection/ mapping with 2-year SIM for a cost of £1,675.00 per sign excluding VAT. Available on single colour signs only. £365 +VAT per sign annually in year 3 onwards.**

OPTIONAL EXTRA:

- ◆ **Removal and Disposal of Non-Westcotec signs for a cost of £160.00 per sign excluding VAT.**
 - **Please be advised that traffic management (if required) is to be supplied by others.**
 - **A MEWP (Cherry Picker) may be required if ladders can't be used and need to be supplied by others.**

IMPORTANT INFORMATION REGARDING SOLAR OR SOLAR/WIND POWER:

Please note that all 'Alternative Energy' systems have a finite amount of power and in extended adverse weather conditions, the sign may temporarily shut down.



t: 01362 853124

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Reg'd in Cardiff No: 4208260

The built-in low voltage disconnect system is designed to protect the batteries from damaging total discharge and allows the sign to switch back on once the conditions improve and the batteries recharge to a suitable level.

Please ensure the solar panel has a clear, unobstructed view of the sun, otherwise, the performance will be impaired.

Our solar or solar/wind powered signs may require a larger diameter and taller post than mains powered signs. Please take this into consideration before ordering or installing your post and if you require any assistance or advice we are here to help.

- **All of our fixed signs come complete with our comprehensive **SIX-YEAR WARRANTY** which covers everything except vandalism, impact damage, and theft.**

At present, we could deliver the above products within approximately 6 – 8 weeks from receipt of the written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,

Agnes

Business Administrator

Agnieszka Markowska-Jarzynska



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Reg'd in Cardiff No: 4208260

Woodcote Parish Council Clerk

From: [REDACTED]
Sent: 15 January 2024 19:56
To: clerk@woodcoteparishcouncil.org.uk
Subject: Illegal signage
Attachments: Screenshot 1.jpg

Dear Woodcote Parish Council,

I contact you as a concerned member of this community. Recently some signs have been erected in the village asking drivers to slow to 20 miles an hour for cats and other wildlife. (See attached screenshot from Facebook).

While the intention of these signs is clearly for good, I would like to ascertain under what permission these signs were erected under?. They do not follow any of the highway agencies regulations for signs. I also would like to mention what purpose do these sign fulfill that the present 20 miles an hour signs don't cover?. They are also a great distraction for drivers.

I would like to know that if an accident is caused by one of these signs, either as a distraction or if they fall from a post hitting someone's property or a person. Who is responsible? Is it the person placing them up illegally or is the council responsible for any damage caused?.

My solicitor advised me to contact the highway agency regarding this matter. I however thought I'd bring it to your attention first.

I await your response.



WONDERFUL WOODCOTE South Oxfordshire



THANK YOU!

Thank you for all the support and contributions towards the costs of the signage for cats and wildlife in the village.

They're now printed and ready for 'installation'.

Thank you all again 🐾💙



Woodcote Village Green Committee Playground Inspection Checklist and Report Form

Appendix G

When carrying out an inspection of the play equipment on the Reading Road Site and the Folly Field Site please wear your hi viz waistcoat and carry your identity card in case you are challenged.

Use pages 2 – 4 of this document as a checklist. For any check items that are not satisfactory (the answer to the question is “no”) make an entry on this page — the Inspection Report. On completion of the inspection type your comments into the Inspection Report then cut and paste page 1 only into an email and send to Richard.tatum@btinternet.com. On receipt of your email your comments will be added to the Play Equipment Defects Log which is used by the Village Green Committee to schedule work on the play equipment. Please include any items that you resolve during the inspection e.g. clearing debris on untwisting swing chains. This way we will be able to record all the work done by the VG Committee and Inspectors.

Inspection Report

Date of Inspection: **9th January 2024** Time: **3.00 PM**..... Inspector: **Ron Hows**.....

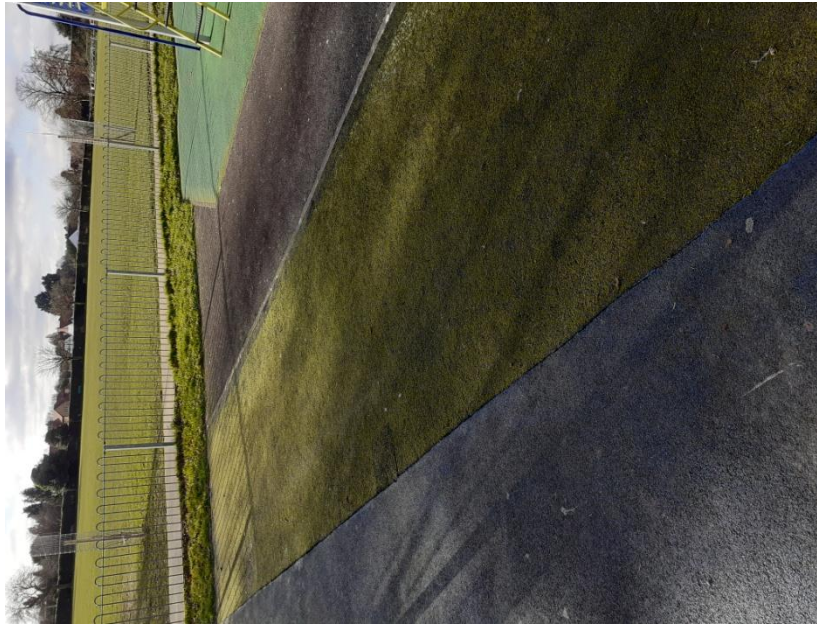
General Observations/ Weather Conditions: **Sunny and cold**

Please give further details here or on separate sheet where any check is unsatisfactory (even if you have reported it earlier).

Check No **1.1** Comment: **Opening up of the Wet pour edges**



Check No **1.1** Comment: Green Algae on the black Wet pour surface



Check No **3.2** Comment: Damage to No 2 gate post



Check No **5.2** Comment: Gouging out of the earth at the swing supports now been filled in on one side



Check No **8.2** Comment: New Wet Pour surface below the Play Frame.



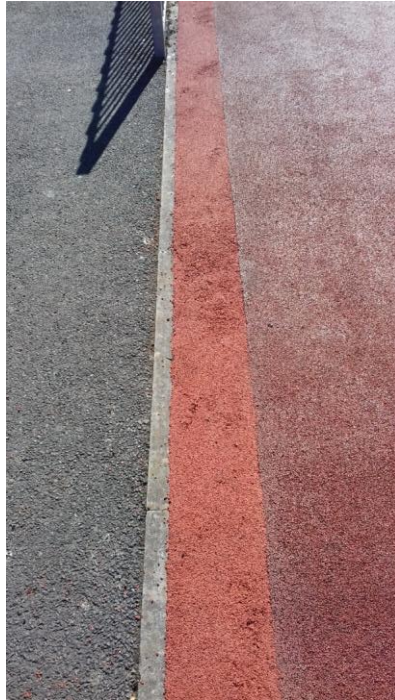
Check No **10.2** Comment: *New Wet Pour around the Overhead Spinner*



Check No **13.2** Comment: *Table bent in the centre*



Check No **14.1** Comment: [Repair of the Wet Pour edges around the Zip wire.....](#)

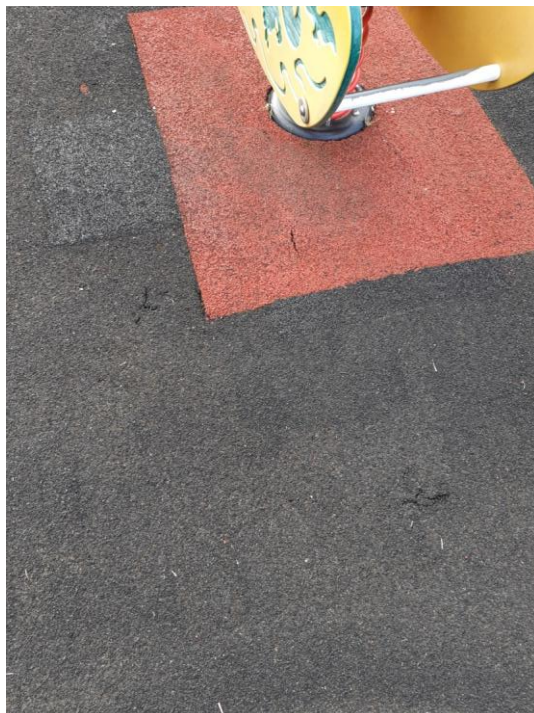


Check No **14.2** Comment: [Some damage to the Wet Pour surface below the zip wire seat, and ramp](#)





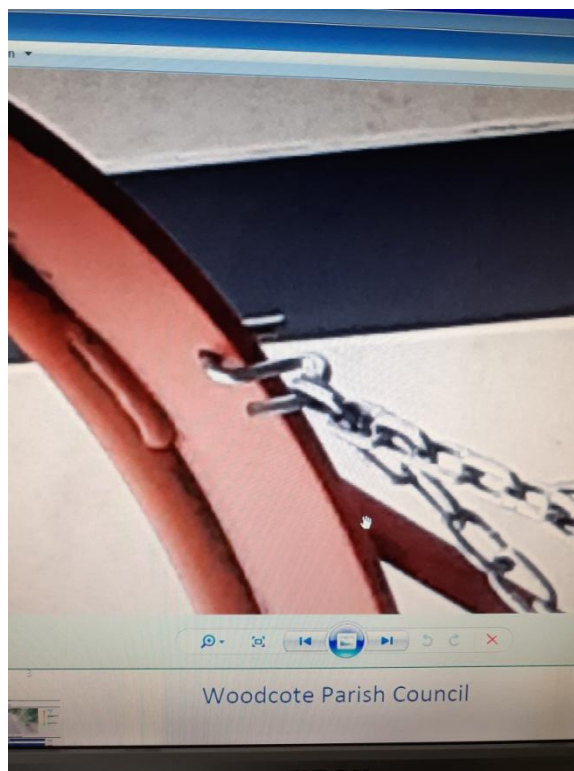
Check No **15.2** Comment: [Wet Pour cracking around the base of the Ark springer](#)



Check No **21.2** Comment: [New area of Wet Pour on small child swings.](#)



Check No **28.2** Comment: [Net hooks on the Multi sport frame](#) now have been closed



Check No **28.6** Comment: BMX jumps on hard standing.



Check No **32.1** Comment: Folly field table and one bench have been removed



Check No **34.1** Comment: Graffiti on the underside of the Table Tennis Table



Check No **34.2..** Comment: Black spray paint all over the table



Check No **36.1** Comment: **New swing**



Check No **24.2** Comment: **New bin**



Check No Comment:

Check No Comment:

Other Notes or Comments:

Please email this page of the form to kengroom@btinternet.com

READING ROAD SITE

Equipment	Check No.	Comments and Observations
Site	1.1	Clear of debris (including all areas inside fence and areas immediately around fence)? Sum of the Wet pour is where two colors join and around the edges seemed to have opened up; this may have been due to high temperatures during the last two summers. No change The black surfaces have green algae on the top this may develop into a slippery surface with addition wet weather so will monitor (see photo 1.1 above).
Fence and Signs	2.1	Fence intact and clear of obstructions? The post between fence panels 4 and 5 also between 9 and 10 on the right hand side of the entrance from the park is loose in the ground, it is not excessive so will monitor. No change
	2.2	Signs intact and legible? Ok
Gates (3)	3.1	Gates are intact? Ok
	3.2	Gates open and close properly (within a 3-8 seconds closing time)? ok One of the gate posts on Gate 2 has been hit by a vehicle in the past and is bent back slightly. The gate chain and lock were missing a new lock and chain has been fitted, R Hows has the keys. Covid 19 signs have been removed. No change.
	3.3	When closed, is there contact between bumper and gate? ok.
Paths	4.1	Paths in good condition and free of weeds? ok
	4.2	Paths free of trip hazards? ok
2x2 Swing	5.1	Area around swings clear of debris? ok
	5.2	Safety surface intact, free from trip hazard? The surface directly below the swings (about half of the surface) has been replaced. The join between the new surface and the old surface is showing signs of cracking on the joint. No change from December report Still some soil removal under the post after it has been filled in and is standing up to its use.
	5.3	Frames intact and free from corrosion? ok
	5.4	Chain intact, in good condition with less than 40% wear and free from twists? ok
	5.5	Free Movement without undue noise in the 8 x black bearings at the top of the frame? Greasing of the bearings to be carried out as per the last Rospa 23 report. Work to be undertaken by Ron Hows still ongoing.
	5.6	Seats fixed securely and free from cuts and abrasions? ok
Bin 1	6.1	Area around bin clear of debris? ok
	6.2	Bin intact, secure and standing, not full or overflowing? ok
	6.3	Bin liner in place and secure? ok
Bench	7.1	Area around bench clear of debris? ok
	7.2	Bench intact and free from corrosion? ok
Play frame	8.1	Area around frame clear of debris? ok
	8.2	Safety surface intact, free from trip hazards? The Wet pour below the play frame has been replaced with all new light green covering. (see 8.2 photo above) No further problems.
	8.3	Slide, platforms and steps clear and free from trip hazards? ok

	8.4	Scramble net intact, free from cuts and loose ends? Slight wear on some of the treed tops but no broken wires within the rope so will monitor. No further problems found. No change.
	8.5	Climbing wall intact, secure with all holds tight? ok
	8.6	Ramp intact and secure. Rope intact, secure and free from cuts? ok.
Balance beams (x2) and steps(x4)	9.1	Area around equipment clear of debris and obstructions? ok
	9.2	Safety surface intact and free from obstruction? Some of the Wet pour seems to be pulling away from the edges. There has been no change from December report.
	9.3	Beams and steps secure? ok
	9.4	Black plastic topping intact? ok
	9.5	Steps intact? Tallest step is slightly loose ok but will monitor. No change from November report.
Overhead spinner	10.1	Area around spinner clear of debris? ok
	10.2	Safety surface intact, free from trip hazards? ok The Wet pour has been replaced with new yellow surface ok. (see 10.2 photo above) No further problems found.
	10.3	Spinner intact, rotates smoothly without undue noise? ok
	10.4	Bearing free from play? ok
Bench	11.1	Area around bench clear of debris? ok
	11.2	Bench intact and free from corrosion? ok
Bin 2	12.1	Area around bin clear of debris? ok
	12.2	Bin intact and standing and not full or overflowing? ok
	12.3	Bin liner in place and locked? ok
Picnic benches (x2)	13.1	Area around benches clear of debris? ok
	13.2	Tables and benches intact and free from corrosion? One of the benches seems to have been jumped on bending the table it is only a slight bend but will monitor (see photo 13.2 above) 1x No change for the December report.
Zip wire	14.1	Area around zip wire clear of debris? ok
	14.2	Safety surfacing intact and clear of debris? The small area in the centre of the wet pour where the zip wire seat comes to rest has a slight increase in damage to the surface. (See photo 14.2) will monitor .There has been a slight increase in the damage from the September report. The joint of the Wetspour and ramp of the zip wire is beginning to lift causing a possible trip hazard will monitor. (see photo 14.2).No change from the December report.
	14.3	Frames (x2) intact and free from corrosion? ok
	14.4	Wire intact? ok
	14.5	Spring bumpers (x2) intact and secure? ok
	14.6	Spring brake on seat functioning? ok
	14.7	Seat and shroud intact, secure and free from cuts and abrasions? ok
Ark springer	15.1	Areas around Springer clear of debris? ok
	15.2	Safety surfacing intact, clear of debris? Some of the Wet pour seems to be cracking in both the red and black surface (See 15.2 photo above). No change from December report.
	15.3	Springer intact and springing without looseness? ok
Inclined bowl spinners	16.1	Area around spinner clear of debris? ok
	16.2	Safety surface intact, free from trip hazards? ok

	16.3	Spinner intact, free from corrosion and clear of debris? ok.
	16.4	Bearing free from play and turning freely without undue noise? ok
Roundabout	17.1	Area around roundabout clear of debris? ok
	17.2	Safety surface intact and free from trip hazards? The last Rospa report identified a clearance issue with the underside of the roundabout and the Wet Pour, which is approximately 50mm at its closest, will keep this under review. No change from December report
	17.3	Roundabout intact and clear of debris, frames solid? ok
	17.4	Bearing free from play and turning freely without undue noise? ok

Equipment	Check No	Comments and Observations
Lion seesaw	18.1	Area around seesaw clear of debris? ok
	18.2	Safety surface intact and free from tripping hazards? ok
	18.3	Seesaw intact, free from corrosion and springing without looseness in pivot? ok
Bench	19.1	Area around bench clear of debris? ok
	19.2	Bench intact and free from corrosion? ok
Smaller children's play-frame	20.1	Area around play-frame clear of debris? ok
	20.2	Safety surface intact and free from tripping hazards? Some of the Wet pour seems to be pulling away from the edges. There has been no change from the December report.
	20.3	Slide, platforms and steps free from obstructions, intact and free from corrosion? To help meet the Covid 19 requirements the Pan Pipes have been removed and are stored at R Hows premises for refitting when required. No change from the December report. The latest Rospa 23 report suggested that they be replaced this needs to be agreed with the PC so as not to contravene any Covid restrictions still in place.
	20.4	Scramble net intact, free from cuts and abrasions? ok
	20.5	Tunnel intact? ok
Smaller children's swings	21.1	Area clear of debris? ok
	21.2	Safety surface intact and free from trip hazards? A large area in the centre of the swing Wet pour has been replaced removing the trip hazard previously reported. (see 21.2 photo above) No change from the December report. Greasing of the bearings to be carried out as per the last Rospa 23 report.
	21.3	Frames intact and free from corrosion? ok
	21.4	Chain intact, in good condition with less than 40% wear and free from twists? ok
	21.5	Free Movement without undue noise in the 8 x black bearings at the top of the frame? ok
	21.6	Seats fixed securely and free from cuts and abrasions? ok
Bin 3	22.1	Area around bin clear of debris? ok
	22.2	Bin intact, secure and standing, not full or overflowing? ok
	22.3	Bin liner in place and locked? ok

YOUTH SHELTER

Youth Shelter	23.1	Area around shelter clear of debris? Area in the front of the shelter has now been laid with some concrete slabs and reseeded and is growing back well ok. Grass around the slabs growing back well. There has been a previous report of damage to the bins which I understand is under review but the bins are still in use. Some graffiti in the form of tags has been added (the same tags which have appeared on the table tennis table on Folly Field (same culprit?) The graffiti having been removed some further additional marking have now been added to the rear of the shelter. No further additions.
	23.2	Shelter secure, intact and free from corrosion, with bolts visually tight? ok
Bin	24.1	Area around bin clear of debris? ok
	24.2	Bin intact, secure and standing, not full or overflowing? A new bin has been installed adjacent to the shelter. (See photo 24.2 above).ok
	24.3	Bin liner in place and locked? ok

Equipment	Check No	Comments a Comments and Observations
Site	25.1	Clear of debris? ok New gate and posts have been installed. A small trampoline which is damaged has been left on the site moved to the waste bin by the footpath.
Swing Bar	26.1	Area around bar clear of debris? ok
	26.2	Bar Secure and free from corrosion? ok
	26.3	No raised burrs? ok
4x stepping stones	27.1	Area around stones clear of debris? ok
	27.2	Steps secure? Ok One of the steps has some slight damage on the top this was identified in the latest Rospa 22 report no action was required but monitoring no change from December report.
	27.3	No raised burrs? ok
Multi sport play frame First unit	28.1	Area around frame clear of debris? ok
	28.2	Frame intact, secure and free from corrosion? 2022 Rospa report mentions the net requires repair, this is a new chain net however the S hooks holding the net to the top ring have not been closed so the net chain can jump off the S hook when in use which is what has happened. Attention is required to close the hooks (see 28.2 photo above) The netting has now been repaired. Some areas on the frame and sign have been spray painted with black paint but does not affect its use. The sign has yet to be replaced with a new up to date one. The sign has been replaced with a new one. The new net has some of the links worked loose so will now need refitting. Two of the net backboard need replacing as they are missing.
	28.3	Tarmac area intact and free from tripping hazards (especially at edges)? ok
Multi sport play frame New unit	28.4	Area around frame clear of debris? ok
	28.5	Frame intact, secure and free from corrosion? ok
5 aside hard standing	28.6	The concrete edging slabs in place and no trip hazard. A single BMX jump still remains on the site.
	28.7	All markings clear and undamaged. ok
	28.8	Earth viewing mound free form damage. ok
Spinner	29.1	Area around spinner clear of debris? Ok
	29.2	Spinner secure, and free from corrosion with bearing turning freely without play and undue noise? ok . Some of the frame has been spray painted with black paint but does not affect its use
	29.3	Black cover intact and secure? ok
	29.4	No raised burrs? ok
Tightrope	30.1	Area around rope clear of debris? ok
	30.2	Posts secure and free from corrosion? ok
	30.3	Ropes free from cuts and abrasions? ok
	30.4	Shackle pins x 2 in place and closed? ok

	30.5	No raised burrs? ok
Balance Beams	31.1	Area around bar clear of debris? ok
	31.2	Ropes free from cuts and abrasions? ok
	31.3	Shackle pins x 8 in place and closed? ok
	31.4	No raised burrs? ok
Picnic Table & Benches	32.1	Area clear of debris? The picnic table and one of the benches have been removed. (see 32,1 photo above)
Benches (x1)	32.2	Bench Intact and free from corrosion? ok
Picnic Table	33.1	Table has been removed.
Table tennis table	34.1	Area of tarmac around table clear of debris? Some graffiti in the form of tags has been added on the underside of the table stand (see photo 34.1). No additional graffiti has been added.
	34.2	Table top free from damage and paint finish in good condition? Some of the table has been spray painted with black paint although unsightly does not affect its use (see photo 34.2 above)
	34.3	Net free from damage and paint in good condition? ok
	34.4	Table edges free from damage? ok
	34.5	Area around the table hard standing free from trip hazard? ok
Target wall	35.1	Area around the wall free from trip hazard. ok
	35.2	Wall free from damage. ok
New Childs swing	36.1	Area around swings clear of debris? ok
	36.2	Frames intact free from corrosion and rot? ok
	36.3	Chain intact, in good condition with less than 40% wear and free from twists? ok
	36.1	Seat fixed securely and free from cuts and abrasions? ok

Internal Controls Policy

1. Scope of the Responsibility

- 1.1. Woodcote Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- 1.2. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

- 2.1. The system of internal control is designed to support the management of risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.2. The system of internal control is in place at the Council from date of approval for the year ending 31st March 2024 and up to the date of approval of the annual report and accounts in accordance with proper practice.

3. The Internal Control Environment

- 3.1. The Council
 - 3.1.1. The Council has appointed a Chairman who is responsible for the smooth running of meetings and, with the Clerk/RFO, for ensuring that all Council decisions are lawful.
 - 3.1.2. The Council reviews its obligations and objectives and approves budgets for the following year at its November and December meetings. The December meeting of the Council approves the level of precept for the following financial year.
 - 3.1.3. The Council monitors progress against objectives, financial systems and procedures, budgets (with quarterly reports to the Council)/budgetary control and carries out regular reviews of financial matters.
 - 3.1.4. The full Council normally meets at least 6 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk.
 - 3.1.5. The Council carries out regular reviews of its internal controls, systems and procedures.
- 3.2. Clerk and Responsible Financial Officer

3.2.1. The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk has also been appointed to be the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

3.3. Payments

3.3.1. All payments are reported to the Council for approval. Two members of the Council must authorise all payments.

3.4. Risk Assessments / Risk Management

3.4.1. The Council carries out regular risk assessment in response of actions and regularly reviews its systems and controls.

3.5. Internal Audit

3.5.1. The Council will appoint an independent Internal Auditor for the year 2023/2024 who will report to the Council on the adequacy of its records, procedures, systems, internal controls and risk management. The effectiveness of the internal audit is reviewed annually.

3.6. External Audit

3.6.1. External Auditor Moore has been appointed until further notice. Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to the Council.

4. Review of Effectiveness

4.1. Woodcote Parish Council has responsibility for conducting an annual review of the effectiveness of its system of internal controls. The review of the effectiveness of the system of internal controls is monitored and informed by:

4.1.1. the Clerk/Responsible Financial Officer

4.1.2. the work of the Independent Internal Auditor

4.1.3. the External Auditors through the Annual Return and their annual letter

4.1.4. the reporting of the number of significant issues that are raised during the year.

This policy was adopted at the full Council meeting on 7th February 2024 and will be reviewed annually.