

# WOODCOTE PARISH COUNCIL

**MINUTES** of the Parish Council meeting held in the Function Room, Village Hall, Woodcote Wednesday 4<sup>th</sup> March 2015 commencing 7.30pm.

**PRESENT**

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

Parish Clerk Ms. Jenny Welham

1. To receive apologies for absence.

Mr. B. Lewin, Mrs. D. Hadaway.

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 Parish Council Meeting held on 18<sup>th</sup> February 2015.

Approved as true record.

5. Matters arising from those Minutes not on the agenda elsewhere.

Cllr. Botting apologised for not having produced the draft PC response to SODC new housing allocations. This will be presented at the next PC meeting.

**6. District Councillors Report.**

Cllr. Quinton reported that since the fire at SODC offices they have now got 175 employees working from home. SODC are in negotiations with Milton Park regarding office premises and are using facilities at Howberry Park (premises next to the old SODC offices) more frequently for meetings. No decisions will be made until after the elections.

**7. Planning**

P15/S0236/HH (Householder) Proposal: Erection of rear and side extension to include the installation of 2 x skylights and rear bifolding door. Introduction of additional entrance to front of side extension.

Address: 3 South View Beech Lane Woodcote RG8 0QA

PC recommend No Strong Views.

**7.1 Applications Granted by SODC:**

Appeal Ref: APP/Q3115/A/14/2228795

Land currently known as The Conifers, Beech Lane, Woodcote, Reading

RG8 0PY. The application ref: P14/S2378/FUL, dated 21 July 2014, was refused by notice dated 19 September 2014. Planning Inspectorate Decision Granted.

## **7.2 Applications Refused by SODC:**

None.

## **7.3 Other Planning Matters**

The Chairman advised that he had met with Mr. Corbishley who attend the PC meeting 18<sup>th</sup> February to discuss his potential development on his plot in Whitehouse Rd. The chairman advised that the proposal was acceptable and there was enough room at the site to accommodate the proposed two dwellings, when the existing old bungalow was demolished.

SODC Community Infrastructure Draft Charging consultation.

The Clerk had circulated the documentation to the Councillors, the PC fully support this and the Clerk to reply with this feedback. Details of the document available online at [www.southoxon.gov.uk/cil](http://www.southoxon.gov.uk/cil).

An email had been received from Ged Cassell SODC in regard to Section 106 payments and the process to be used in the future. He was asking councils to review the forms he had sent and give feedback and if possible to complete the forms and return them. The PC agreed that the Chairman and Vice Chairman to work on the forms, complete them and submit as a test case for Woodcote.

## **Planning Appeal Inquiry Land to rear of Goats Gambol**

Cllr. Botting had circulated the final draft Proof of Evidence to the Council. They all thanked him for the excellent work he had carried out to produce this document.

By resolution of the Parish Council at this Parish Council meeting 4<sup>th</sup> March 2015, the Proof of Evidence document was Approved. The Vice Chairman of the Parish Council and the Chairman of the Woodcote Neighbourhood Plan Advisory Group, Dr. G. Botting was authorised to present this Proof of Evidence to the Inquiry on behalf of Woodcote Parish Council.

The Chairman advised that he was meeting with Landowners of the sites in the Neighbourhood Plan to obtain their signatures on the Memorandum of Understanding. He had already met with the owner of the site at the Garden Centre and the owner is already active with planning consultants.

Further meetings are arranged with the owners of the site to the end of Wood Lane, the site at the Old Reservoir and the first reserve site at Bouchiers Fencing.

## **8. Finance**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Transaction Detail</u> <u>Paid</u>
02/03/2015	British Telecom	DD	£55.17 Monthly line & BB
04/03/2015	SwiftClik	431	£25.91 Cartridges & Lever Arch
05/03/2015	HMRC	SO	£239.00 Feb Tax / NI
	<b>Total Payments</b>		320.08

Approved.

Noted receipts of £768 from Openreach. This is a one off Wayleave payment.

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

No Quotations.

SODC had sent a letter regarding the Communities Capital Grant applied for by the PC for the Village Hall new fire alarm system. They confirmed they will pay 58.58% of the total cost of £8500.

## **8.2 Allotment Charity Invested Funds**

The Clerk had been working with Cllr. Booth looking into the best investment options for the Allotment Charity funds. They had concluded that some of the funds currently in shares would be better in other schemes that pay a quarterly interest.

Details and the amounts to be presented under agenda item at the next meeting for the PC to consider.

## **9. Village Hall** – update & review first Registration.

The Clerk advised the PC that the Chairman and two Councillors need to visit Blandy&Blandy with their passports to be identified so the matter can proceed. Agreed that Cllr Booth and Smith would attend.

The PC agreed Blandy and Blandy's Terms and Conditions and the projected charges for this work to be carried out. |

## **10. Other committee Reports**

### Village Hall Management Committee

Cllr. Booth reported, that the VHMC will need to set up a Pension Plan for its two employees since the new government legislation regarding pensions. Employees have the option to "opt in or opt out" Both employees wish to opt out but a plan has to be in place for them to "opt out" from. Future employees may wish to opt in.  
No other issues.

### Village Green Committee

Cllr Booth reported,

The VGC wish to propose two projects one on Folly Field to complete the Netball/Five Aside Court and one next to the Children's Play for Table Tennis. Such projects can be funded from Section 106 funds. Cllr. Booth to send details to Cllr. Botting, as he will be working on the test case form to submit to SODC.

### Traffic Advisory Group

Cllr. Botting reported,

The hot spots have been identified, the next action to prioritise them and look at the impact of intervention. Any intervention is likely to impact other areas. Once this work is complete the next steps are to present to the village at an event to gain feedback from residents.

### Police Report

Cllr. Williams reported,

Thames Valley Police Watch asking residents to ensure garages/outbuilding are secured given a number of recent thefts from such premises. The Neighbourhood Police Team continue to ask for witnesses to the recent Co-op and Garden Centre burglaries and ask residents to report any suspicious vehicles seen in the area.

PCSO Mark Bell has joined the Woodcote Traffic Advisory Group.

### Youth Club Report

#### Disabled Access / Fire Evacuation Procedures

Graham Turner from Oxfordshire Fire & Rescue has visited the Youth Club and concluded the following ;

The current fire evacuation route (exit via window onto flat roof) is not acceptable as a primary evacuation method.

The stairs / associated lobby and doors conform to fire regulation requirements and constitute a "fire refuge" capable of resisting fire for a minimum of 30 minutes and given this there is no need for an additional upper floor fire exit.

Graham recommended the removal of the stair lift as it represents a fire risk (and in his opinion was not fit for purpose) and of other flammable material (waste bin) from the stair/lobby area. He further suggested that whilst the current upper floor fire exit is unacceptable as a primary exit route it could be retained as a backup in case the exit via the stairs was not possible (see below re disabled evacuation).

Disabled access/exit

Following Councillor Smith's recommendations (and given Graham Turner's input) the YCC will remove the stair lift and ensure that all Youth Club facilities are available on the ground floor to support any disabled Youth Club members.

Dog Group

Cllr. McGurk reported,

She has had one response to opt a volunteer to the group. More response is expected when the article appears in the April edition of the Correspondent. Cllr. McGurk to submit this article for inclusion.

**11. Other Matters for Chairman**

None.

**12. Correspondence**

None.

**13. To note date of the next PC meeting: Wednesday 18<sup>th</sup> March 2015**

*Meeting closed at 9.30pm*

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