

# WOODCOTE PARISH COUNCIL

**MINUTES** of the Parish Council meeting held in the Function Room, Village Hall, Woodcote  
Wednesday 18<sup>th</sup> July 2018 at 7.30pm.

**PRESENT**

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

1. To receive apologies for absence

None.

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 the public present, who asked the Chairman for clarification on the WNHP2.

He advised that he had spoken to SODC Officer S. Townley who said parishes were continuing to work and develop NHP's, and if is the case is the WNHP2 being worked on.

The Chairman replied that the WNHP Group made a clear statement that they would not continue with anymore detailed work on the WNHP2 until SODC return with their revised Core Strategy Local Plan, the work has stopped as NHP2 will need to conform to SODC Core Strategy and without any detail it is difficult to continue.

District Councillor David Nimmo Smith joined the meeting and the Chairman asked if he could update the members on the SODC Core Strategy position. He advised that the current Core Strategy had been rejected as the members were not happy with it and SODC are currently reviewing potential sites again for a revised version. This is expected to go to Cabinet in September/October of this year with a view to being passed early 2019 to go out to public consultation to be in place by the end of 2019.

The Chairman asked if the policies on larger villages and their allocations will change, Cllr Nimmo-Smith felt that this was unlikely, and Woodcote is protected by being in the AONB and it is not recognised as a growth area. The Chairman made it clear the Woodcote are not reviewing the existing made NHP, but will be producing a new NHP2, and in view of this information the members of the Advisory Group would need to consider whether to restart work on NHP2.

Cllr. Nimmo-Smith reported on CIL funds, SODC is still working through the process which will go to cabinet in October of this year with view to becoming policy by December.

*He left the meeting at. 8.05.*

4. To approve Minutes of the Parish Council Meeting held on 4<sup>th</sup> July 2018

Cllr Botting wished for Item 8 to be corrected. The members had discussed whether the PC should make the hourly charge for FOI requests.

The workload to respond to them can become extensive and time consuming. The Clerk was asked to investigate this process via the ICO website and report back at a future PC meeting. This correction was agreed and the minutes were signed as a true record, Clerk to circulate corrected minutes to all members.

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

## **6. Planning Applications**

None.

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

P18/S1633/HH

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

None.

### **6.3 Other Planning Matters**

Cllr. Botting reported on the meeting he and Cllr. Smith had attended with the Bursar of the Oratory School and their developer Rectory Homes. Rectory Homes are in the process of purchasing the Garden Centre site, when this is finalised they will re-plan this site and Chiltern Rise site. The Councillors stressed to Rectory that these are two distinctly separate sites and must be developed as such. The current granted planning application expires in March 2019, Rectory are going to represent this application with renewed ecological surveys which require to be renewed two yearly.

They then plan to submit a new planning application for the two sites which does not significantly vary from the current application but the housing designs have change and are attractive. The renewed ecological surveys will be used in the new application.

The target timescale to start the development was discussed as September 2019.

Cllr. Williams continues to research into Community Land Trusts, some useful options are emerging such as this Oratory site. Discussion are ongoing further update will follow.

## **7. Finance**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
05/07/2018	HMRC	SO	£253.20	Monthly contribution
10/07/2018	Woodcote VHMC	TRANSFER	£17.00	Room hire 26 July
11/07/2018	Berinsfield Community BS	TRANSFER	£1,118.71	June grass cutting
11/07/2018	Norman Cox & Partners	772	£131.26	Materials for Bridge at Ponds
11/07/2018	Filcris Ltd	773	£1,395.37	Materials for bridge at ponds
18/07/2018	K. Smallbone	774	£30.00	War Memorial Garden July
18/07/2018	ABA Construction Ltd	775	£540.00	Mexideck board multi unti rpr
28/07/2018	L. Crockett	SO	£200.00	July Salary Litter picking
28/07/2018	J. Welham	SO	£837.55	July Salary
30/07/2018	SODC	776	£104.77	Dog bins 1/4 to 30/6
30/07/2018	British Telecom	DD	£103.28	Line & BB
			£4,731.14	

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

Kings Tree Service quotation to cut hedge along the rear of Lackmore Gardens along Greenmore £580 plus VAT. This hedge had previously been cut by Berinsfield under the contract but was missed when the hedge cutting was passed to Kings and has not been cut since 2016.

The PC agreed to this quotation.

Kings Tree Services quotation to remove dead tree in Greenmore Pond woodland the section leased from Thames Water. £330 plus Vat. The chairman of Woodcote Conservation group had spoken to TW and they have in principle agreed to fund the cost of this.

### **8. Financial Regulation** – review for 2018/2019.

The Clerk had circulated the Financial Regulations prior to the meeting.

There were two small changes requested, one to paragraph 3.2 the sentence regarding budget codes not being overspend, add without the approval of the PC.

Paragraph 5.3 sentence two members to sign, add at least two members.

The Clerk suggested that Cllr. Farmer take the action to visit the Clerk and check the financial controls on a regular basis, this was agreed.

The PC then agreed to the Financial Regulations 2018/2019.

### **9. GDPR Data Audit Report** – review & implement recommendations.

The report had been circulated prior to the meeting and is a lengthy 33 page document.

Overall the Parish Council had passed and had a status of Green.

Some of the recommendations have already been carried out such as the Privacy Policy and the DPO has sent the necessary policies for GDPR data breaches etc. The PC Document retention policy will be circulated to members for review and the Clerk will add this to a PC agenda for agreement in the near future.

The recommendations about the existing web site were discussed the PC agreed that the Parish Council should have its own Woodcote Parish Council website under a separate domain and with encryption at the server. The Clerk to review website providers as our current provider is moving his business away from website design. The Clerk will update the PC of progress.

### **10. Standing Orders** – agree Woodcote PC Model Standing Orders

The draft had been discussed at the previous meeting on 4<sup>th</sup> July. The Clerk had made all the necessary additions to the Model Standing Orders to localise them for Woodcote Parish Council and circulated prior to the meeting.

The Chairman propose that the PC accept the 2018 standing orders, all members agreed.

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

Village Hall Committee – Progress had been reviewed of the Function Room refurbishment as was progressing to plan with the decoration scheduled for August. The new path from the Zebra Crossing on the Goring Road across the green to the rear of the hall was discussed and the Village Green Committee fully support this.

Insurance Claim for the damaged screen has been processed.

The outdoor area to be enclosed for the pre school is being investigated and the enclosures act checked and if the access is open to all users of the green when the pre school are not using it so this matter should not be an issue. Detail is still being investigated.

Further work on the reorientation of the layout is progressing, costings will need to be sought before any grants or fundraising can progress.

Village Green – Meets next week.

Traffic Advisory Group – still awaiting the final costing for the Zebra Crossing following OCC Officer and Contractors coming to site and marking out. The Clerk has chased for an update.

Youth Club - Demand is reaching a level that will support two sessions/week.

Damage to Function Room, the YC have checked and did not use the room when the screen was reported damaged.

New Funding Arrangements, the YCC has agreed the principle of paying the VH for use of facilities contingent upon:

\* recognition that the original agreements reached when grant funding was obtained remain valid in terms of operational requirements & would be reverted to in the event the PC was unable to support future YC funding

\* the Parish Council confirms its agreement to meeting new Youth Club rental charges via an appropriate funding grant. Next Step : Agreement between the VHMC and YCC.

Policing - Mark Bell has confirmed no major Woodcote related issues at present other than reported incidents of speeding on the South Stoke Road (additional patrols being undertaken)

## **12. Communications**

Cllr. McGurk has submitted a report for the August correspondent with an update on the Zebra Crossing.

The September article was discussed and the PC agreed that the Chairman's report from the Annual Village Meeting would be appropriate for this issue before the timeline was too long.

## **13. Other Matters for Chairman**

Cllr. Williams had visited the Chip Shop manager on the request of the Clerk. He had raised the question of parking on the Goring Rd they do put their sign out to encourage customers to park at the rear. The gap in the hedge the Manager said he will speak to the owners as they are tenants and it is their hedge and request a solution.

Cllr. McGurk raised the matter of two pockets of the sold woodland in Long Toll being used for Target Archery and Natural Weddings. The Chairman advised that planning permission would be required. The woodland is in Goring Heath parish, however the Clerk will email planning and copy the Goring Heath Clerk on the email. Archery has safety implications for walkers using the right of way as the arrows can travel many metres when shot from the bow.

Cllr. Sudbury advised that the hedge outside 2 Whitehouse Rd had been cut but was still bulging out onto the footpath. Clerk needs to report this into OCC as a vertical cut is required to the side facing the footpath as it still obstructs the pavement.

He also advised that he had seen a van driving across the green to the play area, it was contractors who were attending to repair an item of the equipment, they had gained access from the Goring Rd, beside the bus stop. He felt that this gap should also have a ditch to avoid unauthorised vehicle access onto the green. Clerk to advise the Village Green committee.

## **Community Land Trusts**

The Government has introduced new funding arrangements (July 2018) and procedures concerning funding of CLT Affordable rented accommodation.

A further revision concerning Affordable part ownership arrangements is anticipated later this year. In essence the Government is putting more money up but strengthening the role of Local Housing Authorities and Housing Associations. Our CLT contact regards these developments as potentially helpful, I will meet/discuss what next with him shortly.

Community Infrastructure Levy

David Nimmo Smith and our SODC contact (Jeff Duncalf) have both confirmed that a negotiated settlement between SODC and OCC regarding an agreed CIL processes is not anticipated before October 2018.

\* The OCC CIL Perspective

Taking the recent Bridle Path and Hill Top Planning Application as examples OCC assume, based on a total of 125 houses that they will require £792k for Education and £189k for Highways (improvement to Bus Services) giving a total of £981k.

Given total CIL (before subtraction of our 25%) is circa £750k the SODC/OCC discussions will be interesting.

The PC do not need to wait for SODC/OCC to reach their CIL agreement before launching our CIL Policy although major projects related to the Village Hall, Highways, Education or Health may be best done in concert with SODC/OCC (this is recommended in CIL Regulations and PAS Guidance).

Next Step. Produce a Draft CIL Policy for consideration by the PC in September 2018

Action : Parish Clerk / Brian Williams + other PC volunteers

**14 . Correspondence**

None.

**15. To note date of the next Parish Council Meeting: Wednesday 1<sup>st</sup> August 2018.**

*Meeting closed at 10.00pm*

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