

WOODCOTE PARISH COUNCIL

MINUTES of the Parish Council meeting held in the Function Room, Village Hall, Woodcote
Wednesday 18th May 2016 7.30pm.

<u>PRESENT</u>	Chairman	Mr. R. Peirce
	Vice Chairman	Mr. G. Botting
		Mr. M. Smith
		Mr. D. Booth
		Mr. A. Crockett
		Mr. B. Williams
		Mr. R. Lewin
		Dr. P. Sudbury
	Parish Clerk	Ms. Jenny Welham

1. To receive apologies for absence.
Mrs. S. McGurk, Mrs. D. Hadaway.

2. To Receive declarations of interest.
Cllr. Smith declared interest in planning application P16/S1310/HH as he is a close neighbour.

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.
Mrs. Pat Booker to speak on the two planning application for Church Farm. The Clerk advised that these are not on the agenda for consideration at this meeting as only just received.
The Chairman asked Mrs Booker if she wished to give any background information. Mrs. Booker advised that the farm is applying for “farm assured” status and to do this a further smaller barn will be needed to store, feed, fertiliser, chemicals, hence the planning application.
The applications will be on the agenda for the next PC meeting 1st June. Mrs. Booker left the meeting.

4. To approve Minutes of the Annual Parish Council Meeting held on 4th May 2016.
Corrections required:
Planning application P16/S1177/FUL – change a sentence to read “The Parish Council wish for assurances that the facility will be used for private use only by the owners and not for any commercial use.”
Page 10 first paragraph, change the sentence to read Cllr. Crockett expressed concerns.
Then minutes Approved.

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

6. Planning Applications

P16/S1310/HH (Householder) Proposal: Rear single storey extension
Address: 9 Oakdene Woodcote RG8 0RQ.
Recommend Approval.

6.1 Applications Granted by SODC:

Appeal Ref: APP/Q3115/W/15/3139328 P15/S1919/FUL
Little Acre, Beech Lane, Woodcote, Reading, Berkshire RG8 0PY.

P16/S1004/HH
Proposed two storey side extension.
Site Location : 8 Croft Way Woodcote Oxfordshire RG8 0RS

P16/S1000/HH
Single storey rear and side extensions
Site Location : 15 West Chiltern Woodcote RG8 0SG

P16/S1289/AG
Existing woodland tracks need to be improved and extended in order to]
Facilitate easier timber extraction. Birchen Copse, Long Toll Woodcote RG8 0PR.

6.2 Applications Refused by SODC

P15/S3857/FUL Erection of 2 dwellings (as amended to re-position the proposed dwellings) The Dell
60 Whitehouse Road Woodcote RG8 0SA.

6.3 Other Planning Matters

Email from Marc Pullen SODC Planning Officer regarding P16/S0625/FUL.
He requested the PC's view on the application following his comment regarding the 2nd access and whether he should take this application into the Planning Committee to determine. The PC requested the Clerk to reply stating that they are content for the Officer to determine the decision, but to point out that this is an example of work being carried out prior to planning being granted.

Cllr. Crockett advised that the Old Reservoir Site on Greenmore has had trees felled to the copse on the South East corner. He will take a further inspection. Clerk to advise the planning officer.

Email received from SODC inviting Council to an event to discuss the Local Plan 2032 preferred Options document. The meeting is 31st May, the Chairman can attend and also invited Cllrs. Smith and Williams, who agreed to attend. Clerk to advise SODC.

The outcome of the proposals for the SODC revised local plan 2011-2032 will prompt the PC to start work on the 1st Revision of the Woodcote Neighbourhood Plan. Cllr. Botting said the team would need to be regrouped and a launch event planned for September 2016, Council agreed.

7. Finance To approve payments, note receipts.

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
05/05/2016	HMRC	SO	£239.00	April Tax
10/05/2016	Arrow Accounting	547	£419.50	Internal Audit 2015/16
11/05/2016	Woodcote Volunteers	548	£300.00	Annual Grant from PC
18/05/2016	Berinsfield Community Business	550	£619.20	April Grass cutting
18/05/2016	Chiltern Society	551	£30.00	Annual subscription
28/05/2016	K. Smallbone	549	£30.00	May War Memorial Garden
28/05/2016	A.Crockett	SO	£200.00	May litter picking
28/05/2016	J. Welham	SO	£782.00	May Salary
			£2,619.70	

PAYMENTS APPROVED.

Noted no receipts.

7.1 Quotations/Grants received for review/approval.
None.

8. Audit Financial Year End 2015/16 – review, agree Annual Return for External Audit.

The Clerk presented the Annual Return and Summary Receipts and Payments statement for signature by the Chairman, which was agreed and signed.

The External Audit Annual Certificate and Report was also presented for signature, this was agreed and signed.

The Internal Audit has been finalised and the PC will review the Internal Audit report for effectiveness at a future meeting when the Clerk has circulated the report to Councillors.

9. Other Committee Reports

Village Hall MC – AGM was Monday 9th May no issues arising.

Village Green – Meeting next week.

Traffic Group – Cllr. Smith to speak to Glanville re the pedestrian crossing and design of speed cushions. Also need to contact OCC Highways regarding the lighting for the speed cushions.
Next meeting to be advised.

Neighbourhood Plan – Discussed under other Planning Matters item 6.3.

Youth Club – no new updates.

Police – PCSO will be using the Correspondent for a regular article. The next article will be offering residents a home visit to review their security. There has been an attempted burglary in Beech Lane from a shed. Cllr. Smith suggested the Police have a presence at the Woodcote Festival, all agreed, Cllr. Williams to contact PCSO and Mark Harling re this.

The Chairman reviewed the Councillors who represent the PC on other committees and groups around the village, as this had not been done at the Annual Parish Meeting. He felt that the PC should have two representatives in particular on the VHMC and VGC as per the constitution papers. He asked the Councillors if they are willing to continue as last year, all agreed.

Cllr. Crockett to join Cllr. Booth on the VGC.

Cllr Booth & Cllr. Smith VHMC.

Cllr. Lewin & Cllr. Sudbury Conservation Group.

Cllr. Williams & Cllr. Hadaway Youth Club.

Cllr. Smith & Cllr. McGurk plus Clerk Festival Group

Cllr. Hadaway Allotments.

Cllr Williams Police.

Cllr. Smith Traffic Advisory Group Secretary

Chairman - Community Centre.

Vice chairman – Neighbourhood Plan & Traffic Advisory Group.

Cllr. Botting reported that he and the Chairman had met with the new Bursar of the Oratory School Mr. Martin Halsall. There is also to be a new Head, this will be the existing Head of the Prep School who will now Head both Schools.

Mr. Halsall is keen to work with the Parish Council, the Chiltern Rise development was discussed and it was suggested that he meet with Mike Hill the applicant of the Garden Centre development as the two sites are linked. Traffic issues on the A4074 were also discussed.

10. Other Matters for the Chairman

Cllr. Botting suggested that once a year the PC should hold a reception and invite members from other committees and groups who carry out a lot of work in Woodcote in conjunction with the PC as a thank you for their hard work. This proposal was agreed and timing suggested November, details to be finalised nearer the date.

OCC Corporate Services are inviting representatives from Town and Parish Council to attend workshops to discuss new opportunities for taking greater control over local decision making. This is due to the development of unitary local government for Oxfordshire. It was agreed that Councillors would attend,

Cllr. Lewin & Cllr. Sudbury 7th June Henley.

Cllr. Williams & Cllr. Smith 22nd June Abingdon

Chairman and Vice Chairman 28th June Didcot.

Clerk to notify the delegates to OCC organiser.

Cllr. Smith advised that the “Oxlep Need not Greed” campaign is asking for responses by May 27th. It was agreed that in the timescale the PC could not put a full response forward. Agreed to request that the PC be kept informed and involved. Clerk to reply.

The Chairman had spoken to Cllr. McGurk regarding her suggestion that the PC look into changing the Woodcote postcode from RG to OX. He advised that previously this had been researched and that the change had not been agreed. The PC agreed this matter is one that they will not pursue.

The Chairman advised that since the Checkendon Post Office closure and mail/packages/parcels that cannot be delivered are now returned to Pangbourne Post Office. This creates considerable inconvenience and cost (Toll Bridge Whitchurch and car parking in Pangbourne) to Woodcote residents to then go and collect. Also Pangbourne PO closes at 2pm every day, so the timeline is also shortened.

He had during a visit to the Parish Office been able to speak to the Woodcote Postman who advised that this matter is being looked into and that he would prefer the Post Office in Woodcote to be the destination. The Chairman has spoken to the owners of Woodcote Post Office and they are willing and would like to take on this service.

The PC agreed this, Clerk to write a letter to the Head Postmaster Reading to request this change.

11. Correspondence

Email from a resident regarding boundary fences to gardens. The PC requested the Clerk refer them to the Citizens Advise Bureau.

12. Confidential Item – Salary review.

The working Group of Chairman, Vice Chairman and Cllr. Booth had met to discuss the review for the Clerk. They had reported their recommendations to the PC who had agreed with the proposal. The Chairman and Vice Chairman had met with the Clerk for a review and it was agreed that the Clerk’s salary would increase from Spinal point 31 to Spinal point 32 from April 1st 2016.

A further review meeting with the Clerk will be held in September and annual reviews will be held with the Clerk in April/May of each year.

Various matters were discussed regarding the Litter picking. Chairman and Vice Chairman to arrange a meeting with the Litter Picker.

13. To note date of the next PC meeting: Wednesday 1st June 2016.

Meeting closed at 10.00pm

Signed.....Date.....