

# WOODCOTE PARISH COUNCIL

**MINUTES** of a Parish Council meeting held in the Committee Room, Village Hall Woodcote 7th July commencing 7.30pm

## **PRESENT**

Vice chairman	Mrs. D. Hadaway Mr. Robin Peirce Mr. Colin Edwards Mr. Kevin Grady Mr. J. Lynch Mr. P. Stevenson Mr. A. Allen
Parish Clerk	Ms. Jenny Welham

### **1. To Receive Apologies For Absence**

Mrs. M. Edmonds

### **2. To Receive Declarations of Interest**

None.

**3. New Councillors** To approve the co-option of Mr. Arthur Allen and Mr. Pete Stevenson as Councillors to serve until the Council Elections in 2011.

Approved. Declaration of acceptance of office was signed by Mr. Allen and Mr. Stevenson and they then joined the meeting as Councillors.

### **4. Public Forum**

4 Members of public present 3 for Planning Matters and Mrs. L. Gordon of Pre School Committee present regarding Pre School Kitchen Re-Vamp.

### **5. To Approve Minutes of Meeting held on 16<sup>th</sup> June 2010**

Minutes of 16th June 2010 Approved.

### **6. Matters arising from those Minutes not on the Agenda Elsewhere**

None.

### **7. Chairman's Address**

Apologies for absence received from the Chairman, Vice Chairman D. Hadaway was chairing the meeting.

### **8. Village Hall Pre School Kitchen re-Vamp Funding Agreement**

To discuss and resolve the offer from Village Hall Management Committee Chairman, C. Quinton.

A letter that had been sent to Mrs. L. Gordon of the Pre School had previously been circulated to all councillors. Councillors stated their views with regard to the liability issues if the Parish Council signed the Funding document. If the Pre School was to fold for some reason the Parish Council would then be liable to repay the funding. Mrs. Gordon gave her assurances that the Pre School had no intention of closing or moving elsewhere in the village and that they have 6 months of running cost funding held. Offer of guarantor from Mr. C. Quinton was discussed and it was **RESOLVED** by 5 votes (2 Abstentions) to accept this offer providing a legal contract was produced and signed.

## **9. Planning**

### **9.1 Applications**

**P10/E0805/RET** The retention of a mobile home under temporary planning consent for a period of 6 years. 16 Bridle Path Woodcote.

The Mobile Home has been on site for approximately 12 months, there had previously been 5 caravans at the site. It has the appearance of being lived in and is furnished to add security to the site for the horses stabled there, however, the applicant who was present at the meeting stated that the mobile home was not lived in and was used as a rest station.

It was **RESOLVED** No Strong Views.

**P10/E0861/A** Display of 1 externally illuminated fascia sign 1 x non illuminated fascia sign and 2 non illuminated wall mounted signs. Co-op Store 2 Bridle Path Woodcote.

**APPROVED** – with condition that sign is only illuminated during shop opening hours.

### **9.2 Applications Granted**

**P10/E0542** Austwick House South Stoke Rd. Single storey side kitchen & utility extension. **GRANTED**

**P10/E0441/LB** Oratory School Woodcote. Reinstatement of existing & damaged slate covering on central main roof. Internal valley roofs slate coverings, adjacent to central main roof, to be retained and protected with new flat roof. **GRANTED.**

**P10/E0609** Reinstatement of existing & damaged slate covering on central main roof. Internal valley roofs slate coverings, adjacent to central main roof, to be retained & protected with new flat roof Oratory School. **GRANTED.**

**P10/E0405** 48 Wayside Green single and two storey side extension **GRANTED.**

**P10/E0555** Erection of two storey side & rear extensions. Demolition of garage & erection of link to single storey garden room, insertion of conservation roof light & proposed timber framed double carport with integral garden store/potting shed. **GRANTED.**

**P10/E0508** Amendment to P09/E0015 two storey side Fairfield Beech Lane Woodcote. **GRANTED.**

**P10/E0530/RET** Land adjoining West Side of Woodpeckers Reading Rd Woodcote. Erection of single storey 3 bedroom dwelling incorporating access and parking. **GRANTED**

SODC Tree preservation Order No. 112/2009 confirmed with modification on 15<sup>th</sup> June 2010.

### **9.3 Applications Refused**

None.

## **10. Finance**

### To Approve Payments

Cheque	Payee	Amount £)	Date	Reason
3165	Berinsfield	821.81	7.7	Grass cutting
3166	Community C	1,250.00	7.7	Contr to Cleaner Building
3167	Community C Ernest T	500.00	7.7	Maintenance Grant War Memorial
3168	Sheppard	253.08	7.7	letters
3169	Allum Signs	70.50	7.7.	Board in VH
3170	J. Welham	20.23	7.7	Mileage/expenses
3171	K .Smallbone	125.00	7.7.	Litter picking June

### **APPROVED**

### **To Note Receipts**

#### **RECEIPTS**

SODC	Dog Bin collection	720.89	Credit of invoice
	Scottish&Southern	45.68	settlement of accounts

### **10.1 Audit Review year ended 31<sup>st</sup> March 2010**

Clerk read the report from the Internal Auditor to the meeting. Findings and recommendations of the report; The Council's accounting system & financial systems are in process of being changed to a new computerised system for 2010/11. Now installed and in place

Bank statements were not being reconciled to the Receipts & Payments record. Recommend this should be done at least quarterly. Clerk now reconciling monthly.

No Management charges have been made in 2009/10 to the Allotment Charity. Council needs to conduct a meeting to discuss allotments.

The Clerk's salary for February & March was incorrectly calculated, the net overpayment was £14.72.

Overpayment will be corrected in July salary payment.

Staff training on the new system should be given priority and the results from the system should be closely monitored. The trial balance should be reviewed monthly to ensure that it does actually balance, to ensure any problems are quickly rectified. Clerk is monitoring and checking the system monthly.

Copy of the Internal Audit report is available from the Parish Clerk's office.

### **10.2 First Quarter Budget Review**

Clerk reported on the 1<sup>st</sup> quarters Receipts and Payments. Receipts are expected to be under budget due to lower interest rates received on invested funds. Payments are on track and no expected major overspend is anticipated, grants are running against budget. Report is attached as Appendix 1.

Financial records of receipts and payments to be circulated by email to councillors.

### **10.3 Quotations/Grants received for approval**

Quotations from;

None

Grants requested from

Woodcote Volunteers for £150 for this year. Included in PC 2010/11 Budget. Approved.

Woodcote Village Green Committee for £1900. Included in PC 2010/11 Budget. Approved.

### **11. County Councillors Report**

None as not present

### **12. District Councillors Report**

Reported on Planning and how a site inspection from the Planning Officer is very relevant as they can make a better judgement rather than what they read from the reports. This was especially relevant in the case of the Refusal of planning at 33 Whitehouse road proposed development.

Reported on the proposed development land at West Chiltern, Planning office is considering the report and agrees with the Parish Councils views on site access as relevant.

Reported that SODC are still working on how to make the cuts requested from Government, significant savings have been made already, work is still continuing to gain further cost savings.

### **13. Other Matters to be raised with Chairman**

Councillor requested update on the weed spraying between the Granite Setts, reported that someone had been seen spraying. Clerk to get progress report from Berinsfield.

Clerk reported that the 2<sup>nd</sup> phase of tree and hedge work was still to be carried out at rear of Folly Green and in Wayside Green. Also reported that two further trees needed attention, one has caused damage to the garden fence of 26 Folly Green. A further quote has been requested for this work, if it cannot be included in the current works.

Clerk reported that K. Smallbone had agreed to continue to maintain the area around the War Memorial in the village for £25 per month as discussed Agenda Item 11 meeting 16<sup>th</sup> June 2010.

Clerk reported that notices had been posted for the position of litter picker to replace K. Smallbone.

One applicant has come forward who is a student and can work for the Summer period. Clerk to offer a contract for this set period and report at next meeting.

Advertisement for Litter Picker to be placed in the next issue of the Correspondent.

Clerk reported that allotment holders are again complaining about the height of the hedge adjoining allotments alongside the BT telephone exchange. To be discussed at allotment meeting to be arranged when Chairman returns from holiday.

### **14. Correspondence**

Email from M. Fulton regarding damaged to granite setts on Beech / Wood Lane corner. Noted Clerk to reply.

Email from M. Fulton re access road to bungalows of Beech Lane, metal access chamber protruding the surface. Noted Clerk to reply.

Letter from Oxfordshire NHS re public having their say on local health services.

Clerk suggested this be published on the website and in the Correspondent.

Letter from G. Weir re proposed planning application to reconstruct Whitchurch Bridge and notifying of meeting on Wed 21<sup>st</sup> July 2010.

Email from H. Butterworth regarding above letter and meeting.

Noted and Councillor Lynch to attend this meeting.

Email from insurance Company regarding lines in car park affecting liability.

Clerk reported that the insurance company had confirmed that the painting of lines would not change the Councils liability.

Email with Agenda for Standards Committee meeting. Noted.

Email & document from OCC plans to introduce recycling permits to vans to tackle illegal trade waste. Noted.

Chair declared meeting closed at 9.40pm

**14. To Note date of Next meeting**

Wednesday 21st<sup>th</sup> July 7.30pm Village Hall Committee Room.

Signed \_\_\_\_\_ Date/Chairman