
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

29th August 2022

You are hereby summoned to attend the next meeting of Wootton Parish Council to be held on Tuesday 13th September 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 – 22nd August 2022
 - 2.2 Matters for information only arising from these minutes
- 3 Council membership - Filling of casual vacancy
- 4 Open Forum
 - 4.1 County & District Councillors Report
 - 4.2 Adjournment for public participation - Members of the public wishing to speak will each be given the opportunity to address the council for 3 minutes.
- 5 Planning
 - 5.1 22/01984/HHD Hill Close, Top Lane – approved
 - 5.2 22/01671/FUL Starveall Farm, Woodleys – withdrawn
 - 5.3 22/01729/FUL Beech Cottage – awaiting decision
- 6 Playground
 - 6.1 RoSPA Report- to confirm this has been completed
- 7 Finance
 - 7.1 To resolve & approve the payments for July & August
 - 7.2 Income & Expenditure figures to date
- 8 Burditch Hall Lease - Cllr Bates
 - 8.1 Lease confirmation
 - 8.2 Electrical Works & Asbestos Survey – confirmation of completion
- 9 WODC Shaping Futures – report by Chair
- 10 Code of Conduct Training – 30th September – Cllr Molyneux
- 11 New Clerk – update
- 12 Date of next meeting 10th October 2022 in Wootton Village Hall

A handwritten signature in black ink, appearing to read 'Christine Hoad'.

Christine Hoad
Cris Hoad
Clerk to the Council

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 13th SEPTEMBER 2022**

Councillors Present: Cllr J Harwood, Cllr A Molyneux, Cllr Eccles-Williams
Members of Public: 3 residents

When opening the meeting Cllr Harwood drew attention to the death of HM Queen Elizabeth II and asked all present to stand and observe a minute's silence. A draft letter of condolence to Buckingham Palace had been circulated in advance. It was approved and duly signed by the Chair. The text of the letter will be displayed on the website and attached to the minutes. The Chair also formally reported the Proclamation of Accession. He did not propose to read it out but a copy will be posted on the council's notice board.

The Chair thanked Andy Warner for raising and lowering the Union Flag on the church-tower in accordance with the mourning protocol. Finally the Chair drew attention to the Vigil Service which would be held in the evening before the State Funeral, on Sunday at 7pm - to which all were invited.

- 45/23 Apologies for absence and Declarations of Personal, Pecuniary or Prejudicial Interest
- 45.1 Cllr F Bates, Cllr J Salter
 - 45.2 No declarations of Interest

- 46/23 Minutes
- 46.1 Minutes of meeting 22nd August were accepted and signed as a correct record.
 - 46.2 None

Cllr Harwood drew the Council's attention to the update which has been circulated and would be attached to the minutes.

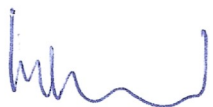
- 47/23 Council Membership
- 47.1 The Chair reported that he had received the resignation of Mrs Joan Thomas. On behalf of the Council he thanked her for her many years of service to the Council. A formal Notice arising from the resignation of Jane Hoare is on the noticeboard and nominations for election need to be received by WODC by 4pm on Thursday 15th September. The latest vacancy has been notified to WODC and a Notice will be placed on the noticeboard this evening.

- 48/23 Open Forum
- 48.1 County & District Councillors – none attending
 - 48.2 Andy Warner expressed his thanks for bringing the Burditch Hall lease to completion and all the hard work behind it. He also confirmed the alcohol licence has now been received.

- 49/23 Planning
- 49.1 22/01984/HHD Hill Close- approved
 - 49.2 22/01671/FUL Starveall Farm – withdrawn
 - 49.3 22/01729/FUL Beech Cottage – awaiting decision

- 50/23 Playground
- 50.1 Clerk reported the RoSPA report had been received from Graham Lawrence. Andy Warner confirmed the works highlighted have been completed. Clerk confirmed the cost of RoSPA inspection is paid by the playing field committee.

Signed



Date 10 October 2022

- 51/23 Finance
- 51.1 Payment list was circulated to Councillors. All were agreed. The payment list was signed and they will be authorised after the meeting. Clerk confirmed that the invoice for Lewis & Abbott was one of the payments so WCAST should now receive the electrical certificate.
- 51.2 Income and Expenditure figures to date were presented to the Council. All payments are currently on track but will be looked at in detail at the next Finance meeting on 28th September.
- 52/23 Burditch Hall
- 52.1 The lease has now been signed and keys handed over to WCAST. There was one small change in the wording of the lease involving the tenant's insurance. If WCAST could not secure insurance for any of the risks they were required to cover, then they were now required to report this to the Council so that a decision could be made on what should happen. The Council would have the discretion to cover the risk itself. However, they have managed to secure cover for all the risks so the situation does not arise at present. WCAST are delaying painting the outside of the building – the priority will be the ladies toilet as there is only one, and they hoped to add another external. After this is completed painting will be undertaken and Council will be asked to agree the colour.
- 52.2 Electrical works that Council were undertaking have been completed. The asbestos survey has been undertaken but invoice not yet received.
- 53/23 Shaping Futures
- 53.1 The Chair attended this WODC consultative meeting along with other Town/Parish Council chairs. The first stage of the consultation is taking place and any residents are invited to respond. The link to the survey will be put on the website.
- 54/23 Code of Conduct Training
- 54.1 30th September at 2.30pm – Cllr Molyneux will be attending
- 55/23 New Clerk
- 55.1 Clerk has been emailing applicant but after 3 attempts has still not received a reply to attend a meeting with Chair and Vice Chair.
- 56/23 **Next Meeting is 10th October at 7.30pm in the Village Hall.**
Meetings for 2022/23 – 14/11, 12/12, 09/01/23, 13/02, 13/03, 10/04, 08/05 APM and APCM

Signed



Date

10 October 2022.

WOOTTON PARISH COUNCIL



MINUTES OF THE PARISH COUNCIL FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 28th SEPTEMBER 2022

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

F3/23 S137 grants 2022/23

There were 4 applications which had been considered in autumn 2021 for payment this year – School, Outreach, Wootton Church and Baby & Toddler group. Unfortunately it was not clear from the minutes that they had been approved although there is circumstantial evidence that they were. Since then it has been agreed that the school grant will be funded through the Parrott & Lee Foundation. For the three outstanding, Chairman proposed these payments be made subject to confirmation at Item 7. This was agreed. Grants agreed; Wootton church £750, Outreach £550, B&T Group £150. Bank details will be requested by RFO.

F4/23 Payment for playing field committee

This was set at £900 in the original budget and carried forward to the revised budget. They administer the playground pay for the RoSPA report and any maintenance on the equipment. It was agreed that this grant would now be sent. Bank details will be requested by RFO.

F5/23 S137 Payments 2023/24

Outreach, Wootton PCC and Conservation Trust have requested application forms for 2023/24 which have been emailed. In view of the financial situation it was agreed that there would be no further advertising. Forms are available on the website with explanation. Clerk will contact the Baby & Toddler group.

F6/23 Clerk's Hours

Clerk reported that the overtime accumulated from April was 16.25 hours. The Committee agreed that this would be paid in October. The Clerk advised that most of the administration was now in order and suggested that the monthly hours be reduced from 20 to 15 hrs per month. This was agreed with thanks and will be implemented from October 2022. The committee recorded their thanks to the Clerk for her commitment and hard work sorting out the Council's finances.

F7/23 Income & Expenditure figures

RFO circulated the figures so far for 2022/23 compared with the budget and projected outturn for March 2023. The only figure yet to be confirmed is the payment to Bower Bailey for the legal fees relating to the lease on Burditch Hall and playing field. The current allocation is based on their original estimate. Some savings in expenditure have been made which have reduced the call on reserves which are estimated now to increase marginally to £3811 at the end of the year. This is looking better than earlier in the year but the RFO is monitoring the expenditure closely. It was, therefore, agreed that S137 grant payments for 2022/23 (see above) should be made.

F8/23 1st Draft of budget to set Precept

RFO presented the 1st draft for consideration. Much of the expenditure will have a slight increase.

- Wages review; recommendation is provision for a 4% uplift.
- Expenses on Burditch Hall are now concluded. Electricity and water have been passed to WCAST although Castle Water account had been closed in August!
- WODC have issued a new policy stating that all emptying of bins on parish council land will be charged for. We will be billed for 3 bins from April 2023 which are located on the playground, inside entrance to playing field and outside Burditch Hall. The cost of this will be £1305.72 per annum. It was decided

Chairman would write to WCAST and ask if all 3 bins were necessary. If they are not then we would ask if we could have 1 or 2 removed.

- Reserves: The highest financial priority for the council must be the reinstatement of its reserves which have fallen to a precariously low level. RFO recommended that the precept be increased to £16k for 2023/24. This is more in line with other parishes of the same size and would enable the council partially to rebuild the reserves lost with the last 2 years S137 payments. It was agreed this would be taken to the next Council meeting for discussion. The precept has to be submitted in December and the S137 grant applications need to be with the Clerk by 31st October. This gives us November and December to revise the figures if required.

F9/23 Payments – September 2022

List was circulated to committee and was agreed. Payments will be authorised on Unity but John Salter is still having problems logging on. He has requested a new password.

F10/23 Internal Control Policy

This was adopted by committee. RFO will approach Cllr Bates to carry out the first inspection.

Signed

Date

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Payment List for meeting 2022/23

Date	Name	Receipt	Payment
25.07.22	Wootton Village Hall		24
25.07.22	SSE - Burditch Hall		113.44
25.07.22	C Hoad wages & expenses (Hanborough Herald)		289.6
25.07.22	HMRC		58
25.07.22	BHIB Insurance Burditch Hall		161.89
24.08.22	C Hoad wages & expenses		256.75
24.08.22	HMRC		58
13.09.22	Lewis & Abbott		5120

0.00 6081.68

Bank Balance 01.09.22		11,809.98
Receipts to date		0.00
Payments to be made to 13.09.22		5120
		6,689.98

A. J. Redgrave
13.9.2022.

[Signature]
13 September 2022

Wootton Parish Council

Parish Clerk: Mrs. Christine Hoad, Wynwood, Filkins, Oxfordshire GL7 3JG
Tel: 01367 860388 E mail: clerkwpc0@gmail.com

The Private Secretary
Buckingham Palace
London SW1A 1AA

14 September 2022

Dear Sir

The news of the death of HM Queen Elizabeth II has been the cause of great sadness and mourning here in this small Oxfordshire village and parish. I write to say that the thoughts of local people here are with all the members of the Royal Family and especially those who grieve for their Mother, Grandmother and Great-Grandmother. Throughout her reign The Queen displayed the unmatched dedication and commitment to duty, which she had promised in 1952 that she would bring to her role, and she did so with a graceful strength and admirable determination.

She reigned through seven decades which have seen immense changes in our nation and society. She spanned an age from the hardship of those post-war years of reconstruction and rationing, through to the new world of technical achievement and digital communication unimagined when she ascended the throne and unforetold by the Festival of Britain. Through all this time, in moments both of national joy and of heartbreak, of danger and of division, she has provided a sense of stability and continuity matched with hope and confidence about the future. This is why our community has come together to mourn a national figure who has been a consistent presence throughout our lives, and who secured our collective affection, respect and admiration.

Wootton Parish Council met last night and resolved that we should write to express our sorrow at the death of Her Majesty. We should be grateful if you could pass the condolences of the Parish Council and of people locally to HM The King. A Book of Condolence has been opened in the parish and will be retained in our local archives as a record of this sad time.

Yours faithfully



JOHN HARWOOD

Chairman, Wootton Parish Council

Wootton Parish Council

Additional information for Council meeting on 13 September 2022

Item 3 – Council Membership

Following the resignation of Cllr Hoare, and in accordance with the Local Government Act 1972, the Parish Clerk formally gave notice of the casual vacancy. Ten electors wrote to the Returning Officer requiring an election be held. On 8 September, the Returning Officer accordingly published the formal notice that an election would be held on Thursday 13 October and invited nominations to fill the vacancy. Nominations will close at 4.00 pm on Friday 16 September. If no nominations are received then the council is permitted by the Local Government Act to consider co-opting a member. If one nomination is received then, provided it is valid, that person will be elected uncontested on 16 September. If two or more valid nominations are received there will be a poll on Thursday 13 October.

Item 8 - Lease for the Burditch Hall and playing field

At its meeting on 22 August, the Council approved the lease to Wootton Community and Sports Trust (WCAST) of the Burditch hall and playing field, and authorised the Chair and Vice Chair to sign the lease on behalf of the Council and agree any minor amendments needed.

This is to report that the lease was signed on Friday 2 September. The Chair and Vice Chair, with legal advice, agreed one minor amendment to the text of the lease. This was to add a clause to the lease to the effect that if the Trust was unable to secure cover for any of the risks for which it needs to be insured then they would report this situation to the Parish Council, who in their discretion could decide what action to take, which could include taking over the insurance for that specific risk.

Item 9 – WODC ‘Shaping Futures’ project

The Chair attended the conference organised by WODC on 5 September at Carterton Community Centre to be briefed about the WODC plans to prepare a completely new Local Plan and also a new strategic plan for the council. The conference was mainly about explaining how the council was going about the public consultation process, although we were invited to express initial thoughts on a number of topics.

The consultation will be in several stages. The first stage, which is open now, is to enable West Oxfordshire residents to have an early say on what key issues they think the new Council Plan and Local Plan should focus on, and what sort of organisation they would like the Council to be.

The intention is that the results of this part of the process will ensure that as the WODC plans, priorities and actions are developed, they address the issues of most importance to local residents, communities, businesses and organisations.

The consultation is open for comment from Wednesday 24 August 2022 until Wednesday 21 September 2022. Those interested can participate by logging on to the following site:

https://yourvoicecounts.commonplace.is/?utm_campaign=project_news&utm_source=cp-email&utm_medium=email

Item 11 – Appointment of new Clerk

The last meeting resolved that the Chair and Vice Chair should interview the applicant with a view to deciding whether she should be appointed. This is to report that at the applicant's request the interview was delayed until later this month.

John Harwood
Chair, Wootton Parish Council
10 September 2022