

WOODCOTE PARISH COUNCIL

MINUTES of the Meeting of the Parish Council 6th December 2023 at 7.30pm, Function Room, Woodcote Village Hall.

PUBLIC FORUM (prior to the start of the meeting). The Public Forum started at approximately 7.32pm. There were four members of the public and no press present at the beginning of the meeting with a later arrival of Cllr James Norman, District Councillor.

- Two members of public were observing a Council meeting prior to potentially putting their names forward to be co-opted as Parish Councillors.
- A representative of the Woodcote Conservation Group spoke about the Greenmore Ponds (item 8).
- The Chair of Trustees for the Village Hall spoke about 1) the need to implement the PC-Charity-VH relationship and set dates for the working group; 2) the support needed by the VH manager to resolve issues; 3) the need to relocate the gas metre; and 4) the need to lift the crown of two trees close to gate giving vehicle entrance to the green (item 4.3).
- Later in the meeting the District Councillor offered support to look for and notify the Parish Council regarding grant funding possibilities for various matters.

MEMBERS PRESENT Vice Chair K Davies (acting as Chair during absence of R Peirce)
L Bilbe
H Booker
B Urbick
S Pritchard (after item 3.3)

OFFICERS PRESENT B Urbick as Proper Officer (acting as Clerk & RFO)

The meeting started at approximately 7.46pm

1. To receive apologies for absence.

Robin Peirce

2. Declarations of interests

None.

3. Vacant Seats

3.1 It was NOTED the council has 5 vacant seats

3.2 It was unanimously RESOLVED to co-opt S Pritchard to fill one of the vacant seats

3.3 The declaration of acceptance of office from S Pritchard was RECEIVED and Cllr Pritchard 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 1st November 2023

4.2 No matters arising from the minutes not elsewhere on the agenda were raised.

4.3 An action to consider to raise the tree crown at the corner of the Village Green (at the intersection of Reading Rd and Goring Rd) was added to the Progress Updates list of on outstanding items.

5. Planning

5.1 New applications - to provide consultation response:

- 5.1(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. It was unanimously RESOLVED to submit that the Parish Council had NO OBJECTIONS SUBJECT TO no objection by OCC Highways and that the officer is satisfied that OCC's parking guidance is adhered to.
- 5.1(ii) [P23/S4025/HH](#) - 16 Grimmer Way Woodcote RG8 0SN - Single storey rear and front extensions. It was unanimously RESOLVED to submit that the Parish Council had NO OBJECTIONS SUBJECT TO a condition that the proposed window that overlooks the back garden of 1 Cuddesdon Close to be non-opening and glazed with obscured glass or provide reasons what that condition would not be acceptable.
- 5.1 (iii) [P23/S4003/S73](#) - 10a Wayside Green Woodcote RG8 0QJ - Removal of condition 7 (Parking & Manoeuvring Areas Retained) and variation of condition 10(Surface Water Drainage) on planning permission P19/S4288/FUL (Erection of a two-storey four-bed dwelling house.) It was unanimously RESOLVED to request an extension of the deadline for response to better understand an S73 application.

5.2 It was NOTED the following decisions made by SODC

- 5.2(i) [P23/S3284/HH](#) - 5 Cuddesdon Close Woodcote RG8 0SH - Single-storey front and rear extensions. GRANTED (WPC had no objections)
- 5.2(ii) [P23/S3248/HH](#) - Hawthorns Goring Road Woodcote RG8 0QE - Rear and front extension. Rebuilding of roof to create additional accommodation at first floor. GRANTED (WPC had no objections)

5.3 It was NOTED that the following application was withdrawn

- 5.3(i) [P23/S2818/FUL](#) - Land between 14 & 14A Bridle Path Woodcote RG8 0SE - Erection of a one bedroom bungalow with associated parking and amenity areas.

6. Budget

- 6.1 It was unanimously RESOLVED to approve the budget for 2024/25 (see Appendix B of the papers for the meeting to provide detail)
- 6.2 It was unanimously RESOLVED to approve the revised budget for this year 2023/24 (based on estimates for the remainder of the year)
- 6.3 It was unanimously RESOLVED to approve the precept for 2024/25 at £130,858, representing an increase of only 1.9% per household.

7. Finance

7.1 The following receipts were NOTED.

31/10/2023	Lamit Property Fund	£	1,349.25	earnings
02/11/2023	Public Sector Deposit account	£	1,177.36	earnings

7.2 It was unanimously RESOLVED to approve the following payments

06/11/2023	HMRC	SO	£	433.60	
07/11/2023	CCLA	TRANSFER	£	71,904.00	trsfr to investments
14/11/2023	M & C Landscapes	BACS	£	1,739.94	July (overlooked inv)
28/11/2023	Staff costs	BACS	£	3,364.57	Nov salaries
06/12/2023	M & C Landscapes	BACS	£	1,739.94	Grass cut Oct

07/12/2023	Premier Office Supplies	BACS	£	25.16	Supplies
07/12/2023	Premier Heating Solutions	BACS	£	237.60	New thermostat
07/12/2023	Woodcote Villager Hall	BACS	£	98.25	Hall hire Nov

8. Greenmore Ponds

- 8.1 It was unanimously RESOLVED that the Council will contract the first phase of the groundworks (ie the exploratory work) with a budget up to £5,000 [Open Spaces Act 1906, s.10]. This is subject to the Woodcote Conservation Group donating at least £1,000 for this project. It was further unanimously RESOLVED that CIL funds will be used for this expenditure.

9. Village Green

- 9.1 It was unanimously RESOLVED to approve the agreement with the Woodcote Football Club for the 2023/2024 football season, subject to updated information to be included. Clarification that overhanging trees will only be dealt with by the Parish Council if there are concerns about low bows and general safety, not solely if they overhang the current area marked as pitch. It was also resolved to include the use of the top area of the village green once a week for training for one hour within the agreement.
- 9.2 It was unanimously RESOLVED to permit the continued use of the floodlights again for this season (for approximately one hour each week), subject to monitoring of any concerns raised by residents. Approval will need to be sought for their use each season.

10. Policies for review and/or approval

- 10.1 It was unanimously RESOLVED to approve the draft revised Financial Regulations
- 10.2 It was unanimously RESOLVED to amend Standing Order 3.f to:
- “The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chair of the meeting.”

11. Village Hall flat roof refurbishment and enhancement

- 11.1 It was unanimously RESOLVED to approve Phase one of the project and allocate budget of £5,625+VAT [Local Government (Miscellaneous Provisions Act 1976 s.19]
- 11.2 It was unanimously RESOLVED to delay approval for Phase two of the project until after Phase one is completed.
- 11.3 It was unanimously RESOLVED to appoint Archadia (UK) Ltd (t/a WWA Studios) to do the Phase one works.

12. Accounting software

- 12.1 It was unanimously RESOLVED to approve moving from Rialtas accounting software to Scribe, giving Rialtas 6 months' notice and subscribing to Scribe for the Parish Council accounts.

13. Matters for future discussion

None.

14. It was unanimously RESOLVED to confirm the date and time of the next Council Meeting – 7.30pm, 3rd January 2024.

15. It was unanimously RESOLVED (with one abstention) that, in view of the confidential nature of the business about to transacted, that the public and press be temporarily excluded. [Public Bodies (Admission to Meetings Act 1960; LGA 1972 ss100 & 102]

15.1 Confidential matters were discussed and actions unanimously agreed (with one abstention). It was RESOLVED to delegate to the proper officer to take necessary actions as advised. The notice of decisions made will be kept in the staffing files. It was further RESOLVED to delegate to the Proper Officer to draft, agree and post a job vacancy if required.

Meeting closed at approximately 9.46pm

Signed _____ Date _____