

# WOODCOTE PARISH COUNCIL

**MINUTES** of the Parish Council meeting held in the Function Room, Village Hall, Woodcote  
Wednesday 3<sup>rd</sup> May 2017 7.30pm.

**PRESENT**

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

Parish Clerk	Ms. Jenny Welham
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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.  
None present.

4. To approve Minutes of the Parish Council Meeting held on 19<sup>th</sup> April 2017.  
Approved as true record.

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

**6. Planning Applications**

P17/S1375/HH (Householder) Proposal: Single storey rear extension and garage conversion. Address: 11 Oakdene Woodcote RG8 0RQ.

Parish Council recommend Approval.

P17/S0294/HH (Householder) Application Amendment : No. 1 - dated 3rd April 2017  
Proposal : Extension and alterations (new roof to create first floor accommodation)  
(Amended plans received 3 April 2017 showing utility room extended out further and removal of Juliette dormer in roof to be replaced with standard dormer window).  
Address : Applewood Goring Road Woodcote RG8 0QD.

Parish Council recommend Approval.

**6.1 Applications Granted by SODC:**

P17/S1024/HH Application proposal, including any amendments : Pitched roof to replace existing flat roof to outrigger Site Location : St Elmo South Stoke Road Woodcote RG8 0PL.

## **6.2 Applications Refused by SODC**

None.

## **6.3 Other Planning Matters**

The Clerk advised that SODC Planning officer Tom Wyatt had replied to an email regarding the progress of the Planning application for the Reservoir site on Greenmore. The reply stated;

*The legal agreement for the application is now complete so I am aiming for the planning permission to be issued by the end of the week.*

The PC requested that the Clerk contact Tom and ask him for sight of the legal agreement and the Conditions of this application before he is moved to issue any permissions as this was agreed regarding NHP sites.

Cllr. Botting advised that he contacted and had received an email response from Emma Bowerman who is handling the Garden Centre site. The legal agreement is signed and she is awaiting signed CIL forms from the Agent.

The Chairman and Cllr. Botting had met with the Oratory School Bursar to discuss the Chiltern Rise site. The Oratory are considering their options re this site and its links to the Garden Centre site.

Cllr. Botting had circulated a Draft response to the SODC Preferred Options Document. Councillors had sent feedback via email and in general there was agreement with the content. The Chairman requested a formal vote and the PC agreed that the Draft should now be sent as the PC's formal response to SODC. See Appendix 1.

## **7. Finance** To approve payments, note receipts.

Date			Amount		
Paid	Payee Name	Ref	Paid	Transaction Detail	
28/04/2017	Higley Brothers	655	£393.00	Instal 3 new bins Play area	
29/04/2017	British Telecom	DD	£80.74	April BB & Line	
	Rialtas Business Solutions				
04/05/2017	Ltd	656	£139.20	Alpha software Mntnc.	
		TOTAL	£612.94		

Approved.

## **Noted Receipts**

Since the start of the new Financial Year 1<sup>st</sup> April 2017 total receipts to date are;

Date	From	Receipt Description	Total Receipt
11/04/2017	Alloment Account	Allotment Mnmnt Fee 2016/17	£932.00
28/04/2017	CCLA	Property fund interest	£1,162.24
21/04/2017	Groundwork UK	Locality grant NHP	£2,883.00
28/04/2017	HMRC	VAT refund 01/11/16-31/3/17	£4,570.94
06/04/2017	SODC	1st Half Precept 2017/18	£34,435.50
21/04/2017	Woodcote Cricket Club	Annual Fee 2016/17	£199.50
		Total Receipts	£44,183.18

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

**8. Internal Audit and Annual Accounts FY2016/17** – Review and sign off.

The Clerk presented the Accounts Annual Return for Financial Year ending March 31<sup>st</sup> 2017, stating that the Internal Audit had taken place and the PC have one item to note on Governance that the Risk Management report had not been reviewed during the FY 2016/17. It is to be reviewed annually, the Clerk felt that due to her sick leave this had not been presented.

The Chairman reviewed the documents and circulated around the Councillors. The documents were then duly signed by the Chairman and the Clerk RFO, dated and minute reference recorded. The documents will now be sent to BDO External Auditors for their consideration.

**9. Risk Assessment** – review and adopt.

This item referred to the next meeting as the Clerk had not received the recommended template from the Internal Auditor in time to populate it.

**10. Other Committee Reports**

Village Hall MC – Their AGM is Monday 8<sup>th</sup> May in the Pavilion 7.30pm, all are welcome. There is a new VH website being developed so the Hall will have more of its own identity and it will aid marketing the Hall for more bookings, this will link to the new online booking system.

Village Green – No new report.

Traffic Advisory Group – the public consultation period re the Zebra Crossing will end 5<sup>th</sup> May. The Clerk reported that OCC Officer had telephoned and that there are some comments/objections, regarding the bus stops and two buses being at each stop on the Goring road at the same time causing a blockage.

The Chairman asked the Clerk to chase Thames Valley Travel re the proposed route changes that had been discussed last year as when these go ahead the buses will go one way around the village and this situation would not happen.

OCC have received a cost for the installation of the Zebra Crossing but felt it was too high so are now talking with the Contractor.

Cllr. Crockett has arranged with the PCSO for speed checks to be carried out on the Goring Road.

Neighbourhood Planning Group – Next meeting Thursday 4<sup>th</sup> May .

The Locality Grant of £2883.00 has been received. SODC have confirmed that a further £10K Grant will be available towards Revision 2 of the NHP.

Some of these funds will be used to cover legal costs as the groups are exploring in more detail Memorandums of Understanding with Blandy & Bandy, Cllr. Williams is dealing with this for the Group.

The Public Consultation is scheduled for Saturday 13<sup>th</sup> May in the village hall.

**11. Other Matters for Chairman**

**OCC Grass cutting Agreement – Sign and witness.**

The Clerk had spoken to OCC re this Agreement and it is a replacement and update for the previous Agreement signed in 2007 by the then PC Chairman.

The Clerk confirmed that the changes were minor and that a more comprehensive schedule had been added detailing the payment amount from OCC to the PC for cutting their grass.

Cllr. Crockett asked if a map was attached, the Clerk said there is a map but it is not attached to the Agreement, and it does not list in detail the actual street names. However the map is clear and it appears that the current arrangement with our Contractor does not cover all the areas on the OCC map. The frequency of the cuts is being carried out more regularly than the Agreement states. Clerk to review this with the Contractor.

The PC agreed to the Agreement and it was then duly signed by the Chairman, and Vice Chairman.

Finalise dates for Parish Council AGM & Village (Parish) AGM.

The PC agreed that their Annual General Meeting would take place on Wednesday 17<sup>th</sup> May. The Annual Village Meeting to take place on Tuesday 6<sup>th</sup> June 2017. Details of this to be posted in the June Correspondent. Cllr. McGurk agreed to send a write up to the Clerk for publication together with the date announcement.

**12. Correspondence**

Cllr. Williams reported that he had been in dialogue with a resident who was unhappy that he had not received a reply to his email regarding the Precept Budget email that had been circulated.

Cllr. Williams advised that he explained the process and how the mistake had happened and the recommendations to the process to avoid this happening in the future. He also explained that the detail could be found in the minutes that are now in the public domain on our website. The resident is now satisfied with the explanation.

**11. To note date of the next PC meeting: Annual Parish Council Meeting Wednesday 17th May 2017.**

*Meeting closed at 9.15 pm*

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

