

# *WOODCOTE PARISH COUNCIL*

**MINUTES** of the Meeting of the Parish Council held in the Committee Room, Village Hall, Woodcote 21<sup>st</sup> November 2007.

## **PRESENT**

Vice Chairman	Mrs. Karen Woolley Mr. Colin Edwards (to 9.20 pm) Mrs. Diana Hadaway Mr. Ken Ison Mrs. Marilyn Maddock Mr. Robin Peirce (from 9.10 pm) Mr. Peter Tyler
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## **(1) APOLOGIES**

Chairman	Mrs. Fiona Preston Mr. John Lynch Mr. Peter Woods
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In the absence of Mrs. Fiona Preston, Mrs. Karen Woolley took the chair.

**(2) TO AUTHORISE** the Minutes of the Parish Council meeting held on 7<sup>th</sup> November 2007. **IT WAS RESOLVED** that the minutes be accepted and signed.

## **(3) REVIEW OF ACTIONS**

See Appendix.

## **(4) TO ADJOURN THE MEETING**

## **(5) CHAIRMAN'S ADDRESS**

Mrs. Woolley reported meeting Mr. Tom Wyatt at Folly Green who was researching a possible development at the site of the Folly. She advised him that we would like a meeting with the developers to discuss these plans.

## **(6) PLANNING APPLICATIONS TO BE CONSIDERED**

**P07/E1374** Deer House, Beech Lane, Woodcote Erection of timber cabin & retrospective permission for shed.

**IT WAS RESOLVED** to recommend Approval.

**P07/1408** St. Elmo, South Stoke Road, Woodcote Addition of 2 dormer windows

into the rear of the existing attic space and single storey rear extension.

**IT WAS RESOLVED** to recommend Approval.

**P07/E1393/RET** 31 Croft Way, Woodcote Side and rear extension, garage conversion to living accommodation and alterations to fenestration (Amendments to approved planning app P03/S0293. Part Retrospective)

**IT WAS RESOLVED** to recommend Approval.

**(7) PLANNING APPLICATIONS GRANTED, REFUSED AND OTHER PLANNING MATTERS**

**PLANNING APPLICATIONS GRANTED**

	Parish Council Recommendation
<b>P07/E1266</b> The Citadel Tidmore Lane	Approval
<b>P07/E1046</b> 89, 91 Whitehouse Road	Refusal

**PLANNING APPLICATIONS REFUSED** None

**(8) FINANCE**

**(i) Payments in November 2007**

The following Payments were agreed:

2809	Inland Revenue		492.20
2810	Mr. Jordan	Back Pay Apr-Oct '07	114.94
2811	Berinsfield Comm Bus	Grass Cutting	1,054.21
2812	RBL Poppy Appeal		50.00
2813	BDO Stoy Hayward	Audit Fee for 2006/07	1,063.38
2814	Mr. Fordham	Nov '07 O/T Pay	119.32
DD	BT Direct Debit	Telephone Charge	22.00
DD	Thames Water		19.00
DD	AOL		17.99
SO	Mr. Jordan	Nov '07 Pay	664.25
SO	Mr. Fordham	Nov '07 Pay	601.52
SO	Mr. Giles	Nov '07 Pay	538.54
	<b>Total</b>		<b>£4,757.37</b>

**(ii) 2006/07 Audit Report**

The Clerk ran through the recommendations of the External Auditors of the 2006/07

Risk Assessment - The Clerk pointed out that a Risk Assessment had been carried out in July 2006 and minuted on July 19<sup>th</sup> 2006. The external auditors had not checked this.

Asset Register - It was agreed that dates and locations be added to the asset register. Land values would still be entered in the register at nil value.

Review of Actual against Budget – It was agreed that this review be carried out each quarter.

S137 Payments – It was agreed that in future Parish Plan, Youth matters and support for the Arts would not be recorded under S137 payments.

Administration of independent charity - It was agreed to keep the allotment charity money ring fenced within the council reserves.

External Auditors Report - Actions resulting from future External Audit reports will be minuted.

The Council gave a vote of thanks to the Clerk for his work on the Audit. Mrs. Woolley recommended that a Councillor be nominated to track all future financial procedures and become familiar with the Auditing process. Clerk to approach Mr. John Lynch and Mr. Robin Peirce accordingly. **CLERK**

### **(iii) 2008/09 Budget**

The Council considered the redrafted budget and discussed the need to reduce some of the proposed expenditure and to reduce the reserve funds to cover the expenditure required. Mrs. Karen Woolley asked all councillors to come to the next meeting with their proposals. The Clerk was asked to prepare a cost breakdown of the proposed new grass cutting contract to be circulated prior to next meeting. **CLERK**

## **(9) REPORTS FROM COMMITTEES**

### **(i) Village Hall Management Committee**

It was reported by Mr. Ken Ison that the Village Hall was in a legal dispute with an architect who had been appointed to design enhancement to the building. Mrs. Karen Woolley assured the meeting that the Parish Council as custodian trustees of the Village Hall would bear no responsibility for this matter but that the managing trustees were in a different position. It was vital that the Chairmen and Vice Chairmen of the Parish Council and the Village Hall Committee meet urgently to discuss the matter. **FP/KW**

### **(ii) Parish Plan No Report**

### **(iii) Village Green Committee**

Mr. Ken Ison had acquired a quotation of £150.00 to do the playground equipment inspection. The Council agreed that this can proceed. **CLERK**

**(10) CRIME REDUCTION WORKING GROUP** No report

**(11) VILLAGE SPRING CLEAN** No discussion

**(12) VILLAGE DIRECTORY**

Mrs. Maddock reported that the work on the directory was almost complete.

**(13) FOOTPATH FOLLY GREEN TO WAYSIDE GREEN**

The Clerk reported that he had requested a quotation from the Higley brothers to this work. The Clerk was asked to check if there were any problems with planning and the use of the land. **CLERK**

**(14) CORRESPONDENCE RECEIVED**

The following Correspondence was noted except where specifically annotated.

**A.**

- OCC Review of Subsidised Bus Services
- University of Oxford Winter Lecture Series
- ONCF Rebuilding Biodiversity
- SODC Revised Housing Allocations Policy (Email)
- Letter from Ken Ison - Land opposite 4/6 Bensgrove

**IT WAS RESOLVED** to add this piece of land to the grass cutting schedule.

- Open Spaces Society Village Greens
- SODC Budgets and Precepts 2008/09
- Zurich Municipal
- Langtree School
- Mr. Craven-Todd 16 Gap Way

**B. For Information, Not Requiring Action**

- CPRE Voice Autumn 2007
- SLCC The Clerk
- ORCC Review Autumn/Winter 2007

**(15) EMERGENCY QUESTIONS TO THE CHAIRMAN**

Mr. Ken Ison raised the matter of the Community Service doing work in the village. Following a number of suggestions of work that needs to be done the Clerk was asked to draw up a schedule and meet with the Community Service representatives accordingly. **CLERK - done**

Mrs. Hadaway raised the problem of the exit of her property onto South Stoke Road. Traffic turning into South Stoke Road from Goring Road was a danger and she asked if the corner could be redesigned to improve the situation. The Council agreed that this matter would be resolved following the results of the traffic survey that was about to take place in the village.

The meeting closed at 10.55 pm.

..... CHAIRMAN

..... DATE

## OUTSTANDING ACTION LIST – 21<sup>st</sup> November 2007

### *Allotments – Page 46/47*

#### 12. Grass Cutting

The Clerk reported that he was investigating the apparent failure of Berinsfield Community Business to cut the allotment grass twice a month. Mrs. Cork and Mr. Peirce agreed to prepare a plan showing which areas of grass including paths should be cut in future. **FC/RP**

Ongoing. John Lynch has agreed to do. **JL**

### *Reports from Committees – Page 77*

Mr. Peirce agreed to complete the Strategic Objective questionnaire on behalf of the Council following any comments from the other councillors to be provided within a week. **RP**

Ongoing

### *Questions to the Chairman – Page 105*

Mrs. Cork asked about the lighting in the new Oratory School car park on the old golf driving range field adjacent to Greenmore and Reading Road. The lights are on throughout the night and are clearly visible across the field from Greenmore and Reading Road. Also, the Parish Council had requested footfall lighting in its response to the planning application for the car park, but some lights are about 6ft above ground. It was agreed to write to SODC enforcement seeking clarification of what type of lighting had been approved and to draw their attention to the lighting being on all night. She also raised the issue of the new Oratory School sign that had appeared at the entrance to the school in Reading Road. Clerk to inform the Planning Department. **CLERK**

Letter written to SODC Enforcement. Acknowledged. Remove action.

### *Chairmans Address – Page 109*

The Clerk was asked to arrange for replacement bollards to be installed next to the bottle bank. **CLERK**

Quote requested from Higleys. Bollards replacement now dependent on resurfacing of car park. Tender under preparation. Remove Action.

### *Chairmans Address – Page 122*

Mrs. Preston told the meeting of the profitable meeting they had had with SOHA on the future of Mowforth House. A follow up meeting was required in about six months time.

**CLERK**

Reply received

The Clerk was asked to obtain quotations to relay the Reading Road car park.

**CLERK**

Now dependant on underground bottle bank. Sent chasing email to Fred Thompson-Brown in September 2007. Reply received. Tender under preparation. Remove action.

***Questions to the Chairman – Page 147***

Mrs. Woolley asked for the Folly Orchard Road sign to be repaired.

**CLERK**

Email request sent to SODC. Remove action.

Wayside House was too brightly lit up at night. The Clerk was asked to contact Planning.

**CLERK**

Remove action.

***Correspondence Received – Page 18***

- Builders Ede Ltd.

Invite Ede Ltd. To come and talk to the Council about future development at theFolly, South Stoke Road.

**CLERK**

Letter sent. Telephone call - Jonathan Ede will let us know in advance when he proposes to attend. Reminder sent in September 2007. Another reminder sent in October 2007.

***Chairmans Address – Page 56***

The trees in Red Lane need cutting back. Clerk to contact OCC.

**CLERK**

Ongoing

***X39 Bus Route – Page 58***

Mr. Robin Peirce recommended that the X39 bus service which runs between Oxford and Reading along the A4074 could assist Woodcote residents by being routed through Woodcote and be interspersed with the existing X40 bus service.

Clerk to write to Thames Travel.

**CLERK**

Letter Written. No reply.

***Correspondence Received – Page 59***

- Proposal from Mrs. Jill Sugar on Wayside Green

It was agreed that the tress in the centre of Wayside Green should have their lower branches removed and the other overgrowing vegetation should be cut back. Also potholes and bad paths should be reported to the OCC for repair.

**CLERK**

Letter written to Mrs. Sugar. Tom Cottrell contacted. No reply.

- Email Berinfield on clearing rubble.

Clerk to obtain a quotation.

**CLERK**

Berinsfield contacted awaiting quotation. Quotation sent but need further information.

### ***Grass Cutting of the Recreation Ground. – Page 63***

Mr. Ken Ison and Mr. Peter Tyler presented the latest draft of the amended grass cutting contract. **IT WAS RESOLVED** to accept these proposed terms and the Clerk was asked to take them forward for renegotiation with Berinsfield Community Business. Mrs. Fiona Preston thanked them both for their work on the contract.

**CLERK**

Draft Contract sent to Berinsfield for costing. Rough estimate already sent.

### ***Correspondence Received– Page 64***

- Rick Holroyd - Langtree School Fencing

The Clerk was also asked to draft a reply for consideration by the councillors.

**CLERK**

Complete. Remove action.

### ***Car Park Refurbishment – Page 70***

It was agreed hat the Clerk should send out tenders for the refurbishment of the car park requesting separate quotations for the installation of bollards and the resurfacing of the area currently hosting the bottle and clothes banks. This work to be scheduled for the School Easter holiday in 2008.

**CLERK**

Tender Document Ready awaiting advice on lining. Remove action.