

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 _____ *(original signed)* _____

Date 7th February 2024

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.