
Wootton Parish Council

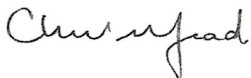
Please address all correspondence to the Parish Clerk:
Mrs. Christine Hoad, Wynwood Filkins, Lechlade, Glos. GL7 3JG
Tel: 01367 860388 E mail: clerkwpc0@gmail.com

WPC

4th July 2022

You are hereby summoned to attend the next meeting of Wootton Parish Council to be held on Monday 11th July 2022 in the Village Hall at 7.30pm. Members of the public are invited to attend.

- 1 Apologies for absence and to receive Declarations of Pecuniary, Personal or Prejudicial Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- 2 Minutes
 - 2.1 To accept minutes of last PC meeting – 13th June 2022
 - 2.2 Acceptance to record minutes of Finance meeting - 4th July 2022
 - 2.2 Matters for information only arising from these minutes
- 3 Open Forum
 - 3.1 County & District Councillors Report
 - 3.2 Adjournment for public participation - Members of the public wishing to speak will each be given the opportunity to address the council for 3 minutes.
- 4 Planning
 - 4.1 Planning Committee to be appointed
- 5 Village Matters:
 - 5.1 20mph limit – update
- 6 Finance
 - 6.1 To resolve & approve the payments for July
 - 6.2 Finance Committee Terms of reference
 - 6.3 To agree revised budget 2022/23
 - 6.4 To approve 3-year projection
- 7 Burditch Hall Lease - Cllr Bates
 - 7.1 Attempted break in
 - 7.2 Lease progress
 - 7.3 Electrical Inspection & Asbestos Survey
 - 7.4 Burditch Hall Insurance
- 8 Acceptance of New Code of Conduct & Training Session
- 9 New Clerk – progress
- 10 Date of next meeting 12th September 2022 in Wootton Village Hall



Cris Hoad
Clerk to the Council

MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 11th July 2022

Councillors Present: Cllr J Harwood, Cllr F Bates, Cllr J Salter, Cllr A Molyneux, Cllr Thomas, Cllr Eccles-Williams
Members of Public: Cllr Andy Graham – OCC & 13 residents

28/23 Apologies for absence and Declarations of Personal, Pecuniary or Prejudicial Interest

- 28.1 Cllr J Hoare
- 28.2 No declarations of Interest

29/23 Minutes

- 29.1 One amendment was made (to Minute 19.2) and then minutes were accepted and signed
- 29.2 Minutes of finance meeting 4th July 2022 were accepted as a record & signed
- 29.3 No matters arising

30/23 Open Forum

- 30.1 County Councillor Andy Graham reported the drains near Milford Close were jetted and the outfall cleared but some re-lining may need to be carried out. Weeds in the gutters will also be removed. 20mph limit - Schedule has been requested but this should be in place by end March 2023. Cllr Graham will support the proposal when it is considered formally by OCC. Milford Bridge section of Milford lane – concern expressed that traffic calming or narrow road signage might be needed to reduce traffic speed. Another idea which came out in discussion was a one way system, but this would be very controversial and it was felt more appropriate for this to be considered separately from the 20mph proposal. Boundary of 20 mph zone yet to be decided. Trees on Glympton road covering speed signs – Clerk will put on Fix my Street.

31/23 Committees

- 31.1 Planning Committee – Cllr Harwood asked for volunteers to review planning applications and submit comments to the Clerk. No one volunteered. For the immediate future therefore, Clerk will circulate planning applications and ask the nearest councillor to advise if/when an urgent discuss in Council needed.
- 31.2 22/01729/FUL – Beech Cottage. Replacement of unsafe cottage with 2 storey house. The main part of the old cottage has fallen down. Cllr Molyneux has looked at the application. It will improve the site and they are using existing material where possible. Council agreed to support the application.

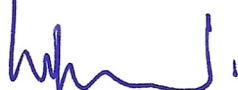
32/23 Village Matters

- 32.2 20mph limit – as above

33/23 Finance

- 33.1 To Resolve payments for July: List of payments was circulated before the meeting. RFO read them out and asked if anyone would like to inspect the invoices. Payments will be authorised after the meeting. As there is no meeting in August any payments that need to be made will be authorised by the Finance committee and reported in September.
- 33.2 Terms of Reference for the Finance Committee were circulated. All Councillors agreed to adopt.
- 33.3 RFO circulated the revised budget for 2022/23 on updated information and explained the income and expenditure. RFO advised extreme caution with any extra expenses for 2022/23 and council should look to cut expenditure where possible. On the projection the bank balance at the end of the year would be ~£800. Councils should maintain reserves equivalent to one year's precept but Wootton has spent their

Signed



Date

22 August 2022

reserves over the last few years on S137 discretionary grants without claiming the money back when applying for the precept. Cllr Graham suggested looking at Crowdfunding for projects if required. Revised budget agreed.

- 33.4 RFO also presented a projection for 2023/24 which suggests a rise in the precept to £16k. This is a large rise but the obligation to reinstate the reserves is inescapable. The Council also acknowledged the precept is one of the lowest in Oxfordshire and is not in line with similar sized villages. S137 grants can only be made if the Council has the income to afford them.

34/23 Burditch Hall Lease

- 34.1 Cllr Bates reported the updated Heads of Terms which was circulated before the meeting. The Chair reported on the points made in writing by Cllr Hoare. The Solicitors have proposed an arrangement whereby WCAST guarantee via a side-letter to the lease their commitment to hosting key village events such as the Flower Show.

- Asbestos was discovered at the electrical inspection
- Keys – Cllr Salter has 2 sets and Cllr Molyneux the other
- Alcohol licence will be applied for by WCAST - as held in the past - hall is not viable without this. WODC will decide on terms and conditions and will carry out neighbourhood consultation as part of their process. Councillors present agreed.
- Electrics need to be made safe and legally compliant.
- At least 5 years and often 10 year period required for grant funding applications – consequently break clause at 5 years except if WCAST change their charitable activities, in which case WPC can give 6 month notice of termination
- Rent £1 per annum
- There is no separate title document for the Burditch Hall building itself. Original conveyance covers area of the playing field including land Burditch Hall stands on now. It states clause 4(b) *“that the property hereby conveyed shall be hereby permanently dedicated as a public open space or recreation ground for every day in the week for the use of the inhabitants of and visitors to the village and parish of Wootton and shall henceforth be used and occupied as such for no other purpose whatsoever.”* The Solicitors advice is for the conveyance document, to be attached to the lease-document, allowing use of the playing field and Burditch Hall and accepting the covenant in the conveyance document. The written advice from the Solicitors was circulated with the Heads of Terms before the meeting. It was proposed by Cllr Molyneux these Heads of Terms be accepted. All councillors present agreed. Cllr Bates will discuss with WCAST and hopefully agree in the next few days and instruct solicitors to draw up the lease

- 34.2 Break in has been reported by Cllr Salter- crime reference number is 20220628-1089

- 34.3 Electrical work: Cllr Bates reported 3 quotes have been received. First circa £25k and 2 ~£5k The finance committee allowed £5k in the revised budget for 2022/23. Cllr Bates will discuss this with WCAST. Asbestos quotes are lower than expected £495 and £399 plus VAT. Cllr Bates will organise to go ahead. Councillors agreed both to proceed as soon as possible.

35/23 Acceptance of new Code of Conduct

- 35.1 Monitoring Officer at WODC has circulated the revised Code of Conduct for adoption by all councils in district. This was circulated to all councillors before the meeting. Agreed by all councillors. There is training available on 30 September online. Cllr Molyneux will attend.

36/23 New Clerk

- 36.1 One application was received and job specification was emailed. Clerk has made contact but no reply. She will try again and advert will be submitted again. Cllr Graham is delivering a newsletter at end of the month. Clerk & Cllr Bates will submit an advert for inclusion.

Signed



Date

22 August 2022

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37/23 Salt Bin Refill

Proforma has been received from OCC we can order one bag free. There is already a full bag at Milford Close so it will be placed by one of the other bins. Cllr Harwood will let Clerk have a map of bins so we can find an appropriate dropping point.

38/23 Next Meeting is 12 September at 7.30pm in the Village Hall.

Meetings for 2022/23 – 10/10, 14/11, 12/12, 09/01/23, 13/02, 13/03, 10/04, 08/05 APM and APCM

Signed



Date

22 August 2022

MINUTES OF THE PARISH COUNCIL FINANCE COMMITTEE
MEETING HELD ON TUESDAY 4th JULY 2022

Councillors Present: Cllr J Harwood, Cllr J Salter, Cllr A Molyneux


F1/23 Terms of Reference

These were circulated before the meeting and agreed. They will be taken to full council for acceptance

F2/23 RFO presented the 3 year projection to 2024/25 and the revised budget for 2022/23. Actual figures for 2021/22 were also presented.

- 2023/24 S137 will be adjusted to £2500
- 3 year projection to be taken to meeting 2024/25 will be taken off. Council need to focus on this year and next
- Committee were reminded the S137 grants are discretionary
- E27 – Burditch Electric will be revised to £5k
- Audit – there was no charge from Phil Parker for this years audit
- McAfee and Microsoft 365 are included in the GDPR expenditure for this year.
- Tractor Insurance – this was paid for by us this year. It was suggested that this amount be added to their annual grant and they take this out in their name as we are insuring a vehicle that does not belong to us.
- Burditch Hall Insurance – we have been informed by NFU that the underwriter of the policy does not deal with Parish Council insurance and as the name of the insured does not exist then no claim will be valid. RFO will contact BHIB and ask for the hall to be added to the Parish Council policy until the new lease is in place. WCAST will then insure themselves. Value of hall £100k.
- RFO will contact NFU and ask that the policy be cancelled and negotiate a refund in full or part. This will be taken out of projection for 2023/24

Signed



Date

Payment List for meetings 2022/23

Date	Name	Receipt	Payment
11.07.22	Clerks Wages Mth 3		251.8
11.07.22	PAYE Mth 3		58

0.00	309.8
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Bank Balance 30.06.22		12,523.49
Receipts to date		0.00
Payments to be made to 13.06.22		309.8
		12,213.69

A. J. Roberts *[Signature]*

Report from Andy Graham

Wootton, The Bartons and Combe

Really pleased to see the efforts rewarded when approval was given to the 30 to 20 mph schemes for The Bartons and Combe. Glad that OCC recognised the first class efforts of the parish councils and all credit is due to them.

Looking forward to seeing and approving Wootton and Bladon in the next few months.

Happy to be working with Woodstock, Tackley and Kiddington in preparation for the 2nd round.

Woodstock

Plans for the Health Centre and Library options are now in high level discussions with the key stakeholders for Woodstock and that now is my next priority and where efforts will be focussed to bring about a long overdue and much needed infrastructure.

Home to school Working Party is now set up and due to meet 22nd and 27th July. I have been appointed chair and welcome views of parents that I can get the working party and officers of OCC to address so that we can look at improvements to the policy which could mean recommendations to cabinet and council for implementation. Please contact me via andy.graham@oxfordshire.gov.uk and happy to meet parents if the demand is there.

General County Council headlines

ANPR: Oxfordshire is one of the first places in the country to be given extra powers to enforce traffic violations using ANPR. It is the first time anywhere outside of London and Cardiff have been given these powers.

Vision Zero: Following the tragic deaths of cyclists in Oxfordshire, the county has adopted 'Vision Zero', a vision to eliminate road deaths and serious injuries in the county. The decision adds weight to efforts to improve cycle and walking infrastructure and reduce speeds

Bus improvements: The cabinet approved a plan to improve bus services and use the £12.7 million Oxfordshire secured from national government. The plan includes cheaper fares for under-19s, 2 new rural services (around Didcot and Bicester), and bus priority improvements and traffic filters (in Oxford). Improvements to bus stops, real time information, and the quality of buses are also planned. The plan will be consulted on with the Bus companies and needs government sign off.