

WOODCOTE PARISH COUNCIL

MINUTES of the Parish Council meeting held in the Function Room, Village Hall, Woodcote
Wednesday 5th April 2017 7.30pm.

PRESENT

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

1. To receive apologies for absence.
Mr. B. Williams.

2. To Receive declarations of interest.
Cllr. McGurk interest in planning application P17/S1024/HH.
Cllr. Sudbury interest in planning application P17/S0870/HH.

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.
Four present, three for planning application P17/S0870/HH and one to observe the meeting.

4. To approve Minutes of the Parish Council Meeting held on 15th March 2017.
Approved as true record.

5. Matters arising from those Minutes not on the agenda elsewhere.
Cllr. Crockett proposed a thank you to the Jo Lillwhite for standing in for the Clerk during sick leave at short notice and carrying out a good job.
The chairman also proposed a thank you To Cllr. B. Williams for taking the minutes during the Clerk's sick leave.
The Chairman updated the Council on the Clerk's health situation and that elective surgery is not required.

6. Planning Applications

P17/S0022/HH Amendment – single storey front, rear and side extensions with front dormers and part conversion of roof space. Broxham, Behoes lane, Woodcote.
Parish Council recommend Approval.

P17/S0870/HH Rear extension – 48 Whitehouse Road, Woodcote.

Cllr. Sudbury did not participate in the discussion.

The Chairman invited the neighbour at No 46 to speak, he had objections to this application stating it was overbearing and intrusive to his property and he would lose light. He also stated he felt it did not conform to regulations.

The applicant at No. 48 was invited to speak and he outlined the changes made to the rear extension against the original application that had been approved. He stated that he had taken Pre application advice from SODC and that this application did meet regulations and to address possible objections from the neighbouring property No. 46.

The PC are aware of the previously approved planning application made some years ago that was approved and the front extension completed on this application, but not the rear.

This subsequent new application has enlarged and changed the rear extension, this proposed extension is longer and higher than the previously approved one. Due to this it imposes significant impact on the neighbouring property No. 46.

No.46 kitchen dinner has a large window which will be obscured by this extension and the occupants will look out onto a solid wall. The natural light due to the extensions increased length and height will have a significant impact on the natural light, therefore impacting on their amenity.

For these reasons the Parish Council recommend Refusal.

P17/S1024/HH Pitched roof to replace existing flat roof to outrigger. St. Elmo, South Stoke Rd, Woodcote.

Cllr. McGurk left the meeting for the duration of the discussion on this application.

Parish Council recommend Approval.

P17/S0774/HH Amendment Demolition of existing garage and replace with larger single bay garage further down the garden. 68 Whitehouse Rod. Woodcote.

This was a technical amendment to a drawing, the Parish Council had recommended approval of the application. Approval.

6.1 Applications Granted by SODC:

P17/S0074/HH Six bay garage with office, gym and shower in loft space and hardstanding. (One and a half storey garage outbuilding with four parking bays, ancillary accommodation in the eaves and associated landscaping as per amended plans received 02 March 2017)

Site Location : Masseys Pightle, Tidmore Lane Woodcote RG8 0PH.

P17/S0370/HH Single storey front extension and first floor rear extension (As per additional plan submitted 23 February 2017) Site Location : 62 Wayside Green Woodcote RG8 0QJ.

6.2 Applications Refused by SODC

None.

6.3 Other Planning Matters

The Clerk had received a letter from SODC outlining the process for receiving Community Infrastructure Levy funds. An electronic copy had been circulated to Council.

Cllr. Botting proposed that the PC needed to give considerable input to SODC regarding how the PC wish to work with them on this process. There are several areas that need confirming such as the funds being paid to the PC and SODC not holding them on behalf of the PC. Cllr. Botting will contact SODC and speak to the Officer concerned and report back to the PC.

Cllr. Botting and Cllr. Smith had attended the consultation held by SODC on their Local Plan 2033, which is now published for public consultation.

Their view was that SODC have over committed on the numbers required. The NHP Group have extracted the sites SODC listed for Woodcote and some of these are already developed, and it does not mean that the remaining ones will be developed.

The PC need to respond to the plan, Cllr Botting will read through the Plan and circulate recommended response to Council.

7. Finance To approve payments, note receipts.

25/03/2017	Blandy & Blandy	646	£1,944.00	Proff services Strip land
28/03/2017	J. Welham	SO	£813.14	March Salary
28/03/2017	L. Crocket	SO	£200.00	Litter Picking March
30/03/2017	British Telecom	DD	£73.80	BB & Line March
31/03/2017	SODC	647	£100.46	Dog bins 1 Jan - 31 Mar 2017
31/03/2017	Glanville Consultants Ltd	648	£2,850.00	Detail design & RSA1 Zebra Crossing
31/03/2017	Jo Lilleywhite	649	£200.00	Temp Clerk 16/3 to 28/3 Inc.
31/03/2017	Prospect Studio Ltd		£76.00	Web Mntnc 1/1/17 to 31/3/17
			£6,257.40	

Approved.

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/04/2017	SLCC	645	£139.00	Annual Membership
04/04/2017	SwiftCliik	651	£45.35	Stationery
14/03/17	OPFA	643	£50.00	Annual Membership
			£234.35	

Approved.

7.1 Quotations/Grants received for review/approval.

Quotation from;

Kings Tree Care and Maintenance. Two trees on Wayside Green need attention, one needs trimming back. Cost £90.00 plus VAT, a further tree that is actually two trees that have seeded and grown against a resident's fence, chop down to stump and remove £80.00 plus VAT. Parish Council approved.

The Clerk had also requested that they quote to cut the PC Hedges around the village that are currently on the Annual Grass Cutting/Maintenance Contract.

The quotation was £1920.00 plus VAT. This is more expensive than the current contractor however it is a once a year cut, current contractors cut twice a year. In the expert opinion of Kings Tree Care the hedges only need one annual cut so this will reduce the cost to the PC by nearly 50%.

The PC agreed that the Clerk should give the required 6 months notice (as per contract) to the existing contractor and pass the Hedge cutting work to Kings Tree Care.

7.2 Budget Review Financial Year End 2016/17

The Clerk had circulated the final report prior to the meeting. Some categories are overspent and the reason were explained by the Clerk. Under spent categories the funds will remain in the Pc operating bank account. The Pc will decide if they want any funds put into reserves for projects.

The Chairman asked Cllr. Smith to give a verbal report on the investigations into the mistake that caused the FY 2017-2018 Precept Budget figure for the Parish Council to be entered incorrectly.

Cllr. Smith reported that the figure entered on the Precept request was the Total receipts figure and not the lower Precept budget figure. He advised that the error had not been picked up in the minutes from the meeting when the budget was set and also when the SODC form was completed and signed. The situation was compounded by the fact that the experienced Clerk was at the time on sick leave when the Final acknowledgement was received from SODC in February. Had the Clerk been present the error would have been found in time to correct it with SODC. By the time the error was discovered, the Council Tax bills had been issued by SODC and it was too late to correct the error.

Cllr Smith outlined the following recommendations to be put in place for this process in future;

More time on the Budget setting, preferably a separate meeting of the PC just to discuss and set the Budget figures with no other PC business on the agenda.

Precept Request form to be checked by minimum of two Councillors against the Budget figures in the report and minutes and agreed prior to the Chairman and Clerk signing it.

SODC acknowledgement/payment advise usually received during February, showing the 1st half Precept figure that is paid in the first week of April to be circulated to Council with the Budget report. Minimum of 2 councillors to check this, if this cannot be achieved at a PC meeting due to timescales then the Clerk to ensure this is circulated via email or two Councillors attend the Parish Office to check it.

The acknowledgement/payment advice issued to Councillors to check needs to be accompanied by the previous year's Precept figure, the current year's Budget report showing the agreed Precept figures as agreed at Budget setting.

PC agreed to these recommendations and to a Budget meeting to be arranged for 2nd week of November and included in the meetings Calendar.

The Clerk has written a detailed procedure for Precept Budget and the steps to take to ensure that any Temporary Clerk can follow the procedure.

8. Other Committee Reports

Village Hall MC – The Co-op stores have selected the VH as one of their charities. This means that for every pound members spent in their store the VH charity receives some funds.

The Quantity Surveyor should have the costings for the proposed refurbishment of the VH ready for the next meeting.

Next meeting Monday 10th April.

Village Green – The new waste bins with lids are now installed in the play area. It was agreed by the PC to scrap the old ones as the feet had to be removed to get them out of the concrete.

Cllr. Crocket showed diagrams of the proposed new Hedging along parts of Folly Field, this is predominantly to stop vehicles driving onto the Field. The PC gave inputs about disabled access for wheelchairs and mobility scooters. Cllr. Crocket to report to the VGC and a new plan be drawn to be presented.

Traffic Advisory Group – Awaiting OCC to return with some costings as they will be carrying out the works for the PC. The public consultation is due very soon as OCC advised it could go ahead without the RSA2 being done first.

Neighbourhood Planning Group

The project schedule for the group is being amended as there have been delays from SODC. The public consultation in the Village will be Saturday 13th May, only one is needed at this time there will be others later in the process. Next meeting is 13th April.

Police – To improve engagement with Residents the PCSO will be at the village hall car park at school closing time on a regular basis. He will liaise with the Primary School Head and seek to place an ad in the Correspondent detailing this.

Motor bike riding in Long Toll woods reported to PCSO who will patrol at weekends.

PCSO has offered to run a hand held speed gun in the village and suggested that TAG may wish to join him? Training would be given.

The PCSO will attend the next PC meeting 19th April 2017.

9. Other Matters for Chairman

Cllr. Sudbury read a document recommending the sustainability of NOT cutting Hedges every year, this was for information for the PC.

Cllr. Smith asked who would be attending the meeting in Wallingford regarding the National Cycle Race on 16th July.

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This will impact the village as proposed road closures are being requested and certain areas of the village could be inaccessible for a considerable time during that day.

Cllr. McGurk agreed to attend with the Chairman.

The Chairman advised that Thames Water had replaced some of the old water mains in Wayside Green but not all of them. It was agreed that the Clerk should write to them requesting that they replace all of the mains and give an indication of when the work will be carried out.

10. Correspondence

Letter from Mr. & Mrs. Wigmore requesting that the PC get the hedge height reduced to the front of their neighbours property. The PC do not own the hedge so cannot carry this out, and are not aware of any regulations or byelaws regarding the height, but will check. If the hedge is obstructing the footpath then OCC need to be informed. Clerk to reply with a letter advising these points.

11. To note date of the next PC meeting: Parish Council Meeting Wednesday 19th April 2017.

Meeting closed at 10.00 pm

Signed Date.....

