

WOOTTON PARISH COUNCIL



MINUTES of the ANNUAL MEETING of WOOTTON PARISH COUNCIL held on WEDNESDAY 14 MAY 2025

Present: Cllrs J Harwood, F Bates, P Briggs, D Knight, J Salter
 County Cllr: A Graham
 District Cllr: T Sumner
 Members of Public: 2 members of the public

74/25 Apologies and Declarations

74.1 Apologies had been received from Cllr M Brown and Cllr F Mackinlay

75/25 Election of Officers

75.1 Chair : Cllr Harwood was proposed by Cllr Salter and seconded by Cllr Bates. There being no other nominations he was duly elected.

75.2 Vice chair: Cllr Bates was proposed by Cllr Briggs and seconded by Cllr Knight. There being no other nominations she was duly elected

75.3 Signing of Declarations - Declarations of acceptance of office were signed by the Chair and Vice Chair

76/25 Appointment of Committees

76.1 Finance Committee: Cllrs John Harwood , Frances Bates, Pauline Briggs, David Knight

76.2 Planning Committee: Cllrs Fiona Mackinlay (Chair), Frances Bates, Pauline Briggs

76.3 Neighbourhood Plan Steering Group: Cllrs Fiona Mackinlay, Frances Bates, John Salter, David Knight

76.4 Village Transport Network: Cllr Frances Bates

76.5 Oxford Airport Consultative Committee : Cllr David Knight and Ms Jane Irving; with Cllrs Frances Bates and Fiona Mackinlay as alternatives

Nominations for the Village Transport Network and OACC proposed by Cllr Harwood seconded by Cllr Salter

77/25 Minutes

77.1 **Minutes** of the meeting held on 3rd March 2025 **were approved**, accepted into record, and signed by the Chair.

77.3 Matters arising from these minutes:

67/25 Defibrillator training Thanks to Cllr Salter for arranging the Defib training which was well attended and very successful. A further session will be held on 29th May

New adverts for the next session will be required by the end of month

68/25 County Council report - it was said that a £2K grant would be paid for the bus shelter, but this was an error and £1K was received.

The Multipay card from Unity Bank has not been received – Clerk to chase

78/25 Open Forum

78.1 County Councillor Report

Andy Graham thanked everyone for their support in the election. He will work on the Judds Garage reconfiguration. There will be a meeting to discuss this and he requested that someone from WPC attends. (Cllr Bates will attend.) The new County Council will have its first meeting next week and will elect office holders. The Councillor Priority Fund will be re-activated with a budget for the next 2 years of £10K.

78.2 District Councillor Reports

- Tim Sumner reported he attended the Botley West inspectors meeting at which he spoke.
- He said that he values the input of WPC. He said that there is a lot going on with planning application, facilities under threat and councillors will support residents in fighting for what is best for the community. He has been given the Carterton Regeneration portfolio and will report back on that in due course. Major regeneration of leisure centres has taken place to improve the quality of life for residents. He added that there are always problems to be solved and he will work on behalf of the village to achieve what is best for residents.

78.3 Public questions

There were no questions from the public

79/25 Planning Applications

The report from the Chair of the Planning Committee was received and noted.

The below had been received from Cllr Mackinlay and outlines the progress of planning applications, It is gratifying to see that comments submitted by the PC are being taken into account by WODC.

Ref No: 25/00634/HHD **7 Manor Court, Wootton: Demolition of existing conservatory and erection of single storey rear extension. (amended drawings)**. STATUS: **UNDER CONSIDERATION**

Ref. No: 25/00314/HHD **Burditch House Wootton Woodstock: Replacement of a rear view window.** Status: **Approved** WODC has consented that the new window maybe made of non-timber materials in a conservation area due to it not being overlooked.

Ref. No: 25/00303/TCA | **Wootton Place 054 Beech 5742 (4522) Carefully sectional dismantle and fell to ground level 006 Beech 5745 (4300) Crown Reduction.** Status: **Approved**

Ref. No: 24/01041/FUL **Woodleys House Change of use of Woodleys House from residential to combined residential, events and visitor accommodation use (sui generis), with events use of Bell Barn (sui generis)** and change of use of redundant modern barns from Class. Status: **Approved**

Ref. No: 24/01042/LBC Woodleys House

Internal and external alterations to Main House and Bell Barn to enable use of both as an events venue. Works to include an orangery extension, removal of unsympathetic alterations, regularise unauthorised works. **Status: Approved**

Ref. No: 24/00748/FUL **Woodleys House**

Creation of no.33 boreholes spaced 10m apart at 150m deep over two areas (1st area no.20 boreholes, 2nd area no.13 boreholes) for the installation of **Ground Source Heat Pump** to service Woodleys Estate. Status **Approved**

In regard to “traffic,” WPC asked WODC to consider road safety and sustainable traffic modes. Woodleys House will need to submit a signage plan for approval and construction traffic plan. WPC notes that Oxford County Council referred to “signalling” at the A44, B4437 crossroads as the only real option to make the crossing at the Duke of Marlborough and Judds Garage safer. We shall be monitoring this carefully. Woodleys House has also undertaken to book a mini shuttle bus to Woodstock for staff for busy events and booking coaches for guests. Finally, the term “sui generis” was not clarified to be only for hospitality events for weddings and private functions and it is recommended that WPC monitors this status.

Ref. No 25/00425/FUL **Starveall Farm**, Woodleys Demolition of agricultural barn and erection of two self-build dwellings with parking and landscaping. WPC did not submit any comments for this application. It is worth noting that the applicant must comply to numerous, detailed criteria ranging from organising an archaeological watching brief to surface water reporting and a new landscaping scheme. In terms of water use, each new dwelling must comply to “O3” where each household member uses no more than 110 litres of water a day.

80/25 Website

DK reported that external advice on the transition to a new website had been sought and a list of steps and a list of potential providers secured. He has been looking into an email provider but has so far been unable to find an obviously cost-effective solution. However he had identified a possible provider who was being approached for a quotation. The meeting reaffirmed the importance of achieving the transition speedily as the old website was no longer accessible and this had been the subject of criticism in the internal audit report. Sadly, despite the grant made earlier in the year, the new Wootton Village website is not yet operational, DK will pursue this with the voluntary group concerned. DK will liaise with the Clerk to progress these issues.

81/25 Finance

81/25.1 **Defib battery** - The Clerk reported early in May that the battery had failed and needed urgently replacing. Her proposal to replace immediately had been approved by the Finance Committee and this had been done at the cost of £292.79. The Defib annual is £200 and thus clearly needs to be supplemented from the general reserve. The Clerk pointed out that new pads will also be needed very soon, so the Chair proposed that the 2025-26 budget be increased to £460 to take account of these two items of unexpected expenditure **On condition that this was a one-off increase for this financial year and that the budget would revert to £200 next year, this was APPROVED and the purchase decision endorsed.**

85/25.2 **Grant to WCAST** to increase the grant by £75 to take into account VE day celebrations, Amount to be paid will be £1025 and it was **RESOLVED** to pay the total grant of £1025

85/25.3 **S.137 grant application by WGK PCC.** This application, which had been circulated to all cllrs was considered and **approved.** It was **RESOLVED to make a grant of £1,000 to WGK PCC and the Clerk authorised to make this payment.**

81/25.4 **The Payments Schedule** had been circulated with payments amounting to £2616.27. **These payments were approved. In the light of the decisions recorded above, payments to Wootton Community & Sports Trust of £10,225 and the purchase of new defib pads at the cost of £158.70 were also approved.**

81/25.5 The End of Year bank reconciliation was accepted

81/25.7 The Governance Statement was approved and signed

81/25.8 The Accounting Statements were approved and signed

Cllr Bates mentioned the recent article in OALC update regarding Martin's Law and suggested that it is read and possibly passed on to the Village Hall/Burditch Hall committees for consideration.

Next Meetings

27th May - Annual Parish Meeting 7pm
Ordinary meetings: 7 July, 1 September, 3 November (7.30)

Other matters

It had been reported that the stile in the boundary hedge of the playing field in Castle Road is rotten and unrepairable. The PC were asked by WCAST what course of action should be taken, and it was agreed that the stile should be removed and the space filled with hedging plants. Chair to inform WCAST.

Signed

Chair, Wootton Parish Council