

WOODCOTE PARISH COUNCIL

MINUTES of the Parish Council meeting held in the Function Room, Village Hall, Woodcote
Wednesday 17th October 2018 at 7.30pm.

PRESENT

Chairman	Mr. R. Peirce.
Vice Chairman	Dr. G. Botting
	Mr. D. Booth
	Mr. A. Crockett
	Mr. M. Smith
	Mr. B. Williams
	Dr. P. Sudbury
	Mrs. S. McGurk

Parish Clerk	Ms. Jenny Welham
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1. To receive apologies for absence
J. Farmer.

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.
None present.

4. To approve Minutes of the Parish Council Meeting held on 3rd October 2018.
Minutes Approved as a true record.

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

6. Planning Applications

P18/S3289/HH (Householder) Other Proposal: Single storey rear house extension. Demolition of existing conservatory. Address: 9 Croft Way Woodcote OXON RG8 0RS.

The PC have no objections.

6.1 Applications Granted by SODC:

P18/S2710/FUL Application proposal, including any amendments : Variation of condition 1 (approved plans) - to application ref P17/S1690/RM. (Reserved Matters application following Outline Approval P15/S3449/O) to introduce a balcony and make changes to rooflights, solar and PV panels.(revised plans for House 1 received 6th September 2018, with the amendments detailed within the agent's accompanying email). Site Location : Red Lane Bungalow Red Lane Woodcote RG8 0PD.

6.2 Applications Refused by SODC

P18/S1371/O Application proposal, including any amendments The erection of either up-to 80 dwellings (Class C3) or up-to 66 dwellings (Class C3) with assisted living accommodation with up-to 60 bedroom facility providing assisted living accommodation for elderly people (Class C2)

(both options inclusive of affordable housing and up-to 6 plots for self-build homes) together vehicular accesses from South Stoke Road; pedestrian/cycle accesses from Wayside Green and Behoes Lane; children's equipped play area; surface water attenuation; community growing area; open space with footpaths and other related infrastructure. (As clarified by Archaeological Evaluation received 19 June 2018, additional highways plans and Air Quality Assessment received 3 June 2018, additional ecology reports and drainage strategy received 23 July 2017, and further highways information received 28 August 2018). Site Location : Land at South Stoke Road Woodcote.

6.3 Other Planning Matters

The Clerk had received a letter from SODC advising about CIL funds due for planning application P16/S4035/FUL payment will follow.

7. Finance

Woodcote Parish Council payments from 4th to 28th October 2018

Date Paid	Payee Name	Ref	Amount	Transaction Detail
04/10/2018	Open spaces Society	DD	£45.00	Annual sub
05/10/2018	HMRC	SO	£253.20	Monthly contributions
08/10/2018	ABA Construction Ltd	800	£631.80	Chains and swing seat replmnt
09/10/2018	Royal British Legion Poppy App	801	£50.00	Donation for wreath
11/10/2018	WVHMC	TRANSFE R	£34.00	NHP Room hire 24/31 Oct
17/10/2018	K. Smallbone	802	£30.00	War Mem. Garden Oct
17/10/2018	Berinsfield Community Business	TRANSFE R	£904.71	September Grass cutting
17/10/2018	WVHMC	TRANSFE R	£17.00	Room Hire Mtg J.Howell
17/10/2018	ABA Construction Ltd	803	£252.00	Zip wire re tension
28/10/2018	J. Welham	SO	£837.55	Oct Salary
28/10/2018	L Crockett	SO	£200.00	Oct Litter picking
			£3,255.2	
			6	

Approved

Receipts Noted £2951.56 Vat refund period 1st April to 28th September 2018.

7.1 Quotations/Grants received for review/approval.

Quotation from Butler and Proctor for a new pathway from the Zebra Crossing across the village green, around the rear side of the village hall and then along the edge of the green beside the carpark and playground area down to the Primary school.

The preferred material is the resin bonded aggregate total being £16875 plus VAT.

Also quoted for removal of iron railing in front of fencing in the VH car park, replace with bollards and tarmac the grass margin £2750. Plus VAT.

Before the PC go ahead with this project planning may need to be sought from the Planning Inspectorate (not SODC) as the green is registered as Town & Village Green and there are regulations about altering or adding pathways and any structures.

The Clerk to initially check with Open Spaces Society for advice and if not conclusive then to check with PC solicitors Blandy & Blandy.

A grant will be sought from SODC for part payment of this work, and the PC resolved that the grant application should be raised and sent in as the deadline date is 11th November.

7.2 Internal & External Audit – review reports.

The Clerk had circulated the Internal and External Audit reports prior to the meeting.

There were recommendations from Internal auditor to look at their reserve funds as they currently are rather high, but this will be significantly reduced when the PC pay for the new Zebra Crossing which funds have been held in reserve for.

In summary the Internal auditor commented “Overall, the Council has sound arrangements in place to satisfy itself that its systems of internal financial control are both adequate and effective. There are approval and authorisation controls and there is a clear audit and management trail for financial transactions.”

The external auditor had no comments other than remarking about the mistake in requesting the precept for 2017/18, and they noted that the PC had put into place significant process checks to avoid this happening again.

Cllr Botting requested that thanks be recorded to the Clerk for her hard work on the audit, all members agreed.

The Clerk raised a question regarding the PC bank account, certain funds are held in reserve for projects, these funds are CIL funds and the SODC grant for the NHP2 program. The funds sit in the current account and the Clerk requested if the PC would agree these be transferred into a deposit account. The PC agreed to this and the Clerk to research the best deposit account option and report back.

8. CIL Policy – review

Cllr. Williams had not made the amendments to the initial draft so this matter deferred to the next meeting.

9. Reports from Other Village Groups

Village Hall – quote awaited for refurbishment of lighting in the main hall. The WWHMC will be applying for an SODC grant to help fund this.

Village Green – meet next Monday. The Zip wire in the playground has been completely broken shortly after ARD had been out to re tension the wire. The VGC will get a quote for replacement.

Neighbourhood Plan2 Advisory Group – the site evaluation team within the group are continuing to review sites. A meeting with one site owner is being arranged, date not yet confirmed.

The Housing Needs Analysis team within the group are continuing to work on the data, this team will also review all the Policies.

The Chairman and another member of the Group has arranged to meet MP John Howell to discuss the SODC Local Plan and the issue of Woodcote not being recognised as being in the AONB. They wish to support the SODC plan but are concerned that with some of the issues and mistakes in the Plan SODC will not get this passed by the Inspectorate.

The group have also previously highlighted this to District Cllr. David Nimmo-Smith who is also going to speak to the Planning Team at SODC.

Youth Club - Draft agreement (PC/YC/VHC) is with Fiona Preston for consideration.

Policing - Recent Thefts, a number of thefts from trades men's vans in Woodcote (in and around Wayside Green) took place during October. This appears to be part of a pattern of similar events in South Oxfordshire/West Berks. Mark Bell indicated that a number of lines of enquirey are in hand.

SmartWater have confirmed they would support a Community Group Scheme in Woodcote. The PC would purchase a number (minimum number 40) of promotion codes from SmartWater and individual householders would use these when ordering Home Protection packs. SmartWater do not currently offer Van Protection Packs at reduced costs (in part because of the different / more complex commercial environment that applies) They suggest this type of programme should be coordinated with the Local Neighbourhood Policing Team.

CLT - Our (the PC) registration with the National CLT Network is being processed. Next week we will apply for initial (Phase 1) technical support (3 days of technical support). Phase 2 including grant funding (£4000) for financial and business case development support will follow. Mark Lillywhite and Pete Sudbury are supporting this initiative.

Primary School - The recent Ofsted Inspection has confirmed the school's status as good. Recent OCC school budget data suggest the school needs to budget for a real terms reduction in funding in excess of 4% per annum for the next 3 years.

10. Communications – review current matters.

Cllr. McGurk gave an update of progress with The Clerk and Cllr. Smith on the new website content. The Clerk had circulated the draft layout and the members generally liked the new design, the Chairman commented that the text was rather small, this will be looked at before build. The specification document drawn up by Cllr. Smith had been circulated and the PC agreed to this with some questions regarding links to certain sites, all were covered. The group will meet again next week to look at the start of the website build.

Cllr. McGurk advised that she had been in contact with the Henley Standard re the new Zebra Crossing and also the Head of the Primary School. An opening ceremony to be arranged and Henley Standard will come and photograph. Date to be advised when crossing is finished.

Mr. Potter replied by letter to the letter from the PC of the 5th October regarding the Zebra Crossing. The Clerk had acknowledged receipt and sent the PC meeting dates. The PC resolved that a reply to Mr. Potter would better handled when Mr. Potter attends a PC meeting as he stated in his letter that he intends to come to one of the meetings.

11. Other Matters for Chairman

Cllr. Sudbury questioned why the hedges had been cut on both sides as an earlier PC meeting had agreed that the cut should be one side only alternate years.

The Clerk advised that she had forgotten to speak to the Contractor cutting the hedges. The Chairman stated that this matter would need to be discussed before the hedges are given their annual cut in 2019. This will be bought to the agenda in September.

SSE had emailed advising they will be trimming trees in Long Toll woods that overhang powerlines and requested the PC give their permission. PC agreed, Clerk to reply.

12 . Correspondence

None.

13. To note date of the next PC meeting: Parish Council Meeting Wednesday 7th November 2018.

Meeting closed at 9.30pm

Signed Date.....