

WOODCOTE PARISH COUNCIL

MINUTES of the Parish Council Virtual meeting Wednesday 1st July 2020 at 7.30pm.

PC MEMBERS

Vice Chair	Mr. M. Smith Chaired the meeting Miss H. Booker Mr. A. Crockett Mr. G. Botting Mr. S. Lawson Mr D. Booth Mr. R. Fletcher
Parish Clerk	Ms. Jenny Welham

1. To receive apologies for absence
Mr. R. Peirce, J. Farmer, District Councillors.

2. **To Received Declarations of Interest.**
None.

3. **Public Forum:** Opportunity for members of the public to address the Council, the public may also speak about specific items of business as they arise, with the permission of the Chairman.
None had requested the link to join the meeting.

4. To approve Minutes of the Parish Council Virtual Meeting held on 17th June 2020
Approved as a true record.

5. Matters arising from those Minutes not on the agenda elsewhere.
No other matters.

6. **Planning Applications** to discuss and agree Councils response.
No new applications for consideration.

6.1 **Applications Granted by SODC**
None.

6.2 **Applications Refused by SODC**
None.

6.3 Other Planning Matters

Cllr. Booker advised that work had started in the field on Oxford Road for the Equestrian Cross Country Course.

Chairman advised that the planning committee meeting being held tonight would be discussing the planning application P19/S4457/FUL Hollies Goring Road. He had sent in further comments to support the PC's original objection, which had been circulated to the members prior to sending. Currently Parish Councils with objections cannot join the virtual planning meetings. The Parish Councils can send in comments for their District Councillor to read at the meeting.

This process is not democratic, the District Councillor does not always have the local knowledge that a Parish Council representative would have. The PC requested that the Clerk advise OALC too send in objections to this process on behalf of Parishes in South Oxfordshire. Clerk also to send an email to Head of Democratic Services expressing the PC's objections.

Vice Chairman will speak at the virtual meeting of the Examination hearing of the SODC Local Plan on 22nd July, he has received confirmation.

The Chiltern Rise development that the PC had discussed at a previous meeting, letters had been sent to the SODC Planning Officer regarding the siting of the footpath. The Planning Officer had contacted Rectory Homes and spoken to them. The outcome is that a meeting will be arranged with SODC Planning Officer, OCC Highways, and the Vice Chairman with Rectory Homes to discuss the route for the footpath.

7. Audit Review FY 2020/2021 – Review Internal Audit Report, Accounts and sign AGAR.

The Clerk had circulated the Internal Audit report, Annual Accounts and AGAR prior to the virtual meeting to all councillors. The Internal Auditor had no advisory comments on his report the PC had all governance correctly in place. The PC resolved to sign the Annual Return and AGAR.

The Allotment Annual Return, the Chairman had one query, as the meeting was virtual the Clerk could not access the accounting software as she had joined the meeting from her home. It was resolved that the query be checked next day, if finalised, the Chairman would sign the Allotment Annual Return in the PC Office 2nd July 2020.

8. Finance To approve payments, note receipts.

Woodcote PC Payments 29 June to 2nd July

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
29/06/2020	British Telecom Arrow	DD	£117.15	Monthly Line & BB
01/07/2020	Accounting	889	£488.00	Internal Audit
02/07/2020	Oxit Ltd	DD	£12.00	Cloud back up monthly charge
			£617.15	

Approved

Receipts Noted

Receipts from 26
June to 2nd July 2020

Date	Cash Received from	Receipt Description	
26/06/2020	SODC	Sec 106 funds	£612.88
30/06/2020	Thames Water	Contribution to Notice Board	£1,000.00
		Total	£1,612.88

8.1 Quotations/Grants received for review/approval.

The Clerk had received further quotation for the fencing at the rear of the Village Green at the entrance from The Close, for anti ram bollards, and a quotation from R.W.Butler for the fencing and gates as requested.

The Clerk stated that since obtaining further quotes as resolved at the PC meeting 17th June 2020, she was somewhat confused by the email advising that the Village Green Committee had met with Cllr Booth, Crockett and Botting to discuss the options for securing the village green. The list of requirements had subsequently changed.

Cllr. Booker stated that she was disappointed that she had not been informed of this meeting as she had been charged with looking into this matter and had kept the Chairman of the VGC updated of the whole process and copied him on emails and her final report with recommendations. The Clerk had also spoken to the Chairman of the VGC advising him of this matter.

Cllr. Booker stated that communication is two way” and that it would have been courteous to have included her as she felt she had wasted her time. Cllr. Botting advised that he felt Cllr. Booker had done a good job and produced a comprehensive detailed report. Cllr. Booth stated that the meeting was held so the VGC could give their input and views on how the Village Green could be made more secure. The openness of the area is preferred, and the overall view was not to make changes that closed the green in too much. Following the VGC input,

It was resolved by the PC to carry out the following;

Village Green

Gate into VG at Reading Rd, replace the two corroded metal gate posts with hangars the correct way, retain the existing gate. Replace chain with heavy duty sleeved chain.

Deepen ditch along the Reading Rd side of VG.

Deepen stretch of ditch along the Goring Road towards the Whitehouse Rd end approximately 2/3 meters length.

The entrance to the VG from The Close, cap the hangars for the two gates to stop the gate being lifted off. Retain the gates, replace chain with heavy duty sleeved chain.

Fencing that is insecure and falling over, remove and replace with 5” x 5” wooden posts, 1.2 meters apart and pole running through posts. (At some point the VGC will plant hedging on the green side of this new fence.)

Folly Field

Install a new metal gate and posts at entrance, to replace the current existing posts and single pole, retain the knee rail either side.

Pedestrian entrance install two 5”x5” wooden posts to stop vehicle access.

The Clerk to obtain quotation.

9. Reports from Other Village Groups – to receive reports from working groups.

WVHM

A questionnaire has been sent out to regular users on 30th June 2020 to ascertain when they wish to return to the hall so the Trustees plan towards the reopening date. The Clerk has sent all the updates and guidance received from Government and other Community bodies regarding re opening the VH to the Trustees as she received it.

Village Green Committee

The VGC had been working on the necessary steps to re-open the playground. The inspection had been carried out and relevant signage has been ordered by the Clerk with the wording provided from the VGC. The VGC had carried out the Risk Assessment template provided by the Clerk. Pressure cleaning had not yet been done. The necessary actions had been taken, the opening of the play area does represent a risk, however the PC felt that this is relatively low risk given the actions the VGC had carried out.

The PC resolved that the play area could reopen when all the necessary signage was in place for 4th July, if not to be opened when the signage was in place.

Cllr. Crockett advised that the wet pour edging is shrinking back badly. This is on the ongoing maintenance of the play area.

10. Other Matters for Chairman to consider any matters arising after agenda published.

The Chairman had been emailed by a resident in Pot Kiln Lane regarding a footpath, as he was going on holiday he passed this to the Vice Chairman who is looking into this matter.

The Chairman reported that the legislation for registering footpaths is changing after 2026. He had been advised of this by Liam Woolley who is the Chiltern Society representative for footpaths. Any unregistered footpaths will no longer be recognised for registration after 2026.

It was resolved to set up a working group to audit what footpaths are in the parish and which ones are unregistered. Vice Chairman will draft terms of reference for the working group.

11. Correspondence – to consider & review any received.

Email from a company in Wallingford wishing to park in Woodcote weekly to offer Pancakes and Prosecco. The PC could not think of any safe area to offer to park. Clerk to email back and suggest they approach some of the private landowners.

Email from resident in Wayside Green regarding chestnut tree leaning over close to his property and some dead wood falling from the tree. Clerk had a verbal report from the Tree Surgeon that the tree is not diseased and that there is some dead wood in the canopy, he stated this is normal in healthy trees. PC resolved that the Clerk to email the resident back with this information and to get a quotation for removal of the dead wood when quote agreed.

Email from resident regarding youths congregating in the bus shelter on the VG, smoking, and drinking, and not social distancing. The request was that the PC should close the bus stop and that it is the PC's duty to protect residents from spread of Covid-19 infection. The members agreed that it is everyone's duty to be socially alert and distance.

Clerk to reply to the resident stating that the PC do not support the bus shelter being closed as it is used by residents. The Clerk did suggest removing the screening fence around the Youth Shelter which is in place for newly seeded grass, if it was felt that the youths would then move to the youth shelter. This matter was unresolved.

12. To note date of the next PC meeting: Parish Council Meeting Wednesday 1st July 2020.

Discussion about frequency of meetings is this very quiet time and if meeting should be monthly. Agreed that the next meeting noted in diaries, however if the Clerk has a very limited agenda this meeting will be postponed.

The Clerk advised that she will be taking 2 weeks holiday from 20th July 2020.

Meeting closed at 9.17pm.

Signed.....Date.....