

# WOODCOTE PARISH COUNCIL

**MINUTES** of the Parish Council meeting held in the Function Room, Village Hall, Woodcote  
Wednesday 15th August 2018 at 7.30pm.

**PRESENT**

Chairman	Mr. R. Peirce
Vice Chair	Dr. G. Botting
	Mr. A. Crockett
	Mr. M. Smith
	Mr. B. Williams
	Mrs. J. Farmer
	Mrs. S. McGurk
	Mr. D. Booth.
Parish Clerk	Ms. Jenny Welham

1. To receive apologies for absence  
Dr. P. Sudbury.

2. To receive 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.  
One member of public present to observe.

4. To approve Minutes of the Parish Council Meeting held on 1<sup>st</sup> August 2018.  
A correction was made to Item 12 Other Matters for Chairman second paragraph should read  
The start of work on NHP2 has been on hold until SODC Local Plan is republished, however the work will restart as the SODC schedule for their new Local Plan has been received.  
The minutes then Approved as a True Record.

5. Matters arising from those Minutes not on the agenda elsewhere.  
None.

**6. Planning Applications**

P18/S2548/HH (Householder) Application Type Other. Proposal: Proposed ground and first floor alterations and garage conversion. Proposed detached oak framed garage. Address: 38 Bridle Path Woodcote RG8 0SE.

The Parish Council have no objections.

P17/S4336/FUL The Old Reservoir Greenmore Woodcote RG8 0RN

Description of development: The demolition & clearance of existing development. Change of use of the land to a park home site & the development of all associated infrastructure to allow the siting of 16 residential park homes with landscaping. Appellants name : Mr C Stanley

Appeal reference : APP/Q3115/W/18/3197270 Appeal start date: 1st August 2018

The PC agreed that the Clerk should resend the original response directly to the Inspector.  
Cllr. Smith reported on the applicant's appeal documents and the PC agreed that a further response should be written and sent addressing some of the points which were inaccurate.

### **6.1 Applications Granted by SODC:**

P18/S2003/HH Application proposal, including any amendments Proposed front and rear single storey extension. Site Location : 96 Wayside Green Woodcote RG8 0QJ

### **6.2 Applications Refused by SODC**

None.

### **6.3 Other Planning Matters**

The letter from the Pc to SODC Officers regarding the matter of SODC Local Plan housing numbers allocated to Woodcote being incorrect as the officers had not taken into account that Woodcote is in the AONB. A draft letter had been circulated to the members for their feedback and input. Several changes had been made and the final draft had been circulated with the recommendation that other documents be sent with the letter to highlight the points.

The PC agreed to the letter's content and that this should be sent to all relevant SODC Officers and local MP John Howell.

### **7. Finance**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/08/2018	VHMC	TRANSFER	£17.00	Room hire for meeting 29/8
06/08/2018	Kings Tree Care Services Ltd	780	£696.00	Hedge Cut Greenmore/Lackmore
06/08/2018	HMRC	SO	£253.20	Monthly contribution
09/08/2018	Bondright Roofing Services	781	£300.00	Replace broken tiles VH roof
13/08/2018	Berinsfield Community Bsns	TRANSFER	£1,077.43	July Grass cutting
15/08/2018	K. Smallbone	782	£30.00	War memorial garden August
28/08/2018	J. Welham	SO	£837.55	August Salary
28/08/2018	L. Crockett	SO	£200.00	August Litter picking
			£3,411.18	

Approved.

Noted no receipts.

#### **7.1 Quotations/Grants received for review/approval.**

The Clerk had received an email from OCC highways with the cost estimate for the Zebra Crossing. The cost to the Parish Council breaks down as follows:

Civils	£27,563.15
Electrical	£7,267.23
<b>Sub Total:</b>	<b>£34,830.38</b>
VAT	£6966.08
<b>Total:</b>	<b>£41,796.46</b>

The estimates do not include any contingency, therefore it would be prudent to allow an additional 20% for any unforeseen events. All construction works are subject to remeasure upon completion so the final cost is likely to vary.

This brings the Sub Total to **£41,796.46** and the Total incl. VAT to **£50,155.75**.

Please provide me with a written undertaking that the Parish Council will provide the above monies upon completion of the scheme, and I will proceed with placing the necessary Orders.

The PC agreed to this, the Clerk to respond with the formal letter.

The Clerk also to check the detail regarding transfer of funds from the reserve account.

The PC had applied for Sec 106 funds from the Mowforth House development for indoor sport to refurbish the Village Hall floor and repaint the white lines. The funds have been agreed by SODC, The Pc agreed the payment.

### **8. Draft Terms of Reference PC & WNHP Advisory Group** – review

The members had given their inputs and changes to this document prior to the meeting. There were 5 recommendations;

1. Approve the recommendations in the main part of the document.
2. Approve the terms of reference in appendix 1 – to be published on the PC and NHP websites.
3. Note and prove the current membership of the NPAG – already published on the NHP website.
4. Approve the description of the relationship between the PC and the NPAG defining the responsibilities in appendix 3 – to be published on the PC and NHP websites.
5. Note the declaration of interests from the members of the NPAG in appendix 4 – to be published on the NHP website.

The Chairman put the resolution that the PC accept these recommendations, which was seconded by Cllr. Smith.

Cllr. Williams stated that he felt the document was not compliant with recommendations from the Planning Advisory service and related bodies. He felt that the disciplinary code was more aggressive and went beyond the Parish Council code of conduct. The Chairman asked if Cllr Williams wished to propose an amendment to cover the points he had raised, Cllr. Williams declined.

The members voted in favour with one abstaining, the resolution was passed and the document agreed and accepted.

### **9. FOI requests** – review and confirm process.

The Clerk had investigated the process with information from the ICO. The PC will need to adopt a Publication Scheme available from ICO. The Clerk had seen a similar publication process adopted by another Parish Council and the members agreed this would be worthwhile to adopt. The Clerk to action.

### **10. Date Retention Policy** – confirm retention dates.

The Clerk had circulated the document prior to the meeting. The main item was the addition of planning Application Retentions. The members reviewed the draft and made changes to some of the proposed retention dates. The PC agreed the retentions for Planning applications. Clerk to amend the document and publish.

### **11.. Reports from Other Village Groups**

Village Hall Committee – the VH floor has been refurbished and lacquered. Function Room has been redecorated, just new window blinds to be added. The next major project will be the main hall lighting, the VHMC has received a donation for this project. The Chairman asked if the plaques that had been removed for the redecorating would be reinstated, this will be actioned, possibly with an honours board.

Village Green – The matter of the gap beside the bus shelter was raised again, the PC will look at getting a ditch excavated when the new footpath is installed from the Zebra crossing.

## Policing

Meeting with Mark Bell 14/8 Vandalism - Mark has spoken with Sam Peats and has the photographs of damage done to tables/benches on Folly field/Village Green, crime numbers have been issued.

Although those responsible for the damage have yet to be identified the Neighbourhood Policing Team have other possible lines of enquiry which they are following up.

Those responsible for damage to a listed building in a neighbouring parish have been identified through the use of small static cameras (designed for wildlife observation) that cost circa £50.00 each.

Action - Subject to PC agreement Councillor Crockett to review possible use of cameras with VGC.

Possible Charity Fraud- Details of the above incident at the Co-op were passed to Mark who will share them with the Neighbourhood Team.

He suggested contacting the Fraud Alert team on 03001232040 or online via their web site [www.actionfraud.police.uk](http://www.actionfraud.police.uk) Action - Councillor Smith to review.

Smart Water (SW) -TVP have limited resources available to support SW initiatives which are currently restricted to making SW available (free issue) to vulnerable groups (those who have been subject to burglaries or are in crime hot spots).

Mark will, - review the Woodcote situation with Sgt Anns. Arrange for SW to contact Councillor Williams. Sgt Anns agreed to review with Mark possibilities for a SW project in Woodcote.

Henley & District Area Forum 13/8 Henley Town Hall

Background, this is the second of what is hoped will be quarterly meetings to promote the free exchange (the meetings are regarded as “closed”) of information between the Neighbourhood Policing Team and representatives of local Councils.

Attendees

Sgt Ann & Neighbourhood Policing Team

Representatives from Henley Town Council, SOHA, 7 Parish Councils (District and County representatives were absent). Cllr. Williams will circulate minutes when available.

Some action points;

Speeding Data

Working with Hampshire Constabulary a data base aimed at establishing a profile of vehicle speeds in towns and villages to better inform police speed trap policy is being developed.

Sgt Anns asked for any available local data.

Action - Councillor Williams to review with Councillor Smith

Parking Regulation

Sgt Anns confirmed OCC had agreed this is their responsibility (not TVP).

OCC and SODC have agreed in principle that Parking Regulation control will be devolved to SODC during the next 12 months.

Henley Town already has two Wardens to regulate the 27 streets in the Town that are their responsibility (this for historical reasons).

Sgt Anns thought Parish Councils may have the opportunity in future to jointly fund Wardens if the need existed.

Traffic Advisory Group – final costing for the Zebra Crossing received see Item 7.1.

## **12. Communications**

Cllr., McGurk requested input for an article in the October Correspondent. It was agreed that the footpath project be promoted and some photographs of the refurbishments to the Village Hall.

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The Clerk and Cllr. McGurk will try to get a last minute addition to September Correspondent regarding the Zebra Crossing, details will be posted onto Facebook.

**13. Other Matters for Chairman**

The clerk advised that since exploring options for a new PC website she had been given contact details regarding a provider from Benson PC. The Clerk will make contact and get some detail and pricing.

The Clerk will be on two weeks leave from 20<sup>th</sup> August returning on 3<sup>rd</sup> September.

**14. Correspondence**

None.

**15. To note date of the next Parish Council Meeting: Wednesday 5th September 2018.**

*Meeting closed at 9.20pm*

*Signed ..... Date.....*