Woodstock Town Council Meetings
from May 2021 until April 2024

This document contains Minutes from 58 meetings
and contains 271 pages

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This allows for much easier and faster searching

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https://woodstock-tc.gov.uk/

MINUTES OF THE ANNUAL MEETING OF THE WOODSTOCK TOWN COUNCIL ON TUESDAY 18TH MAY 2021 AT 7.30PM HELD IN THE TOWN HALL

PRESENT:

Cllr M Parkinson (Mayor)
Cllr E Poskitt
Cllr U Parkinson
Cllr R Faulkner
Cllr M Manson
Cllr K Bailey
Cllr J Lamb (Deputy Mayor)
Cllr A Grant
Cllr S Parnes
Cllr J Bleakley
Cllr J Spencer-Churchill
Cllr N Manby-Brown

ALSO IN ATTENDANCE: C Carruthers (Clerk), and 3 members of the public.

WTC001/21 ELECTION OF MAYOR: Cllr M Parkinson is elected as Mayor for the municipal year.

Proposed: J Lamb Seconded: R Faulkner

Vote: For: 11 Against: 0 Abstain: 1 **Resolved**: **Motion carried**

WTC002/21 ELECTION OF DEPUTY MAYOR: Cllr J Lamb is elected as Deputy Mayor for the municipal year.

Proposed: M Parkinson Seconded: J Bleakley

Vote: For: 10 Against: 0 Abstain: 2 **Resolved**: **Motion carried**

WTC003/21 APOLOGIES FOR ABSENCE: None

WTC004/21 ELECTION OF COUNCILLORS FOR SPECIFIC ROLES:

FORMAL COUNCIL ROLES
Liaison Council Member for Finance: Cllr Dr. E.Poskitt
Liaison Council Member for Property: Cllr A.Grant Deputy : Cllr J.Bleakley
Liaison Cllr for Watermeadows: Cllr M.Manson
Liaison Cllr for Old Woodstock Line, Footpaths and Trees: Cllr M.Parkinson **Sub Position - NewTree Funding & Planting:** Cllr J.Bleakley
Liaison Cllr for Playgrounds, Parks, Recreation Grounds and Green/Open Spaces: Cllr R.Faulkner
Liaison Cllr for Cemeteries, Allotments and Winter Weather Organisation: Cllr R.Faulkner
Staffing Panel: Cllr J.Lamb, Cllr U.Parkinson, Cllr J.Spencer-Churchill, Cllr R. Faulkner, Cllr K.Bailey
Christmas Lights Working Party: Cllr J.Spencer-Churchill, Cllr N.Manby-Brown, Cllr K.Bailey, Cllr J.Lamb, Cllr M Manson
Community Development Working Group: Cllr J Spencer-Churchill, Cllr E.Poskitt, Cllr A.Grant, Cllr S.Parnes
Urgent Planning & Licensing Committee: All Cllrs with exception of the Mayor
Emergency Planning and Counter Terrorism: Cllr S.Parnes Cllr J.Spencer-Churcill
Newsletter Editor: Cllr E.Poskitt, Cllr N.Manby-Brown
Parking: Cllr K.Bailey, Cllr J.Bleakley
Town & Blenheim Dialogue Working Group: Cllr M.Parkinson, Cllr J.Lamb, Cllr U.Parkinson, Cllr E.Poskitt, Cllr R.Faulkner

WTC005/21 APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES:

COUNCIL MEMBERSHIP TO OUTSIDE BODIES
A44A: Cllr E.Poskitt, Cllr J.Spencer-Churchill
Exhibition Fund: Cllr U.Parkinson
OALC: The Mayor
Community First: Will be voted upon by the Community Development Working Group
Oxford Airport consultative Committee: Cllr J.Spencer-Churcill Deputy Cllr J.Lamb
Public Transport: Cllr M.Parkinson, Cllr N.Manby-Brown
Traffic Advisory Committee: Cllr M.Parkinson, Cllr N.Manby-Brown, Cllr S.Parnes
Bloom: Cllr E.Poskitt
Woodstock Relief In Need Charity: Cllr E.Poskitt
Woodstock Youth Club: Cllr A.Grant
HGV Group Cllr E.Poskitt

WTC 006/21 DISCLOSURES OF INTEREST:

All Cllrs	**Item 8 v Planning:** Concerns application for Town Hall.
Cllr E Poskitt	**Item 8 Planning:** Personal interest is a member of WODC.
Cllr M Parkinson	**Item 8 Planning:** Personal interest is a member of WODC.

WTC007/21 APPOINTMENT OF PROFESSIONAL BODIES

(a) Property Solicitor – Freeth
(b) Property Agent – Breckon & Breckon
(c) Bank – Unity Trust Bank
(d) Investment- The Public Sector Deposit Fund managed by CCLA
(e) Insurance – Zurich (3 year contract agreement)
(f) Employment and H&R Advisors – Peninsula Ltd
(g) Water Meadow Management – Wychwood Project
(h) Tree Management – Boward Trees Ltd

RESOLVED: The above are appointed for the year.

Cllr S Parnes noted that the Policies should be reviewed at the ATCM, the Clerk agreed and they would be brought back to a later meeting once reviewed.

WTC 008/21 PLANNING & LICENCING:

The following comments to be submitted to West Oxfordshire District Council in respect of the following planning applications:-

(i) APPLICATION: 21/00844/LBC – 121 Manor Road, Woodstock
Internal and External alterations to replace front door.
RESOLVED: No objection

(ii) APPLICATION: 21/00904/HHD - 8 Meadow Walk Woodstock Oxfordshire
Demolition of existing single storey side extension and construction of replacement two storey side extension. Render and weather boarding to all external elevations
RESOLVED: No objection

(iii) APPLICATION NO: 21/00920/HHD - 16 Crecy Walk Woodstock Oxfordshire
Single story front and rear extension, dormer roof extension, and rendering of whole property.
RESOLVED: No objection

(iv) APPLICATION NO: 21/01114/HHD - Manor Farm Cottage 14 Manor Road Woodstock
Detached garden building for study space.
RESOLVED: No objection

(v) 21/01480/LBC - Town Hall Market Place Woodstock
Internal alterations to refurbish existing toilets on the ground floor and mezzanine floor above.
RESOLVED: No objection

(vi) APPLICATION NO: 21/01048/HHD - 37 Blackberry Way Woodstock Oxfordshire
Single storey rear kitchen extension and double garage conversion to detached house
RESOLVED: No objection

(vii) APPLICATION NO: 21/01280/HHD – 7 Briar Thicket Woodstock Oxfordshire
Construction of single storey
RESOLVED: No objection

WTC 009/21 CALENDAR OF MEETINGS: The previously circulated calendar was **APPROVED**, confirming the TC meeting is to be held every second Tuesday of the month with the exception of August and December, however the meeting in June 2021 will be held on the third Tuesday.

WTC 010/21 STANDING ORDERS AND FINANCIAL REGULATIONS:
Cllr E Poskitt reaffirmed the motion of October 2020 where the model Standing Orders be amended to non-gender specific labelling. Cllr S Parnes suggested adopting the Model Standing orders and the bring back the amended version for the new Council at the June meeting.

Proposed: M Parkinson Seconded: A Grant

"that the Standing Orders and Financial Regulations get adopted at this meeting with future amendments to be brought back to Council"

Vote: For: 12 Against: 0 Abstain: 0 **Resolved**: **Motion carried**

The meeting closed at 9:10pm

Chair: Date:

MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 22nd JUNE 2021 AT 7.30PM
HELD IN THE TOWN HALL

PRESENT:

Cllr M Parkinson (Mayor)
Cllr E Poskitt
Cllr U Parkinson
Cllr R Faulkner
Cllr M Manson
Cllr K Bailey
Cllr J Lamb (Deputy Mayor)
Cllr A Grant
Cllr S Parnes
Cllr J Bleakley
Cllr J Spencer-Churchill
Cllr N Manby-Brown

ALSO IN ATTENDANCE: C Carruthers (Clerk), CCllr A Graham, DCllr J Cooper and 2 members of the public.

WTC011/21 APOLOGIES FOR ABSENCE: None.

WTC012/21 DISCLOSURES OF INTEREST:

Cllr M Parkinson	**Item 12 & 12 xiv Planning:** Personal interest as he is a member of WODC and lives near the property in application.
Cllr J Lamb	**Item 12 xi:** Personal interest as she lives near the property in the application.
Cllr E Poskitt	**Item 12 Planning:** Personal interest as she is a member of WODC

WTC013/21 PUBLIC PARTICIPATION SESSION:

Mr Colin Carritt addressed the meeting on the following issues.

1. The Burford Experimental Weight Limit and its impact on Woodstock
2. The County Council's response to WTC's long standing concerns over road safety on the A44 - particularly on "The Causeway".

A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

WTC014/21 MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 27th April 2021:
To approve the minutes with amendments: Proposed A Grant, Seconded M Parkinson
Resolved: Approved

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON TUESDAY 18th May2021:
To approve the minutes with amendments: Proposed R Faulkner, Seconded A Grant
Resolved: Approved

WTC015/21 REPORT FROM THE TOWN CLERK:

1. Insurance Claim – Resident @ Brookhill re flooding of Watermeadows
WTC received a letter from Aviva Insurance acting on behalf of a resident of Brookhill. They are claiming for damages to the office in their garden following the December 2020 floods. This has been passed to Zurich who will deal with this on our behalf.

2. Wychwood – Watermeadows maintenance plan
   Following the resolution at May's WTC meeting, we asked Wychwood if they would continue to maintain the meadows for a further year to allow the council to redraft a fit for purpose plan before going out to tender. Unfortunately, they have taken on other large projects so are unable to carry this out for us.
   WTC are assessing the plan, and have taken up the offer of help from Roy Cox at Blenheim, to look at the existing maintenance schedule and see where this is working and what can be improved upon.
   It was noted that the signage needs reviewing.

3. Watermeadows clearing of log piles
   A quotation for £6,000 plus VAT was received from 1 contractor for clearing the 8 piles of logs left in the meadows. 3 further contractors have been contacted and the Clerk is awaiting their quotations.

4. Fencing at Watermeadows
   Wychwood have agreed to install the fencing along the Glyme Close boundary. Residents will be consulted prior to any works being undertaken.

5. New sign Princes Ride
   It was approved to contact WODC and purchase a new sign.

6. Traffic Advisory
   Costs for a locum clerk are to be investigated should TAC decide to increase the frequency of their meetings.

WTC016/21 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

County: A hard copy of CCllrs A Graham's report had been circulated. He orally updated the meeting regarding the Burford Traffic Order, Sustainable Future and Feasibility.
District: A hard copy of WODC Cllrs' E Poskitt and J Coopers report had been circulated. Cllr J Cooper orally updated the meeting on Council meetings at WODC, and noted that Cllr J Cooper was sitting on Finance & Management Overview and Scrutiny, Development Control Committee, Deputy Chair of Uplands Planning Sub-committee and Audit and General O&S. Cllr E Poskitt is on Economic & Social O&S, Audit & General O&S and the Standards Committee.

WTC017/21 COMMUNICATIONS: None received.

WTC018/21 QUESTIONS: None received.

WTC019/21 MOTIONS PRESENTED TO THE COUNCIL:

i. Resolution of Congratulations to Mr I Hudspeth, OBE
   Proposed: S Parnes Seconded: J Lamb

   "the town council formally extends and records its congratulations to Mr Ian Hudspeth, OBE in relation to his becoming an Officer of the British Empire as announced among the Queen's Birthday Honours: 2021"

   "The Council recognises the substantial, direct local relevance of this OBE awarded "for services to Local Government" whereas Mr Hudspeth has provided many years of service to the Woodstock Community, including: as County Councillor; District Councillor; Traffic Advisory Committee Chairman; and other capacities altogether enabling Woodstock's interests to be widely represented and frequently head, whether directly or indirectly".

   Vote: For: 12 Against: 0 Abstain: 0 **Resolved: Motion carried**

ii. To Fly the Union Flag all year round at the Town Hall:
Proposed: S Parnes Seconded: J Bleakley

"Subsequent to the Secretary of State's direction that the Union Flag should be flown all year round from Government buildings, and his encouragement for all local authorities in England to facilitate the same, the Town Council resolves that the Union Flag shall be flown above the Town Hall continually.

"*Additionally, the Town Council asks the Town Hall to present options and recommendations for automated illumination of the flag at night, preferably through solar power or other environmentally-friendly mechanism".*

A named vote was requested but due to lengthy discussions are unclear – bring back to July meeting for recorded vote.

iii. Clarifications RE TPD (Town/Palace Dialogue) and TAC (Traffic Advisory Committee):
Proposed: S Parnes Seconded: M Parkinson

Proposal A: That WTC request the Town Hall (a) establish on the Council's website either dedicated section for – or some other form of convenient link to – the TPD and TAC Minutes for easier access; and (b) to check that all of TPD and TAC Minutes at least since the Resolution of 11th June 2019 are available online (and, where necessary, request of the respective named Committees any missing Minutes to post them online).

Proposal B: That WTC reaffirm its desire for TPD and TAC meeting Agendas be posted online and WTC noticeboards, and reiterate this request to the respective named committees.

Proposal C: That in the circumstances arising since the adoption of the current Local Plan which contains allocation of at least three sites for realistically imminent major development, the Town Council requests the 'Town Palace Dialogue' (which is not Council body) to modify its terms of reference to rescind the bar against discussion of development matters - without altering, affecting or implying variation to the Town Council's continuing policy of objection in principle to major development on fields around the Town - in order to facilitate discussions in open session. And, that development-related discussions on other working groups involving Town Council representation should be brought to the JCTPD's meetings, preferable exclusively but at least way of update.

Vote: For: 12 Against: 1 Abstain: 0 **Resolved**: **Motion carried**

iv. Investigate the proposed link between Towns by the Town of Maintenon, France:
Proposed: M Parkinson Seconded: J Lamb

"WTC resolves to consider and agree to investigate the proposed link between towns"

It was agreed that Cllr Parkinson would investigate costs involved before any further discussions to twin would take place.

Vote: For: 12 Against: 1 Abstain: 0 **Resolved**: **Motion carried**

WTC020/21 STAFFING PANEL UPDATE:

(i) To **agree** the minutes of Staffing Panel Meeting 14th June 2021.
Proposed: R Faulkner Seconded: M Manson

(ii) To approve and agree the Job Description, and the advertising of the post to be via electronic and social media only.
Proposed: R Faulkner Seconded: M Manson
The Job Description and hours were discussed, Cllr U Parkinson thought there no need for 30 hours, and Cllr A Grant thought the advert should also go in the local newspaper.
Against: A. Grant Abstain: 1
It was agreed to proceed with 25-30 hours and online only. **Resolved**: **Approved**

WTC021/21 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER:

To below reports were received and discussed:

(i) The council resolve that the list of payments totalling £20,631.75 made in the month of April 2021 as **approved.**
The council resolve that the list of payments totalling £23,432.75 made in the month of May 2021 as **approved.**
The council note the receipts and payments made by Breckon and Breckon in month of May 2021 as **approved.**
The council note the payments made on the council charge card in the month of May 2021 as **approved.**

(ii) The council considered the bank reconciliation statement for May 2021 as **approved.**

iii) The council considered the summary and detailed income & expenditure statements for May 2021 as **approved.**

iv) The council noted and considered the report on financial year end Budget v Actual I income and expenditure and the yearend income and expenditure statements as **approved.**

v) The council considered a report on suggested Carry forwards from 2020-21 budget into the budget for 21-22, it was **AGREED** and **RESOLVED** that £5,000 from the Town Hall New Boiler carry forward be vired to the Watermeadows giving the Watermeadows a total carried forward of £15,500.
Proposed: A Grant Seconded: M Parkinson

vi) The council considered and noted the Internal Audit report for financial year 2020/21 and note the year end observations as **approved**.

vii) The council considered and **approved** the accounts for the financial year 2020/21.

viii) The council received and **approved** the consolidated bank statement 31st March 2021.

ix) Annual Governance and Accountability Return 2020/21: the council considered, approved and signed:

a) approved and signed section 1 (Annual Governance statement 2020/21) Cllr S Parnes stated he could not approve this section of the AGAR as he believes WTC are not compliant with all statements within it.

Vote: For: 11 Against: 1 Abstain: 0 **Resolved**: **Approved**

b) approved and signed section 2 (Accounting statements 2020/21)

Vote: For: 12 Against: 0 Abstain: 0 **Resolved**: **Approved**

x) The council received and noted that the period of Public Rights will commence on 28th June 2021 for 30 working days.

xi) The council **RESOLVED** to remove the names Julian Cooper, Peter Jay and Trish Redpath from the bank signatories as they are no longer on the council and add two new bank signatories to the Council bank account: these being Cllrs J Lamb and N Manby-Brown.

xii) The council agreed and **approved** the Town Council insurance invoice from Zurich.

WTC022/21 PAPERLESS MEETINGS:

The Clerk had requested that meeting packs be distributed in electronic format only.
Proposed: R Faulkner Seconded: M Manson

It was **AGREED** that an Opt In facility be made available, members had to Opt In to receive paper copies, and also Opt In for having these posted to them.

WTC023/21 PLANNING:

The council agreed the following comments to be submitted to West Oxfordshire District Council in respect of the following planning applications: -

(i) APPLICATION: 21/01832/LBC – 38-40 High Street, Woodstock
External alterations to erect a non-illuminated heritage fascia sign, projecting sign, window
RESOLVED: No objection

(ii) APPLICATION: 21/01323/HDD – 41 New Road, Woodstock
Demolition of garage, proposed part side and rear extension and a further rear extension. Erection of porch roof. Proposed two storey side extension and single storey side extension.
RESOLVED: No objection

(iii) APPLICATION: 21/0105/ADV – 38-40 High Street, Woodstock
External alterations to erect a non-illuminated heritage fascia sign, projecting sign, window
RESOLVED: No objection

(iv) APPLICATION: 21/01693/HDD – Merry Piece, Oxford Road, Woodstock
Addition of second floor front dormer and balcony and front door canopy.
RESOLVED: No objection

(v) APPLICATION: 21/01559/S73– Land east of Woodstock Oxford Road Woodstock
Variation of condition 1 of planning permission 18/02574/RES to allow house types in Phase 3
RESOLVED: No objection with the caveat that the promised percentage of affordable houses is in-keeping with planning.

(vi) APPLICATION: 21/01687/LBC– 32 High Street, Woodstock
External alteration and extensions to include the removal of the existing conservatory and erection of garden room etc.
RESOLVED: No objection

(vii) APPLICATION: 21/01686/LBC– 32 High Street, Woodstock
External alteration and extensions to include the removal of the existing conservatory and erection of garden room etc.
RESOLVED: No objection

(viii) APPLICATION: 21/01862/HHD– 13 Green Lane, Woodstock
Erection of two story rear extension
RESOLVED: No objection

(ix) APPLICATION: 21/01584/FUL– 122 Oxford Street, Woodstock
Removal of one internal wall circa 1990 between kitchen and utility room
RESOLVED: No objection

(x) APPLICATION: 21/01585/LBC– 122 Oxford Street, Woodstock
Internal and External refurbishment works includes changes to ground floor layout
RESOLVED: No objection

(xi) APPLICATION: 21/01583/LBC – The Old Town House 9 Park Street, Woodstock
Modification of an existing first floor window
RESOLVED: No objection

(xii) APPLICATION: 21/01917/ADV– Back Lane Tavern, Woodstock
Addition of new signage to include replacement illuminated hanging sign
RESOLVED: to comment that there are concerns regarding illumination and neighbour disturbance. Request that the light is switched off at 11pm.

(xiii) APPLICATION: 21/01918/LBC– Back Lane Tavern, Woodstock
External alterations to erect illuminated sign and non-illuminated signs
RESOLVED: to comment that there are concerns regarding illumination and neighbour disturbance. Request that the light is switched off at 11pm.

(xiv) APPLICATION: 21/01450/HHD– 20 Churchill Close, Woodstock
Demolition of an existing conservatory and construction of single and two storey extension
RESOLVED: No objection

WTC024/21 TO REVIEW AND APPROVE GREEN SPACE REPORT/NEIGHBOURHOOD PLAN:
The report was noted and agreed that the next of going out to public consultation would commence.

WTC025/21 TO NOTE WOODSTOCK COMMUNITY DEVELOPMENT PROJECT REPORT:
The report was noted and a formal request for the minutes of the group meeting be forwarded to WTC.

WTC026/21 WTC PROPERTY PORTFOLIO:
Property Portfolio report was circulated from Cllr A Grant: and duly noted:
The main concern highlight in the report was:
Breckon & Breckon have requested advice on how WTC wish them to proceed in obtaining rent arrears for the cobbled area. Council agreed that they would allow until the end of the summer to receive payment. If there were monies still outstanding at that point then the tables and chairs would be removed.

Vote: For: 12 Against: 0 Abstain: 0 **Resolved: Approved**

The meeting closed at 10:21pm

Chair: Date:

MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 13th July 2021 AT 7.30PM
HELD IN THE TOWN HALL

PRESENT:

Cllr M Parkinson (Mayor)
Cllr E Poskitt
Cllr U Parkinson
Cllr M Manson
Cllr J Lamb (Deputy Mayor)
Cllr A Grant
Cllr S Parnes
Cllr J Spencer-Churchill
Cllr N Manby-Brown

ALSO IN ATTENDANCE: C Carruthers (Clerk) CCllr A Graham, DCllr J Cooper, and 7 members of the public (3 present, 4 virtual).

WTC027/21 APOLOGIES FOR ABSENCE:

Cllrs R Faulkner, K Bailey and J Bleakley

WTC028/21 DISCLOSURES OF INTEREST:

Cllr M Parkinson **Item 17 Planning:** Personal interest as he is a member of WODC.
Cllr E Poskitt **Item 17 Planning:** Personal interest as she is a member of WODC

WTC029/21 PUBLIC PARTICIPATION SESSION:

Dominic Hones from Gigaclear addressed the members and updated them on the schedule of works. A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

WTC030/21 MINUTES:

The minutes 22nd June 2021 meeting were not approved and it was agreed to bring them back to Septembers meeting.
The Traffic Advisory Committee 30th June 2021 minutes and London Oxford Airport Meeting Minutes of the 8th June 2021 meeting were noted.

WTC031/21 REPORT FROM THE TOWN CLERK:

1) Watermeadows clearing of log piles

A further quotation had been sourced for the clearing of the logs, the Clerk requested the council agree to proceed with the cheapest quotation. If company 3 responds within the next week and they are less than £3,750 then WTC will proceed with them. This is urgent and cannot wait until the September meeting.
APPROVED to proceed with Company B

Company A	Company B	Company C
£6,000 plus VAT	£3,750 plus VAT	Awaiting response

2) Fencing at Watermeadows

This has now well underway, WTC will approach Blenheim for the use of a few of their cows, as our current grazer said it is too late in the year to move theirs.

3) Strimming at the Watermeadows

In conjunction with the charity RAW, the strimming will be done this week for a cost of £200 plus VAT. The Clerk authorised this under their delegated powers.

4) Reopening of Hall / Rooms for Hire

It was agreed that the rooms and halls would remain closed until September. It was **AGREED** that they will reopen at the start of September, ensuring the risk assessment and procedures are in place.

5) Policies and Updates

This will be brought back to the September meeting, there has been insufficient time to update them.

WTC032/21 COUNTY AND DISTRICT COUNCILLORS UPDATE:

County: A hard copy of CCllr A Grahams report had been circulated, he noted that he had completed his response to the Hill Rise application, which he confirmed was an Objection. Cllr A Grant asked where he stood on the Banbury Road development, he again confirmed that he would be objecting to this too.

District: A hard copy of Cllr E Poskitt and J Coopers report had been circulated. Cllr E Poskitt highlighted section 13 of the TAG minutes and asked that WTC write to OCC and WODC requesting rationalisation of parking permits and the protocols involved.

It was PROPOSED and SECONDED that WYC write to OCC and WODC with request above.

VOTE: FOR: 7 AGAINST: 1 ABSTAIN: 1 **RESOLVED.**

WTC033/21 COMMUNICATIONS:

i. The members noted the formal Burford objection letter sent to Yvonne Rees CEO at OCC.
ii. The Salon Prive event will start on the 2nd September 2021 for the weekend. Charity collection tubs will be circulated around the Town for donation.

WTC034/21 QUESTIONS:

A resident of Glyme Close formally requested access to the Watermeadows over the newly installed fence. The request was rejected and it was noted that the meadows can be accessed via a footpath in Glyme Close.

WTC035/21 MOTIONS PRESENTED TO COUNCIL:

Reaffirm Flying the Flag all year round at the Town Hall – named vote requested but unclear from June meeting, due to 3 councillors being absent, it was agreed to postpone until Septembers meeting.

WTC036/21 WOODSTOCK COMMUNITY DEVELOPMENT UPDATE REPORT:

A report from Tom McCulloch had been previously circulated, the members noted the report.

WTC037/21 LONDON OXFORD AIRPORT UPDATE:

Cllr J Spencer-Churchill had attended the airport liaison meeting and circulated their report. He asked if there were any questions, Cllr N Manby-Brown questioned whether they needed planning permission for the Eurocopter hangers that have been replaced. Cllr J Spencer-Churchill said they did not as it was like for like and they are providing screening.

A member of the public voiced that they had observed far more light aircraft coming over the centre of Woodstock. Cllr J Spencer-Churchill confirmed it was referred to a 'G' space and only CAA can put restrictions on 'G' space. He did say that if a particular aircraft was causing an annoyance then there is a form which can be filled in and submitted, then the airport has to deal with it.

WTC038/21 COMMUNITY S106 PRIORITIES:

The council received recommendations from the Community Development Working Group stating priorities within Woodstock.

Cllr M Parkinson proposed the following resolution:

"Woodstock Town Council resolves that its supports the Community First Oxfordshire Woodstock Community & Infrastructure Delivery Plan 2019, specifically pages 67 – 71 identifying the top 4 priorities.

"WTC acknowledges that alternative funding may be available for some of these projects which could increase the possibility of successfully gaining all or most of the priorities".

Following a discussion where Cllr S Parnes noted that WTC has no planning advisor to help explain the full implications of agreeing to this without full knowledge of what it may mean.

He proposed that the council defer the final decision, pending a request that the planning authority, WODC, come and advise members, clearly stating both sides of the decision.

PROPOSED: Cllr S Parnes **SECONDED:** Cllr N Manby-Brown

RESOLVED: Motion was passed to wait until planning guidance had been sought.

WTC039/21 THIS WOODSTOCK DAY:

Cllr E Poskitt had circulated a report requesting the use of the Mayors Parlor/rooms, for the This is Woodstock Day. The use was agreed. WTC office staff will collate all the required information as normal.

WTC040/21 INFRASTRUCTURE WORKS AFFECTING TOWN PAVEMENTS:

A report from Cllr S Parnes was considered and it was agreed that this had now been covered.

WTC041/21 BINS AND RUBBISH IN TOWN CENTRE:

Cllr N Manby-Brown expressed his concern regarding the excessive amount of businesses rubbish bins visible and spilling out into the town centre. It was agreed that businesses will be asked to tidy up their own areas, it was also noted ask in Wake Up to Woodstock to help with this.

WTC042/21 QUEENS PLATINUM JUBILEE:

This item will be brought back to Septembers public meeting.

WTC043/21 PLANNING AND LICENCING:

The following applications were discussed and the comments to be submitted to West Oxfordshire District Council: -

(i) APPLICATION: 21/02161/LBC – The Flat 16 Oxford Street Woodstock
Insertion of replacement rooflight
RESOLVED: No objection

(ii) APPLICATION: 21/02007/FUL– 21/02007/FUL
Demolition of existing garage and erection of a detached multipurpose annex.
RESOLVED: Comment with the following concerns. The height of the annex is 1.2m higher than the existing garage. WTC requires a strict condition that it will not be sublet as an extra dwelling.

(iii) APPLICATION: 21/02134/LBC & 21/02133/FUL– 19 Oxford Street Woodstock Oxfordshire
Internal alterations to change the ground floor from shop to residential incorporating the existing dwelling on the first and second floors. Works to include changes to internal floor layouts, insertion of new window at first floor level on front elevation, creation of new external door opening to rear, reinstatement of chimney and fireplaces and general refurbishment and repair works.
Change of use of ground floor from retail to residential to incorporate existing dwelling on the first and second floors. Alterations to include insertion of first floor window to front elevation along with the reinstatement of the chimney.
RESOLVED: WTC strongly object to this application based on the policy to not allow any business property to be converted to residential dwelling. Therefore, we object on the grounds of change of use. The following vote was taken:

VOTE: FOR: 8 AGAINST: 1 ABSTAIN: 0 APPROVED

(iv) APPLICATION: 21/02104/LBC & 21/02103/FUL– 1 High Street Woodstock Oxfordshire
External alterations to erect two canopy sun blinds to the front elevation (Retrospective)
Addition of two canopy sun blinds to front elevation (Retrospective)
RESOLVED: No objection

(v) APPLICATION: 21/02227/HHD– Hope House 14 Oxford Street Woodstock
Replacement of existing timber boundary fence with stone boundary wall.
RESOLVED: No objection

(vi) APPLICATION: 21/02212/HHD– Cornfield House 9 Churchill Gate Woodstock
New dormer window, replacement windows and doors and velux roof lights, with conversion of storage space to bedroom / studio
RESOLVED: No objection

(vii) APPLICATION: 1/02247/HHD - 11 Oxford Road Woodstock Oxfordshire
Removal of existing rear extensions. Erection of two storey and single storey rear extensions along with the replacement of existing dormers and construction of porches to the front and side.
RESOLVED: No objection

WTC044/21 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY 2021: The following reports were considered and approved by the council.

i. List of payments for June 2021
The Council resolved the the list of payments totalling £18,008.92 made in the month of June 2021.
The Council resolved the list of payments made on the charge card in the month of June 2021
The Council resolved the list of payments paid by Breckon & Breckon **NOTED & APPROVED**
ii. The bank reconciliation statement for June 2021 **NOTED & APPROVED**
iii. The summary and detailed income & expenditure statements for June 2021 **NOTED & APPROVED**
iv. The Budget monitoring spreadsheet **NOTED & APPROVED**

WTC045/21: WTC PROPERTY PORTFOLIO:
Cllr A Grant circulated the property report, making reference to the following:

i. **2 Market Street**

The new grocers/deli are due to open imminently. The damp on the back wall of the property has been assessed as rising damp thought to be due to a lack of an effective damp proof course. A quote has been accepted for remedial work to this wall in the sum of £920 plus VAT and the work is due to take place shortly.

ii. **4 Park Street**

The tenants vacated at the end of June and the property is now in the process of being marketed to be re-let.

iii. **Town Hall**

Toilets: This work is due to start week commencing 23rd August.

iv. **Community Centre Car Park**

The resurfacing work has recently been completed with the addition of the storm gullies to collect surface water which previously flooded a large section of the car park. The resurfacing has considerably improved the car park area and feedback from the suite tenants has been extremely positive.
Due to the additional works regarding the storm gullies, there was an additional cost of £700 (inc VAT) to the approved quotation.

Proposed: Cllr M Parkinson Seconded: Cllr J Lamb
That the additional £700 be spent under the Health &Safety Budget **APPROVED**

Proposed: Cllr A Grant Seconded: Cllr J Spencer-Churchill
That the Community Centre car park bill be paid in full

VOTE: FOR: 9 AGAINST: 0 ABSTAIN: 0 **APPROVED TO PAY**

The meeting closed at 9.22pm

Chair: Date:

MINUTES OF THE EXTRAORDINARY MEETING OF THE WOODSTOCK TOWN COUNCIL ON WEDNESDAY 28TH JULY 2021 AT 7.30PM HELD IN THE TOWN HALL

PRESENT:

Cllr M Parkinson (Mayor)
Cllr E Poskitt
Cllr U Parkinson
Cllr M Manson
Cllr R Faulkner
Cllr J Bleakley
Cllr J Lamb (Deputy Mayor)
Cllr A Grant
Cllr S Parnes
Cllr J Spencer-Churchill
Cllr N Manby-Brown

ALSO IN ATTENDANCE:

WTC045/21 APOLOGIES FOR ABSENCE:
Cllr K Bailey and the Town Clerk

WTC046/21 DISCLOSURES OF INTEREST:

Cllr M Parkinson	**Item 17 Planning:** Personal interest as he is a member of WODC.
Cllr E Poskitt	**Item 7 Planning:** Personal interest as she is a member of WODC.
	Item 7 (i) Planning: Prejudicial interest
Cllr J Bleakley	**Item 7 (v) Planning:** Personal interest as he knew the individuals involved.
Cllr J Lamb	**Item 7 (v) Planning:** Personal interest as he knew the individuals involved.

WTC047/21 PUBLIC PARTICIPATION SESSION: None.

The Mayor proposed that agenda item 4 should be put last in order to go into a confidential session. This was seconded by Cllr R. Faulkner and agreed unanimously by council.

WTC048/21 <u>MOTIONS TO THE COUNCIL:</u>

It was proposed that a Policies & Procedures Working Group be formed:

Proposed by Cllr N. Manby-Brown and Seconded by Cllr M. Parkinson

"WTC resolves that a group be formed to aid the clerk with reviewing and updating the council procedures and policies".

It was explained that the HR policies and procedures would be reviewed and updated by the councils contracted HR advisor.

VOTE: For: 9 Against: 0 Abstentions: 2 **Resolved:** Motion Carried

It was agreed that Cllr E. Poskitt should join Cllr N. Manby-Brown in this Working Group.

WTC049/21 PARTIAL REVIEW OF VENUE HIRE CHARGES:

Cllr A Grant proposed that the hire charges be increased to the following:

Proposed by Cllr A. Grant and Seconded by Cllr J. Lamb

"WTC agrees that :
From immediate effect hiring charges are increased as follows –
Weekday : current charge £12 per hour to be increased to £14
Weekend : current charge £13 per hour increased to £20
With a complete review of all charges to be put in place at the start of the next financial year (April 2022).

Cllr S. Parnes requested a named vote

VOTE:	**For:** 10	Cllr M. Parkinson, Cllr A. Grant, Cllr J. Lamb, Cllr U. Parkinson, Cllr J. Bleakley, Cllr R. Faulkner Cllr J. Spencer-Churchill, Cllr M. Manson, Cllr N. Manby-Brown, Cllr E. Poskitt
	Against: 1	Cllr S. Parnes
	Abstentions: 0	**Resolved – Motion Carried**

Cllr E Poskitt left the room

WTC050/21 PLANNING & LICENCING:

To council agrees the following comments be submitted to West Oxfordshire District Council in respect of the following planning applications:-

(i) APPLICATION: 21/02401/S73 - Land East Of Woodstock Oxford Road Woodstock
Variation of condition 1 of planning permission 18/02574/RES to amend house types and design within Phase 4-6 to include minor reconfiguration and building footprint updates.
RESOLVED: Comment that, WTC wished to draw attention to the objections submitted by residents regarding potential overlooking of existing properties and hoped WODC would strongly consider these.

Cllr E Poskitt returned to the room

(ii) APPLICATION: 21/02461/HHD– 24 Park Street Woodstock Oxfordshire
Demolition of existing garage, construction of new outbuilding, insertion of new vehicle gates, extension of parking hardstanding
RESOLVED: it was brought to the councils attention that this had been withdrawn

(iii) APPLICATION: 21/02462/LBC– 24 Park Street Woodstock Oxfordshire
Demolition of existing garage, construction of new outbuilding, insertion of new vehicle gates, extension of parking hardstanding
RESOLVED: it was brought to the councils attention that this had been withdrawn

(iv) APPLICATION: 21/02454/HHD– 11 Vanbrugh Close Woodstock Oxfordshire
Proposed front porch and associated works, construction of two dormer windows, alterations to existing dormer facades
RESOLVED: No objection

(v) APPLICATION: 21/02459/LBC& 21/02458/HHD– 24 Park Street Woodstock Oxfordshire
Single storey rear extension, internal alterations to provide ensuite.
RESOLVED: Comment that the neighbours objections should be noted and WTC would like to see input/ a report from a conservation officer as it is a grade 2 listed building.

(vi) APPLICATION: 21/02469/HHD– 10 Blackberry Way Woodstock Oxfordshire
Erection of a first floor side extension above existing garage and parking space.
RESOLVED: No objection

The Mayor proposed that the council enter confidential session, seconded by Cllr A. Grant and agreed unanimously.

WTC051/21 TO CONSIDER THE RECOMMENDATIONS OF THE STAFFING PANEL:

(i) To confirm the status of the Staffing Panel – not covered in meeting

(ii) To appoint the recommended candidate for the vacancy for Town Clerk and give authority to the Staffing Panel to follow up references and arrange induction

The Mayor ruled that both items 4(ii) and 4(iii) should be taken together and voted upon together as they are intrinsically linked.

(iii) To increase the hours for the new Clerk to 30 hours per week

Proposed by Cllr R. Faulkner and Seconded by Cllr J. Lamb

There were concerns from some councillors regarding the financial implications of increasing hours.

Cllr A Grant requested a named vote

VOTE:	**For:** 7	Cllr J. Lamb, Cllr R. Faulkner, Cllr S. Parnes, Cllr J. Bleakley, Cllr N. Manby-Brown, Cllr M. Parkinson
	Against: 1	Cllr A. Grant
	Abstentions: 3	Cllr E. Poskitt, Cllr J. Spencer-Churchill, Cllr U. Parkinson

Resolved and Carried.

(iv) To consider proposed correspondence to the former Clerk

Proposed by Cllr R. Faulkner and seconded by Cllr J. Lamb

An amendment was proposed by Cllr S. Parnes which was accepted by both proposer and seconder.

A named vote was requested by Cllr S. Parnes

VOTE:	**For:** 10	Cllr R. Faulkner, Cllr J. Lamb, Cllr M Parkinson, Cllr E. Poskitt, Cllr S. Parnes, Cllr N. Manby-Brown, Cllr J. Bleakley, Cllr M. Manson, Cllr J. Spencer-Churchill, Cllr U. Parkinson
	Against: 1	Cllr A. Grant
	Abstentions: 0	

Resolved: Motion Carried

(v) To agree that 2/3 members of the Staffing Panel will conduct Exit Interview with current Clerk

It was felt that this was standard procedure and for the staffing panel to decide who will conduct the interview and so this item was noted by council.

The meeting closed at 8:45pm

Chair: Date:

MINUTES OF THE URGENT PLANNING COMMITTEE MEETING OF THE WOODSTOCK TOWN COUNCIL ON TUESDAY 24TH AUGUST 2021

PRESENT:

Cllr J Lamb
Cllr J Bleakley
Cllr M Manson
Cllr A Grant
Cllr E Poskitt

ALSO IN ATTENDANCE: C Carruthers Clerk to Town Council

UPC001/21 ELECTION OF CHAIR:

Cllr M Manson prosed Cllr A Grant as Chair, seconded by Cllr J Bleakley

Cllr A Grant was elected as Chair for the municipal year

UPC002/21 APOLOGIES FOR ABSENCE:

Cllrs S Parnes, R Faulkner, U Parkinson, K Bailey, J Spencer-Churchill

UPC003/21 DISCLOSURES OF INTEREST: None

UPC004/21 PUBLIC PARTICIPATION SESSION: None

UPC005/21 PLANNING:

To agree the following comments be submitted to West Oxfordshire District Council in respect of the following planning applications:-

i. APPLICATION NO: 21/02666/HHD & 21/02667/LBC: 24 Park Street, Woodstock
Demolition of existing garage, insertion of new vehicle gates, extension of parking hardstanding

Resolution: No objection, subject to approval from WODC's Conservation Officer and with the following conditions, firstly the wall can support and take the weight of the gates and secondly if planning consent is granted, the works to the internal side of the wall should be repairing the wall along the full length, both the stone work and the coping along the top, together with removing any vegetation on the wall. This should ensure that he listed wall which is an important feature of the Conservation Area, will be preserved.

ii. APPLICATION NO: 21/02539/S73 - Non compliance of condition 2 of permission 17/04136/FUL to allow minor internal and external alterations to the approved plans for the garden studio building.
APPLICATION NO: 21/02584/S73 - Non compliance of condition 2 of Listed Building Consent 17/04137/LBC to allow minor internal and external alterations to the approved plans for the garden studio building.
Woodstock House Rectory Lane Woodstock

Resolution: No objection.

The meeting closed at 7:52pm

Chair: Date:

MINUTES OF THE EXTRAORDINARY MEETING OF THE WOODSTOCK TOWN COUNCIL ON TUESDAY 31ST AUGUST 2021 AT 7.30PM HELD IN THE TOWN HALL

PRESENT:

Cllr M Parkinson (Mayor)
Cllr E Poskitt
Cllr M Manson
Cllr J Bleakley
Cllr J Lamb (Deputy Mayor)
Cllr A Grant

ALSO IN ATTENDANCE:

WTC051/21 APOLOGIES FOR ABSENCE:

Cllr K. Bailey, Cllr J. Spencer Churchill, Cllr S.Parnes, Cllr U. Parkinson, Cllr R. Faulkner, Cllr N. Manby-Brown, and the Town Clerk.

WTC052/21 DISCLOSURES OF INTEREST: None

WTC053/21 PUBLIC PARTICIPATION SESSION: None.

WTC054/21 UPDATE FROM THE STAFFING PANEL:

Due to no accompanying paperwork, this item was suspended until the next meeting

WTC055/21 COVID-19 POLICY:

The council had received and reviewed the COVID-19 meeting admission policy
The policy was amended and agreed unanimously.

The meeting closed at 8:10pm

Chair: Date:

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Marzia Sellitti

Minutes of Town Council meeting held on Tuesday 14th September 2021 at 7:30pm in The Town Hall, Woodstock.
Due to technical issues the hybrid meeting via Zoom was not available to join by members of the public.

Cllrs. present: Mathew Parkinson (Mayor)
Kate Bailey
John Bleakley
Rachel Faulkner
Ann Grant
Meg Manson
Sharone Parnes
Ulli Parkinson
Elizabeth Poskitt

In Attendance: C/Cllr. Graham
D/Cllr. Cooper
Marzia Sellitti Town Clerk
1 member of the press
2 members of the public

1/14/21 Apologies for absence:
Cllr. Lamb, Cllr. Spencer-Churchill and Cllr. Manby- Brown

2/14/21 Disclosure of interest and request for dispensation
Cllr. Poskitt declared an interest as a West Oxfordshire District Councillor on item 13.

3/14/21 Public Participation Session
A member of the public spoke regarding the Queen's tree canopy project, a tree planting legacy to celebrate Her Majesty the Queen's Platinum Jubilee. Details of the initiative were presented to Woodstock Town Council inviting members to consider whether to get involved, Woodstock having an exemplary record of community woodland and orchard.

The Mayor PROPOSED to bring item 10 forward before discussing any motion in this agenda to facilitate discussion following a presentation on the tree planting initiative. This was SECONDED and RESOLVED.

4/14/21 Minutes of last Meeting
It was NOTED that the minutes of the 22nd June on page 6, under item WTC019/21 votes and outcome were not recorded. It was NOTED the decision to bring this item for discussion to the October Council meeting.

It was NOTED that the minutes of the 22nd June on page 6, under item WTC019/21 (iv.) should include the recording of 1 vote by Cllr. Grant against the motion.
It was NOTED that the minutes of the 22nd June on page 7, under item WTC020/21 (iv.) should include the recording of 1 vote by Cllr. Grant against the motion and 1 vote abstain.
It was NOTED that the minutes of the 22nd June on page 9 under item WTC023/21 (Xii) and (Xiii) should read "illumination".

It was NOTED that the minutes of the 13th July under first item WTC026/21 should read WTC027/21
It was NOTED that the minutes of the 13th July should include numbers on each page.
It was NOTED that the minutes of the 13th July under item WTC032/21 should read" charity collection tubs will be circulated" around the Town for donation.
It was NOTED that the minutes of 13th July under item WTC031/21 should read a proposer and a seconder to request the clerk to write to OCC and WODC regarding parking and permits.
It was NOTED that the minutes of the 13th July under WTC037/21 should read "guidance" has been sought.
It was NOTED that Item WTC034/21 in the minutes of the 13th July should be re-presented to Council
to consider to reaffirm Flying the Flag all year round at the Town Hall

It was NOTED that the minutes of the 28th July, item WTC048/21 should be considered for discussion to the next meeting in October.
It was NOTED that the minutes of the 28th July, under Item WTC051/21 the last motion should be recorded as RESOLVED and CARRIED.
It was NOTED that the minutes of the 24th August should not read the meeting was held via Zoom conferencing.

Following the amendments above, it was PROPOSED that the minutes of the meeting held on:

I. 22nd June 2021 & 13th July 2021 Council meeting
II. 28th July 2021 Extraordinary Town Council meeting
III. 24th August Urgent Planning Committee meeting
IV. 31st August 2021 Extraordinary Town Council meeting.

be SIGNED as a true and correct record. This was SECONDED and RESOLVED

5/14/21 Report from the Town Clerk

Members NOTED the Town Clerk 's report and discussed options for delivery of the agenda.
It was discussed that the Council would commemorate Remembrance Sunday, keeping the ceremony outside, but not provide refreshments in the Assembly Room due to Covid-19 reasons.
Members were reminded to be mindful of the amount of requests of Royal Mail deliveries of agenda papers and to consider where possible to collect papers from the Town Hall to reduce additional expenses.

6/14/21 County and District Councillors update

(i) Members NOTED the monthly report from C/ Cllr Graham.
(ii) Members NOTED the monthly report from D/ Cllrs Poskitt & Cooper.

7/14/21 Communications

None.

8/14/21 Questions

None.

10/14/21Queen's Platinum Jubilee

It was PROPOSED to create a Jubilee Platinum Working Group to discuss ideas and consider a budget for local celebrations and arrangements for the Green Canopy. Cllr Bleakley, Poskitt, Manson and the Clerk were appointed to this working group. This was SECONDED and RESOLVED. It was further NOTED that this working group should seek guidance from the WODC tree and environmental officers where possible. The Working Group will also welcome input of external members.

9/14/21 Motions presented to Council:

(i) This item was withdrawn from discussion and will be brought back to the next meeting.

(ii) It was PROPOSED to create an environment working party and to appoint Cllrs M. Parkinson, Faulkner, Manson, Bailey and the Town Clerk for administrative support. This was SECONDED and RESOLVED.

(iii) Cllr. M. Parkinson suggested to amend Part 1 of the original motion and PROPOSED to review the current staffing panel and to create a staffing committee with the same appointed members:

This was SECONDED by Cllr. Faulkner and RESOLVED.
Votes in favour: Cllrs M. Parkinson, Manson, Parnes, Bailey, Bleakley
Votes Against: Cllr. Grant
Abstaining: Cllrs U. Parkinson and Poskitt

Cllr. M Parkinson PROPOSED to establish an interview Panel

- In the event of receiving a resignation from the Clerk an Interview Panel with be:
- The Chair, Deputy Chair plus 3 more Councillors
- In the event of any other staff resignation the Interview Panel will be:
- The Chair, Deputy Chair, the Clerk and 2 other Councillors.

This was SECONDED by Cllr. U Parkinson
Votes in favour: Cllr. Grant and U. Parkinson
Votes against: Cllrs M. Parkinson, Faulkner, Poskitt, Manson, Parnes, Bailey, Bleakley
Abstaining:0
It was RESOLVED against the interview panel.

(iv) Members NOTED that an action counter terrorism (act) e-learning course is open for enrolment. Councillors were encouraged to enrol on this course.

(v) Members NOTED a report from Cllr. Parnes on supporting Afghan refugees. It was PROPOSED that where possible the council would share any scheme/initiative led by the district and community organizations in support of Afghan refugees arriving in the County.

(vi) Members NOTED a report from Cllr. Parnes on WODC grants to alleviate Woodstock parking expenditures

(vii) Members NOTED a report on the New/Renewal Pavement Licences for Woodstock businesses - It was PROPOSED that the clerk write to WODC to ensure Woodstock Town Council is always consulted in the process for both new and renewed pavement licence applications.

11/14/21 Twinning update:

This item was deferred to the next meeting.

12/14/21 Councillors and the clerk roles and responsibilities

This item was deferred to the next meeting.

13/14/21 Planning & Licencing

Members NOTED the following WODC application awaiting comment from the Town Council:

a) 21/02844/HHD - 7 The Covert, Woodstock

Demolition of existing garage/rear ground floor bay/rear first floor bay. Erection of two storey side extension and single storey rear extension. Replacement windows and doors throughout and fascia and guttering throughout. Replacement cladding to front and cladding detail to existing front gable.

No objection. The Council would like to be reassured that the new wall will not impact on the neighbour's privacy.

14/14/21 Christmas Lights

It was PROPOSED to award Sparkx the Christmas Lights contract for a total cost of £9,000 p.a. for years 2021-2024.This was SECONDED and RESOLVED.

15/14/21 Report of the responsible financial officer – September 2021

Members NOTED the list of payments for July and August from the RFO.

- It was PROPOSED that:
  The list of payments totalling £42,397.96 made in the month of July 2021 be APPROVED.
  The list of payments totalling £44,796.31 made in the month of August 2021 be APPROVED
  The list of payments made to Breckon & Breckon, made on the Charge card and in Petty cash during July and August 2021 be APPROVED.
  This was SECONDED and RESOLVED.

- Members NOTED a Bank Reconciliation of Statements for August 2021

- Members NOTED the summary and detailed income & expenditure statements for August 2021

- Members NOTED the Budget review for 2021 report

- Members NOTED the Budget Monitoring Spreadsheet

16/14/21 WTC property portfolio

Members NOTED an updated Property Portfolio report from Cllr. Grant.

It was PROPOSED to agree a 3 years contract lease to be drafted for suite 3 in the Community Centre at a rental figure of £4250 per year. This was SECONDED and RESOLVED.

17/14/21 Woodstock Community Development Project

This item was deferred to the next council meeting.

The following item was discussed in CONFIDENTIAL SESSION. Members of the public and press were excluded from the meeting to allow private discussion about staff matters.

18/14/21 Staffing Panel Report

I. Members NOTED the appointment of the Town Clerk. For recording purpose, it was RESOLVED that the Town Clerk had been appointed in September with salary on SCP 26 of the National award scale with increment to SCP 27 once CILCA is obtained.

II. Members NOTED a recommendation from the Staffing Panel. It was PROPOSED to appoint temporarily a Responsible Financial Officer at Woodstock Town Council on a fixed term contract from Monday 20th September to Friday 31 December for 12 hrs a week with salary on SPC 23 of the National award scale. This was SECONDED and RESOLVED.

Meeting ended at 22:30

……. Mayor ……..

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Marzia Sellitti

Minutes of an extraordinary Town Council meeting held on Wednesday 22nd September 2021 at 6:30pm in the Town Hall, Woodstock.

Cllrs. present: Mathew Parkinson (Chair)
Rachel Faulkner
Ann Grant
Jo lamb
Meg Manson
Ulli Parkinson
Elizabeth Poskitt

In Attendance: Marzia Sellitti, Town Clerk

1/15/21 APOLOGIES FOR ABSENCE:
Cllr. Bailey, Cllr. Bleakley, Cllr. Parnes, Cllr. Spencer –Churchill, Cllr. Manby-Brown.

2/15/21 DISCLOSURE OF INTEREST AND REQUEST FOR DISPENSATION:
None

3/15/21 CHANGE OF ADMINISTRATION FOR UNITY TRUST BANK AND PUBLIC SECTOR DEPOSIT FUND
It was PROPOSED to appoint the Town Clerk and the new RFO as administrators of the Unity Trust Bank and the Public Sector Deposit Fund.
This was RESOLVED and AGREED.
It was NOTED that there was no need to appoint a new signatory for the bank mandates.

4/15/21 APPOINTMENT OF CLERK TO THE TRAFFIC ADVISORY COMMITTEE
It was PROPOSED to confirm appointment of the Town Clerk to the Traffic Advisory Committee.
This was SECONDED and RESOLVED.

5/15/21 LICENSING APPLICATION CONSULTATION W/21/00743/PRMA
Members NOTED a licensing application with NO OBJECTION.

Meeting ended at 19:00

In accordance with The Local Authorities And Police And Crime Panels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England And Wales) Regulations 2020 all reports and papers relating to the meeting will be published on the Council website http://www.woodstock-tc.gov.uk/

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Marzia Sellitti

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th October, 2021 at 19.30 pm.

Cllrs. present:
Mathew Parkinson (Chair)
Kate Bailey
Rachel Faulkner
Ann Grant
Jo Lamb
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:
C/Cllr. Graham
D/Cllr. Cooper
Marzia Sellitti Town Clerk
1 member of the press
2 members of the public

Prior to the commencement of the meeting, the Mayor requested that Members indicated when wishing to speak, were polite and treated others with kindness.

1/16/21 Apologies for Absence
Cllr. Bleakley and Cllr. Manby-Brown

2/16/21 Minutes of last meetings
Typos and minor amendments were **NOTED**.
RESOLVED that the minutes of the meetings of:
14th September 2021 and Wednesday 22nd September (Extraordinary) be **APPROVED** and **SIGNED** as true and correct record.

3/16/21 Declarations of Interest
Cllr. Poskitt declared an interest on agenda item 10 as a WODC councillor.

4/16/21 Public Speaking and Question Time
A member of the public addressed the Council on his wish to express his objection on item 10.a.

Council **NOTED** correspondence from residents addressing the Town and District Councils, including a letter enquiring WODC in regard to future plans on “On Street EV Charging”.

5/16/21 Reports from Outside Bodies & Organizations

a) C/Cllr Graham gave an oral update on the highlights from the TAC meeting held on the 30th September
b) Members **NOTED** an update form Cllr. Parkinson regarding the twinning of towns with Maintenon, ongoing conversation to facilitate interchange between schools.

6/16/21 County Councillor's Report

Council **NOTED** the monthly Parish report from C/Cllr Graham. It was **NOTED** that a parking scheme with all relevant specifications will be submitted to the town council for final approval before going to public consultation.
Members observed that an agreement in principle from the town council will be needed for WTC to be considered by the County Council for the 20 mph funding scheme.
It was PROPOSED that WTC reaffirm the proposal made early in the year that the residential area of Woodstock becomes a 20 mph zone. This was SECONDED and **RESOLVED**.

7/16/21 District Councillor's Report

Council NOTED the monthly report from D/ Cllrs Poskitt & Cooper. D/Cllr. Cooper addressed the enquiry under item 4. Informing members of a template for car sharing scheme.

8/16/21 Standing Orders

This item was postponed to next meeting to enable the clerk to review recent amendments done on standing orders adopted in May 2021.

9/16/21 Councillors and the Clerk roles and responsibilities

Members discussed the recommendation from the clerk to attend in house training sessions with the clerk and outside bodies. It was **NOTED** that some councillors wished to attend training only if provided by professional trainers. It was further **NOTED** that Cllrs Manson, Faulkner, Bailey, Lamb, M. Parkinson and Parnes welcomed and agreed any training available, both in house and with OALC and would correspond with the clerk to arrange suitable dates. The Clerk was requested to set up a Doodlepoll for members to establish the best date for informal training.

10/16/21 Planning & Licencing

a) Members considered the following WODC applications awaiting comment from the Town Council, it was **RESOLVED** that the comments be:

21/02952/FUL
Location: Beech Tree House 86 Manor Road Woodstock Oxon OX20 1XL
Change of use of land to enlarge domestic garden.
OBJECTION

The land in the application has been an open area since the Barn Piece Estate was built. It is one of very few remaining open spaces – all small – on the estate. It provides a westerly outlet to allow in sunshine on an area of Westland Way which would otherwise be totally shaded as there are houses all round the area. A beech tree stands on this green area. It is not currently protected by a Tree Preservation Order.

The area is immediately adjacent to the footpath leading from the bus stop into the estate. This is one of the two ways into the estate from the town, the other being along Vermont Drive. For those walking towards Woodstock from the estate, being able to use this footpath enables them to avoid at least a portion of the A44 on their way into town. The footpath is extensively used by those getting off the bus, by those walking to and from the town centre and by children and their families walking to school. The

present open-ness of the path with the green space next to it, provides a security which would be lost. It would be concerning, particularly perhaps to the elderly and at night, if there were a wall/fence as planned around the area leaving a narrower opening in and out of the estate with house/garden wall to the south and a fence to the north, constraining the sides.

The small greens at the ends of rows of houses were very much part of the design of this estate. Several have now have had very small dwellings placed on them leading to a more intensively residential feel to many of the roads. Clearly local residents are fearful that this will happen to this area too – leading to an even more threatening way through from the bus stop.

The area is mowed from time to time by WODC and some residents have sown wild flower seed there. It is a small area but when searching for areas to enhance biodiversity in Woodstock, this could certainly provide some opportunity.

As is apparent from the numbers of objections from those living near to the application site, this planning proposal is NOT popular – to say the least - but residents' arguments against the proposal are well considered and argued.

WTC's objections relate to

WODC Local Plan
EH2: *Landscape character:* third paragraph in particular.
EH4: *Public realm and green infrastructure:* first paragraph in particular

NPPF
Under *8 Promoting healthy and safe communities*
Paragraph 92 (a,b,c)
Paragraph 93 (especially a,b,c)
Paragraph 99 in full

21/03005/HHD
Location: 120 Oxford Street Woodstock Oxfordshire
Internal alterations to form ensuite and cloak rooms to lower ground floor kitchen and ground and second floor bedrooms. Modifications to Kitchen and ground floor redundant chimneys. Formation of Draught Lobby to lower courtyard and external steps from lower courtyard to upper front garden at ground floor level.
NO OBJECTION

21/03006/LBC
Location: 120 Oxford Street
Internal alterations to form ensuite and cloak rooms to lower ground floor kitchen (previously approved 17/03329/HHD and 17/03330/LBC) and ground and second floor bedrooms. Modifications to Kitchen and ground floor redundant chimneys. Formation of Draught Lobby to lower courtyard and external steps from lower courtyard to upper front garden at ground
NO OBJECTION

21/02921/LBC
Location: The Bear Hotel, Park St, Woodstock
External redecoration of the hotel. External render repainted, existing woodwork: windows and doors repainted and repaired where necessary. All finishing colours as existing
NO OBJECTION, as it was NOTED that the application was withdrawn.

b) Members **NOTED** a report regarding the recent pavement licence applications and perceived flaws in the licensing process.

c) It was PROPOSED that due to the short timescales available for responses in the public consultation stage of pavement licenses, the Town Council respectfully communicate to the Licensing Authority and WODC Cabinet its request that greater attention is allocated to Licensing Applications prior to validation, towards ensuring obviously fundamentally defective applications will not be validated
This was SECONDED and **RESOLVED**.

d) It was **RESOLVED** that the Town Council formally requests from WODC and OCC: an update on the status of the TRO for the removal of parking bays on the A44 Oxford Road in Woodstock; and an explanation of the requirements, procedures and timescales on removal of the barriers and restoration of the parking bays for parking.

11/16/21 WODC allocation towards alleviating parking issues

It was **NOTED** that WTC received a request to enable payment for funds from WODC towards alleviating parking issues. Cllr. Parnes informed members that some ideas came forward by members of the public following a small survey, these suggestions will be summarised and made known to the Town Council in due course.

12/16/21 Reports from Committees and Working Parties

Council **NOTED** a report from the Environment Working Group

13/16/21 The Welcome Back Fund

Council received a report regarding the Welcome Back Fund available to councils from the European Regional Development Fund (ERDF) to support the safe return to high streets and help build back better from the pandemic. It was NOTED that several members of the community are already in conversation with the clerk to input their suggestions in a wish list before final procurement by the WODC. It was PROPOSED to delegate to the clerk authority to apply to the welcome back fund. This was SECONDED and **RESOLVED**.

14/16/21 Meetings calendar

i It was **RESOLVED** to change of date for Full Council meeting from the 11th to 18th January 2022

ii Members considered a suggestion of dates for future meetings of the Staffing Committee. The clerk will correspond to suggest alternatives dates.

15/16/21 Neighbourhood Plan- Green Spaces revision

i. Council **NOTED** an oral update from Cllr. Poskitt on the revision of Green Spaces.

ii. Council **NOTED** a request from the Environment Working Group to collaborate with former members of the Neighbourhood Plan Group.

iii. Council **NOTED** correspondence with NP Green Spaces Group representatives.

16/16/21 RFO's Report -Schedule of Payments

It was **RESOLVED** that:

i. Council **APPROVED** the list of payments processed by previous RFO up to 17th September 2021.

ii. It be **NOTED** that the list of payments for 20th September to 30th September 2021 was not available as bank accounts were not accessible due to the delay in change of administration

iii. It be NOTED the Financial Statements and report up to 30th September 2021 were not available as bank accounts were not accessible due to the delay in change of administration

iv. It be NOTED that bank reconciliations up to 30th September 2021 were not available as bank accounts were not accessible due to the delay in change of administration

17/16/21 Property Report

Council **NOTED** an update property report.

A request from a tenant that the stairway of their flat be changed to a more neutral colour was considered. The Council was advised that the décor was in good order and the Council was not obliged to redecorate.

As there was no budgetary provision for this work the Council **RESOLVED** that the tenant may if they so wish, at their own cost change the colour themselves with Property Agency ensuring a professional job.

18/16/21 Correspondence for information only

Council **NOTED** correspondence received up to and including the 12th of October.

19/16/21 Union Flag

It was **RESOLVED** that

i. Subsequent to the Secretary of State's direction that the Union Flag should be flown all year round from Government buildings, the Union Flag will not be flown above the Town Hall continually at this time.
ii. Options and recommendations for automated illumination of the flag at night, preferably through solar power or other environmentally-friendly mechanism be investigated.

20/16/21 Terms of reference – Staffing Committee

It was **RESOVED**

i to approve the amendment to the terms of reference to include delegation to the clerk to be responsible for drafting employment contracts in conjunction with the HR consultant Peninsula.
ii Under General b i insert the word "additional" after office and before requirement
iii to approve the terms of reference of the staffing committee.

21/16/21 Fee waiver for the Literature Society

Council **NOTED** that a letter of complaint from Woodstock Literature Society regarding the hiring of the venue was withdrawn.
It was **RESOLVED** that in order to avoid further issues or misunderstandings any booking arrangement should be administered solely by the Clerk and the Town Clerk's Assistant.

22/16/21 Cherwell Local Plan Review Community Involvement Paper 2: Developing our Options consultation

i. Council **NOTED** a report from Cllr S Parnes
ii. It was **RESOLVED** to approve that the motion presented by Cllr. Parnes be worked on with Councillor Poskitt to formulate a detailed justification for the WTC objection to the inclusion of the "Woodstock" site in the Review Options prior to submission to Cherwell District Council.

Town Mayor …… Date ……..

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Marzia Sellitti

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 9th November, 2021 at 19.30.

Cllrs. present:

Mathew Parkinson (Chair)
Kate Bailey
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen Locum Town Clerk
5 members of the public

1/17/21 Apologies for Absence

i) Were received from Councillors Manby-Brown and Spencer-Churchill;
ii) It was **RESOLVED** that approval be given for a three month extended absence for Councillor Manby-Brown in accordance with the Local Government Act 1972 s85(1) due to ill health. The Locum Town Clerk was requested to communicate the decision to Councillor Manby-Brown.

2/17/21 Minutes of last meeting

The Locum Town Clerk communicated a number of amendments to the minutes of the Council meeting held on Tuesday 12th October 2021which had been requested by councillors ahead of the meeting. As additional amendments were requested at the meeting, it was **RESOLVED** that amendments be made and the minutes brought back for consideration at the next meeting.

Councillors were reminded to communicate any requested amendments to the Town Clerk ahead of a meeting to enable consideration of those amendments.

3/17/21 Declarations of Interest

Cllr. Poskitt declared an interest on agenda item 8 as a WODC councillor.

4/17/21 Public Speaking and Question Time

i. **Campaign to Protect Old Woodstock** – a resident spoke on behalf of CPOW recommending that councillors view the short film circulated by email. Comments were made by councillors regarding the objection to development at Hill Rise.

ii. **Parking issues in the town centre –** Three residents, one of whom is also a business owner, addressed the Council regarding parking issues in the town centre. It was requested that the hour long spaces be kept as free with the suggestion that payment for short term parking would be disastrous for businesses; a strong plea was put for residents' permits; and support for the OCC/WODC scheme was urged.

Residents were thanked for their attendance.

5/17/21 Reports from Outside Bodies & Organizations

a) TAC-Minutes of the Traffic Advisory meeting held on the 30th September – it was **RESOLVED** that the minutes be **NOTED.**

b) London Oxford Airport Consultative Committee – Minutes of meeting held Tuesday 12th October 2021 and associated meeting slides - it was **RESOLVED** that the minutes and associated information be **NOTED.**

6/17/21 County Councillor's Report

Council received the monthly Parish report from Oxfordshire County Councillor Graham and verbal update on the benefit to the town of the Oxfordshire Museum; plans to examine speed reduction methods for Bladon; a meeting with the OCCG regarding the upgrade of the health centre.

A briefing with Members on parking proposals for the town centre had been held prior to the Council meeting which were designed to address residents' permits, parking churn to benefit business and enforcement which needs to be fair and effective. OCC Cllr Graham urged the Council to support the proposals in principle to allow a public consultation to be undertaken.

It was proposed and seconded that WTC support Oxfordshire County Council's parking proposals in principal and going to public consultation on the basis that a full report comes back to Council.

An amendment to consider consultation on a) enforcement; b) residents' permits and c) pay to park was proposed and seconded; the motion was put to the vote with a recorded vote requested. The vote was as follows:

Cllr Bailey	Against
Cllr Bleakley	Against
Cllr Faulkner	Abstain
Cllr Grant	For
Cllr Lamb	Against
Cllr Manson	Against
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against

It was therefore **RESOLVED** that the proposed amendment falls.

An amendment to support a wide consultation only was proposed and seconded and was put to the vote.

It was **RESOLVED** that the proposed amendment falls.

The original motion was put to the vote with a recorded vote requested. The vote was as follows:

Cllr Bailey	For
Cllr Bleakley	For
Cllr Faulkner	Against
Cllr Grant	Against
Cllr Lamb	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Against
Cllr Poskitt	For

It was therefore **RESOLVED** that WTC support Oxfordshire County Council's parking proposals in principle and going to public consultation on the basis that a full report comes back to Council.

7/17/21 District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. WODC Cllr Poskitt commented on the refused application to enclose the green space on the Barn Piece estate that it was a shame the land was not in public ownership.

She also commented on the health surgery proposal mentioned by OCC Cllr Graham which will go to WODC Cabinet.

It was **RESOLVED** that the report be **NOTED.**

8/17/21 Planning & Licencing

Council considered the following WODC applications and made the comments below:

21/034352/HHD

Location: Hensingon Farmhouse, 7 Banbury Road, Woodstock

New link extension and barn alterations - N**o Objection provided that a condition is set to require that the property remains inhabited as one unit and is not subsequently split into more than one dwelling.**

21/03436/LBC

Location: Hensingon Farmhouse, 7 Banbury Road, Woodstock

New link extension and barn alterations - **No Objection provided that a condition is set to require that the property remains inhabited as one unit and is not subsequently split into more than one dwelling.**

21/035336/S73

Location: 46 Green Lane, Woodstock

Retrospective discharge of conditions 10 (water drainage) and 11 (finished floor levels, eaves and ridge height details) of planning permission 13/0974/P/FP – **No comment.**

9/17/21 Standing Orders

The model Standing Orders adopted by Council on 11 May 2021, a revised version 4 submitted by Cllr Poskitt and a comparison of the two documents had been circulated to councillors.

It was **RESOLVED** to defer the consideration to the next ordinary meeting of the Council and requested the Locum Town Clerk provides a narrative for suggested amendments to the model with sufficient time for councillors to consider the amendments.

10/17/21 Financial Regulations

Council considered a proposal from Cllr. Grant that in the interests of transparency and accountability WTC must as a matter of urgency:

1) Agree, adopt and publish one clear set of financial regulations (possibly re-instate the 2016 Financial Regulation);
2) Ensure that if "emergency powers" are to be given to anyone in any role within these regulations WTC must clearly define what we mean by "emergency"
3) Ensure that all Councillors and employees understand their obligations under the adopted financial regulations, that costs to be incurred (or potentially incurred) are passed through full council for approval, as the collectively responsible budget holders and that financial decisions outside their remit are not made by individuals, or committees. with ideas put forward by members of the public

It was **RESOLVED** that Financial Regulations based upon the NALC Model be brought back to the next ordinary meeting of the Council and requested the Locum Town Clerk provides a narrative for suggested amendments to the model with sufficient time for councillors to consider the amendments.

11/17/21 Reports from Committees and Working Parties

- **Staffing Committee** – Cllr Faulkner advised that the minutes of the meeting held on 4th November would be brought to Council on 23rd November 2021.
  Recommendations from the meeting of 4th November 2021
  Locum Town Clerk – It was **RESOLVED** to **ENDORSE** the actions taken by the Mayor, Deputy Mayor and Chairman of Staffing Committee in securing the services of S Shippen as Locum Town Clerk commencing on 2nd November 2021 for two weeks, working 15 hours per week. Further that the services of the Locum Town Clerk be retained for up to 20 hours per week, subject to availability, during the absence of the Town Clerk. It was confirmed that Council wished to be invoiced for such services.
  Town Clerk Contract – A draft standard contract for future use had been circulated following review by the Staffing Committee. It was proposed and seconded that the contract be approved. A recorded vote was requested. The vote was as follows:

Cllr Bailey	For
Cllr Bleakley	For
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Abstain
Cllr Poskitt	For

  It was therefore **RESOLVED** that the standard contract be **APPROVED** for future use.

12/17/21 RFO's Reports

i. **Payments –** It was **RESOLVED** that the lists of payments processed for September and October 2021 be **APPROVED**.
ii. **Financial Statements –** It was **RESOLVED** that Budget report for month 7, detailed income & expenditure to 31/10/21 and cashbook receipts and payments for month 6 be **APPROVED.**
iii. **Bank balances & reconciliations –** It was **RESOLVED** to **APPROVE** the bank balances and reconciliations for Unity bank up to 30th September 2021 and 31st October 2021 to be signed by the Mayor.

13/17/21 Oxfordshire County Council Parking Enforcement

Council considered the correspondence received from the OCC Corporate Director for Environment and Place. It was **RESOLVED** that the correspondence be **NOTED.**

14/17/21 Oxfordshire County Council Consultation – Shipton Road (Woodstock) Proposed 30mph Speed Limit

It was **RESOLVED** to **SUPPORT** the proposal in the consultation and request that the speed limit for the whole area be 20mph rather than 30mph.

15/17/21 Oxfordshire Fire and Rescue Service Strategic Plans - your feedback

It was **RESOLVED** to invite a representative to attend and make a presentation immediately prior to the next ordinary meeting of Council.

16/17/21 Additional Meeting of Council

It was **RESOLVED** to **AGREE** an additional ordinary meeting of Council be held on Tuesday 7th December 2021 at 7.30pm.

17/17/21 Property Report

It was **RESOLVED**

i) to **NOTE** the property report and regarding the Town Hall toilets await the basin replacement by the contractor;
ii) to **APPROVE** that Breckons engage a damp specialist/surveyor to investigate damp in the wall of the gents toilet;
iii) that the press and public be excluded for the remainder of the report in line with the Press and Public (Admissions to meetings) Act 1960 as the matters to be discussed are commercially sensitive;
iv) that the RFO be requested to provide information regarding receipts received from the tenant of the Cobbled Area and such action be taken with property agent to recover any outstanding amounts or serve notice if required.
v) to **APPROVE** the rent review of 4b Market Square at £10,000 p.a. inclusive from December 2021.
vi) to **NOTE** the update from Councillor Grant that gutters are cleaned in January each year.

The meeting concluded at 9.50pm

Mayor …… Date ……

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Marzia Sellitti

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 23rd November, 2021 at 19.30.

Cllrs. present:

Mathew Parkinson (Mayor)
John Bleakley
Ann Grant
Jo Lamb
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt

In Attendance:

Samantha Shippen Locum Town Clerk

1/18/21 Apologies for Absence

Were received from Councillors Bailey, Faulkner, Manby-Brown and Spencer-Churchill.

2/18/21 Minutes of last meetings

The Locum Town Clerk communicated an amendment to the minutes of the Council meeting held on Tuesday 12th October 2021which had been requested by a councillor to move the words "as it was NOTED that the application was withdrawn" in minute 10/16/21 from application 21/03005/HHD to 21/02921/LBC.
In addition, that p.a. be added after £10,000 in minute 17/17/21 v) of the minutes of the Council meeting held Tuesday 9th November 2021.
Subject to those amendments being made, it was **RESOLVED** that the minutes of the meetings held 12th October and 9th November 2021 be **APPROVED** as a correct record and signed by the Mayor at a later date.

3/18/21 Declarations of Interest

Cllr. Poskitt declared an interest on agenda item 5 as a WODC councillor; and Cllr Grant declared a personal interest in item 6 as she knows and sits on the Youth Club Committee with a former staff member.

4/18/21 Public Speaking and Question Time

No members of the public were in attendance.

5/18/21 Planning & Licencing

Council considered the following WODC applications and made the comments below:
21/03577/HHD
Location: 16 New Road, Woodstock
Single storey rear extension and front porch.
No Objection.

21/03597/HHD
Location: 44 Westland Way, Woodstock
Erection of a single storey extensions.
No Objection.

6/18/21 Reports from Committees and Working Parties

- **Staffing Panel –** The Locum Town Clerk advised Council that following the issuing of the agenda, it was established that the minutes of 14th June 2021 had already been received by Council. Therefore this item was withdrawn.
- **Staffing Committee –minutes and recommendations of the meeting held on 4th November 2021**.
  The Locum Town Clerk advised that the recommendations were in the confidential report circulated to councillors.

  It was **RESOLVED** that the press and public be excluded for the remainder of the item in line with the Press and Public (Admissions to meetings) Act 1960 as the matters to be discussed are regarding staff matters.

  The Locum Town Clerk advised of the progress with the Town Clerk's contract.
  It was **RESOLVED** that the minutes of the Staffing Committee held 4th November 2021 be received and the recommendations **ENDORSED.**

- **Staffing Committee –minutes and recommendations of the meeting held on 11th November 2021**.
  The Locum Town Clerk advised that the recommendations were in the confidential report circulated to councillors.

  It was **RESOLVED** that the minutes of the Staffing Committee held 11th November 2021 be received and the recommendations SC/1111/7, SC/1111/8, SC/1111/9 i) and ii) be **ENDORSED.**

  A named vote was requested, the Locum Town Clerk advised that due to the confidential nature of the matter, a named vote would not be best practice.
  8.32pm Councillors Grant and Parnes left the meeting.
  It was **RESOLVED** that recommendation SC/1111/9 iii) of the Staffing Committee held 11th November 2021 be **ENDORSED.**

The meeting concluded at 8.35pm

Mayor …… Date ……

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Marzia Sellitti

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 7th December, 2021 at 19.30.

Cllrs. present:

Mathew Parkinson (Mayor)
Kate Bailey
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen ,Locum Town Clerk
Cherie Carruthers, RFO
3 members of the public

1/19/21 Apologies for Absence

Were received from Councillor Manby-Brown.

2/19/21 Minutes of last meeting

An amendment to minute 6/18/21 to add that a named vote was requested prior to recommendation SC/1111/9 iii).
It was **RESOLVED** that subject to the amendment, the minutes of the Council meeting held Tuesday 23rd November 2021 be **APPROVED** as a correct record to be signed by the Mayor.

3/19/21 Declarations of Interest

Cllr. Poskitt declared an interest on agenda item 13 and Cllr. M Parkinson in items 13 and 15 as West Oxfordshire District Council councillors.

4/19/21 Public Speaking and Question Time

A member of the public brought to the attention of Council revised documentation in respect of an outline application for the development of land north of Banbury Road in Woodstock which were made available on West Oxfordshire District Council's Planning website on 17th November and concern that residents may be unaware of these documents.

He highlighted the following points:

- The application is for 250 dwellings - higher than the WODC Local Plan;
- The justification for the increase in housing numbers is based only on landscape and heritage impacts rather than any specific housing need, and without consideration to the harm caused to the setting of the listed buildings on Banbury Road
- The revised Landscape, Heritage and Placemaking Statement does not acknowledge any conflict with the requirements of Policy EW5 part f) of the Local Plan in respect of these listed buildings.
- The greatest density of housing, and the only three storey buildings on the whole site, are proposed closest to these listed buildings
- The objection made to the scheme by WODC's heritage officer which states that consideration of such a major proposal on the basis of an indicative masterplan, with just drawings showing density and height parameters, is very risky.

He urged Woodstock Town Council to protect the town's heritage assets and to write to WODC Planning and Blenheim to demand compliance with the recommendations of the Local Plan and the requirements of Policy EW5 part f) in respect of them.

The resident was thanked for his attendance.

The Mayor brought forward item 6 to allow Oxfordshire County Councillor Andy Graham to respond.

6/19/21 County Councillor's Report

OCC Cllr Graham advised that he had apologies from WODC for not posting an alert which should be received for comments later in December. He advised that he will be raising concern about visual impact and density amongst other matters.

The Locum Town Clerk advised that a meeting can be called to consider the application.

Council received the monthly Parish report from Oxfordshire County Councillor Graham and verbal update on

i) the timeframe for the parking consultation which is expected to commence in January 2022. He requested that consideration be given for hosting information at the Town Hall and confirmed that enforcement details would form part of the consultation;

ii) Repairs to the bridge at the Black Prince which were remedial for the time being but replacement is scheduled for Summer 2022. Monthly monitoring is in place for public safety;

iii) Library – a report has been requested and a question raised for full council; the benefit to the town of the Oxfordshire Museum;

It was **RESOLVED** that the report be **NOTED**.

7/19/21 District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. WODC Cllr Cooper responded to questions.
It was **RESOLVED** that the report be **NOTED.**

5/19/21 Reports from Outside Bodies & Organisations

a) Woodstock Community Development Project – it was **RESOLVED** that the update be **NOTED.**

In the absence of a representative from Ridge & Partners, item 8 was moved to after item 15.

9/19/21 Budget 2022/23

The RFO presented the budget papers previously circulated and confirmed the Band D rate communicated by WODC as 1657.26.
Council considered the draft budget and added £2,000 to legal fees plus £5,000 to Queen's Jubilee making a net budget requirement of £149,073.

It was proposed that the budget allocation for 20mph zone be reduced from £10k to zero.
Following a vote, this proposal was defeated.

It was proposed that a precept of £149,073 with a Band D charge of £89.95 which represented an increase of £11.23 per year (14.27%) be set. A named vote was requested.

Cllr Bailey	For
Cllr Bleakley	For
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Against
Cllr Poskitt	For
Cllr Spencer-Churchill	Against

It was therefore **RESOLVED** that a precept of £149,073 with a Band D charge of £89.95 which represented an increase of £11.23 per year (14.27%) be set for 2022/23.

The RFO left the meeting.

10/19/21 Standing Orders

Council considered the revised Standing Orders prepared by the Locum Town Clerk who advised on the highlighted matters in the draft. The Locum Town Clerk was thanked for her work on the draft.
RESOLVED that the amended Standing Orders based upon the NALC Model be **ADOPTED.**

9:25pm Councillor Kate Bailey left the meeting.

11/19/21 Financial Regulations

Council considered the draft prepared by the Locum Town Clerk and the suggested amendments as highlighted in the draft. The Locum Town Clerk was thanked for her work on the draft.
It was **RESOLVED** that the amended Financial Regulations based upon the NALC Model be **ADOPTED.**

*It was **RESOLVED** that the meeting be extended by no more than 30 minutes in accordance with Standing Order 3x.*

12/19/21 Reports from Committees and Working Parties

Jubilee Working Group - It was **RESOLVED** to **NOTE** the report.

13/19/21 Orphaned Land at Barn Piece Estate

It was **RESOLVED** that Council **AGREED** to

1. explore with Persimmon the possibility of Council acquiring the land behind the bus stop and the green land in Westland Way

2. investigate with Persimmon if there are other areas on the Barn Piece Estate which might similarly be unadopted other than by Persimmon still retaining freehold. If there are such pieces of land on a similar offer from Persimmon, Council reviews whether it should include these in the land acquisition process.
3. Discuss with WODC that, despite change of ownership, WODC would continue grass cutting this land on behalf of WTC.
4. Require a further report be brought to Council at a later date.

14/19/21 Green Canopy Working Group

Council considered a proposal from Cllr Poskitt. The Locum Town Clerk advised that a full terms of reference be agreed, Council declined this advice.

It was **RESOLVED** to form a Green Canopy Working Group to try to develop activities within the community which result in Woodstock planting trees over the year of the Queen's Platinum Jubilee and ensuring the care of those trees into the future. Councillors Bleakley and Poskitt were appointed to the Working Group with permission to recruit members of the local community to join the group.

15/19/21 Letter to West Oxfordshire District Council

Council considered a proposal from Councillor S Parnes that the Town Council requests of the Clerk [or Acting/Local Clerk] to write immediately to West Oxfordshire District Council, to ask whether they are inclined and realistically be able to increase or intensify parking enforcement in Woodstock as part of the County Council's proposed scheme which includes Pay & Display parking charges.
A named vote was requested.

Cllr Bleakley	Against
Cllr Faulkner	Against
Cllr Grant	For
Cllr Lamb	Against
Cllr Manson	Against
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against
Cllr Spencer-Churchill	Against

It was **RESOLVED** not to write as requested..

8/19/21 Planning & Licencing

Due to the absence of a representative from Ridge and Partners, it was **RESOLVED** to defer this item until such time as a representative be available.

16/19/21 Exclusion of Press and Public

It was **RESOLVED** to exclude the press and public in line with the Press and Public (Admissions to Meetings) Act 1960 as the following item is in regard to staffing matters.

The Locum Town Clerk advised members that any recording of proceedings should be stopped at this point.

17/19/21 Council Insurance

Council considered a question from Cllr Parnes.
The Locum Town Clerk advised that communication was ongoing with the insurer and no direct expenditure has been incurred.
It was **RESOLVED** to **NOTE** the information.

The meeting concluded at 10.15pm

Mayor …… Date ……

Agenda Item 2

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Marzia Sellitti

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 18th January, 2022 at 19.30.

Cllrs. present:

Jo Lamb (Deputy Mayor)
John Bleakley
Rachel Faulkner
Ann Grant
Sharone Parnes
Elizabeth Poskitt

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen ,Locum Town Clerk
2 members of the public

1/1/22 Apologies for Absence

Were received from Councillors Bailey, Manby-Brown, Manson, M Parkinson, U Parkinson and Spencer-Churchill.

2/1/22 Minutes of last meeting

The Locum Town Clerk advised that the information circulated by the RFO at the December meeting regarding the tax base and resulting Band D charge for 2021/22 were incorrect, leading to a 16p per annum difference in the increase for 2022/23 as stated in minute 9/19/21. The actual increase is £11.39 and the resulting percentage 14.5%. The legal decision is the precept total amount which remains unchanged. An amendment to the minute is not appropriate as the minute records the discussion at the meeting. It was **RESOLVED** that the information be **NOTED** and an explanatory note be filed with the minutes of 7th December 2021.
It was **RESOLVED** that the minutes of the Council meeting held Tuesday 7th December 2021 be **APPROVED** as a correct record to be signed by the Deputy Mayor.

3/1/22 Declarations of Interest

Cllr. Poskitt declared an interest on agenda item 11 as a member of BBOWT.

4/1/22 Public Speaking and Question Time

A member of the public spoke on behalf of the Campaign to Protect Old Woodstock in response to item 11.1. He brought to the attention of Council that a similar request had been rejected in March 2021, and a suggestion made that Blenheim construct a route on its own land either within the Park or North of Owen Mumford's. He highlighted that the problems remain as they were last year.

The resident was thanked for his attendance.

The Deputy Mayor brought forward item 11.1.

11/1/22 **1. Water Meadows Access Request**

Council considered a request from Blenheim Estate for access to construct a bridge across the Water Meadows. It was **RESOLVED** that attention be drawn to the Council's response from earlier in 2021 and suggest that Blenheim Estate explore the suggestions previously made, particularly in respect of land over the River Glyme north of Owen Mumford's. The requestor be advised that the Council is of the opinion that the recent request is nothing new from the previous request and yet no response has been received to the alternative suggestions made.

To suggest that an enhanced footway and cycle path between the two proposed developments is a possibility, albeit potentially expensive. In short, the Council rejects the request for construction across the Water Meadows.

5/1/22 **Reports from Outside Bodies & Organisations**

a) **Woodstock Traffic Advisory Committee** – County Councillor Graham gave a verbal update of the meeting held 17th January 2022, highlighting the Burford EWR update; the capital programme for the new bridge at the Black Prince; 20mph speed limit proposals; parking consultation; and Blenheim events traffic plans. The minutes will come to Council in February. It was **RESOLVED** that the update be **NOTED.**

6/1/22 **County Councillor's Report**

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on the library working group he is forming. Councillor J Bleakley volunteered to join the working group. It was **RESOLVED** that the report be **NOTED**.

7/1/22 **District Councillor's Report**

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Council thanked WODC Cllrs Cooper and Poskitt for rying to arrange a site visit for Bladon Chains Caravan Park. It was **RESOLVED** that the report be **NOTED.**

8/1/22 **Planning & Licensing**

Council considered its response to the following applications:

R3.0152/21 - Planning application by Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND for planning permission: Single storey extension to provide an additional 4 classrooms, storage rooms, withdrawal room, plant room, circulation areas and toilets and provision of new hard and soft play areas, to facilitate expansion to 2 form entry. Demolition of existing single storey temporary WUFA building on site. at Woodstock Church of England Primary School, 2 Shipton Road, Woodstock, OX20 1LL.

RESOLVED that the Council **OBJECT** to the proposal due to the displacement of WUFA, the development is not acceptable until such time as a replacement home is found for afterschool care due to the significant impact on the welfare of children and families. Council raised concern that the pre-planning consultation was cancelled by Ridge & Co in December and not re-arranged prior to submission of the planning application. Concern was also raised that the under 5 provision would be separated from the primary school impacting families with more than one child.

Council expressed the wish to be consulted on the construction traffic management plan and requested that an order regarding control of work and noise prior to 7am be included alongside restrictions to traffic movements prior to school starting times and after school finishing times, to limit the impact on children and parents travelling to school. It was requested that a copy of the response be forwarded to the county councillor.

21/04187/SCOP - Scoping Opinion - EIA scoping exercise for Land East of Park View, Woodstock.
RESOLVED that attention be drawn to the visual impact on the facilities of Woodstock moreso than Kirtlington, particularly the effect on heritage assets which include significantly more Roman archaeology than just the villa; the effect on the setting of a World Heritage site; the flooding risk to the A4095 and land alongside as drainage systems are affected; the potential traffic impact in Woodstock and the potential effect upon the helicopter circuit and runway at Oxford Airport.

9/1/22 Reports from Committees and Working Parties

1. **Urgent Planning Committee** – **RESOLVED** that the minutes of the meeting held 20.12.21 be **NOTED**;
2. **Green Canopy Working Grou**p – **RESOLVED** that the notes of the meeting held 14.12.21 be **NOTED**;
3. **Staffing Committee** – **RESOLVED** that the minutes of the meeting held 10.01.22 be **NOTED.**

10/1/22 Oxfordshire County Council Matters

1. **Local Transport and Connectivity Plan 5** – **RESOLVED** that this item be **DEFERRED** to the February Meeting to allow councillors to attend OCC briefings before considering a response to the consultation;
2. **Burford ETRO – RESOLVED** that WTC writes to the OCC Chief Executive supporting the recent decision to revoke the Burford ETRO weight limit through Burford that has severely added to the HGV traffic problems on the A44 in Woodstock.
3. **Transport matters related to 21/00189/FUL – Land East of Hill Rise and 21/00217/OUT – Land North of Banbury Road Woodstock**. – **RESOLVED** to appoint Councillors J Bleakley, A Grant and E Poskitt as representatives to work with OCC Senior Transport Planner.

11/1/22 Watermeadows

2. **Management Plan**
   Council considered the quotation from BBOWT to undertake a management plan, **RESOLVED** that as this is a specialist service Financial Regulation 11 be set aside; and the quotation of £2,311.80 plus VAT for provision of a management plan including hydrological input as set out in the proposal dated 7/12/21 be **APPROVED.**
3. **Maintenance proposals**
   Council to considered the recommended maintenance plan from ODS. The Locum Town Clerk was requested to investigate previous contracts regading tree surveys and log pile removal. **RESOLVED** that subject to conformance with the management plan approved at 2 above; the costs for tree & weed survey, strimming and culvert clearance be **APPROVED** and further costs be considered when available in line with budget allocation.

12/1/22 Lawn Cemetery Handrail

RESOLVED that the matter be referred to the Environment Working Group for a further report to Council at a later date.

13/1/22 Community Centre

1. **Concessionary Hire Rates for Stroke Club and Lunch Club**
   RESOLVED that the rate of £15 per session be retained and reviewed in 2022/23 financial year.

2. **Hire request**
   Council considered a report regarding a hire proposal. **RESOLVED** that the item be **DEFERRED** and a full report of all current regular hires be brought to the February Council meeting.

14/1/22 RFO Reports

November 2021 Reports: RESOLVED that the following reports be **APPROVED.**

i. Unity Bank list of payments between 01/11/2021 – 30/11/2021
ii. Unity Bank Reconciliation as at 30/11/2021
iii. Unity Bank balance confirmation 30/11/2021
iv. Income & Expenditure Financial Statement as at 30/11/2021

Councilllor Parnes requested his vote against be recorded in the minutes.

December 2021 Reports:

i. Unity Bank list of payments between 01/12/2021 – 31/12/2021
ii. Unity Bank Reconciliation as at 31/12/2021
iii. Unity Bank balance confirmation 31/12/2021
iv. Income & Expenditure Financial Statement as at 31/12/2021

15/1/22 Property Updates

RESOLVED that the December report recommendation which was approved by the Locum Town Clerk be **ENDORSED** and the January recommendation for the light sensors in the toilets at the Town Hall at a cost of £380 + VAT be **APPROVED.**

16/1/22 Exclusion of Press and Public

It was **RESOLVED** to exclude the press and public in line with the Press and Public (Admissions to Meetings) Act 1960 as the following item is in regard to staffing matters.

The Locum Town Clerk advised members that any recording of proceedings should be stopped at this point.

17/11/22 Staffing Committee

Council considered the recommendations of the Staffing Committee.
A recorded vote was requested, the Locum Town Clerk advised that it is not good practice to record confidential sessions.
RESOLVED that
6.1 be **APPROVED;**
6.3 be **APPROVED;**

*10pm Council **AGREED** to extend the meeting by 15 minutes in accordance with Standing Order 3x.*

10.13pm Councillor Grant left the meeting.

6.6 be **APPROVED;**
The remaining items be **NOTED.**

The meeting concluded at 10.15pm

Mayor …… Date ……

Agenda Item 2

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Marzia Sellitti

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 8th February, 2022 at 19.30.

Cllrs. present:

Mathew Parkinson (Mayor)
Kate Bailey
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Meg Manson
U Parkinson
Elizabeth Poskitt

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen,Locum Town Clerk
3 members of the public

Prior to the commencement of the meeting a minutes silence was held in memory of June Thorn, a former councillor for Hensington South around 30 years ago who had recently passed away.

1/2/22 Apologies for Absence

Were received from Councillors Manby-Brown and Parnes.

2/2/22 Minutes of last meeting

The Locum Town Clerk advised that amendments to the circulated draft had been made at 7/1/22 in the second line changing “rying” to “trying”; and 11/1/22 3. first line removing “to”.
It was **RESOLVED** that subject to the amendments, the minutes of the Council meeting held Tuesday 18th January 2022 be **APPROVED** as a correct record and signed by the Mayor.

3/2/22 Declarations of Interest

Cllr. Poskitt declared an interest in agenda item 8 as a member of WODC; Cllr. Bailey declared a discloseable pecuniary interest in item 8 application 21/04140/RES as she is employed by the nursery.

4/2/22 Public Speaking and Question Time

A member of the public spoke on behalf of the Village Travel Network in response to item 5a. He congratulated the Council on setting up a 20mph Working Group and suggested a number of residents who would be prepared to serve on the group;

update the Council on the progress of the VTN encouraging a nominated town councillor and commented on the Burford weight limit order expiration.

The resident was thanked for his attendance.

5/2/22 Reports from Outside Bodies & Organisations

a) **Woodstock Traffic Advisory Committee** County Councillor Graham gave a verbal
It was **RESOLVED** that the minutes be **NOTED** and

i) to establish a 20mph Reduction Scheme Working Group to be lead by Councillor E Poskitt plus members of the public to assist with meeting the criteria for an application to OCC;

ii) to approve free us of the Community Centre by Oxfordshire County Council for a Saturday consultation on the parking proposals, with a preference for 12th March; that active travel methods be encouraged for attendance; plans then be displayed at the Town Hall and a link to the proposal be placed on the town council website;

iii) that £4,000 be allocated from the 2022/23 budget for 20mph project.
A named vote was requested

Cllr Bailey	For
Cllr Bleakley	For
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	For
Cllr Manson	Abstain
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Poskitt	For

The motion was **CARRIED.**

iv) that Councillor John Bleakley be **APPOINTED** as WTC representative to the Village Travel Network with Councillor Jo Lamb as substitute.

6/2/22 County Councillor's Report

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on the budget increase at OCC which amounts to 4.99% on council tax; 60 villages have currently signed up for the 20mph scheme; youth services will be reintroduced across the county; increased funding for cycle and walkways.
A discussion regarding funding for bus services took place and concerns were raised regarding anti-social behaviour in the town centre. An update was requested on when a meeting regarding the library would take place.
It was **RESOLVED** that the report be **NOTED**.

7/2/22 District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Councillor Cooper advised that Carol Anderson is retiring from the Oxfordshire Museum and suggested that the Mayor may wish to write to her on behalf of the Council. It was **RESOLVED** that the report be **NOTED.**

8/2/22 Planning & Licensing

Council considered its response to the following applications:

Cassington Parish Council Neighbourhood Plan – Pre Submission Plan
https://cassington-pc.gov.uk/documents/neighbourhood-plan-pre-submission-final-2022-2040/
NOTED

16/01364/OUT - Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300

residential dwellings, up to 1100sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure and engineering works, Land east of Woodstock, Oxford Road, Woodstock

21/04140/RES – Reserved Matters application for the erection of a children's nursery and associated works, Land east of Woodstock, Oxford Road, Woodstock;
Taken together

Councillor Kate Bailey left the meeting during consideration of this item.

OBJECTION
The Children's nursery proposal is considered to be in the wrong place to best serve the needs of the development and the wider town. It is sited at the most remote place in Woodstock, particularly for those families with children attending the primary school which is a 15 minute walk away and so will inevitably lead to an increase in motor vehicle use rather than active transport (walking or cycling). A better linkage of the provision for under 5's and primary would be preferred. At the end of the day parents are unlikekly to want to walk between the two schools and then walk home perhaps to Old Woodstock - or even just to the town centre. A site chosen more to the north and west of the Park View site would seem much more fit for purpose. (Ideally we should prefer WUFA to remain in its current location in relation to the Primary School. It is difficult to see how integrated after school care will be possible as it is at present with WUFA and Primary School so close together.

At the time of writing there is no comment from OCC HIghways**.** We feel a highways view of the proposal is essential:
Four parking spaces for visitors/parents collecting children on the main road past the site seems too few. There are frequently 50 or so cars in the vicinity of the present Under Fives and Primary Schools at school closing time. We presume that many of these are to collect Primary School children but some were probably collecting under-fives and it gives an impression of how vehicle transport is still the way many small children get to school.
Parents using the spaces on the road for the car when collecting children may wish to return home by the way they came**...**and consequently planning to turn around in the road**.** This road could become potentially a rat run through the estate.....not good for those doing three point turns in the road particularly when the road might be milling with parents and small children who are preparing to walk along the road or even play on the green area the other side of the road. Further the entrance to the school is very close to the junction of the road through the Park View development and the right angle bend on the Shipton Road**.** plenty of potential for a traffic snarl-up - or worse.

The application includes evidence that a large 'people carrier' can get in and out of the site. But would this also be possible for a refuse collection vehicle.

Where is the bin store on the site?

The cycle store seems rather small when we are trying to encourage the use of cycling.

There is no detail on lighting on the site. The site will need some light for early mornings or mid-afternoon onwards in winter. Even at other times of year there may be staff present out of hours and in the dark.
As the site is at the extreme edge of the development the nature and positioning of any lighting is VERY important: the site needs good lighting for safety and perhaps security of this rather remote site BUT the lighting should not be damaging for the environment (it is across the road from a green space) and must be mindful of bats, owls and other wildlife in the area.

21/03001/FUL - Change of use of first floor residential flat to commercial Class E (g(iii)). (Retrospective), Woodstock Social Club 44 Oxford Street Woodstock;

22/00102/S73 - Removal of condition 4 of planning permission 21/03001/FUL which limits the hours of operation of the first floor catering business, Woodstock Social Club 44 Oxford Street Woodstock;

Taken together.
OBJECTION – we re-iterate our previous objection in respect of the operating hours and respectfully request retention of the conditions placed in 21/03001/FUL in order to protect the nearby residents from disturbance.

22/00020/LBC - Log Store Roof replacement. Removal of existing shed, installation of new shed, 2 Union Street Woodstock.
No Objection

22/00089/HHD - Erection of a two storey front extension, 17 Green Lane Woodstock;
OBJECTION
The inclusion of the balcony will have an adverse and unneighbourly effect on the surrounding properties.
Support the objection of the neighbour at Wessex Lodge particularly in relation to the possible undermining effect on trees. We would request a tree construction protection condition be placed.
The metal cladding materials are considered unsuitable and out of keeping with designs in the neighbourhood and an adverse effect on the streetscene.

22/00127/HHD - Amendment to application 21/02247/HHD - Removal of existing rear extensions. Erection of two storey and single storey rear extensions. Replacement of existing dormers and construction of porches to the front and side, 11 Oxford Road Woodstock.
No Objection

22/00173/HHD - Removal of conservatory and part of garage and the erection of a single storey front extension, single and double storey rear extensions, including internal alterations and the upgrading and enhancement of the thermal performance and aesthetic appearance of the existing fabric together with associated landscape works, 9 Cadogan Park Woodstock.
OBJECTION
Concern regarding the addition to the existing large trees being planted for screening and the unneighbourly effect to the south west of the property. We would request that native trees of a suitable type and mature height are a condition to overcome the concern.
We welcome the enhanced thermal performance measures.

9/2/22 Reports from Committees and Working Parties

1. **Neighbourhood Plan Working Group** – **RESOLVED** that the introduction page presented be **APPROVED;** that a preference be expressed for Andrew Ashcroft as examiner; and WTC **AGREE** the continued support for the progression to the next stage of the Neighbourhood Plan Green Spaces application which culminates in a public referendum and examination by an inspector;
2. **Staffing Committee** – Subject to the date being changed to 31st**,** it was **RESOLVED** that the minutes of the meeting held 10.01.22 be **NOTED** and item SC/222/6.3 be **APPROVED.**
   It was further **RESOLVED** that
   1. The application pack presented be **APPROVED;**

2. The advertising with OALC, SLCC, NALC and Indeed be **APPROVED** with an expected cost of around £500 plus VAT**.**
3. That the recruitment plan discussion be **DEFERRED** until the end of the meeting when the press and public would be excluded.

10/2/22 Hirer's Report

Council considered the report of regular users at both the Community Centre and Town Hall. The Locum Town Clerk advised that the Council may wish to consider a marketing drive and a more strategic use of the two venues at a future meeting.
RESOLVED to **NOTE** the contents of the report; and to **AGREE** that use of facilities on a Friday evening be at a minimum charge of 2.5 hours including set up and take down.

9.25pm Councillor John Bleakley left the meeting.

11/2/22 IT Support

Council considered proposals from Oxfordshire Digital.
RESOLVED to **APPROVE** the installation of a new Wifi Access Point at a cost of £70; the completion of IT Documentation at a day rate of £350; ongoing support in 15 minute blocks at an initial 8 hours to be reviewed at a later date; to cover work to date at a cost of £60.

12/2/22 Community First Oxfordshire Membership

RESOLVED that membership be taken for one year with a further report to Council at a later date to review benefits.

13/2/22 Privacy Notice

RESOLVED that revised notice be **APPROVED.**

14/2/22 RFO Reports

January 2022 Reports: RESOLVED that the following reports be **APPROVED.**

i. Unity Bank list of payments between 01/01/2022 – 31/01/2022
ii. Unity Bank Reconciliation as at 31/01/2022
iii. Unity Bank balance confirmation 31/01/2022
iv. Income & Expenditure Financial Statement as at 31/01/2022

15/2/22 ADSO/LLG Petition for Remote Meetings

RESOLVED that as an increase of numbers signing is being sought, should individuals wish, they sign the petition themselves rather than as a council**.**

16/1/22 Councillor Roles and Responsibilities

RESOLVED that Council **AGREES** that Cllr James Spencer-Churchill and Cllr Ann Grant take on the joint role of overseeing the Woodstock cemeteries.

9/2/22 Reports from Committees and Working Parties

2. **Staffing Committee –** *the item deferred earlier in the meeting was recommenced.*

It was **RESOLVED** to exclude the press and public in line with the Press and Public (Admissions to Meetings) Act 1960 as the following item is in regard to staffing matters.

The Locum Town Clerk gave a verbal update on matters affecting the recruitment plan.
RESOLVED that the general plan be **APPROVED** with the setting of specific dates being delegated to the Locum Town Clerk in consultation with the Chairperson of Staffing Committee.
Council requested that information be communicated to councillors once sorted.

The meeting concluded at 9.55pm

Mayor …… Date ……

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Samantha J Shippen

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 8th March, 2022 at 19.30.

Cllrs. present:

Mathew Parkinson (Mayor)
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Nick Manby-Brown
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen, Locum Town Clerk
5 members of the public
3 representatives of Cottsway

1/3/22 Apologies for Absence

Were received from Councillor Kate Bailey.

2/3/22 Minutes of last meeting

The Locum Town Clerk advised that amendments to the circulated draft had been made replacing U with Ulli in Cllrs. present; at 4/2/22 in the fourth line changing "update" to "updated"; 5/2/22 ii) first line changing "us" to "use"; iii) adding the words "towards the A44 improvements" after "allocated"; 6/2/22 fourth line changing "walkways" to "walk ways"; 8/2/22 21/04140/RES Objection - in sixth line removing the ' in 5's, correcting the spelling of unlikely in line 7, removing the brackets from the final sentences in the first paragraph, replacing I with i in the first line of the second paragraph, placing a P in Plenty in the final sentence of the second paragraph, replacing . with a ? at the end of the third paragraph;
It was **RESOLVED** that subject to the amendments, the minutes of the Council meeting held Tuesday 8th February 2022 be **APPROVED** as a correct record and signed by the Mayor.

3/3/22 Declarations of Interest

Cllr. Grant declared an interest in item 10 as Secretary of the Youth Club.
Cllr. M Parkinson declared an interest in item 6 as a resident of a Cottsway property; item 10 as a Trustee of WDSK Chapel Trust and item 17 as it relates to his father.

Cllr. Parnes declared an interest in item 10 as his wife is a member of the Youth Club Committee.
Cllr. Poskitt declared an interest in agenda item 10 as a member of Sustainable Woodstock and a volunteer for Link Up; and item 14 as a member of WODC.

4/3/22 Public Speaking and Question Time

Three members of the public spoke in response to item 6.1. they highlighted the potential impact on residents of the Cottsway proposals including the size and overbearing nature of the proposals which they considered would be out of character with the local area. They also commented on the effects on traffic in an area which is affected by school traffic and expressed concerns about the operation of refuse vehicles.

The residents were thanked for their attendance.

5/3/22 Support for Ukraine

It was **RESOLVED** that the following declaration be **ADOPTED**

"The unprovoked invasion of Ukraine by Russia is causing a humanitarian catastrophe to unfold in Europe. Members of our community are appalled by Russia's action and in awe of the bravery shown by Ukrainians as well as the bravery of those Russians who have denounced their government's aggression.

Our thoughts and sincere wishes are with the residents of our Town who have relatives and friends in Ukraine. Nationals of both Ukraine and Russia may have made homes in our town, and we should all come together to support the victims of war.

In the light of the event held earlier this evening, Woodstock Town Hall will be a collection site for medical supplies to be sent directly to the front line by Dr Olena Seminog".

6/3/22 Reports from Outside Bodies & Organisations

1) **Cottsway – Pre-Planning Consultation** three representatives attended the meeting to give a verbal presentation on plans for the re-development of the former sheltered housing scheme at Ryegrass. They advised that the scheme was not yet submitted and they thanked the members of the public present who had given their comments during public speaking, acknowledging the technical and emotional issues raised. They advised that the proposed scheme is for 37 apartments of one and two bedrooms for the over 55s an increase of 18 to the existing provision. The current scheme has become unviable and does not meet current national standards, whereas the proposed scheme will be well ventilated, highly sustainable buildings in four blocks, constructed of materials which meet the WODC design Guide.
   Questions were raised regarding community rooms – none to be provided; heating – unlikely to be gas, PV panels and airsource pumps being investigated; lowering of roof height – will be considered; use of existing accommodation for refugees – will be investigated; lack of privacy and overlooking of existing properties – to be re-examined; reduction in number of units – would make scheme financially unviable; area of tarmac – can be permeable; amenity maintenance in other Cottsway properties – to be referred to local housing officers.

It was **RESOLVED** that the representatives be thanked for attending and Council will await the planning application to comment in due course.

7/3/22 County Councillor's Report

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on work being carried out in respect of the two major planning applications, particularly in respect of highways access; the parking consultation which commences on 17th March

for four weeks following which an OCC Cabinet decision will be made. It was **RESOLVED** that the report be **NOTED**.

8/3/22 District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Councillor Cooper advised that funding has been reserved in WODC budget for the 150th Anniversary of Sir Winston Churchill's birth which will be celebrated in November 2024. It was **RESOLVED** that the report be **NOTED.**

9/3/22 RFO Reports

February 2022 Reports: RESOLVED that the following reports be **APPROVED.**

i. Unity Bank list of payments between 01/02/2022 – 28/02/2022;
ii. Unity Bank Reconciliation as at 28/02/2022;
iii. Unity Bank balance confirmation 28/02/2022;
iv. CCLA Bank Reconciliation as at 31/01/2022;
v. CCLA Bank balance confirmation 31/01/2022;
vi. Income & Expenditure Financial Statement as at 28/02/2022.

The RFO was requested to look at costs of clock repairs.

10/3/22 Grants

Council considered the report on grant applications.
RESOLVED to **DEFER** the consideration of grants to the April meeting to allow for further publicity.

11/3/22 Audit

1. **Internal Audit**
   Council considered the report of the Internal Auditor resulting from the visit on 23rd November 2021 and the draft action plan prepared by the RFO. The RFO updated Council on actions taken since the draft was prepared.
   It was **RESOLVED** to **RECEIVE** the report and **APPROVE** the action plan.

2. **External Audit.**

Council considered the comments of the RFO and Locum Town Clerk.
RESOLVED to **NOTE** the conclusion of Audit for the year ended 31st March 2021 as no actions were required.

9.15pm Councillor N Manby-Brown left the meeting.

12/3/22 Financial Risk Management and Internal Controls Review

RESOLVED to **APPROVE**

1. the Statement of Internal Control for 2021/22 and the review of effectiveness;
2. the Financial Risk Management report for 2021/22.

13/3/22 Pay Award 2021/22

RESOLVED to note the pay award 2021/22 of 1.75% as agreed by the NJC to be back-dated for staff to 1st April 2021.

14/3/22 Planning & Licensing

Council considered its response to the following applications:

Salt Cross Garden Village Area Action Plan Examination Update

RESOLVED to **NOTE** the following update from WODC
"The current status of this examination is that it remains paused to allow further work to be undertaken by the Council. We hope to have news on this shortly. On another matter, last week a further Inspector (Mr Spencer) was appointed to work jointly with

Mr McCreery on the examination. This appointment has been made in the interests of managing continuity as Mr McCreery is expected to leave the Planning Inspectorate in the coming months".

Planning Application R3.0152/21
RESOLVED to **REJECT** the request of OCC to withdraw objection.

Planning Applications Nos: 21/00102/S73 & 21/03001/FUL Woodstock Social Club
RESOLVED to **APPROVE** the request of WODC to withdraw objection.

RESOLVED to make the following comments:

21/00189/FUL - Hybrid planning application consisting of full planning permission for the erection of 74 dwellings, 60 sqm of community space (Class E), a parking barn, means of access from the A44, associated infrastructure, open space, engineering and ancillary works; outline planning permission for up to 106 dwellings, up to 60sqm of community space (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works (Amended) - **Land East Of Hill Rise Woodstock.**

Reiterate previous objection

21/00217/OUT - Outline application with all matters reserved except for means of access for up to 250 dwellings with community space and car barns together with associated works - **Land North Of Banbury Road Woodstock.**

Reiterate previous objection and comment that taking away existing parking in Banbury Road is not a solution to the traffic issues. A pavement will be required on both sides of the road.

22/00400/HHD - Proposed single storey side extension, internal and external alterations including amendments to external finishes - **29 Oxford Road Woodstock.**

No objection

22/00423/FUL - Construction of first floor Juliet balconies to three bedrooms in West elevation and ironwork canopy to surround existing ground floor entrance door to East elevation - **Woodstock House Rectory Lane Woodstock**
22/00424/LBC - Internal and external alterations to construct first floor Juliet balconies to three bedrooms in West elevation and ironwork canopy to surround existing ground floor entrance door to East elevation - **Woodstock House Rectory Lane Woodstock.**

No objection.

15/3/22 Reports from Committees and Working Parties

1. **Neighbourhood Plan Working Group**
   RESOLVED that Council
   1. **ACCEPT** the documents put forward in the Green Spaces Neighbourhood Plan for Woodstock;
   2. **AGREE** the Mayor, Cllr M Parkinson, signs the document on behalf of Woodstock Town Council;
   3. **AGREE** the Mayor writes to Mrs Trish Redpath to express the Council's thanks for all the time and effort she has put into leading the Group to develop the Neighbourhood Plan.

2. **Queen's Jubilee Working Group**
   RESOLVED that the plan for Sunday 5th June 2022 be **APPROVED,** subject to the necessary event plan and risk assessments being completed**.**
3. **Queen's Green Canopy Working Group.**
   RESOLVED that the notes of the meeting held 10th February 2022 and the actions be **NOTED.**

9.58pm – Council agreed to extend the meeting by 30 minutes to allow business to be concluded.

16/3/22 Seal of Legal Documents
RESOLVED that Council **AGREES** to the application of the Council seal in accordance with Standing Order 23 to the Lease of Ground Floor – Woodstock Community Centre and Lease of Suite 3 - Woodstock Community Centre, to be applied by the Locum Town Clerk in the presence of Councillors M Parkinson and E Poskitt immediately after the meeting.

17/3/22 Water Meadows Volunteer
It was **RESOLVED** to **APPROVE** the appointment of Mr Maurice Parkinson as a Volunteer Warden to assist with tasks.

18/3/22 WODC – Town & Parish Council Forum
RESOLVED not to send a representative to the meeting on 17th March 2022.

19/3/22 Cemeteries

1. **No Dogs Allowed**
   Following discussion, it was **RESOLVED** to **DEFER** consideration of this item for at least four months to allow councillors to consult with the public, Councillor Faulkner agreed to do an article for the website and newsletter.
2. **Cemetery Survey**
   Council considered the report from Councillors A Grant and J Spencer-Churchill, it was **RESOLVED** that Council
   1. **AGREE** the offers of assistance free of charge to deal with the hedge and self-seeded elder**;**
   2. **AGREE** that debris be cleared as soon as possible and the sloping path be swept and tidied regularly;
   3. **AGREE** other works be undertaken in order of need when budget allows;
   4. **DEFER** the review of Rules, Health & Safety Policy and Risk Assessments to the next meeting;
   5. **REFER** the possibility of employing an Environmental Warden to the Staffing Committee for consideration and comparison with the UBICO contract.

20/3/22 CCTV
Council considered proposals for CCTV at the Town Hall and Community Centre.
It was **RESOLVED** that consideration be **DEFERRED** until such time as an assessment in line with the ICO guidance has been completed.

21/3/22 Support a Thriving Woodstock Economy
RESOLVED that Woodstock Town Council recognises that during the pandemic businesses in Woodstock have suffered financially. The Town council will do everything it can to support a thriving Woodstock economy.

22/3/22 Property Reports
It was **RESOLVED** that
1. 4a Market Street be marketed at a rent of £875 per month, £10,500 per annum;

2. the communal areas of the Community Centre be redecorated at a cost of £1,785 and re-carpeted at a cost of £993.28 +VAT using budget for redecoration;
3. the remainder of the February and March reports be **NOTED.**

23/3/22 Councillor Training Feedback

Councillors commented that the recent training had been very useful. The Locum Town Clerk requested that councillors consider whether any additional training be requested and that information be communicated back to her.

The meeting concluded at 10.26pm

Mayor …… Date ……

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Samantha J Shippen

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th April 2022 at 19.30.

Cllrs. present:

Mathew Parkinson (Mayor)
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Nick Manby-Brown
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen, Locum Town Clerk
23 members of the public

1/4/22 Apologies for Absence

Were received from Councillor Kate Bailey.

2/4/22 Minutes of last meeting

No notifications of suggested amendments were received in accordance with Standing Order 12a. Councillors were reminded of the requirement.
It was **RESOLVED** that the minutes of the Council meeting held Tuesday 8th March 2022 be **APPROVED** as a correct record and signed by the Mayor.

3/4/22 Declarations of Interest

Councillor Spencer-Churchill declared an interest in item 9 as President of the Youth Club; Cllr. Grant declared an interest in item 9 as Secretary of the Youth Club; Cllr. Parnes declared an interest in item 9 as his wife is Chair of the Youth Club.
Cllr. M Parkinson declared an interest in item 9 as a Trustee of Woodstock Chapel Trust. Cllr. Poskitt declared an interest in agenda item 9 as a member of Sustainable Woodstock and a volunteer for Link Up; and item 10 as a member of WODC.

4/4/22 Public Speaking and Question Time

A member of the public spoke in objection to the planning application 22/00722/HHD for 10 Blackberry Way, seeking support for the objection; another member of the public related to the applicant advised that the application is an amendment of a previous application approved in summer 2021.

Five members of the public spoke in response to item 20, two in opposition to the parking proposals by Oxfordshire County Council and three in support of proposals.

The residents were thanked for their attendance.

5/4/22 Reports from Outside Bodies & Organisations

1) **Community First Oxfordshire – Woodstock Development Report**
   Kay Sentence, Community Coordinator outlined her work since March 2020 and the periodic report to Council.

It was **RESOLVED** that the representative be thanked for attending and the report be **NOTED**.

6/4/22 County Councillor's Report

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on support for Ukrainian refugees; he highlighted the work of the Traffic Advisory Committee which will hear about road repairs in Hensington Road scheduled for April – June; the parking consultation which is currently underway following which an OCC Cabinet decision will be made. It was **RESOLVED** that the report be **NOTED**.

7/4/22 District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Councillor Cooper recommended that should a poll be requested at the Town Meeting, the question be clear; he also highlighted the possible effect on council tax single person reduction if a refugee is housed. Councillor Poskitt advised funding of up to £250 has been allocated by WODC for Queen's Jubilee celebrations. It was **RESOLVED** that the report be **NOTED.**

The Mayor moved agenda items 20 – 22 to this point in the meeting.

20/4/22 Parking

Council considered a proposal from Councillor Ann Grant that now that Woodstock residents and the Town Council have seen the full proposals for the Woodstock parking scheme and it is noted that thus far due process has not been adhered to by OCC.

In order to ensure that WTC are able to fairly represent the people of Woodstock, WTC calls upon OCC to halt the timeline of this scheme to facilitate further discussion with the public, in order to ensure that there is sufficient time for effective consultation and transparency. Additionally, WTC requests that the output of the consultation is made available to them prior to WTC's May meeting to enable the output to be reviewed and imbedded in WTCs representations to OCC with the undertaking from OCC that no decisions will be made until WTCs representations are received and with reassurance that they will be taken into account.

A named vote was requested:

Cllr Bleakley	Against
Cllr Faulkner	For
Cllr Grant	For
Cllr Lamb	Against
Cllr Manby-Brown	Against
Cllr Manson	Against
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against
Cllr Spencer-Churchill	For

It was therefore **RESOLVED** that the proposal falls.

County Councillor Andy Graham commented that he will strongly recommend to Oxfordshire County Council that the report on the parking consultation comes to the Town Council in May 2022.

21/4/22 Town Council Minutes

Council considered a proposal from Councillor Sharone Parnes that Woodstock Town Council resolves that in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute.

A named vote was requested:

Cllr Bleakley	For
Cllr Faulkner	abstain
Cllr Grant	For
Cllr Lamb	abstain
Cllr Manby-Brown	For
Cllr Manson	abstain
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against
Cllr Spencer-Churchill	For

It was therefore **RESOLVED** that in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute.

22/4/22 Question for the Mayor

A question from Councillor Sharone Parnes was put to the Mayor - Why has the Town Mayor postponed the Annual Town Meeting, why has this been done without public or internal explanation, and why was the rescheduled date determined to be one that comes after the close of the Parking Consultation?

The Mayor responded that there were two public consultations had taken place immediately before the date and with the availability of a Locum Clerk being uncertain the Mayor delayed the meeting to the nearest available date.
It was **RESOLVED** response be **NOTED**.

8/4/22 RFO Reports

March 2022 Reports: RESOLVED that the following reports be **APPROVED.**

i. Unity Bank list of payments between 01/03/2022 – 31/03/2022;
ii. Unity Bank Reconciliation as at 31/03/2022;
iii. Unity Bank balance confirmation 31/03/2022;
iv. CCLA Bank Reconciliation as at 31/03/2022;

v. Petty cash reconciliation;
vi. Income & Expenditure Financial Statement as at 31/03/2022.

9/4/22 Grants

Council considered the report on grant applications.

RESOLVED to **AWARD** the following grants, subject to receipt of reports relating to 2021/22 grants:

Applicant	Project for Funding	Amount
Woodstock Scout & Guide Hut	Painting & Windows	£500
Volunteer Link up	Supporting residents transport	£200
Woodstock Youth Club	Revenue Support	£500
Citizen Advice West Oxon	Advice Services	£200
Sustainable Woodstock	Community Woodland and Orchard	£300
Woodstock U16 F/ball Team	Inddor Training	£300
Old Woodstock Mock Mayor	Community event , raising money for Charity	£300
Woodstock Chapel Trust	Memorial Garden restoration	£500
Woodstock Ladies Circle	Social gathering for the elderly	£200
Total amount of Grant Budget £3,000		**£3,000**

It was further **RESOLVED** that in 2023, the availability of grants be advertised more widely and the procedures for awarding grants be reviewed prior to advertising.

10/4/22 Planning & Licensing

Council **RESOLVED** the response to the following applications:

Salt Cross Garden Village AAP Examination - Request for comments on additional work and note on agreed actions

no further comments be submitted on behalf of Council.

22/00388/LBC – External alterations to repair and insulate existing roof. Works to include the removal and reuse of all of the existing roof tiles and replace damaged tiles with reclaimed tiles to match - 39 Manor Road Woodstock;

No objection;

22/00722/HHD - Erection of a first floor side extension above existing garage and parking space and single storey rear extension - 10 Blackberry Way Woodstock;

Objection due to loss of light to neighbouring property, overdevelopment of the site, overbearing nature of the development. Council also recommends that WODC Planning Committee undertakes a site visit and reports the notification of absence of neighbour consultation be investigated by WODC.

22/00752/HHD - Alterations to first floor terrace to include the installation of stepped decking, replacement balustrade and erection of close boarded screening along with the replacement of kitchen window with lowered cill - Flat 42 High Street Woodstock.

No objection.

11/4/22 Reports from Committees and Working Parties

1. Staffing Committee

RESOLVED that Council

i. **NOTE** the minutes of the meeting held 31st March 2022;
ii. **APPROVE** the proposed amendments to the Annual Leave Policy;
iii. **AGREE** the removal of the Flexitime for the Clerk Policy.

2. Interview Panel – Item was withdrawn.

3. Environment Working Group –

RESOLVED that Council **ACCEPT** the notes and **APPROVE** the following recommendations from the meeting held 5th April 2022:

Water Meadows

- Council obtains land registry plans for surrounding properties to establish correct boundaries;
- A quotation be obtained from Ridge and co for a surveyor to establish boundary and encroachment;
- Council to seek any information held by WODC.

Weed Control

Council does not put in place street weedspraying in 2022/23 and reviews weed spraying on its own land before a further contract is placed in 2023.

No Mow May

Council review the initiative prior to renewal of the contract.

Solar Panels at Community Centre

Councillor Mathew Parkinson work with Sustainable Woodstock to take this project forward and a report be taken to Council at a future date.

Play area inspections

- Annual risk assessments be carried out on all three play areas in 2022 with a report to Council of findings;
- A review of outstanding works be undertaken and costs obtained for works required to deal with medium risk items;
- The contract with WODC be reviewed and the Staffing Committee look at benefits of directly employing staff to undertake role.

OWL steps

- ask BBOWT to give advice on what would be best for the area and seek quotations following the advice;
- erect signs of caution for users.

Bus Shelters

Be taken back to the Environment Working Group for further consideration.

Water for Planters

To install an outside tap ASAP subject to listed building approval. Councillors Ann Grant and James Spencer-Churchill to progress.

Cemetery Fees
To be reviewed.

Cemetery Handrail
To review handrail to be placed in the grass. Councillors Ann Grant and James Spencer-Churchill to progress with the Town Clerk's Assistant.
Exterior Painting of Town Hall
To obtain quotations.

4. **Queen's Jubilee Working Group**
   Council received a verbal update on arrangements from Councillor Meg Manson who advised on arrangements for Sunday 5th June where the Town Council is working on a family event with Woodstock Live. Risk assessments, event plans and publicity are all in progress.
   Councillor James Spencer-Churchill updated Council on plans for a Town Crier and Beacon Lighting at Blenheim Palace on Thursday 2nd June 2022.
   RESOLVED that the information be **NOTED.**

*It was **AGREED** that Standing Orders be set aside and the meeting extended to 10.30pm*

12/4/22 Review of Cemetery Rules, Health & Safety and Risk Assessments
RESOLVED to

1. **APPROVE** amendments to Rules for using the Cemeteries adding the policy on Grave Decorations from the April 2014 Policies document; acknowledging that the rules regarding allowing Dogs is subject to review.
2. **NOTE** the Rules & Regulations Summary without alteration;
3. **AMALGAMATE** the Cemetery Policies 2014 into the updated rules;
4. **APPROVE** the amendments to the Placement of Memorial Seats Policy;
5. **NOTE** the Agreement with Cemetery Contractors and require it to be renewed annually to ensure insurance is updated and agreement is conformed with;
6. **NOTE** the update on Health & Safety and Risk Assessment.

13/4/22 Council Meeting Starting Time

1. Council considered a proposal that Woodstock Town Council resolves to change the start time of Town Council meetings to 6:30pm.
   A named vote was requested.

Cllr Bleakley	For
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	For
Cllr Manby-Brown	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Against
Cllr Poskitt	abstain
Cllr Spencer-Churchill	abstain

   It was therefore **RESOLVED** to change the start time of Town Council meetings to 6:30pm.

2. Council considered a proposal that Meetings revert to the Mayor's Parlour from the Annual Meeting of Council in May 2022.
   A named vote was requested.

Cllr Bleakley	abstain
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	Against
Cllr Manby-Brown	For
Cllr Manson	abstain
Cllr M Parkinson	abstain
Cllr U Parkinson	Against
Cllr Parnes	Against
Cllr Poskitt	For
Cllr Spencer-Churchill	Against

It was therefore **RESOLVED** that the motion fall.

14/4/22 New Finance and Assets Committee for 2022/23 Municipal Year
It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022.

15/4/22 Town Council Roles 2022/23
It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022. The Mayor requested that any changes be emailed in advance to the Town Clerk and Mayor.

16/4/22 Social Media Policy
RESOLVED that Council **ADOPTS** the Social Media Policy.

17/4/22 NALC Smaller Councils Committee
It was **RESOLVED** that no response be made.

18/4/22 Provision of a Grit Bin at Kerwood Close
RESOLVED that Council **APPROVE** to pay OCC £250 plus VAT for a new grit bin located at the top of Kerwood Close.

19/4/22 Declaration of Interests
It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022.

23/4/22 Property Reports
It was **RESOLVED** that the reports be **APPROVED** to cover the storm damage at Park Street block of £400 and general maintenance redecoration at 4a Market Street to be included in 2023/24 budget.

The meeting concluded at 10.30pm

Mayor …… Date ……

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Annual Town Council held in The Town Hall, Woodstock on Tuesday 10th May 2022 at 6.30.

Cllrs. present:

Mathew Parkinson
Kate Bailey
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Nick Manby-Brown
Meg Manson
Sharone Parness
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Karen Crowhurst, Locum Town Clerk
10 members of the public

1/5/22 Election of Town Mayor

Cllr M Parkinson took this item. Cllr M Parkinson thanked the Council Members for all their support whilst he was Mayor.

A proposal was received to nominate Cllr Poskitt to be elected as Town Mayor, the proposal was seconded. A proposal to nominate Cllr Grant as Town Mayor which was also seconded was received. The first proposal was considered, there was also a request for a named vote the outcome of which was for Cllr Poskitt to be duly elected as Town Mayor. Cllr Poskitt then signed the Acceptance of Office form and then chaired the meeting. Cllr Poskitt and expressed her thanks and gratitude to Cllr M Parkinson.

Voting results.

For: Cllr Bailey, Cllr Bleakley, Cllr Faulkner, Cllr Lamb, Cllr Manby- Brown, Cllr Manson and Cllr M Parkinson, and Cllr Poskitt.

Against: Cllr Grant, Cllr Parnes and Cllr Spencer- Churchill.

2/5/22 Election of Deputy Mayor

A proposal was received to nominate Cllr Lamb to be elected as Deputy Town Mayor, the proposal was seconded. A proposal to nominate Cllr Grant at Deputy Town Mayor which was also seconded was received. The first proposal was considered, there was also a request for a named vote the outcome of which was for Cllr Lamb to be duly elected as Deputy Town Mayor.

Voting results.

For: Cllr Bailey, Cllr Bleakley, Cllr Faulkner, Cllr Lamb, Cllr Manby- Brown, Cllr Manson and Cllr M Parkinson, and Cllr Poskitt.

Against: Cllr Grant, Cllr Parnes and Cllr Spencer- Churchill.

3/5/22 Apologies for Absence

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr U Parkinson.

4/5/22 Minutes of last meeting(s)

To consider for approval, the minutes of the Council meeting held on Tuesday 12th April 2022 (attached); To also accept the minutes of the Staffing Committee Meeting held on 13th April 2022

It was **resolved** with one slight amendment to accept the minutes of the Council meeting held on Tuesday 12th April 2022 as a true and accurate record of the meeting.

It was also **resolved** to note the minutes of the Staffing Committee Meeting held on 13th April 2022.

5/522 Declaration of Interests

To consider the request of Councillor Ann Grant that the contents of the ruling on Declaration of Interests to be explained by the Locum Town Clerk.

The Locum Town Clerk advised that declarations of interests are covered in the code of conduct where there is also dispensation request template. The Locum Clerk advised the meeting that it is Members personal responsibility to declare interests and it is not the position of the Proper Officer to remind Council Members.

The Locum Clerk advised on pecuniary interests, which is where it is at the discretion of the Member with this type of interest to decide if they need to leave the room whilst discussions take place. A couple of examples of pecuniary interests were provided.

The Locum Clerk also explained predetermination.

6/5/22 Declarations of Interest

To receive any declarations of interest in items on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct.

Declarations of interests were received from Cllr Poskitt regarding item 3 Hedge End planning application. Cllr Poskitt advised that she will leave the room when the item is due to be discussed. Cllr Poskitt also declared an interest as she is also a District Councillor to West Oxfordshire District Council.

Cllr M Parkinson declared an interest with regard to the planning items, as he is a Council Member to West Oxfordshire District Council.

7/5/22 Public Speaking and Question Time

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 minutes per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

The Mayor announced the session for public speaking. At that time no members of the public requested to speak. The Mayor advised the meeting that a representative for the in Bloom item wished to address Council in relation to item 17 on the agenda. It was agreed to open the session up upon the arrival of the representative.

8/5/22 Appointment to Committees, Working Groups and to accept any Terms of Reference

(i) Finance and Town Council Assets Committee

After an in depth discussion and an explanation as to why the above committee is needed a request for a vote was made to decide whether to appoint membership at this meeting and defer this item to another time once more information has come forward. A vote was taken by a show of hands, the outcome of which was:

For: 4 Council Members.
Against: 4 Council Members.
Abstentions: 3 Council Members.

As the vote was split, the Mayor chose to exercise her power to have casting voted for the proposal. Therefore, it was agreed to defer considering forming a Finance and Town Assets Committee.

Items 8 and 10 were considered together. The following appointments were made:

(ii) **Urgent Planning & Licensing**

No appointment made, it was agreed to hold Extraordinary meetings to discuss planning matters if required.

(iii) **Staffing Committee**

The following Members were appointed; Cllr Bailey, Cllr Manby-Brown, (who may step in for Cllr U Parkinson), Cllr Faulkner, Cllr Lamb and Cllr Spencer-Churchill.

(iv) **Environment Working Group**

The following Members were appointed; Cllr Manby-Brown, Cllr Grant Cllr Manson, Cllr M Parkinson and Cllr Spencer-Churchill.

(v) **Christmas Lights Working Group**
It was agreed to appoint, Cllr Bleakley and Cllr Lamb.

(vi) **Queen's Jubilee Working Group** (task & finish)
The following Members were appointed; Cllr Bailey, Cllr Manby- Brown, Cllr Faulkner, and Cllr Manson.

(vii) **Queen's Green Canopy Working Group**
Cllr Bleakley and Cllr Poskitt were appointed to the above Working Group.

(viii) **News Editors**
It was agreed for Cllr Manby-Brown and Cllr Poskitt to be appointed as News Editors.

(ix) **Oxford Association of Local Councils** – The Mayor was appointed to this role.

(x) **Emergency Planning & Counter Terrorism**
It was agreed to appoint Cllr Parnes, and Cllr Spencer Churchill

JOINT VENTURE ROLES –

(i) **Traffic Advisory Working Group**
Cllr Bleakley, Cllr M Parkinson, and Cllr Parnes were appointed to the Traffic Advisory Working Group.

(ii) **Woodstock & Blenheim Dialogue Group**
It was agreed not to appoint a Council Member to this group therefore, this appointment is held in abeyance.

(iii) **Community Development Group** – 3 members
It was agreed for Parnes, Cllr Grant, Cllr Poskitt, and Cllr Spencer-Churchill to be appointed to the above group.

(iv) **West Oxfordshire District Council Parish/Town Liaison**
It was agreed for Cllr Poskitt and the Town Clerk to act as representatives If and when required.

OUTSIDE BODIES

(i) **Public Transport**
Cllr M Parkinson was appointed to act as the Town Council representative.

(ii) **Woodstock Youth Club**
It was agreed not to appoint a Town Council representative.

(iii) **In Bloom**
It was agreed to appoint Cllr Poskitt as the Town Council representative.

(iv) **A44A Group**
It was agreed to appoint Cllr Poskitt and Cllr Spencer-Churchill as the Town Council representatives.

(v) **Relief in Need Charity**
It was agreed to appoint 3 Members to represent the Town Council instead of 1. Cllr Bleakley, Cllr Lamb, and Cllr Poskitt were appointed.

(vi) **Woodstock Exhibition Foundation**
Cllr U Parkinson was appointed to represent the Town Council.

(vii)**Oxford Airport Consultant Committee**
Cllr Spencer- Churchill was appointed to represent the Town Council.

(viii) **Village Travel Network**
Cllr Bleakley was appointed to represent the Town Council.

9/5/22 Appointment of Professional Bodies- To receive and consider the following appointments

a) Solicitor – Freeth
b) Property Agent – Breckon & Breckon
c) Bank – Unity Trust Bank
d) Investment- The Public Sector Deposit Fund managed by CCLA
e) Insurance – Zurich (3-year contract agreement)
f) Employment and H&R Advisors – Peninsula Ltd
g) Water Meadow Management
h) Tree Management – Boward Trees Ltd

After careful consideration and wishing to allow flexibility of specialisms to meet the need for Council is was agreed not to consider the appointments of professional bodies and use professional bodies on an as required basis. It was agreed that this would allow other bodies to be appointed.

10/5/22 Town Council Roles 2022/23

To consider the draft roles for allocation at the Annual Meeting of Council. This item was covered at item 8 on the agenda.

The Meeting then moved to item 18 on the agenda.

11/5/22 County Councillor's Report to receive the monthly Parish report from Oxfordshire County Cllr Graham (attached)

Cllr Graham read from his report which will be made available on the Town Council website. The report included;

- The Town Parking Consultation,
- The Health Care Feasibility Study,
- The Temporary Library location,
- Road works causing congestion,
- Pedestrian Safety issues,
- Bus drivers and coach drivers having to go onto pavements,
- His attendance at the Woodstock Traffic Advisory Group,
- Difficulties families are facing who have offered accommodation to Ukrainians refugees.

Questions were posed to Cllr Graham regarding the above which were duly answered.

12/5/22 District Councillor's Report

To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached)

Members note the report from Cllrs Cooper and Poskitt which will be made available on the Town Council website.

The report included;

- The revised constitution for West Oxfordshire District Council,
- Council Administration,
- Local Elections

Cllr Cooper also recommended that a new clock in the Town Council Chamber would be an appropriate memorial to Colonel Nigel Clifford.

Cllr Cooper mentioned that November 2023 is the 150th anniversary of Churchill's birth and January 2024 is the 60th anniversary of his death.

13/5/22 RFO Reports/Financial Matters

a) to consider the reports of the RFO (to follow)
Members noted the reports presented from the RFO.

b) To review the current cemetery fees and agree any actions
It was agreed to defer this item to the Environment Committee.

14.5.22 Audit and End of year accounts 2021-2022

a) To approve the end of year accounts for the accounting year 2021-2022
Members noted the end of year accounts.

b) To approve the 2021 -2022 Bank reconciliation(s)
Members noted the end of year bank reconciliations.

It was requested that a minute be recorded that it would be helpful for the RFO to attend some meetings in order to answer queries and questions to be raised by Members.

15/5/22 To accept the calendar of meetings for 2022-2023 – Previously circulated

It was agreed to defer this item until the June meeting. The Mayor advised that an Extraordinary meeting will be called on Thursday 19th May to enable Council to discuss and agree a response to the parking consultation.

16/5/22 Planning & Licensing
To consider response to the following applications;

22/00931HHD – 29 Oxford Road Woodstock Oxfordshire
Proposed detached double garage

Comments and observations

Woodstock Town Council objects to this application on the grounds pertaining to forestry matters. Members were disappointed to see the wall highlighted in the Design and Access Statement has now disappeared.

22/00893/LC – 105 Manor Road Woodstock Oxfordshire
Replacement of existing windows

Comments and observations
Woodstock Town Council has no objections regarding this application.

22/00943/HHD – 5 Hensington Close Woodstock Oxfordshire
Single and two story side and rear extension with associated works and replacement front porch

Comments and observations
Woodstock Town Council has no objections regarding this application.

22/00999/HHD 34 Blackberry Way Woodstock Oxfordshire
Proposed Porch (part retrospective)

Comments and observations
Woodstock Town Council has no objections regarding this application.

Consultation - Land East of Woodstock Oxford Road Woodstock

Reference No: 21/04140//FUL Reserved Matters application for the erection of a children's nursery school and associated works

Reference No:16/01364/OUT
Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 110sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure f and engineering works.

Comments and observations
Woodstock Town Council noted that the lead Local Authority has objected to the application. Woodstock Town Council have concerns regarding the lack of lighting for the area, for safety reasons and biodiversity reasons. Members consider the future lighting for the area to be inappropriate. Council Members also expressed significant concerns about sewage and hopes this will be borne in mind.

Cllr Poskitt left the meeting.

Consultation – 3 Hedge End Woodstock Oxfordshire

Application No: 22/01049
Demolition of existing front entrance and utility area. New front single story extension with pitched roof. Removal of existing oriel window to rear elevation and replacement

with new smaller oriel window. Alterations and relocation of window openings. Replacement of existing cladding to front elevation. Replacement of existing flat roof with new insulation and roof covering, flat roof surface raised by approx. 150mm. Change of use of garage to store and utility. Reconfiguration of hard landscaping including extension of parking area,

Comments and observations
Woodstock Town Council have no objections regarding this application.

Cllr Poskitt re-joined the meeting.

16/5/22 To receive a property report from Cllr Ann Grant – Previously circulated

Members noted the report circulated by Cllr Grant.

As the meeting has run until 8.30pm. in accordance with the Standing Orders, it was **resolved** to continue the meeting until 9.00pm.

17/5/22 To receive a report from Woodstock in Bloom – Previously circulated
To discuss access to the Town Council Chamber for volunteers

Members noted the report and thanked the Woodstock in Bloom representative. Members were requested to consider allowing keys to be made available to enable volunteers to water the planters outside the Town Hall. After careful consideration and listening to a proposal from Cllr Grant, it was **resolved** fore Woodstock Town Council to issue 3 keys for the Green doors Market Street be given to Dr Robert Edwards who will be solely responsible for them and present a list of users to the council for insurance records, returning the keys to the Town Clerk as the end of the summer season.

18/5/22 To consider new and replacement bins – item requested by Cllr Nick Manby-Brown

To discuss and agree any actions arising from the report presented to Council

Members noted the report. It was agreed to assess the current bin provision and consider any new bins to be required.

19/5/5 Motions relating to Parking

i. To consider a motion from Cllr Jo Lamb stating the following:
"This Council supports the OCC parking plan subject to the consultation responses being taken into account.

ii. Motion submitted in accordance with Standing Orders 9(a) and (b):
Proposed by Cllr S Parnes, Seconded by Cllr A Grant
Woodstock Town Council agrees not to make any decision regarding implementation of the proposal to introduce on-street parking charges by Oxfordshire County Council (OCC) in Woodstock until the outcome of the town poll is known. The Clerk will write, on behalf of the Town Council, to each OCC cabinet member to ensure they are all aware of this motion.

It was agreed not to consider the above motions due to a poll being called. It was felt that the electorate need to have their say prior to the above motions being considered.

20/5/22 To receive update regarding bollards on the Town Square

After receiving an update, it was **resolved** that the current bollards should remain where they are.

21/5/22 Request for Memorial Plaque for Colonel Nigel Clifford to be paid by requestee

a) To consider an appropriate location.

It was agreed for Cllr Poskitt to talk to Mrs Clifford to establish whether a new clock in the Council Chamber would be most fitting.

22/5/22 Question(s) for the Mayor

Question to the Mayor from Cllr S Parnes

At the Town Council meeting of 12th April 2022, Council formally RESOLVED that "in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute." However, since that Resolution, Town Council minutes continued to be posted online as image scans with signatures unredacted and not in a typically searchable format. As such, please can the Mayor confirm when will the Town Council begin complying with the above resolution, including with regard to conversion of the documents uploaded since?

The Mayor advised that she would look into this and action where appropriate in due course.

23/5/22 To close the meeting

There being no further business, the meeting closed at 8.55pm.

The date of the next scheduled meeting is Tuesday 14th June 6.30pm in the Council Chamber.

Signed; Date;

Extraordinary Meeting of Woodstock Town Council

Thursday 19th May, 2022 at 4.30 pm

Assembly Room, Woodstock Town Hall

MINUTES

Present: Cllrs: Bailey, Faulkner, Grant, Lamb, Manby-Brown, Manson, M. Parkinson, U. Parkinson, Parnes, Poskitt (Town Mayor, in the Chair and minuting), Spencer-Churchill.

1. Apologies for Absence
Cllr Bleakley

2. Declarations of Interest
None

3. Public Speaking and Question Time
Two residents spoke.

One expressed his disagreement with the OCC parking proposals on the grounds of:
- Parking charges
- Associated street equipment
- Positioning of cycle stands
- Problems for church goers and surgery attendees
- Rigidity of the plans and questionable process
- Reduction in free parking already from WODC installation of ECV charging points at Hensington Road car park
- Lack of WODC enforcement for limited parking places in Woodstock
- Ought some Cllrs have made Declarations of Interest?

Another resident spoke of the concerns of residents of Rectory Lane and Park Lane at the seemingly unending applications for further work at Woodstock. For over five years these residents have endured:
- Mud on roads
- Scaffolding and/or workers' cars and development related lorries blocking Rectory Lane long stay parking
- Noise and dust
- The effects of large vehicles going up Rectory Lane – which are causing structural damage to the foundations of some of the houses in Rectory Lane.
- Appeals to the builders have met with only temporary improvements and a letter to the owners of Woodstock House has so far gone unanswered.
- Even at the late stage in development, could WYC request WODC produce a Traffic Management Plan to manage these abuses.

4. To consider a response from Woodstock Town Council as a Statutory Consultee to Oxfordshire County Council's parking plan for Woodstock

The Mayor introduced this item by reading out for members of the public present, the summary of a paper she had received earlier that afternoon and had circulated immediately to all Cllrs. This was from OCC summarising the OCC Officers'

recommendation to Cllr Gant, OCC Cabinet Member for Highway Management, who would be deciding this issue on 26th May. The recommendation was to approve the Proposed Pay and Display etc. Plan with the following changes:

- The proposed free parking period within the 3 hour paid parking bays is extended from 30-minutes to 1 hour.
- The proposed max stay duration in the ultra-short stay bays is extended from 20-minutes to 30-minutes.
- The proposed 2 hour limited waiting bay on New Road is amended to a 3-hour limited waiting bay.
- A further assessment by officers is undertaken to consider the introduction of permits for visitors to Guest Houses, Hotels and Holiday Lets within the scheme. This will require further public consultation.
- A further assessment by officers is undertaken to consider the best use of the existing 2-hour bays on Park Lane. This will require further public consultation. To amend the schedule of permit eligibility to include 1-11 Oxford Street.

a) To discuss a response from Woodstock Town Council as a Statutory Consultee to Oxfordshire County Council's parking plan for Woodstock.

Cllr Parnes opened the discussion commenting on the previous day's Town Poll on the question: *"Do you want to keep all parking areas free of charge in Woodstock*?" 404 residents had answered 'yes' and 54 had answered 'No'. Cllr Parnes stated this was a clear majority view and proposed a motion to go with form results of the Town Poll that::

The response to the OCC consultation will be that the Town Council acknowledges the result of the Town Poll as attached.

The proposal was seconded by Cllr Grant.

There was discussion that that Poll reflected the views of a small number of the potential electorate with 83% of the electorate's views remaining unknown. The implications of a Town Poll were not binding on anyone. Woodstock Town Council was a statutory consultee on the matter of the Parking Plan The purpose of calling this Extraordinary WTC meeting was to try to form a consensus view on aspects of the Plan.

The proposer and seconded made it clear that the intention of the motion was that the result of the Poll would be the Council's only response as statutory consultee.

A named vote was called for:

For: Cllrs Faulkner, Grant, Lamb, Manby-Brown, M Parkinson, U Parkinson, Parnes, Spencer-Churchill

Against: Cllr Poskitt

Abstaining: Cllrs Bailey, Manson.

The motion that the response to the OCC consultation will be that the Town Council acknowledges the result of the Town Poll as attached.

was **CARRIED**.

b) To appoint leading Members to write the response to submit to all Members for comments and amendments.

In view of the motion passed in item 4a, it was agreed that Item 4b was no longer relevant and should not be discussed.

At this point Cllr M Parkinson left the meeting.

5. Planning & Licensing

22/01098/HHD Hope House 14 Oxford Street Woodstock

Refurbishment to existing dwelling to include part replacement rear lean-to roof structure, removal of existing lean-to outbuilding and relocation of A/C units to second floor existing fire escape platform.

No objection

22/01088/LBC Hope House 14 Oxford Street Woodstock

Internal and external alterations to refurbish existing dwelling to include replacement of existing rear external door, insertion of new window opening, part replacement rear lean-to roof structure, removal of C20 internal works and finished to allow relocation of existing kitchen and formation of ground floor Pantry, Utility, Cloakroom and first floor shower room and associated service works. Removal of existing lean-to outbuilding and relocation of A/C units to second floor existing fire escape platform

It was agreed most of the alternations are not visible to passers-by, but there was no Conservation Officer's comment on the application, apart from a comment made on the pre-application plan of March 2021. The Council was unable to comment on this application without a Conservation Officer's view.

22/00968/FUL Woodstock House Rectory Lane Woodstock

Installation of external stairs to access new underground storage below existing garden, replacement garden walls and construction of detached garden room together with associated works and landscaping in relation to the conversion currently being undertaken.

This proposal was discussed along with 22/00969/LBC

22/00969/LBC Woodstock House Rectory Lane Woodstock

Alterations to include replacement garden walling in relation to the conversion currently being undertaken

The proposal is not visible to those outside the boundaries of Woodstock House, but the Council notes that there is no Conservation Officer's report for the application for Listed Building Consent which makes it difficult to comment. No planning objections were raised.

However, there was great concern and sympathy for the nearby residents who had been suffering from the effects of the development for years. This latest development application appeared to require removal of large quantities of earth which presumably would have to be transported away from the site by sizeable vehicles.

In view of all the comments previously made by residents about this application and the presentation by a resident at the beginning of this meeting, Council agreed that the following requests should be included in the response to the application:

1) A weight and size restriction to be placed on any vehicle accessing to/from Woodstock House.
2) A Construction Management Plan which includes strict controls on the timings of delivery and removal of materials to/from the site.
3) All contractor vehicles, and those of site workmen, to be parked on site and not on public parking/on street spaces.

4) Regular and frequent road sweeping and clearance of mud and dirt on Rectory Lane and Park Lane.

The Council would be pleased to receive an outline plan of when and how this development will reach its conclusion.

Cllr Poskitt said she would ask to meet with Senior Planning Officers at WODC to stress the distress of residents close to the development and make it clear that there should be some sort of traffic management plan with restrictions on the size of vehicles used at this site. The whole town deserved an indication of when this prolonged project would be completed.

The meeting concluded at 5.35pm

I omitted to note when the meeting ended. I think it was about 5.35 but I may be corrected on that.

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811214
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th June 2022 at 6.30pm

Cllrs. present:

Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor
John Bleakley
Ann Grant
Jo Lamb
Meg Manson
Sharone Parnes

In Attendance:

Karen Crowhurst – Locum Clerk
Cherie Carruthers – Responsible Finance Officer
West Oxfordshire District Cllr. Cooper
28 members of the public

1/6/22 Apologies for Absence

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr Faulkner, Cllr Manby-Brown, Cllr M Parkinson, and Cllr U Parkinson.

2/6/22 Minutes of last meeting

To consider for approval, the minutes of the Annual Council meeting held on Tuesday 10th May 2022 (attached); and the Extraordinary meeting held on Thursday 19th May.

Some amendments were made to the Annual Council meeting minutes and agreed upon. It was **resolved** to accept the minutes of the Annual Council as a true and accurate record of the meeting and for the Mayor to sign them. It was also **resolved** to accept the minutes of the Extraordinary Committee meeting held on 19th May.

3/6/22 Minutes of the Staffing Committee Meeting

To note the minutes and actions arising from the Staffing Committee Meeting held on 9th June 2022

Members of Woodstock Town Council noted the minutes of the Staffing Committee meeting.

4/6/22 Declarations of Interest

To receive any declarations of interest in items on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Cllr Poskitt declared an interest about the Planning items on the agenda as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

Cllr Bailey declared an interest with regarding to the 63 New Road Planning application.

5/6/22 Public Speaking and Question Time

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

Various members of the public spoke.

Members of the public expressed strongly to the change of parking provision for Woodstock. Comments and concerns raised were;

- Woodstock being a nice place to live,
- The strength of feeling about the proposed parking charges,
- The need for tourists to be able to park and the need for more parking provision,
- The economic development of the town being impacted,
- Permits being granted to those who are eligible reducing the amount of parking and affecting householder families being able to visit their relatives,
- Some members of the public urged the Town Council not to support the changes which have now been recommended by County Council,
- The impact on local traders as permits and charges will reduce trade,
- Concerns about passing trade being affected,
- Members of the public also expressed overwhelming concerns and frustrations,
- The feeling that members of the public are not being listened to by the Town Council,
- Concerns around the County Council making the final decision without appearing to consider the views of the residents or the recent Poll,
- The loss of 12 parking spaces in the Hensington Road car park to provide electric vehicles charging points,
- The Town Council and District Council ignoring the outcome of the Poll which 14.8% of electors voted,
- The Poll being a democratic process which appears to have been ignored,
- The division caused by the new scheme and the strength of the division itself,
- The demand for the County Council to reconsider the decision made,
- The on costs of the scheme affecting the costs of Council Tax,
- Some proposed permit holders not wanting to have a permit for their household.

The Mayor motioned to move to item 14 on the agenda, all Members were in agreement.

6/6/22 Reports from Outside Bodies & Organisations – No written reports received.

7/6/22 **County Councillor's Report**
To receive the monthly Town report from Oxfordshire County Cllr Graham (attached)

The County Councillor sent his apologies. There was no report for noting.

8/6/22 **District Councillor's Report**
To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached)

Members noted the report from District Cllrs Cooper and Poskitt.

The meeting moved to items 12 & 13 on the agenda.

Item 19 was discussed after items 12 &13

9/6/22 **Policies for adoption**

a) Woodstock Town Council Standing Orders

A proposed amendment was received regarding attendance of Non-Voting Council Members remaining in meetings during confidential session.

After a short discussion It was **resolved** to adopt the existing Standing Orders and to allow amendments to be discussed as they arise to be included, subject to the decision of Council.

b) Woodstock Town Council Financial Regulations

It was **resolved** to adopt the Financial Regulations.

c) Woodstock Town Council Code of Conduct

It was **resolved** to adopt the current Code of Conduct.

d) Woodstock Town Council Risk assessment

This item was deferred.

e) To accept the GDPR Privacy Statement

It was **resolved** to accept the GDPR Privacy Statement and place it on the Council website.

f) To accept Data Access Statement

It was **resolved** to accept the Data Access Statement and place it on the Council website

g) To accept and adopt the GDPR Policy

It was **resolved** to accept and adopt the GDPR Policy and place it on the Council website.

h) To appoint the Clerk as the Data Controller

It was **resolved** to appoint the Clerk as the Data Controller.

i) To approve Satswana as the Data Protection Officer - £150 per annum https://www.satswana.com/Councils

It was **resolved** to approve Satswana as the Data Protection Officer.

10/6/22 **Orphaned Land at Barn Piece Estate -** to receive an update and agree further actions regarding minute reference 13/19/21

It was **RESOLVED** that Council **AGREED** to

1. explore with Persimmon the possibility of Council acquiring the land behind the bus stop and the green land in Westland Way
2. investigate with Persimmon if there are other areas on the Barn Piece Estate which might similarly be unadopted other than by Persimmon still retaining freehold. If there are such pieces of land on a similar offer from Persimmon, Council reviews whether it should include these in the land acquisition process.
3. Discuss with WODC that, despite change of ownership, WODC would continue grass cutting this land on behalf of WTC.
4. Require a further report be brought to Council later.

This matter is still on-going.

11/6/22 **Woodstock Water Meadows** - To agree to appoint Berkshire, Buckinghamshire, and Oxford Wildlife Trust to re-survey Woodstock Water Meadows (Information, previously circulated to all Members)

Members **resolved** to appoint BBOWT to carry out a survey at Woodstock Water Meadows.

Items 12 & 13 were considered after items 14 & 8.

12/6/22 **RFO Reports**

a) to consider the reports of the RFO (to follow)
Members noted the reports.

b) To approve the schedule of payments from 1st April 2022
After a query regarding grant expenditure, it was **resolved** to accept and sign the schedule of payments.

c) To approve bank reconciliations
Resolved to accept and sign the bank reconciliations.

13/6/22 **Annual Return & Final Accounts 2021-2022 – final accounts documents and copy of annual report previously circulated**

a) Income and expenditure for the year – To approve end of year accounts

It was **resolved** to approve the end of year accounts.

b) End of year Bank reconciliation(s)
It was **resolved** to accept and sign off the end of year bank reconciliations.

c) Approve sections 1 – Annual Governance Statement
It was **resolved** to approve the Annual Governance Statement.

d) Approve Section 2 – Accounting Statements

It was **resolved to approve the Accounting Statements.**

e) To sign the Audit form for submission to External Auditors Subject to Internal Auditors approval by 1st July 2022
It was **resolved** for the Mayor and the Clerk to sign the audit forms.

14/6/22 **Motions –** To consider written motions raised by Council Members

I. **Motion proposed by Cllr Grant Seconded by Cllr Parnes**

Woodstock Town Council agrees
that:

a) The total cost of the recent Town Poll held on Thursday 18th June 2022 be paid
from the £7000 allocated parking fund by WODC to WTC in April 2021

b) The Clerk/RFO arranges for this account/invoice to be raised by WODC for settlement at the earliest possible time.

An amendment was received from Cllr Bleakley regarding item the amendment proposed for the Poll to be paid for from the elections budget, as the poll was managed by the District Council as part of the democratic services provision.

A further amendment was also raised that the Clerk follows the process for raising invoices carried out and payment will be made upon receipt of the invoice.

Another additional amendment was to place the £7,000 in earmarked reserves for parking matters.

All amendments were seconded by Cllr Bailey.

The amendments were discussed in depth and were argued against. After a while and listening to points raised by the original motion and the amendments, as well as considering the advice of the Clerk and the Responsible Finance Officer who advised that any overspend could be made up by an underspend in another budget heading, as well as the Poll being a democratic process like a referendum, the meeting moved to a vote to consider the original motion. A named vote was requested by Cllr Grant.

For: Cllr Grant and Cllr Parnes.

Against: Cllr Bailey, Cllr Bleakley, Cllr Lamb, Cllr Manson, and Cllr Poskitt.

Therefore, the motion was not carried.

It was agreed to defer the reconsider a motion to offset the £7,000 grant for parking at a future meeting.

ii. **Motions on Delegated Decision of Proposed Parking Scheme for Woodstock**

Motions proposed by Sharone Parnes, Seconded by Cllr Nick Manby-Brown

As Councillor Manby-Brown was not in attendance, Cllr Grant seconded these motions.

1) Woodstock Town Council (WTC) objects to the Oxfordshire County Council (OCC) proposed, complete Parking Scheme for Woodstock.

Cllr Parnes spoke about motion 1. Cllr Parnes explained the reasons for raising the motion.

One Member proposed the motion be rejected, which was later withdrawn.

There much discussion and debate about this motion, especially as the Town Council had agreed the final response at the Extraordinary meeting held on 19th May 2022.

Various views were considered as Members views were varied. Cllr Grant reported about the actual percentile of the poll attendance and other voting figures and expressed that the poll cannot be ignored

During discussions, the Clerk advised going forward that given the gravity of this motion, these types of motions could be tabled as a one item agenda to allow more time for discussion and more time for public participation. The Clerk suggested a Cllr Surgery be held as it would provide the opportunity for residents to talk to Councillors face to face rather than social media.

After a while the meeting moved to a vote, a named vote was called.

For motion 1. Cllr Grant and Cllr Parnes

Against motion 1. Cllr Bleakley, Cllr Bailey, Cllr Lamb, Cllr Manson, and Cllr Poskitt.

Therefore, the motion was not carried.

2) WTC requests of OCC to review and to reconsider the delegated decision, of 26th May 2022, by the Cabinet Member for Highways (Cllr Andrew Gant); this request being due to the foreseeable daily impact on lives and livelihoods in the Town, rendering the determination worthy of full Cabinet decision rather than delegation to a single individual.

Cllr Parnes introduced motion 2 and spoke to the motion.

After a short while the meeting moved to a vote, a named vote was requested.

For motion 2. Cllr Grant and Cllr Parnes.

Against motion 2. Cllr Bleakley, Cllr Lamb, and Cllr Poskitt.

Abstentions of Motion 2. Cllr Bailey and Cllr Manson.

3) Woodstock Town Council is very disappointed with the OCC Cabinet Member for Highways' derogatory comment referring to the constituency of Woodstock as being "out in the backwoods". The Town Council requests of County Cllr Andrew Gant an explanation with public apology in relation to his wording, directed at one of Woodstock's District Councillors, while chairing the 26th May 2022 meeting (ref: 35:17 on the audio-video timeline of the County Council's online recording of the meeting, when Cllr Gant told Cllr Cooper: "just for the record, Julian, this Council now refers to the Chair rather than the Chairman but we'll let that one pass because you come from out in the backwoods.").

A named vote was requested. The outcome of which was:

For motion 3. Cllr Grant and Cllr Parnes

Against motion 3. Cllr Bleakley, Cllr Bailey, Cllr Lamb, Cllr Manson, and Cllr Poskitt.

Therefore, the motion was not carried.

15/6/22 **To consider creating a Finance Committee**

This item was deferred until a new permanent Clerk has been appointed.

16/6/22 **To consider extending the Membership of the Staffing Committee and agree delegated authority**

Members agreed to extend the Membership of the Staffing Committee by adding one additional Member. It was **resolved** for Cllr U Parkinson to be appointed to the Committee.

17/6/22 **To agree the meeting schedule from July 2022 – May 2023**

It was **resolved** to accept the meeting schedule as well as the addendum which assisted with the final dates.

https://woodstock-tc.gov.uk/council-meetings-and-dates/

18/6/22 **Planning & Licensing**
To consider response to the following applications: -

21/00189/FUL Land East of Hill Rise Woodstock
Hybrid planning application consisting of full planning permission for the erection of
74 dwellings, 60 sqm of community space (Class E), a parking barn, means of access
from the A44, associated infrastructure, open space, engineering and ancillary
works; outline planning permission for up to 106 dwellings, up to 60sqm of community space (Class E), a parking barn, with associated infrastructure, open
space, engineering and ancillary works (Amended).

Comments and observations

Woodstock Town Council would like to reiterate that the previous response made by the Council and do not consider the objections raised have been overcome.

https://publicaccess.westoxon.gov.uk/online-applications/files/A1807520575B530D76FF8FE34E108FAE/pdf/21_00189_FUL-PARISH_COUNCIL-1074555.pdf

21/00217/OUT Land North of Banbury Road Woodstock
Outline application with all matters reserved except for means of access for up to 250 dwellings with community space and car barns together with associated works.

Comments and observations
Woodstock Town Council shares the same concerns raised by Thames Valley Police regarding this application. Woodstock Town Council would like to reiterate that the previous response made by the Council and do not consider the objections raised have been overcome.

https://publicaccess.westoxon.gov.uk/online-applications/files/0F0BB2BCB56CCB85441F643E802236D8/21_00217_OUT-TOWN_COUNCIL-1049796.docx

https://publicaccess.westoxon.gov.uk/online-applications/files/3073BA467C14673572D201853FA489B4/pdf/21_00217_OUT-THAMES_VALLEY_POLICE-1096597.pdf

22/01013/FUL The Crown Inn 31 High Street Woodstock
Installation of new awnings to High Street elevation and replacement of courtyard
door and windows (Part retrospective).

Comments and observations
Woodstock Town Council do not object to this application.

22/01014/LBC The Crown Inn 31 High Street Woodstock
Internal and external alterations to Install new awnings to High Street elevation and
replacement of courtyard door and windows (Part retrospective).

Comments and observations
Woodstock Town Council raised no objections to this application.

22/01067/HHD 44 Brook Hill Woodstock Oxfordshire
Erection of single storey side extension and conversion of existing garage to create
additional living space.

Comments and observations
Woodstock Town Council raised no objections to this application.

22/01238/HHD 63 New Road Woodstock Oxfordshire
New porch, window on front elevation replaced by French doors. Single storey
rear extension. Hipped roof changed to gable end on side of house.

Comments and observations
Woodstock Town Council raised no objections to this application.

19/6/22 **Reports from Committees and Working Parties**

No reports were received.

20/6/22 **Properties report –** To receive a report from Cllr Ann Grant

Members noted the Properties Report, presented by Cllr Ann Grant.

21/6/22 **Clarifications Regarding Woodstock Traffic Advisory Committee's Use of Town Council Coat of Arms and Letterhead –** To receive a report from Cllr Parnes

The Mayor advised Cllr Parnes that in future the use of the Town Council Coat of Arms Letterhead will not be used for future agendas.

22/6/22 **Exclusion of Press and Public**
To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff.

It was **resolved** for the exclusion of press and public due to staffing matters needing to be discussed.

23/6/22 **Staffing Matters**

a) Additional hours for the Locum Clerk and review of weekly attendance in the Town Council Offices

After a short discussion it was agreed to appoint the Locum Clerk an additional 5 hours per week and to be available in the office for one day a week.

b) Appointment of Town Clerk – To receive recommendations from the Staffing Committee

Members noted the recommendation of the Staffing Committee to launch the application process later in the year.

c) To appoint an RFO as advised by the Staffing Committee at the meeting held on the 9th of June

The Clerk advised Members about the appointment of an RFO who declined to accept the offer of employment. To meet section 151 of the Local Government Act 1972 and considering the recommendation contained within the Staffing Committee Minutes, it was **resolved** to appoint the Locum Clerk as the Temporary RFO on a short-term basis. It was further resolved to enable the Clerk/RFO to have access to the Unity Trust Current Account for the purpose of raising payments. Payments will still be authorised by signatory Members.

Cllr Parnes made a statement which was noted.

Close the meeting

There being no further business, the meeting closed at 8.36pm.

Signed: Date:

Woodstock Town Council

The Town Hall, Woodstock, Oxon, OX20 1SL
Telephone 01993 811216
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in the Town Hall Woodstock on Friday 22nd July 2022 at 6.30pm

Cllrs present:

Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
Ann Grant
Meg Manson
Ulli Parkinson
Sharone Parnes

In attendance: one member of the public

1/7/22 Apologies for absence Apologies were received from Cllrs Bailey, Bleakley, Manby-Brown, Mathew Parkinson, Spencer-Churchill

2/7/22 Minutes of the last meeting In view of this meeting being, in effect, an Extraordinary WTC meeting it was agreed unanimously that approval of the minutes of the WTC meeting on the 14th June should be deferred to a future monthly WTC meeting.

3/7/22 Declarations of Interests. Cllr Poskitt declared an interest in item 6 Planning & Licensing as she is a West Oxfordshire DC Cllr and Chair of Development Control and the Uplands Planning sub-committee.

4/7/22 Public Speaking and Question Time One resident spoke on behalf of a number or residents of Flemings Road and Plane Tree Way objecting to Planning Proposal 22/01768/FUL 1 Ryegrass Woodstock. The objections were that:

- although reduced in height from the original proposals, the buildings were still taller than those in the vicinity
- the balconies would be overlooking and unneighbourly
- there needed to be trees not just bushes to give some privacy to neighbours
- the buildings were right up to the pavement edge compared with the grassy surrounds of the present bungalows.
- Any development would need a carefully prepared construction traffic plan in view of the proximity to schools and parking in Flemings Road at the beginning and end of the school day.

5/7/22 Bridge at the Black Prince Cllr Manson had recently visited the site with an OCC officer to discuss details of the replacement for the bridge and steps to the Watermeadows from the A44. Following this meeting, she was now happy that the changes were acceptable. She proposed Council accepted OCC Plans. This proposal was seconded and unanimously approved.

6/7/22 Planning & Licensing

22/00858/FUL 14 Park Street Woodstock: No objection

22/00876/LBC 14 Park Street Woodstock: Council noted the objections of the conservation officer about the window replacements at the front of the building and agreed that WODC approval was dependent on resolution of the officer's concerns.

22/01446/FUL 34 Shipton Road Woodstock: WTC were agreed that whilst they felt the proposal was overdevelopment, they should not object as a very similar development had been approved for the neighbouring home.

WTC did suggest that as the front garden of 34 Shipton Road has been attractively developed (eg pond and other areas) to support a more varied biodiversity than the usual small suburban garden, an ecological assessment should be made of the site with the aim of ensuring that the process and final result of any development promotes rather than damages the biodiversity. This is particularly relevant as the reports on the proposal for the nearby Ryegrass site include comments about that site being a potential great crested newt habitat.

22/01554/LBC 17 Market Street and 22/01554/LBC Sales & Marketing Suite: Land east of Woodstock WTC did not object to these proposals but insisted that the temporary Sales & Marketing Suite is restricted to the proposed three years at a maximum and that it is used for the purpose described and none other.

22/01762/FUL Land east of Woodstock: Children's Nursery and associated works

Objection. Council commented that WTC responded to this application in May 2022. Since then, there have been only two further documents on the webpages: a response to OCC's earlier objections and a repeated objection by OCC's LLFA Engineer. In recognition that Woodstock's sewage system is already strained, WTC's consideration for approval requires the LLFA's objections and OCC's specific questions and points to be satisfactorily resolved.

When WTC last commented Council expressed concern about the lighting indicated for the site. There is no response to this concern on the website. WTC reiterated that the lighting around the site must be sensitively handled. Children, families and staff leaving in poor light or darkness at the end of a winter day do need good lighting to be able to depart safely. However, the proximity of the site to open fields, trees, hedgerows and grass verges also means that any such illumination MUST take account of the effect of inappropriate lighting on local biodiversity in the form of bats, barn owls and other nocturnal creatures.

22/01768/FUL 1 Ryegrass Woodstock

Council **objected** to this application on the grounds that:

- It is overdevelopment of the site
- The design and height of the buildings are not in keeping with surrounding buildings
- There is insufficient green space outside the buildings particularly as in some places the buildings come very close to the pavements. Residents have requested some trees rather than just bushes and flower pots so as to alleviate some of the effect of the buildings on nearby dwellings should the application be approved.
- Parking is insufficient as some of the dwellings are two bedded and residents may have two cars or may have visitors who would need to park off Flemings Road as the street is already potentially dangerous with many vehicles parked on both sides of the road and little space for other cars to get through at certain times of day particularly at school opening and closing times.

Council also stressed that if the plans are approved, **it is essential that a Construction Traffic Management Plan** is developed which recognises the specific problems with parked vehicles in the area in relation particularly in relation to delivering and collecting school children. Any Plan should ensure that construction vehicles and the cars of those working on the site park on the site and not on the street and that there is effective wheel washing processes for all vehicles leaving the site.

Trading consent for Alex Crepes – Crepe Van. Council had **no objection** to consent for this item.

7/7/22 To comment on street names in relation to SNN2022011 Woodstock.

There was no concern over the name Durstan Rise. Price Place was objected to by several Cllrs as there could be other interpretations of 'Price' in relation to a housing estate. Some thought Joyes Row was a bit of a 'mouthful'. After discussion it was agreed to recommend

that WODC choose another street name instead of Price Place and perhaps reconsider the name Joyes Row.

8/7/22 Closure of Meeting. The meeting closed at 7.31pm

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
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Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 26th July 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
John Bleakley
Ann Grant
Sharone Parnes
Matthew Parkinson
Ulli Parkinson
Andrew Grant
Nick Manby-Brown

In Attendance: Karen Crowhurst – Locum Clerk
Rachel Peters – To take the minutes
West Oxfordshire District Cllr. Cooper
Oxfordshire County Cllr. Graham
5 members of the public

26/07/1. **Apologies for Absence**
To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr Meg Manson, Cllr Spencer Churchill, Cllr Kate Bailey and District Cllr Julian Cooper.

26/07/2. **Minutes of last meeting**
To consider for approval, the minutes of the Town Council meeting held on Tuesday 22nd July 2022 (previously circulated)

It was **resolved** to accept the minutes of Friday 22nd July not Tuesday as a true and accurate of the meeting.

Defer to next meeting.

26/07/3. **Declarations of Interests**
To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Declarations were received from Cllr Grant in relation to item 24a on the agenda as the candidate is known personally to her.

Cllr Poskitt declared an interest about the Planning as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

26/07/4. **Public Speaking and Question Time**

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

Members of the public spoke about

- The proposed parking scheme
- It was felt that the scheme is unfair, unjust and undemocratic. No words of leadership, reassurance or details comment from town council, accepting cc decision.
- The possibility that there are more permits being given than spaces provided in the town.
- Customers to businesses may go elsewhere, elderly and disabled will be disadvantaged.
- The Member of the public speaking asked the County Council to hold off implementing the decision.

26/07/5. **Reports from Outside Bodies & Organisations** – No written reports received

26/07/6. **County Councillor's Report**

To receive the monthly Parish report from Oxfordshire County Cllr Graham (attached)

Cllr Graham reported on:

- Health centre- County Council District Council, Woodstock Surgery and LPG have met and agreed to look at the Hensington Road site and is progressing.
- Home to school transport policy- enabling children to get to school. Improve the scheme policy.
- Cherwell development- back on plan, comment and objections - today is last day to submit to the consultation.

Questions to **Cllr Graham**

Cllr S Parnes - Why are responses not showing up on the website? This needs to be followed up. – Cllr Graham agreed to investigate this?

Cllr S Parnes Is Parking permit for hospitality staff imminent? Cllr Graham advised that this is a work in progress.

Cllr J Lamb – Suggested parking meters should be discreet; can Town Council be involved in the decision making for street furniture – needs to fit in with historic nature of town will be taken into account. - Cllr Graham advised that this is being taken into account.

Cllr U Parkinson- Concerns from Park View residents that Blenheim will be making a new connecting road, it will become a rat run– Cllr Graham commented that the design statements are conflicting and contradicting. – Cllr Graham advised that his response includes these concerns.

Cllr J Bleakley – Will the library be included in the health centre development? Cllr Graham responded to this question.

Karen Crowhurst – Do OCC meet with Parish councils outside of Town Council meetings. Strengthening Local Relationships could you look into this. Cllr Poskitt agreed

26/07/7. **District Councillor's Report**

To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper Cllr Cooper

Cllr Cooper extended his gratitude to Blenheim Palace for holding on the meeting which was deemed to be productive

Members noted the report from Cllr Poskitt & Cooper which was previously circulated to all Members.

26/078. **To note the resignation of Rachel Faulkner from the Town Council**

Members noted the resignation of Rachel Faulkner and expressed their gratitude for her service.

26/07/9. **Notice of Poll**

a) To note the notice of poll and date of the poll being held and agree whether to request poll cards to be issued

Members noted the date of the Poll, being 25th August 2022. After a short discussion it was agreed to request for poll cards to be issued which will cost around £400 on the basis that there is no cost to the Council. This was proposed by Cllr Parnes and seconded by Cllr U Parkinson.

A vote was taken by a show of hands. The outcome of which was:

For – Cllr Grant, Cllr Parnes, Cllr M Parkinson and Cllr U Parkinson'

Against – Cllr Poskitt and Cllr Manby – Brown.

Abstentions – Cllr Bleakley and Cllr Lamb.

26/07/10. **Policies for adoption**

a) Woodstock Town Council Communications and Social Media Policy
It was agreed to defer any decision due to a previous decision to adopt the same type of policy. It was also agreed to schedule the newer version of the policy after the 6-month resolution has passed.

. b) Woodstock Town Council Complaints Policy/ Procedure, if approved to appoint the Complaints committee and appoint the Mayor/Chairman and Chairman, Deputy Chairman and 3 Members of the Council to Committee

After some discussion and deliberation, it was **resolved** to adopt the Complaints Policy/Procedure. The resolution was passed after a vote by a show of hands was taken. It was further **resolved** to call the panel a Committee with a composition of 5 Members.

Policy adoption vote. 7 for and 1 abstention.

Panel to Committee vote. 6 for and 2 abstentions.

The agreed Members appointed to the Committee, are:
Cllr Bleakley, Cllr Grant, Cllr Lamb, Cllr Poskitt and Cllr Parnes.

c) To grant delegated authority to the Complaints Panel ensuring Full Council is consulted and informed about complaints being determined by the Panel

It was **resolved** to grant delegated authority to the Complaints Committee all in favour. Therefore, the motion was carried.

d) Woodstock Town Council Vexatious Complaints Policy

It was **resolved** to adopt the Vexatious Complaints Policy. 6 Members were for this decision and there were 2 abstentions. Therefore, the motion was carried.

26/07/11. **To consider the creation of a Woodstock Parish Council Facebook Page**

To consider a motion from Cllr Kate Bailey, seconded by Cllr Meg Manson. that Woodstock Town Council has a Face Book page, the sole purpose of this page would be to promote and upsell the Town Council within the local Community. It would merely be

an online notice board/calendar of events and information portal ie it will not allow responses from the Public.

This page would be overseen by the Clerk and one other, Kate Bailey is happy to set it up in consultation with the current Clerk and would suggest another Cllr as an additional moderator.

By having an online presence, the Town Council would then ensure we engage with as much of the Community as possible ie by using all means possible to be sure vital information is disseminated around the entire Town.

During the Queens Platinum Jubilee and the Town poll, both equally important we had no option but to use other Social Media avenues to promote these events. This was done using our own means and Facebook pages. This is neither effective or good practice and can evoke unnecessary comments.

a) To confirm the type of the Facebook page to allow comments or not
Decision – all in favour, motion carried.
b) To appoint a Council Member or Members alongside the Clerk to manage the page
Decision – all in favour, motion carried.

26/07/10. **To appoint a Town Council representative to SOFO Woodstock Museum**

It was agreed to defer this item.

26/07/13. **Environment Working Group Meeting Notes**

a) To note the meeting notes and agree the recommendations for Council consideration raised by the Environment Working Group.

Members noted the meting notes.

1. Residents to be written to regarding the boundary of the Water Meadow on an annual basis. - This was agreed

2. To add additional work to the grass cutting contract to enable more regular work be carried out at the Water Meadows. -It was agreed to defer this recommendation.

3. To consider the quotation for the handrail at the cemetery if there is any additional cost further to the quotation previously approved by Town Council. – This item is ongoing.

4. To receive a report regarding the site visit in respect of the bridge at the Black Prince for Council to take into consideration when commenting on the proposal at item 15 on the agenda

5. To consider the proposal of appointing a specialist or company to oversee the implantation of the Management Plan at the Water Meadows. - It was agreed to defer this recommendation.

6. To consider high risks and associated costs to minimise risks identified, arising from the ROSPA report for the Water Meadows – (Documents previously circulated) – It was agreed for the Environment Working Group to look into his.

7. To consider the high risks and associated costs arising from the annual play area inspection and request that the Town Council instruct Wicksteed to repair equipment considered to be Moderate Risk. The cost would be £1,595 for New Road, from a budget of £3,500 and £1,414.80 for Budd Close, from a budget of £3,000.

   It was agreed due to the need to make good the areas deemed to be Moderate Risk, for the work to be carried out. Members considered the budget and **resolved** to vire Cost Code 4978 as it is unlikely not to be spent in this financial year. A vote was taken by a show of hands, the outcome of which was 7 voted in favour - 1 abstention

8. Burials Officer clarification. – The Locum Clerk advised that the Council Administrator has agreed to be the Burials Officer due to the absence of a permanent Clerk.

9. Cemetery fees – to consider any new charges presented. - It was agreed to defer this item to enable time to gather more information.

10. Appointment of Mr Maurice Parkinson to the Environment Working Group -

    All agreed this appointment.

11. To consider undertaking a new tree survey and any associated costs
    It was agreed to consider this time at item 20 on the agenda.

Signage at New Road Play Area

26/0714

This item was deferred until the next meeting.

26/07/15. **RFO Reports**

a) To note the Cost Centre report of budget against actual income and expenditure at 31st May 2022

Members noted the Cost Centre report as being the current budget position. The Mayor then signed the report.

b) To approve the schedule of payments from 1st May – 30th June 2022

It was **resolved** to accept and approve the schedule of payments form 1st May – 30th June 2022. All were in favor. The Mayor then signed the schedule of payments.

c) To approve the bank reconciliations presented

The Locum clerk advised that she has been unable to access bank statements, which Members should have sight of to approve bank reconciliations.

d) Internal Auditors report – To accept the Internal Auditors Report and agree any actions arising.

It was **resolved** to accept the report from the Internal Auditor and work towards implementing his recommendations contained within the report.

26/07/16 **Motions –** To consider written motions raised by Council Members

Motion proposed by Cllr Jo Lamb

" Given:

1. the attractiveness and unobtrusive nature (as to size, location and colouring), of the 2 sun canopies erected at Brothertons Brasserie, 1 High Street, Woodstock, and

2. the location of at least 7 other additional sun canopies by businesses also located in the Conservation centre of the town and

3. the increasing health requirement to provide customers with sun protection due to changes in the climate and

4. the need to encourage the hospitality sector of our local businesses,

Woodstock Town Council exhorts West Oxfordshire District Council to reconsider this Planning matter and to take all necessary steps to ensure the withdrawal of Enforcement Notice No.2022/18 issued in respect of 1 High Street Woodstock and further, to support the Brasserie owners in any Appeal by them to the Planning Inspectorate which may be necessitated by the issuing of this Enforcement Notice.

After a lengthy discussion it was agreed for Woodstock Town Council to support Brothertons Brasserie appeal and write to the Planning Officer, the Heritage Officer and Giles Hughes, emphasising the support which will include some of the wording in the motions above. It was further agreed for Cllr Lamb, Cllr Poskitt to work alongside the Clerk to submit a response.

26/07/17 **Update on Memorial plaque for Colonel Nigel Clifford**

This item is still ongoing.

26/07/18. **Remembrance Day –** To agree Town Council arrangements

Cllr Poskitt advised that she would be working with the Town Council Administrator.

26/07/19. **Mayors Carols** – To agree Town Council arrangements

Cllr Poskitt advised that the carols will be held on or around December 18th 2022 and she is working closely with the school and the Reverend.

26/07/20. **To agree whether to undertake a free tree survey offered by Oxford Treescapes – Free Nature Recovery survey**

All Members agreed to the free survey and requested out of courtesy for the people carrying out the survey to inform the office when they are on site

26/0721. **Reports from Committees and Working Parties** Nothing to Note

26/07/22. **Properties Report –** To receive a report from Cllr Ann Grant

Members noted the report.

Exclusion of Press and Public
To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff.

The Mayor proposed a resolution to remove the press and any members of the public from the meeting. This was seconded by Cllr Grant/

.

27/07/23. **Staffing Matters**

a) To consider the appointment of the Rachel Peters as the Responsible Finance Officer to Woodstock Town Council for 8 hours per week at Spinal Column 21 start point £26,511 calculated on a pro-rata basis for a standard working week of 37 hours.

After taking into account the Locum Clerk has taken in receiving phone references and a CV and the conditions within the contract as well as Rachel already being employed by the Council it was **resolved** to appoint Rachel Peters as Woodstock's Town council Responsible Finance Officer.

b) To consider Locum arrangements for an RFO if Rachel Peters is not appointed. (Documents previously circulated)

There was no need to discuss this item.

27/07/24. c) Appointment of Town Clerk for 30 hours per week at Spinal Column 26 £30,451 per annum which equates to £24,694.80 being the current salary point 26 within the 26-28 range in scale LC2 (24-28) as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

A proposal was put forward to defer this item which was to consider deferring going ahead with the recruitment of a new Clerk at this stage during the discussion and thoughts and comments by other Members the proposal was

rejected. A further proposal which was seconded to retain the Locum Clerk until December whether that be as the Clerk if no Clerk is appointed or to provide support and training for a new Clerk if one is appointed was discussed. It was **resolved** to retain the Locum Clerk until December

Discussions continued further which led to a decision of proceeding with the process as soon as possible.

d) To set a timeframe for the application process
   Advertising
   Deadline for applications
   Shortlisting
   Interviews

All of the above was discussed together. It was agreed to leave this actions to The Clerk in order to aide a quick process.

Cllr Grant proposed to use free advertising immediately on the basis of item c) 4 for 2 against 1 abstaining

e) To appoint the interview panel from the Staffing Committee or other suggested Members

This was left to establish availability.

26/07/25. **Close the meeting –** There being no further business, the meeting closed at 8.47pm.

Woodstock Town Council
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Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 9th August 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
John Bleakley
Ann Grant
Sharone Parnes – joined the meeting at 18.34
Matthew Parkinson
Ulli Parkinson
Nick Manby-Brown
Cllr Spencer-Churchill

In Attendance: Karen Crowhurst – Locum Clerk
Rachel Peters – To take the minutes
West Oxfordshire District Cllr. Cooper
Oxfordshire County Cllr. Graham
8 members of the public

01/08/22 **Apologies for Absence**
To receive and consider for acceptance apologies for absence.

Apologies were received from; Cllr Meg Manson and Cllr Kate Bailey.

02/08/22 **Minutes of last meeting**
To consider for approval, the minutes of the Town Council meetings held on Tuesday 14th June, Friday 22nd July and Tuesday 26th July 2022 (previously circulated)

It was agreed **to defer the** accepting of the minutes of the 14th June and 22n July to the next meeting. It was **resolved** to accept the minutes of the 26th July as a true and accurate of the meeting.

03/08/22 **Declarations of Interests**
To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Cllr Poskitt declared an interest about the Planning as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

04/08/22 **Public Speaking and Question Time**
This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

Members of the public raised questions and commented on:

- Sustainable Woodstock noted that WTC supports the policies against climate change
- Water meadows WTC must provide evidence that town council has maintained it
- Meadow not been grazed for several years
- Himalayan balsam overrunning
- Unmanaged trees in meadows

05/08/22 **Reports from Outside Bodies & Organisations** – No written reports received

06/08/22 **County Councillor's Report**
To receive the monthly Parish report from Oxfordshire County Cllr Graham

Some Members raised concerns as the report was submitted quite late and did not allow time for Members to process its content. Some Members were also concerned as the reports are usually reported on a monthly basis and the last report was heard only 2 weeks ago. Members sought clarity from the Clerk who advised that the timing of the report did not allow time for consideration and perhaps it would be best until the next meeting to consider County Cllr Grahams report as part of usual practice.

The Mayor allowed County Cllr Graham to proceed which included;

- 20mile an hour is scheduled for April/May 2023
- Health centre discussion are at high level and proceeding.
- Delay in implementation of public consultation on hotels, it is likely to be a public.

This was followed by a question-and-answer session regarding the above No decisions were made.

07/08/22 **District Councillor's Report**
To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached) Thank you to Blenhiem Palace for hosting the chair reception.

08/08/22 **Amendment to Standing Orders relating Non Members attending confidential sessions in Committee Meetings.**

Recommendation: *'A Councillor is entitled to attend all meetings and committee meetings of the Council, regardless of that Councillor's membership of a particular Committee. A Councillor is not however, entitled to remain in a meeting where a Motion has been passed to exclude the Public and Press for the purposes of discussing confidential or prejudicial information, unless that Councillor can demonstrate that remaining in the meeting is essential to the performance of their duties.*

The Clerk explained this item and the purpose for placing this on the agenda. The main reason being to exclude non Committee Members from remaining in a meeting when confidential matters are being discussed, especially staffing matters.

The recommendation was discussed and debated in depth.

Cllr M Parkinson reminded Members of the Standing Orders (26 c Once proposed and seconded any motion to permanently a motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall lay on the table, without debate, until the next ordinary meeting of the council.)

In light of 26c in the Standing Orders it was agreed to debate and discuss this at the September 2022 meeting.

09/0822. **To appoint a Working Group to review Council's Standing Orders and Financial Regulations** *NB – Anything that is highlighted in bold in the original Standing Orders or Financial Regulations are statutory requirements. No additional items to be included can be in highlighted in bold as they are not statutory requirements.*

Working group to be Cllr M Parkinson, Cllr A Grant and Cllr Spenser Churchill
It was agreed by all to accept this motion

10/08/22 **To consider forming a Finance Committee – 5 Members**
For the purpose of;

- supporting the RFO at peak times of the financial year,
- To attend meetings to discuss the budget and make recommendations. And explain any amendments,
- To look at Audit documents after the interim audit and main audit to identify actions which need to be taken,
- To ensure the budget is on track and ensure the reserves are at the adequate level previously agreed by Council.

Cllr Manby -Brown proposed and amendment to allow assets be included as part of the committee function, the amendment was seconded by Cllr Lamb.

After some discussion the meeting moved to a vote to accept the amendment.

The outcome of which was:

For 5 Members. **Against** 3 Members. **Abstention** 1 Member

Therefore, the motion was carried.

A further amendment was proposed by Cllr Parnes for the membership of the committee to comprise of Members who have not been appointed to any other committee of the Council. Cllr Grant seconded the amendment.

The meeting moved to a recorded vote

The outcome of which was:

For; Cllr Grant, Cllr Parnes and Cllr Spencer-Churchill.

Against: Cllr Manby- Brown, Cllr Lamb Cllr Poskitt, Cllr M Parkinson, and Cllr U Parkinson.

Abstained; Cllr Bleakley. 0

The meeting moved to vote on forming a Finance and Assets Committee. A named vote was called for. The outcome of which was;

For; Cllr Bleakley, Cllr Manby- Brown, Cllr Lamb, Cllr M Poskitt, Cllr M Parkinson.

Against; Cllr Grant, Cllr Parnes, Cllr U Parkinson, and Cllr Spencer Churchill.

Therefore, it was **resolved that** Woodstock Town Council will form a Finance and Assets Committee. The membership of which will be agreed at the September Town Council meeting.

11/08/22 **To appoint an internal control panel**

The Internal Control Panel will meet with the RFO and Clerk quarterly to do some internal control tests. The panel will comprise of 3 non-bank signatory Members. The tests will include:

a) Checking a few payments in that quarter against the invoice to see if it has been signed, entered correctly and shows on the bank statement
b) Check the amount held in petty cash
c) Other things may come to mind during the process
d) To report back any findings good or bad to Council

It was agreed to **defer** this item until after the Finance & Assets Committee has been appointed.

12/08/22 **RFO Reports**

1. To discuss the cost of the recent Poll and Election costs noting that if there is a shared election with the District Council the Town Council shares these costs. Members discussed this due to some confusion regarding payments of the Poll and Election costs.

It was agreed for the Clerk to contact Electoral Services and the accounts team to seek further clarification of the timescale of invoices being raised to ensure the invoices are paid in the financial year of the Council for Elections, By Elections and Polls. **Action – The Clerk**

2. To add internal control measures;
   I. All invoices will require a wet signature of the Members authorising them, the folder will be held in the office,
   II. The Mayor signs the Payments and Receipts list and bank reconciliations at each Town Council meeting,
   III. The Cost Centre report be approved at each meeting, the purpose of this is Council will note the amounts against the budget and identify any areas of concern. If there are any concerns these can be discussed at the meeting,
   IV. Payments list with redacted payments for salaries and names will be added to the documents on the website. Will be scanned versions uploaded to the website to allow for redactions.

It was **resolved** to accept and implement the internal control measures as stated above.

13/08/22 **Motions –** To consider written motions raised by Council Members

AGENDA/ REPORTS DEADLINE

Motion proposed by Cllr Grant seconded by Cllr M Parkinson

WTC resolves that the deadline for requesting an item be put on the agenda is 12 noon on the Tuesday a week before the scheduled meeting

The deadline for submission of accompanying papers/reports for an agenda item is 11am 4 working days prior to the meeting date. (as our meetings are usually held on a Tuesday this would result in the Wednesday before).

*This paper must include a recommendation or a proposal unless just for noting. If a paper/report **has not** been submitted to accompany an agenda item by this deadline then*

the item is to be removed from the agenda before it is circulated and posted in the public arena.

Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information (this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. ***This must be additional information only and not a full paper***

Members unanimously agreed to this motion. It was **resolved** to add the Agenda Reports deadline to be included in the Standing Orders.

Motion by Cllr S Parnes:
Woodstock Town Council requests that the Town Hall staff prioritise - via sourcing and instruction of a suitable provider of IT support services - the reformatting and republication of all Council minutes published on the website since the meeting chaired by the Deputy Mayor on December 7th, and ensure Minutes published (without prior Council agreement or consideration) in non-searchable scanned image versions will be converted and republished as searchable text documents as per practice before the un-notified change in format; this, for enhanced accessibility and transparency.

Cllr Manby-Brown seconded the motion.

Cllr Poskitt added an amendment to the motion for the work to be carried out internally as offered by Cllr Manby-Brown together with Cllr Parnes. This was seconded Cllr Grant.

The amendment was accepted unanimously

The original motion with the accepted amendment was voted on

It was then **resolved** to accept the amendment and the amended motion and the amended motion. **Action – The Clerk.**

14/08/22 **Planning & Licensing**
To consider response to the following applications: -

22/01815/HHD 40 Westland Way Woodstock Oxfordshire
Rebuild existing garage structure with a parapet flat roof and converting this space into part of the main house. First floor extension and increasing the sliding doors at the rear.

No objections

15/08/22 **Stench Permeating Woodstock – Report from Cllr Grant**
Accept the notes and recommendation.

Members noted the report and agreed unanimously the recommendation which was for The Clerk to write to West Oxfordshire Council as they have been liaising with Environmental Health regarding this issue with WTC giving any assistance they may need together with copying in Thames Water which will inform them of our intended action. **Action – The Clerk.**

16/08/22 **Exclusion of Press and Public**

To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as legal privilege.

Cllr M Parkinson proposed seconded by Cllr Grant.

Cllr Bleakley left the meeting for 5 minutes and re-joined the meeting during discussion of the next item.

17/08/22

1. **To consider whether to object to the Notice of application for registration of a person in adverse possession Land adjoining 8 Glyme Close Woodstock (OX20 1LB by noon on 12th August 2022**

It was **resolved** to give delegated authority alongside the Town Clerk to Cllr Lamb, Cllr Grant & Cllr M Parkinson to write a letter to Freeths to gather the information and act on the Councils behalf. It was also agreed for the delegated Members and Clerk to work on a response for Council to approve before sending the final response by the extended deadline as stated above. **Action 1 – Delegated Members and the Clerk. Action 2 All Members.**

2. **To note the extension granted by HM Land Registry to respond by noon on 5th September 2022**

Cllr Manby-Brown extended his thanks to Cllr Parnes for managing to obtain an extension of time and to those who have worked on this matter.

Cllr Poskitt also thanked Cllr Parnes, Cllr Grant, Cllr Lamb, Cllr M Parkinson for their hard work.

18/08/22 **Close the meeting**

There being no further business, the meeting closed at 20:14

Signed: K A Crowhurst Date: 3rd August 2022

Meeting called by Karen Crowhurst - Locum Town Clerk

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the Extraordinary Meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 16th August 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
John Bleakley
Ann Grant
Sharone Parnes
Nick Manby-Brown
Cllr Spencer-Churchill

ETC 10/08/01 Apologies for Absence

Apologies received from Cllrs Bailey, Manson, M Parkinson and U Parkinson.

ETC 11/08/22
Declarations of Interests
To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Cllr Poskitt declared an interest for item 4 Planning & Licensing as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

ETC 12/08/22 Public Speaking and Question Time
This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

None

ETC 13/08/22 Planning & Licensing

22/02007/HHD 42 Banbury Road Woodstock
No objection

22/01976/HHD 32 Blackberry Way, Woodstock
No objection

22/01815/HHD 40 Westland Way Woodstock
Although listed on this agenda, the application had also been on the agenda of the previous WTC meeting and the Council's views had been determined then so the item was not considered further here.

ETC 14/08/22 To approve the Town Council response to the Inspector's questions regarding Woodstock Green Spaces Neighbourhood Plan

The response to the Inspector reviewing the Green Spaces Neighbourhood Plan had been drawn up by the Green Spaces Working Party in collaboration with Troy Planning and Design.
Council members resolved unanimously to approve the response and for the Locum Clerk to forward the response to Astrid Harvey at WODC who would forward it to the Inspector.

ETC 15/08/22 Report from the Mayor regarding the visit from the Mayor of Maintenon and associates.

Cllr Poskitt described the visit of the Mayor and two Deputy Mayors from Maintenon in France two weeks previously The visit was to consider the possibility of twinning arrangements between Maintenon and Woodstock. Those community leaders who did meet the visitors were all very positive about linkages between the two communities.

Cllrs present at this ETM expressed varied views with some concerned about the possible costs indicated by the Maintenon visitors. However costs would largely relate to hosting visits by Maintenon residents in alternate years.

Maintenon had invited representatives from Woodstock to come and visit their town in November 2022. This would be at the personal expense of those going from this town.

Cllr Poskitt proposed holding an open meeting for residents early in the autumn to test the interest of residents for a connection between the two towns. This was seconded.

For: 5
Against : 2
Abstaining: 1

Resolved to call an open meeting at which to consult residents' views on connections between the two communities.

ETC 16/08/22 Exclusion of the Press and Public.
To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed are deemed as legal privilege and contractual

Proposed but Cllr Poskitt, seconded by Cllr Grant and **approved** unanimously.

ETC 17/08/22 To consider/ratify the response to HM Land Registry regarding the Notice of application for registration of a person in adverse possession: Land adjoining Glyme Close Woodstock

It had been agreed at a previous WTC meeting that Council would go ahead with lodging an objection with the Land Registry. After discussion Cllrs agreed the draft so far produced and asked that Cllr Lamb to continue working with the Locum Clerk to produce the final version of the objection. As Henmans//freeth had involvement in the past, it seemed appropriate to use them again as legal advice if Zurich approved.

Council **resolved unanimously:**

- To thank Cllr Parnes for obtaining an extension to the deadline for a response
- To thank Cllr Lamb for all the work she had put into preparing the draft and ask her to continue to work on this
- To inform our insurers Zurich to find out the position regarding costs that could be incurred and to accept their advice
- If Zurich were content with the procedure, Cllr Lamb and the Clerk to work on the final document and send it either to the Land Registry via Henmans/Freeth or directly to the Land Registry by the Clerk.

ETC 18/08/22 To consider quotation(s) to appoint a company to implement the Watermeadows Management Plan 2022

There had been only one estimate submitted. It was proposed, seconded and **approved** unanimously that the quotation should be approved and that the company should be appointed to implement the Watermeadows Management Plan 2022

There being no further business, the meeting closed at 7.25pm

Extraordinary Meeting of Woodstock Town Council
Assembly Room, Town Hall
27th September 2022 at 6.30pm

Present: Cllr Elizabeth Poskitt (Mayor, in the Chair)
Cllr Linda Addis
Cllr Kate Begley
Cllr John Bleakley
Cllr Ann Grant
Cllr Jo Lamb (Deputy Mayor)
Cllr Meg Manson
Cllr Sharone Parnes
Cllr James Spencer-Churchill

The meeting began with a one minute silence to memory of the late Queen Elizabeth II

The Mayor also recorded that Mrs Barbara Pix, past Lady Mayoress (when Mrs Vaughan) had died. The Mayor thanked Cllr Grant for representing the Town Council at the funeral as the Mayor was away at the time.

Cllr Poskitt also welcomed Cllr Addis to her first meeting of the Council and hoped she would find working for the Council interesting and enjoyable.

ETC 9/22/1 Apologies for Absence
Apologies had been received from Cllrs Bailey, Mathew Parkinson and Ulli Parkinson.

ETC 9/22/2 Declarations of Interests
Cllr Poskitt expressed a general interest in Item 4 as a Member of WODC and Chair of Development Control Committee and Uplands Planning sub-committee.

ETC 9/22/3 Public Speaking and Question Time
A resident spoke about the application (retrospective) for land adjacent to 34 Bear Close 22/02014/FUL explaining that one of the buildings was an upturned and reduced in size body of a furniture van which was used for storage. The other building was a shed with windows, flat roofed and single storey used as a studio. As the owner of the land, the speaker, had not been aware that these minor elements would be subject to planning approval but made the application when WODC became aware of 'development' on the site. She had discussed the development with residents in the neighbouring properties. She requested WTC to support the application.
In answer to a question, the speaker said she had no objection to a condition being suggested that the uses of the site remain as at present, namely an artist's studio and storage space.

ETC 9/22/4 Planning & Licensing

a. 22/02014/FUL Land Adjacent to 34 Bear Close Woodstock.
Construction of two detached buildings comprising of an artist studio and ancillary storage space. (Retrospective). After discussion relating to the use of the site if was

unanimously agreed that Council had no objection to the application provided it was conditioned that the use of the site remained as at present.

b. 22/02076/HHD 50 Banbury Road Woodstock Oxfordshire
This application had already been determined by WODC (refusal) so was not discussed here

c. 22/02311/HHD 11 Rosamund Drive Woodstock Oxfordshire
Single storey rear extension and alterations. No objections.

d. 22/02168/HHD 10 Glovers Close Woodstock Oxfordshire
Single and two storey flat roof extensions to front and single and two storey bay windows to rear. Cllrs felt this was a somewhat extensive development for the size of the present dwelling but, in view of other development t in the area, did not feel they had grounds to object.

e. 22/02307/OUT Land South of 2 & 3 Cadogan Park, Woodstock
Outline application with some matters reserved for residential development of 2 detached houses and associated ancillary works including provision of access.
Objections on the grounds of :
Concerns over access to A44 when there were several other entrances on the short strip of road from Cadogan Park to Park View and a zebra crossing and tow bus stops opposite one another. Rush hour – and other times – already produced a steady stream of traffic which it was often difficult and awkward for cars to join along this stretch of the A44
A further exit on to this part of the A44 would probably require the removal of trees thus threatening the green corridor as one approaches the main gate to the Palace. Whilst there were entrances already on that side of the road (as mentioned above), this proposed development was where the WHS listed Park wall in close proximity to the A 44 unlike further south.
The buildings appear to be on the site of a filled in pond…..how would that affect the structures?
The buildings could have an adverse shading effect on neighbouring gardens especially Treetops just north of the site.
Cllr Poskitt was requested to ask officers to bring the matter to Uplands planning sub-committee if Officers were mindful of approving the outline development.

f. 22/02509/HHD 11 Shipton Road Woodstock Oxfordshire
Construction of single storey rear extension, enclosure of rear covered area, conversion of existing integral garage into games room and installation of rear dormer window to bedroom above.
No objection

g. 21/00189/FUL Land East Of Hill Rise Woodstock
Hybrid planning application consisting of full planning permission for 48 dwellings, 57 sqm of community space (Class E), a parking barn, means of access from the A44, associated infrastructure, open space, engineering and ancillary works; outline planning permission for up to 132 dwellings, up to 57 sqm of community space (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works (amended).
Strong objection.

Strong objection
The comments previously made in relation to our objection still apply. It was disappointing that the number of homes proposed remained well above that suggested as acceptable for that site.
WTC has major concerns about the inadequacy of the local sewage system to cope with the new homes already being built in Woodstock and this proposed development would only add to the problems.
The medical facilities in terms of surgery accommodation remain a major reason for objection and is a view also supported by OCGG.
There was concern over the loss of the football pitch at the top of Rosamund Drive.
The revised application was awaiting further updated reports from several consultees some of whom had not been happy with previous versions of the development proposal.

h. 21/00217/OUT Land North Of Banbury Road Woodstock
Outline planning application with all matters reserved except for means of access for up to 235 dwellings with community space and car barns together with associated works (Amended).
Strong objection.
As with 21/00189/FUL, WTCs repeats the points it made in its previous submissions. Although the number of proposed homes has been reduced, it still remains above that deemed acceptable to the Inspector of the WODC Local Plan.
There was considerable concern about the effect of the development on the setting of Hensington Farmhouse, one of the listed buildings for which the Inspector of the Local Plan felt the homes in the development should be confined to the eastern end of the site.
Dwellings near the Hensington Farmhouse should be reduced in height and only single or one and a half storey homes.
There remain concerns about traffic and pedestrians along Banbury Road towards the centre of town as there is no proper footpath along the whole length of the road on either side of the road and there is nowhere where footpaths exist on both sides of the road.
The inadequacy of the doctors' surgery accommodation remains a strong reason to object to the development. OCCG continues to object to the development on grounds of the surgery accommodation being grossly inadequate

9/22/5 Other planning matters

Appeal ref: APP/D33125/C22/33041

LPA Appeal ref: 22/00018/APPE

Brothertons of Woodstock Limited
Unauthorised siting of two awnings on the front elevation of 1 High Street Woodstock
(This application was discussed immediately after 22/02014/FUL in view of the number of residents attending the meeting to listen to Council's views on this appeal).

In answer to a question, Cllr Poskitt explained that she and Cllr Lamb had been drawing up a response to send to the Appeal Inspector when the formal request for a response

came to Council so they delayed the response for the matter to be discussed in Council and draw up a response to the formal request for comment.

Council strongly supports the appeal against the decision to force removal of the awnings.
There had been a petition drawn up by and signed by over 150 residents in support of the appeal against removal of the awnings.
WTC commented that there were other buildings within the town centre with awnings and these were no more obvious than those awnings.
Council rejected the WODC officers' view that the awnings were obtrusive, conflicted with policies protecting the conservation area and affected the enhanced setting of listed buildings. They were shallow awnings and were not considered to deface the façade of the building.
In WTC's view, the awnings were not garish but rather the opposite in their discrete soft brown colour. They were associated with attractive creeping plants on the building. They enhanced hospitality by providing some shade for those eating outside and had been introduced to encourage customers when pandemic only allowed out of doors hospitality. In an era of Climate Change and increasingly hot sunny summers, the awnings provide a significant protection to customers. Indeed, WTC feels the awnings enhance the street scene.

The meeting closed at 7.20pm

Woodstock Town Council
The Town Hall,
Woodstock,
Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting

held on 11th October

6.30pm

At Woodstock Town Hall

Minutes of the Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 11th October 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
Linda Addis
John Bleakley
Ann Grant
Sharone Parnes
Matthew Parkinson
Ulli Parkinson
Nick Manby-Brown
James Spencer-Churchill
Linda Addis

In Attendance: Karen Crowhurst – Locum Clerk
West Oxfordshire District Cllr. Cooper

6 members of the public

ETC 01/10/22 Apologies for Absence
To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr K Bailey, County Cllr Andrew Graham and District Cllr Julian Cooper. Cllr S Parnes gave apologies for arriving at 18.34pm

ETC 02/10/22 Minutes of last meeting
To consider for approval, the minutes of the Town Council meetings held on Tuesday 14th June, Friday 22nd July, 9th August 2022 and the Extraordinary Meeting 16th August 2022 – numerical orders, add ETC for extraordinary meetings Minutes were approved14th Aug, note the numerical orders.

Members had already approved the minutes of the meeting held on 14th June 2022 at a previous meeting. It was **resolved** with the above suggestions to accept all other minutes as a true and accurate record of those meetings.

ETC 03/10/22 Declarations of Interests
To receive any declarations of interests on the agenda in accordance with the

Localism Act 2011 and the Council's Code of Conduct

Interests were received from Cllr E Poskitt and Cllr M Parkinson, in relation to 13.5 on the agenda.

ETC 04/10/22 Public Speaking and Question Time
This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

Members of the public raised no questions or offered any comments.

ETC 05/10/22 County Councillor's Report
To receive the monthly Parish report from Oxfordshire County Cllr Graham

No report was received.

ETC 06/10/22 District Councillor's Report to receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (previously circulated)

Members noted the report.

ETC 07/10/22 Amendment to Standing Orders relating Non-Members attending confidential sessions in Committee Meetings.

Recommendation: *'A Councillor is entitled to attend all meetings and committee meetings of the Council, regardless of that Councillor's membership of a particular Committee. A Councillor is not however, entitled to remain in a meeting where a Motion has been passed to exclude the Public and Press for the purposes of discussing confidential or prejudicial information, unless that Councillor can demonstrate that remaining in the meeting is essential to the performance of their duties.*

After considering the advice received from the Clerk and the National Association of Local Councils Solicitor the meeting moved to a recorded vote The outcome was:

For 9 Against 0 Abstained 2

It was **resolved** to accept and implement the amendment to the standing orders.

ETC 08/10/22 Civility and Respect Pledge
To pass a resolution to sign up to the civility and respect pledge
To agree to sign up to the Civility and Respect pledge, national campaign. The *National Association of Local Councils is supporting the national project to put civility and respect at the top of the agenda and start a culture change for the local council sector. Signing up to the pledge* 2 *demonstrates the council is committed to standing up to poor behaviour across the sector and driving through positive changes that support civil and respectful conduct. This is the result of growing concerns about the impact of bullying, harassment and intimidation on local councils, councillors, clerks and council staff and the effectiveness of local councils - Documents previously circulated.*

Pledge
Our Council –
1. Has agreed it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
2. Has committed to training councillors and staff.

3. Has signed up to the Code of Conduct for councillors.
4. Has good governance arrangements in place including, staff contracts, and a dignity at work policy*.
5. Will commit to seeking professional help in the early stages should civility and respect issues arise.
6. Will commit to calling out bullying and harassment if and when it happens.
7. Will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g. via the Local Council Award Scheme.
8. Will support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate

Cllr Parnes commented on number 8 in the pledge as sanctions and changes in legislation is questionable.

Cllr Parnes placed a motion to defer this item which was seconded by Cllr Grant, a vote was taken by a show of hands with the majority not wishing to defer this item. After a further vote it was not for Woodstock Town Council to sign up to the Civility and Respect Pledge.

Due to the Council adopting the previous Code of Conduct in April, the Clerk advised that as 6 months had not past since the council adopted the previous Code of Conduct the rule within Standing orders state a special resolution would be needed,. This had to be signed by 8 Councillors.

The Clerk advised that If Council would like to adopt the new Code that a Council Member would need to propose a motion in writing and to collect signatures on the motion which could then be placed on the next agenda . No Councillor came forward at the meeting.

09/10/22 Policies for adoption (previously circulated)
I Woodstock Town Council – Equalities Policy
II. Woodstock Town Council Members and Officers Protocol Policy

After receiving a request to change the wording from Chairman to Chair a vote was taken by a show of hands. 8 Members were in favour of adopting the Equalities Policy and 2 Members abstained. Therefore, it was **resolved** to adopt the Town Council Equalities Policy and include a reference to the Internationally recognised IHRA Definition of Antisemitism Policy.

It was **resolved** to adopt Woodstock Town Council Members and Officers Protocol Policy. 9 Members were in favour. 2 Members abstained.

10/10/22 Appointment of Membership to the Finance and Assets Committee – 5 Members

After some discussion and noting the advice received from the Manager of Democratic Services regarding the lawfulness of the resolution at the meeting held on 9th August 2022 the following Members were appointed to the Committee:

Cllr Bleakley
Cllr Manby-Brown
Cllr Lamb
Cllr Poskitt

The meeting moved to a vote by show of hands. 6 Members were for the appointment. 5 Members abstained from voting. Therefore, the resolution was carried.

It was **resolved** to accept the appointment of the above members.

To appoint an internal control panel. The Internal Control Panel will meet with the RFO and Clerk quarterly to do some internal control tests. The panel will comprise of 3 non-bank signatory Members.
The tests will include:
a) Checking a few payments in that quarter against the invoice to see if it has been signed, entered correctly and shows on the bank statement
b) Check the amount held in petty cash
c) Other things may come to mind during the process

It was agreed to remove this item until a later stage if needed.

11/10/22 Audit Matters

a) To decide whether to continue with a sector led External Auditor or opt out

After a vote was carried out and the outcome was unanimous, it was **resolved** that Woodstock Town Council will continue with a sector led External Auditor.

b) To note that the existing Internal Auditor is no longer providing an audit service and to request the Clerk to source 3 quotations for a new auditor

Members noted that the current Internal Auditor has ceased with audit provision. It was agreed for the Clerk to obtain 3 quotations.

12/10/22 RFO Reports

a) To note the Cost Centre report of budget against actual income and expenditure at 31st August 2022

It was agreed to defer the report to November meeting to allow for concerns to be Investigated.

b) To approve the schedule of payments from 30th June – 31st August 2022 i
It was agreed to defer this item to the November meeting - unanimous vote.

c) To approve the bank reconciliations presented

It was agreed to defer this item.

d) To add the RFO to Unity Trust Bank account in order for payments to be raised 3,

Members were advised that this is in progress.

13/10/22 Motions
To consider written motions raised by Council Members

a) Bladon Parish Council Response to Planning App 22-01715-OUT Land East of Park View Motion - proposed by Cllr Sharone Parnes and seconded by Cllr Grant.
The Council **resolves** that:
1. *Woodstock Town Council notes and fervently endorses the contents of Bladon Parish Council's response (dated 08/08/2022) to Planning Application 22/01715/OUT Land South of Perdiswell Farm / Land East of Park View;*

2. *The Town Council appreciates, agrees with, and fully supports the content associated with Bladon Parish Council's 22 mentions of Woodstock, in their submission; and*

3. *The Town Council will cite the entirety of this Resolution in/as a supplementary submission (late representation) to the Cherwell District Council Planning Authority, attaching the Bladon Parish Council document, and explicitly requests Planning Officers take note of Woodstock Town Council's support and endorsement of it.*

Background
The Bladon Parish Council document is available from the Planning section of Cherwell District Council's website, https://planningregister.cherwell.gov.uk

Cllr Bleakley seconded the motion 9 Members were in favour of the motion, there were 2 abstentions. Therefore, the motion was carried.

b) Motion proposed by Cllr Grant seconded by Cllr Spencer-Churchill
Due to the error according to Standing Orders 7 changing within 6 months of the original agreement minute 14/06/2022 of agreeing to forming a Finance Committee, the Council agrees to rectify this error under Standing Order 4xii The Council may dissolve a Committee and Sub Committee at anytime and the agreed committee shall be dissolved from immediate effect and reconsidered as per the original decision item deferred until a permanent Clerk appointed. – Paper to Council previously circulated.

This Motion was covered earlier on in the proceedings.

c) Motion proposed by Cllr Manson seconded by Cllr Manby-Brown
To authorise to spend (within budget) of approximately £2000 to cut the grass of Meadows 5 and 6. Only one quote has been submitted due to reluctance of other companies to take on the project.

An amendment to the motion was received from Cllr Manby-Brown to increase the amount from £2,000 to £2,680.00 excluding Vat which was seconded by A grant. All Members were In favour of amended motion.

It was **resolved** to appoint Bawden Arboriculture, Ecology & Woodland Management to carry out the work required in Meadows 5 and 6 at the cost of £2680.00 excluding *VAT*

d) Motion proposed by Cllr Grant seconded by Councillor Parnes
WTC agrees that:
a) The clerk undertakes to consult utility providers and tenants to understand where cost controls can be implemented, including but not limited to the exploration of technology, such as smart meter and controls.
b) To report back findings and recommendations with any financial costs to the council at the meeting of Tuesday 11th October 2022 for implementation prior to winter 2022/23

The Clerk requested for delegated authority be granted to a Member of the Council to assist the Clerk with this matter due to time constraints. Members agreed to delegate authority to Cllr Ann Grant to work alongside the Clerk regarding this matter. The deadline was also changed until the meeting in November.

e) Motion proposed by Cllr Parnes

The Council resolves
to note and record its position that: Woodstock Town Council is concerned by the failure of Oxfordshire's Liberal-led district councils to continue working on the Oxfordshire Plan 2050. Councils like Cherwell District Council (CDC) have to restart working on their Local Plans,

opening them up to planning by appeal. This now heightens the prospect of the Blenheim application for major development on land south of Perdiswell Farm being passed on appeal 4 *with loss of infrastructure funding on top of the £30 million of Government infrastructure funding already lost by OCC this year.*

Cllr Grant seconded the motion. However, the motion was rejected after a vote by a show of hands.

14/10/22 To note the meeting notes of the Environment Committee held on 29th June (previously circulated) and agree recommendations arising from the notes.

The recommendations arising from the meeting for Town Council approval are:
1) Residents to be written to regarding the boundary of the Watermeadows on an annual basis.

2) To add additional work to the grass cutting contract to enable more regular work be carried out at the Water meadows.

3) To consider the quotation for the handrail at the cemetery if there is any additional cost further to the quotation previously approved by Town Council.

4) To receive a report regarding the site visit in respect of the bridge at the Black Prince for Council to take into consideration when commenting on the proposal.

5) To consider the proposal of appointing a specialist or company to oversee the implantation of the Management Plan at the Water Meadows.

6) To consider high risks and associated costs to minimise risks identified, arising from the ROSPA report for the Water Meadows – (*Documents previously circulated)*

7) To consider the high risks and associated costs arising from the annual play area inspection and request that the Town Council instruct Wicksteed to repair equipment considered to be
Moderate Risk. The cost would be £1,595 for New Road, from a budget of £3,500 and £1,414.80 for Budd Close, from a budget of £300. The Environment Working Group will get quotes to make good other areas deemed to be Moderate Risk.

8) Burials Officer clarification

9) Cemetery fees – to consider any new charges presented.

10) Appointment of Mr Maurice Parkinson to the Environment Working Group.

11) To consider undertaking a new tree survey and any associated costs

Above items should not have been included and have previously been agreed upon

Exclusion of Press and Public
To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege.

Cllr M Parkinson proposed the exclusion of the press and public. This was seconded by Cllr Grant.

15/10/22 To consider the quotations for decorating the exterior and interior of the town hall *(previously circulated)*

After considering the quotations presented by best value for money it was **resolved** to accept the quotation for the amount of £15,475.00 as presented by Breckon and Breckon, for the Exterior of the Town Hall and Interior Painting of the Administration Office and the hall and stairway .

Although not on the agenda but contained within a property report, Council **resolved** to accept option 1 for the service agreement of a fair proportion of the rising utility bills to be assessed and applied to each unit at the Community Centre.

16/10/22 Close the meeting

There being no further business the meeting closed at 8.16pm

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 25th October 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
Linda Addis
John Bleakley
Nick Manby-Brown
Ann Grant
Meg Manson
Sharone Parnes
Cllr Spencer-Churchill

In Attendance: Karen Crowhurst – Locum Clerk
West Oxfordshire District Cllr. Cooper
Oxfordshire County Cllr. Graham
Ken Corbett – Primsite Media
6 members of the public

17/10/22 **Apologies for Absence**
To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr Kate Bailey, and Cllr Graham.

18/10/22 **Minutes of last meeting**
To consider for approval, the minutes of the Town Council Extraordinary meeting held on 27th September 2022

It was **resolved** to accept the minutes with the exception of the item regarding the appeal for Brothertons as there was not sufficient clarity.

It was proposed and accepted that the Mayor incorporate the material submitted by Cllr Lamb.

19/10/22 **Declarations of Interests**
To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Cllr Poskitt declared an interest regarding planning as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

Cllr Addis and Cllr Grant were granted dispensation in relation to item 13.2 on the agenda as they live close to the site for consideration.

20/10/22 **Public Speaking and Question Time**

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

The Mayor read a letter from a resident as requested the content of the letter covered;

- The impact of development including the impact to the environment, intrusion and the loss of the current feel to the Town. The correspondent urged Councils to rethink plans so they are not so intrusive.

Ken Corbett of Primesite Media spoke about agenda item 9 on the agenda as he included in the proposal. Questions were raised about the types of shelters, these included:

Q" Are the displays lit up?"
A "Yes they are".

Q "What term is the contract?"
A "The contract is for 20 years."

Q "Are there advertising restrictions."
A "Yes."

Q "Is the glass a glass or flexi glass?"
A "The glass used is plexi glass."

Q "What happens if there is a complaint about the advert?"
A "We have never received a complaint, if someone wishes to complain they can contract the company."

21/10/22 **County Councillor's Report**

To receive the monthly Parish report from Oxfordshire County Cllr Graham (Previously circulated)

No report was received.

22/10/22 **District Councillor's Report**

To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached)

After a couple of points for clarification from Members in relation to a Wheelie Bin Policy to which Cllr Cooper advised is being discussed and the word distribution in the report should read placement. Members noted the report received.

23/10/22 **Correspondence for noting or action**

1. Letter from National Association offering advice regarding Non-Committee Members attending Confidential items of Committees.

   Members noted the correspondence received and requested the Clerk contact the Solicitor for further clarification of the advice received. **Action the Clerk.**

The Clerk reminded Members of the previous decision passed by resolution and to be included in the Standing Orders that non-voting Council Members will leave any meeting they attend when the meeting excludes the press and members of the public.

2. Democratic Service advice on final decision(s) passed by resolution

   Members noted the advice received, and requested the Clerk to raise points submitted to her by email to the Manager of Democratic Services. **Action – The Clerk.**

3. District Councils response to Council regarding odour complaints

   Members commented and noted the respond received.

24/10/22 **Amendment to Standing Orders relating to Extraordinary Meetings**

Recommendation proposed by Cllr Lamb: *The purpose of an Extraordinary Meeting is to enable business to be transacted or a matter debated that cannot await the until the next Ordinary Meeting of Council. The expectation is in the notice of Motion is* ***urgent.***

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In accordance with Standing Orders, it was agreed to discuss this at the next Town Council Meeting.

25/10/22 **Bus shelter report-** To note the report and agree any actions/decisions recommended.

It was **resolved** after a vote was taken by a show of hands, to accept the actions contained within the report and request negotiations between the Council and Primesite Media. All were in favour.

26/10/22 **Policies for adoption**

I. Risk Assessment and procedure for volunteers
II. Woodstock Town Council Risk Assessment

After a short discussion it was agreed for the Environment Working Group to carry out some further work and present final documents to Council.

27/10/22 **RFO Reports**

a) To note the Cost Centre report of budget against actual income and expenditure at 30th October 2022
b) To approve the schedule of payments from 31st August 2022 – 30th September 2022
c) To approve the bank reconciliations presented
d) To add the RFO to Unity Trust Bank account in order for payments to be raised
e) Budget progress and update

All the above was deferred. It was requested that full reports up until the 31st October be presented at the meeting scheduled for the 8th November.

28/10/22 **Planning & Licensing**

a) To consider response to the following applications: -

22/02568/HHD 31 Oxford Road Woodstock Oxfordshire
2 two storey side extensions with pitch roof over. Single storey rear extension with flat roof, part first floor extension with flat roof over and timber cladding. Replace front cat slide roof and dormer window with pitch roof, render external, minor internal alterations to the existing layout. Replace existing flat roof porch with new flat roof porch, proposed detached garage with pitch roof over. Dormer windows to garage, single storey flat roof link to garage

Comments and observations
Woodstock Town Council do not support this application due to overdevelopment of the area and the possible damage to tree roots as well as possible loss of trees which have Tree Preservation Orders on them.

22/02562/FUL 34 Shipton Road Woodstock Oxfordshire
Conversion of existing dwelling, including erection of first floor side extension, to create two separate properties with parking, refuse and amenity spaces.

Comments and observations
No objections.

22/02596/HHD 33 Blackberry Way Woodstock Oxfordshire
Part conversion of existing double garage and erection of single storey rear Extension

Comments and observations
No objections.

22/02665/HHD Wychwood Cottage 23 Manor Road Woodstock
Various works to include construction of single storey rear 'in-fill' extension, replace rear external cladding on later extension with render and provision of external steps together with associated landscaping.

Comments and observations
No objections.

22/02666/LBC Wychwood Cottage 23 Manor Road Woodstock
Internal and external alterations to include erection of single storey rear 'in-fill' extension, replacement windows to rear later extension and replace external cladding with render, changes to internal layout over three floors with installation of additional staircase and conversion of part of existing garage to create additional living space.

Comments and observations
No objections

b) **Other Planning Matters**

Consultation on Proposed Main Modifications to the Submission Draft Salt Cross Garden Village Area Action Plan (AAP) – Deadline for submission 4th November 2022

It was agreed not to comment on the above.

29/10/22 **Motions** – To consider written motions raised by Council Members

1. **Starting Time of Meetings**
   To review the starting time of meetings

At the meeting of Tuesday 12th April 2022 it was resolved to change the starting time of the Meetings from 7.30pm to 6.30 pm with the suggestion of a 6 month trial.

Since then a vacancy for a council seat occurred due to a resignation.

Several potential candidates for the August by-election were unable to offer them selves for election due to the very early starting time of 6.30 pm mainly due to work commitment.

Checking on other council s starting times the consensus seems to be 7pm start which as being flagged up by potential candidates would be more acceptable to many

Proposed by Cllr A Grant Seconded by Cllr J Spencer-Churchill

WTC agrees to change the starting time of their meetings from 6.30pm to 7pm

A heated debate was held. No decision was made. Cllr Grant suggested she may submit this as an item for inclusion in the Standing Orders.

2. **Requests for a Grit Bin**
   To agree the purchase of a Grit Bin in Brook Hill

WTC Meeting 12th April 2022 the following was agreed
18/4/22 Provision of a Grit Bin at Kerwood Close
RESOLVED *that Council APPROVE to pay OCC £250 plus VAT for a new grit bin located at the top of Kerwood Close.*

When the above item came to council I asked to add another bin at the junction of Glyme Close with Brook Hill but I was told by the Clerk to bring my request to another meeting.

Agenda item for Tuesday 18th October 2022

In keeping with the agreement as in the Resolution 18/4/22 12th April 2022
(RESOLVED *that Council APPROVE to pay OCC £250 plus VAT for a new grit bin located at the top of Kerwood Close)*

Motion proposed by Cllr Grant Seconded by Cllr Spencer-Churchill

WTC agrees to purchase a Grit Bin to be sited at the junction of Glyme Close with Brook Hill.

Reasoning: This is a very dangerous area in icy weather, cars have slipped out of Glyme Close into the path of oncoming cars down the hill neither being able to stop and more often than not it is the Glyme Close sign that actually bring the oncoming car down the hill to a stop.
Brook Hill is used by HGVs to deliver to Mumfords which can also be very hazardous to not only other vehicle but pedestrians alike.

Cllr Manson left the meeting at 7.30pm and re-joined the meeting at 7.33pm

After a strong debate and taking into account other bin installations recently and any precedents set a named vote was requested.

For: Cllr Addis, Cllr Grant, Cllr Parnes and Cllr Spencer Churchill.

Against; Cllr Manby-Brown and Cllr Poskitt.
Abstained; Cllr Bleakley, Cllr Lamb and Cllr Manson.

Therefore, a **resolution** was passed to purchase a grit bin to be sited at the junction of Glyme Close with Brook Hill.

30/10/22 **To note the meeting notes of the Environment Working Group held on 29th June and agree recommendations arising from the notes. To also note the meeting notes of the Environment Working Group budget meeting held on 11th October and agree the recommendations and budget presented to Council.**

3.2 The creation of a leaflet to hand out to users and to be available to others.

3.3 – Pond clearance and to purchase a strimmer and provide training to the Volunteer Warden to use the strimmer. – Recommendation to contact Blenheim to provide training and to consider storage.

10.1 Budget recommendations

12.3 Sustainable Woodstock attendance at meetings. - Recommendation to attend meetings when needed to offer advice and information to the Working Group.

12.4 Cemetery fees – Recommendation to increase by 10% to the nearest £5. It was also agreed for the Locum Clerk and Cllr Grant to look at the fees and definitions for Non-Parishioners. **Action – Locum Clerk and Cllr Grant.**

Members noted the meeting notes and the recommendations.

11th October recommendations

1) Bowls and Tennis Club removed to be incorporated with properties/assets.

2) 4000- Remove Staffing cost of £3,000 and use for main staffing budget if required.

1) 4210 Operating costs to be removed as covered elsewhere.

2) 4400 To add a budget heading Grass cutting for the Cemetery as a new budget heading – Hensington Road.

3) To reinstated the original £5,000 budget amount not the £4,000 presented.

4) Churchyard to be investigated regarding responsibility of “Closed Churchyard status”. To set the budget at £1,500.

5) 4403- To remove Lawn Cemetery budget line and include the amount to Lawn Cemetery Lawn Cemetery budget £7,000. (4401)

6) 4409 -Old Woodstock Football Club to include in the grant programme. Increase the amount of the grant budget heading to £4,000.

7) 4410, 4411 and 4412- to change the budget heading to play area(S). 4415 to be called Play area inspections. It was agreed to agree to the budget presented. 4415 To reduce the amount of inspections to monthly rather than weekly. It was agreed to recommend the amount of £5,000 for the budget.

8) 4420-Water Meadows – £15,500 an increase of £500 of the amount presented.

9) 4420 - Owl Maintenance. To increase from £1,000 to £5,000 as it is anticipated that work will need to be carried out in the next financial year.

10) 4442 – Bus shelters, 0.00.

11) To add a budget line Contingency for the amount of £1,000.

12) 4445 - War Memorial - to remain at £1,000 allocation.

13) 4455 – Allotments, to remain at £250 allocation.

14) 4460 – Waste Collection, to set at £3500 allocation.

15) 4470 - ROSPA, Water Meadow report to set at £1, 500 allocations.

16) To add a new budget line for Annual Play Area Inspections for the amount of £1,000.

17) 4471 – Weed clearance, to remain at the £1,000 recommendation.

18) 4472 – Winter Maintenance, to remain at £200.

19) 4473 – Green Spaces Expenditure, remove budget heading.

20) 4475 - Tree Works, to set a £5,000 allocation. To also carry out a tree survey before the end of the 2022-23 financial year.

21) 4480 – Christmas Lights to set a £7,500 allocation.

22) 4485- Town in Bloom to set a £2,000 allocation.

23) 4487 – To remove from the Environment to Properties Budget.

24) It was agreed to present the amended budget to Council for approval and using the items amended in red to show any changes to the amount.

All of the above were taken together. It was agreed to consider the Environment budget at the budget meeting scheduled for 22nd November 2022.

31/10/22 **Hazardous path – Green Lane Cemetery**

a) To establish who is responsible for the path – Currently being investigated

Members are confident that the Town Council is responsible for the path. The Locum Clerk advised that she is awaiting confirmation from the solicitors.

b) If Council is responsible to consider going through the tender process if the amount of repair would be over £25,000 or go through the quotation process if less.

Members agreed to approach a contractor to gain an indicative cost. If the amount is above £25,000 then Members agree to the matter to go through a procurement process.

32/10/22 **Urgent Planning Meetings –** to consider the reinstatement of the Urgent Planning Committee Meeting and to grant delegated authority to the Committee.
The reasons for holding urgent planning meetings was discussed alongside planning matters being included on Extraordinary meeting agendas should the need arise. A named vote was requested for the previous decision of Extraordinary meetings being called to consider planning matters.

For Urgent Planning Meetings to be held. Cllr Manby- Brown and Cllr Poskitt.

Against Urgent Planning Meeting to be held. Cllr Addis, Cllr Bleakley, Cllr Grant, Cllr Lamb, Cllr Manson, Cllr Parnes and Cllr Spencer Churchill.

It was therefore, agreed to continue with holding Extraordinary Meetings to discuss planning matters.

33/10/22 **Remembrance Day arrangements – to receive an update and agree any actions**

Cllr Poskitt informed the meeting of the current arrangements made and advised that a band has not been sourced. Cllr Poskitt advised that arrangements are being made the same as in previous years.

34/10/22 **Update on Memorial to Col. Nigel Clifford.**

Cllr Poskitt informed Members that a request has been made for a plaque to be placed in the Town Hall. Members raised concerns about a precedent being set as well as the plaque being a permanent fixture on the wall of a listed building.

After some discussion, it was agreed for Cllr Poskitt to request an alternative memorial which does not require the memorial to be fixed. **Action – Cllr Poskitt.**

Exclusion of Press and Public
To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege.

Cllr Grant proposed the exclusion of press and public which was seconded by Cllr Lamb,

35/10/22 **Quotations**

a) To consider quotations received and appointment of Internal Auditor

After considering 3 quotations. It was **resolved** to appoint Mulberry and Co as the Internal Auditor to Woodstock Town Council for a period of a year review the appointment after this time has passed.

b) To consider quotations received for a handrail outside Church Lane Cemetery

No quotations were received.

c) To consider quotations for the office photocopier

It was agreed to defer this item until more information has been sought.

36/10/22 **Town Clerk Vacancy**

a) Advertising and budget
b) Time frame – Deadline for applications to be revived
c) To appoint an Interview Panel – Usually from the Staffing Committee
d) To consider cover for the Clerk if no applicants come forward or a successful candidate has to give 3 months' notice (The Locum Clerk appointment is currently until the end of December 2022)

The Mayor suggested that the above be deferred to the Staffing Committee meeting scheduled for the 31st October.

For her own reasons, The Mayor closed the meeting at approximately 8.17pm. Therefore, item 20 was not discussed and no decisions were made.

37/10/22 **Close the meeting**

This was covered above.

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 8th November 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
John Bleakley
Nick Manby-Brown
Ann Grant
Meg Manson
Sharone Parnes
Matthew Parkinson
Kate Bailey

In Attendance: Karen Crowhurst – Locum Clerk
West Oxfordshire District Cllr. Cooper
Oxfordshire County Cllr. Graham

Members of the public attended:

01/11/22 **Apologies for Absence**
To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr U Parkinson, Cllr Andy Graham, Cllr Spencer Churchill and Cllr Linda Addis.

02/11/22 **Minutes of last meeting**
To consider for approval, the minutes of the Town Council Meeting 11th October and 25th October 2022.
Add Linda to the minutes, Cllr Parnes gave apologies not gives
As the mechanism for enforcement has been vague
Town in Bloom was noted as £250 instead of £2000
U & M Parkinson were not in attendance.
Change Church Lane to Green Lane

It was decided to accept the minutes.

03/11/22 **Declarations of Interests**
To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Cllr Poskitt declared an interest regarding planning maters, as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

04/11/22 **Public Speaking and Question Time**

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

Members of the public spoke about and commented on;

- Remembrance Day

One member of the public encouraged more attendance of Council Members and requested that Members be available earlier than the time of commencement in order for guests to be greeted.

One member of the public reported about his attendance of the recent Staffing Committee the meeting with the aim of learning about the processes of recruiting a new Town Clerk. The member of the public expressed his concern regarding a Cllr not leaving and conduct being displayed.

05/11/22 **County Councillor's Report**

To receive the monthly Parish report from Oxfordshire County Cllr Graham (Previously circulated)

No report was received

06/11/22 **District Councillor's Report**

To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached)

After no questions being asked Members noted the report from Cllr Poskitt and Cllr Cooper.

07/11/22 **Amendment to Standing Orders relating to Extraordinary Meetings**

Recommendation proposed by Cllr Lamb: *The purpose of an Extraordinary Meeting is to enable business to be transacted or a matter debated that cannot await the until the next Ordinary Meeting of Council. The expectation is in the notice of Motion is* ***urgent.***

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Seconded by Cllr Bailey

After a short discussion and expressing that it came to the attention of the Standing Orders Working Group Cllr Parkinson drew to Members attention point 26 of the Councils Standing Orders, which state:

1. Standing orders generally

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b Other than a regular review by the proper officer, a motion to add to or vary or

revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9.

c Once proposed and seconded, any motion to permanently a motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall lay on the table, without debate, until the next ordinary meeting of the council.

d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible following election or any review.

e The decision of the chairperson of a meeting as to the application of standing orders at the meeting shall be final.

9. Motions for a meeting that require written notice to be given to the proper officer

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording and any supporting documents/reports to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer

of the reason for rejection.

For these reasons the amendment to the Standing Orders was rejected.

08/11/22 **RFO Reports**

a) To note the Cost Centre report of budget against actual income and expenditure at 31sth October 2022

The Cost Centre report was noted.

b) To approve the schedule of payments from 31st August 2022 – 31st October 2022

A request was made for a named vote to be carried out to approve the payments. The result of which was:

For; Cllr Poskitt, Cllr Lamb, Cllr Bailey, Cllr Bleakley, Cllr Manby-Brown and Cllr Manson.

Against; Cllr Grant.

Abstentions; Cllr M Parkinson and Cllr Parnes

It was therefore, **resolved** to accept the schedule of payments presented.

c) To approve the bank reconciliations presented

The meeting moved to a vote by a show of hands. The result of which was:

For; 6 Members. **Against:** 1 Member. **Abstentions;** 2 Members.

Therefore, it was **resolved** approve the bank reconciliations presented.

d) Budget progress and update

The Clerk reported that the budget has been worked upon as well as the basis of the budget. The Clerk suggested that the budget be sent out at the soonest to allow Members to process the budget and have enough time to present any other considerations or amendments prior to the budget meeting scheduled for the 22nd November 2022.

09/11/22 **Planning & Licensing**

e) To consider response to the following applications: -

22/01768/FUL 1 Rye Grass Woodstock Oxfordshire
Demolition of existing retirement dwellings. Construction of 37 no. replacement age restricted apartment units contained in 4 no. apartment blocks together with associated works, amenity spaces and parking.

Comments and observations

No objections to the application.

10/11/22 **Motions** – To consider written motions raised by Council Members

10.1 Motion from Cllr S Parnes
Seconded by Cllr A Grant

The Council RESOLVES:

Woodstock Town Council acknowledges that there is a problem with parking in the town centre especially for residents directly affected who would be eligible for a parking permit

Woodstock Town Council acknowledges that there will be an impact on residents of Woodstock who do not live in the town centre who would not be eligible for a parking permit;

Woodstock Town Council acknowledges that there will be an impact on residents of surrounding communities that rely on Woodstock for vital services, such as medical facilities, who would not be eligible for a parking permit;

Woodstock Town Council acknowledges that there will be an impact on businesses in the town centre which may not be eligible for a parking permit; and,

As such, **Woodstock Town Council calls for a full review of the proposals including a full economic impact assessment for the businesses before the proposal is implemented.**

Cllr Parnes spoke about his motion and explained the content and purpose. After a while the meeting moved to a recorded vote. The outcome of which was:

For; Cllr Grant and Cllr Parnes.

Against; Cllr Poskitt, Cllr Lamb, Cllr Bailey, Cllr Bleakley, and Cllr Manson.

Abstained; Cllr Manby-Brown and Cllr M Parkinson.

Therefore, the motion was not carried.

Motion not carried

10.2 Motion:

Proposed by Cllr S Parnes
Seconded by Cllr A Grant

The Council congratulates Woodstock's Member of Parliament, Mr Robert Courts MP, on his election to the House of Commons Defence Select Committee. The Council notes the significance of our locality's historic and contemporary contributions to the defence and security of the United Kingdom and its allies – including by members of our immediate Community and nearby neighbours - and wishes our MP and the Select Committee every success in their role of examining the expenditure, administration, and policy of the Ministry of Defence and its associated public bodies.

Cllr Parnes spoke about his motion. The meeting moved to a named vote. The outcome of which was:

For; Cllr Grant and Cllr Parnes.

Against; Cllr Poskitt, Cllr Lamb, Cllr M Parkinson.

Abstained; Cllr Bailey, Cllr Manby-Brown and Cllr Manson.

Therefore, the motion was not carried.

10.3 Motion
Proposed by Cllr Manby-Brown
Seconded by Cllr Bleakley

To move our meetings to the Mayor's Parlour - this is to make it easier for the public to hear our discussions.

Proposed by Cllr N Manby Brown and seconded by Cllr Bleakley

After Members considered the pros and cons or moving the meetings to the Mayor's Parlour a vote was taken by a show of hands. The outcome of which was:

For; 4 Members. **Against;** 2 Members. **Abstentions;** 2 Members.

Therefore, the motion was carried and it was agreed to hold Town Council Meetings in the Mayor's Parlour.

Exclusion of Press and Public

11/11/22 **To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege**.

Proposed by A Grant
Seconded by E Poskitt

It was resolved to exclude the press and members of the public.

Quotations

12/11/22 To consider quotations for the office photocopier

After considering best value for money it was resolved to remain with Thames Valley Copiers. All were in favour.

Close of the meeting.

13/11/22

There being no further business the meeting closed at 19:45

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Vacant **Proper Officer:** Mathew Parkinson

Minutes of the extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 29th November 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor), Jo Lamb (Deputy Mayor), Linda Addis, Kate Bailey, John Bleakley, Ann Grant, Nick Manby-Brown, Mathew Parkinson, Ulli Parkinson, Sharone Parnes, James Spencer-Churchill, ***Meg Manson***

In Attendance: Karen Howe – Minute Taker

Members of the public attended: 12 Note:- Approved changes are in ***italics***

ETC 01/11/22	**Appointment of an Interim Proper Officer** The matter was debated, and further information ***requested about the proposed candidate*** It was unanimously decided that the matter be brought to the next meeting with a detailed paper to be provided. The need for the Council to have a proper officer until such time as the new temporary interim clerk could be appointed was discussed. Cllr M Parkinson offered to temporarily cover the position of Proper Officer until the new interim proper officer/clerk can be appointed. It was unanimously **RESOLVED** that Cllr M Parkinson would be the Proper Officer until such time as the new interim proper officer/clerk is appointed.
ETC 02/11/22	**Apologies for Absence** To receive and consider for acceptance apologies for absence. Apologies were received from Cllr M Manson
ETC 03/11/22	**Declarations of Interests** To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct Cllr Poskitt declared an interest regarding planning matters, as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee. Cllr Addis declared an interest regarding planning matters due to living near one of the applications under discussion.
ETC 04/11/22	**Public Speaking and Question Time** One member requested to speak about Botley West Solar Farm proposal.

	They raised the following points: - - One of the main concerns is the scale of the development - The distance from the development to the end supply, unlike nuclear which is far away solar can be closer to the end supply - There are different options that should be considered - Generation of energy on the doorstep for the community
ETC 05/11/22	The order of agenda items 5 and 6 were switched
ETC 06/11/22	**West Botley Solar Farm Phase One Community Consultation** To discuss WTC response to this pre-application consultation Cllr Parnes talked through the paper that was circulated prior to the meeting. The matter was then discussed, and various comments were made by the councillors including: - - WODC land supply currently not met which may lead to speculative development. - Suggested the funding be requested to install solar on building in the area - It was highlighted that the decision is with the relevant Secretary of State and not the local planning authorities. - The position from government on solar power is changing on a daily basis. - It was pointed out that the plans do not show the contours of the land, the fencing size or how the rights of way will be blocked in. - Can see the need for renewable energy but we are a windy not sunny country - Increase in solar is intended to be on buildings etc not on farm land needed for food production - Wind farms are more efficient then solar famrs - It's the 2nd largest in Europe - What happens at the end of life of the site? Meeting was informed that WODC Cllr Graham is arrange a meeting for all parishes effected to meeting and discuss the proposal. The clerk from Bladon has offered to provide a copy of Bladon's response, once approved by Bladon Parish Council, and to assist in writing the response on behalf of Woodstock Town Council. The councillors accept offer from Bladon's Clerk and a response is to be brought to the next meeting for consideration.
ETC 07/11/22	**WTC response to OCC Consultation on Proposed Allocation of Parking to hotels and Guest Houses** Cllr M Parkinson declared an interest due to working in a business effected by the consultation. Cllr Parnes talked through the paper that was circulated. The following proposal was put forward Cllr Parnes and seconded by Cllr Grant. Woodstock Town Council resolves to issue a submission of objection to the County Council's proposed Hotel Visitors Parking Scheme as it does not provide a sufficiently robust solution to ongoing concerns about impact of the proposals, lacks disclosure of methodologies of assessment of potential effects in the absence of any broader economic impact assessment, does not address concerns of other businesses in the Town, and the exceptionally experimental

	nature of the scheme in the current internationally volatile economic climate may irredeemably affect survivability of some businesses in the Town. The Town Council therefore requests further impact assessment and disclosure of the more detailed methodologies of consideration prior to implementation The matter was then discussed, and various comments were made by the councillors including: - - There is free parking after hours and the car park is also available - How are the figures arrived at - Not bringing benefits to Woodstock - Compared to other towns this is over complicated - Others give discount codes rather than a permit for a full day - Payment for 24hrs should be allowed at machine and maybe offer a discount - It works, so why fix it if it's not broken - OCC should justify their calculations The following amendment was proposed by Cllr M Parkinson and Second Cllr Grant To add the following wording to the objection: Should meters be available please consider allowing 12 hour parking A name vote was called for on the original motion with the proposed amendment. For: Cllr Parnes, Cllr M Parkinson, Cllr Addis, Cllr U Parkinson, Cllr Grant, Cllr Spencer-Churchill Against: None Abstaining: Cllr Poskitt, Cllr Lamb, Cllr Bleakley, Cllr Manby-Brown**, *Cllr Bailey*** Further discussion took place regarding parking meters in Park Lane. The following amendment was proposed by Cllr Poskitt and seconded by Cllr M Parkinson To add the acknowledgement that: Having paid parking there will bring it in line with the rest of the Town Councillors voted on the additional amendment. For: 6 Against: 3 Abstaining: 2 It was therefore **RESOLVED** to send the proposed objection including both amendments to OCC. **Action – The Clerk**
ETC 08/11/22	**Grille across the river at Watermeadows** Update from Cllr Manson on situation of the trash grille across river in the Watermeadows and recommendations to ensure maintenance over the coming months. Cllr M Parkinson talked through the report that was circulated. Cllr M Parkinson advised that only one company had responded but no quotes yet. The following was proposed by Cllr M Parkinson To allocate £1,500 from the Water Meadows Budget for the works The following amendment to the proposal was proposed by Cllr Grant

	WTC agrees to £1,500 from the Water Meadows Budget allocation to be identified as a separate heading in the budget from immediate effect to enable this to be used to clear the Water Meadow Grilles during the period it is most needed and expenditure to be agreed by the Clerk as an urgent payment This amendment was seconded by Cllr ***P M*** Parkinson and put to a vote and members unanimously agreed to the amended proposal. It was **RESOLVED** to allocate the £1,500 in line with the amendment.
ETC 09/11/22 .	**Planning and Licensing** To consider Council's response to the following planning applications:- 22/02974/HHD 21 Cadogan Park, Woodstock Erection of single storey flat roof rear utility extension and extend rear balcony over. No objections 22/03045/HHD Carousel, 7 Oxford Road, Woodstock Demolish rear extension, conservatory and garage. Erection of rear and side extensions, new entrance and bay window extension. Attic conversion with rear dormer. No objections 22/03015/HHD 2 Hill Rise, Woodstock Replace existing shed/store with new detached single storey outbuilding, to create additional living space. No objections
ETC 10/11/22	**Council to decide if the following item needs to be in confidential session by a vote** **Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege. Proposed by Cllr M Parkinson and Seconded by Cllr Grant and agreed unanimously. It was **RESOLVED** to exclude the press and members of the public.
ETC 11/11/22	**Encroachment issue** To receive an oral report from Cllr Lamb Cllr Lamb provide an update on the issue and councillors discussed the issue and how to proceed in dealing with the issue. The following recommendation from WMWG was submitted The Working Group having looked through the reply from the Land Registry recommend the engagement of the Councils Solicitor to continue with the objection to Adverse Possession claim from a resident The following motion was proposed by Cllr *Grant* and secondary Cllr Addis WTC agrees the engagement of the Council's Solicitor to continue with the objection to Adverse Possession claim from a resident

	The motion was put to the vote and members unanimously agreed to the motion. It was therefore, **RESOLVED** to engage the Council's Solicitor to continue with the objection to Adverse Possession claim from a resident
ETC 12/11/12	**Close of the meeting.** There being no further business the meeting closed at 19:54

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Vacant **Proper Officer:** Mathew Parkinson

Minutes of the extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Monday 5th December 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor), Jo Lamb (Deputy Mayor), Linda Addis, Ann Grant

In Attendance: Karen Howe – Minute Taker

Members of the public attended: 3 Note:- Approved changes are in **italics**

ETC 01/12/22	**Appointment of an Interim Proper Officer** This item was deferred to the next meeting of the Council.
ETC 02/12/22	**Apologies for Absence** Apologies were received from Cllr K Bailey, Cllr J Bleakley, Cllr N Manby-Brown, Cllr M Parkinson, Cllr S Parnes, Cllr J Spencer-Churchill***, Cllr M Manson***
ETC 03/12/22	**Declarations of Interests** Cllr Poskitt declared an interest regarding planning matters, as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.
ETC 04/12/22	**Public Speaking and Question Time** No members of the public spoke.
ETC 05/12/22	**Planning & Licensing** The Council's **agreed** the following response for the following application: - 22/03171/HHD 1 Glovers Close, Woodstock, Oxfordshire Erection of two storey side and single storey rear extensions. No Objections
ETC 06/12/22	**West Botley Solar Farm Phase One Community Consultation** To review and revise WTC's draft comment on Phase One plans The issue was discussed and the following points were raised: - - Suggestion that the response should ask questions rather then pick up of points - It should include a range of questions raised by Woodstock Town Council

	- To create a covering note to be sent with Bladon Parish Councils response which should be attached as an annex to WTC response - Where are other solar farms in the district. - Concerns that the heritage site will be surround by solar panels It was **agreed** that the ~~***clerk***~~ ***minute taker*** would email councillors for their opinions and any further questions they may have. These are to be included in the covering note. The completed response is to be brought to the next meeting of the Council for consideration.
ETC 07/12/22	**To consider WTC's representation at Uplands Planning sub Committee on December 12th to determine applications for land behind Hill Rise and land to the north of Banbury Road** Cllr Poskitt withdr~~***a***~~***e***w from the item due to a declared interest The Council was advised that a councillor can attend the committee and speak on issue. The councillors present were asked if any of them would be interested in attending. It was suggested to ask Cllr Bleakley if they would attend on behalf of the Council. The meeting was also informed that if nobody could attend then a written speech could be sent to WODC. It was **agreed** that Cllr Poskitt will ask Cllr Bleakley if ~~***they***~~ ***he*** will attend the planning committee ***for Hill Rise and Cllr M Parkinson to attend for the Banbury Road application***. During the item several points in regard to the application were raised. These included: - - Hill Rise – It can't fit in to the landscape - Banbury Road – The need for an upgrade to water and drainage infrastructure. WODC have proposed a condition to only allow 49 units to be built until the upgrade as taken place.
ETC 08/12/22	**Council to decide if any items needs to be in confidential session by a vote** This item was not required for this meeting.
ETC 09/12/22	**Close of the meeting.** There being no further business the meeting closed at 19:35

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Town Clerk: Vacant; Proper Officer: Mathew Parkinson

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 13th December 2022 at 6.30pm

Note:- Approved changes are in ***italics***

Councillors present

M Parkinson ***(intro chair)***, L Addis, A Grant, N Manby Brown, M Mathews, U Parkinson, J Bleakley, ***M Manson***

In Attendance

Oxfordshire County Cllr. A Graham
Rachel Peters RFO
4 Members of the public attended:

01/12/22 Apologies for Absence - To receive and consider for acceptance apologies for absence.

Apologies were received from ***Cllrs*** Julian Cooper, Elizabeth Poskitt, Jo Lamb, Kate Bailey, J Spencer Churchill, S Parnes, ~~***U Parkinson***~~

Cllr Grant proposes Cllr M Parkinson to stand in as mayor for this meeting. Cllr Manby-Brown seconded ***carried unanimously***

02/12/22 Communications – to receive any communications from the Mayor

Green spaces will be dealt with in the new year

Mayors Carols will be cancelled.

03/12/22 Approval of Minutes - To consider for approval, the minutes of the Town Council Meetings held on 8th November 2022.

Cllr Graham in attendance but says he will not be there. Define County Cllr or District Cllr.

It was **decided** to accept the minutes.

04/12/22 Declarations of Interests - To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

No Declarations of Interest.

05/12/22 Public Speaking and Questions

a) Graham Brown (Sustainable Woodstock) Spoke about Botley West Solar Farm Would like to ask the council support sustainable energy, would like decisions based on facts and data. Urges the council to consider the proposal carefully.

No questions asked

b) C Carritt - 20 mile per hours speed limit working group,
Comprehensive details must be given, would like all residential and town centre roads to be included. Buffer zone should be included starting 30 at Bladon roundabout to Park View.

Q Do you support 40 miles per hour buffer

Q Do you have figures for those that have signed the petition to support the 20 mile per hour

A. No official count but about 100

06/12/22 County & District Councillor's Update - To receive communications from the County Cllr Graham & District Councillors,

County Cllr A Graham, see attached report.

District Councillor J Cooper gave apologies.

07/12/22 Town Clerk's Report - to receive communications from the Town Clerk.

No report

08/12/22 Responsible Financial Officers Report

a) To note the Cost Centre report of budget against actual income and expenditure at 30th November 2022.
b) To approve the schedule of payments from 1st July – 30th November 2022
c) To approve the bank reconciliations presented

Items a, b, c were **deferred** to the next meeting.

d) To consider the draft Budget for 2023/24 – Motion – Proposed by Cllr Manby-Brown– WTC resolves to maintain the current precept for the coming financial year at £149,073. Seconded by J Bleakley

Vote 6 for with 1 abstention.

It was **resolved** to accept motion to maintain the precept at the current level.

e) VAT- to consider the report from Cllr Grant,

This item **deferred** to next meeting.

f) Motion – Proposed by Cllr Manby-Brown, WTC resolves to carry out a second interim audit in February 2023 to help the council and Responsible Financial Officer achieve a positive Final Audit in June 2023

This item was **deferred** to next meeting.

g) Motion - Proposed by Cllr Manby-Brown - WTC resolves to include as part of its review of the Financial Regulations to allow the Town Clerk to authorise purchases for general spend items up to the value of £250.

It was **decided** that the Financial Regulations and Standing Orders will be updated and will be bought back to the next meeting.

Cllr M Manson left the room at 19.35

09/12/22 Planning & Licensing

To consider the following applications:

22/03245/HHD 40 Blackberry Way Woodstock

No Objections

10/12/22 Botley West Solar Farm Project - to agree the council's response to the initial consultation on the project.

Proposed Cllr Manby Brown

It was **resolved** to accept the response by unanimous decision.

11/12/22 20mph Speed Limit in Woodstock - to consider a report from Cllr Poskitt

This item was **deferred** to the next meeting.

12/12/22 Update on resolved but seemingly non-actioned consultee submissions

To consider the report from Cllr Parnes, to be presented at the next meeting.

Proposed to **defer** by Cllr Manby Brown, seconded by Cllr Grant, unanimous decision

Cllr M Manson returned to the room 19.37

13/12/22 CCTV System

Motion – Proposed by Cllr Bleakley - WTC resolves that Cllrs Manby-Brown & Bleakley make preliminary investigations into the legality, feasibility and approximate costs of replacing the CCTV system in the public areas of the Town Hall ie front lobby and town clerk office. Seconded by M Manson

It was **resolved** to accept the motion by a unanimous decision.

14/12/22 **Exclusion of Public & Press – to resolve the exclusion of public & press in accordance with the press & public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff.**
Proposed by A Grant, Seconded by M Manson

15/12/22 **Appointment of the Proper Officer & Staffing Update – to consider the report from Cllr Manby- Brown & Cllr Bailey. Seconded by L Addis**
It was **resolved** to accept the motion by a unanimous decision.

16/12/22 **Town Clerk Application Pack & Job Description**
Motion – Proposed Cllr M Parkinson – WTC resolves to use the Clerks job description & application pack as presented and will advertise as fast as is practically possible using free and paid for advertisements. Seconded by L Addis
It was **resolved** to accept the motion by a unanimous decision.

17/12/22 **Close the meeting**
There being no further business, the meeting closed at 19:47

Addition to minute 16.12.22

Cllr Grant requested an amendment to bullet point 3 of the Job Description.

The word 'process to be added after 'the' and before 'staff' in the first line so as to read: -

To be responsible for the process of staff recruitment.

This amendment was agreed by the proposer Cllr M Parkinson and seconded by Cllr Addis

The vote was unanimous.

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 17th January 2023 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, Kate Bailey, Ann Grant, Nick Manby-Brown, Ulli Parkinson, Sharone Parnes, James Spencer-Churchill

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk
Rachel Peters - RFO

Members of the public attended: 3

01/01/23	**Apologies for Absence** Apologies were received from Cllr Bleakley, Cllr Lamb, Cllr Manson and Cllr M Parkinson
02/01/23	**Minutes of last meeting** To consider for approval, the following minutes: - a.) Minutes of the Town Council Extraordinary meeting held on 29th November 2022 b.) Minutes of the Town Council Extraordinary meeting held on 5th December 2022 c.) Minutes of the Town Council Meeting held on 13th December 2022 Several amendments were requested to the minutes listed above. These were accepted and the it was **RESOLVED** that the minutes of the Town Council Extraordinary meetings held on Tuesday 29th November and Monday 5th December and the minutes of the Town Council meeting held on Tuesday 13th December be **APPROVED** as a true and accurate record of those meetings All minutes were signed by the Mayor
03/01/23	**Declarations of Interests** Cllr Poskitt declared an interest regarding planning matters, as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning sub-Committee.
04/01/23	**Public Speaking and Question Time** Colin Carritt spoke to the meeting about the proposed 20mph speed limit. The main points raised were: - • There is overwhelming support in Woodstock. • The Traffic Advisory Committee (TAC) is also in support of the proposal • TAC have spoken to OCC about the details in the paper that they circulated and it was well received by OCC

	• The proposal has been promoted across Woodstock and has had a positive response. • The proposal fits with the County's policies and Woodstock Town Council is urged to approval the proposal. • A map showing the proposed speed limit changes was shown and the various speed limit zone were explained. Councillors raised the following: - • Would it be possible to have a large version of the map to enable seeing the locations better? • Would the staggering of speeds be off putting to drivers? • Is there any documentation of the overwhelming support? It was explained that the space between the various speed limits was larger than it appears on the map and should not deter drivers. The meeting was also informed that there was not any documentation of overwhelming support
	Agenda items 5 and 6 were swapped
05/01/23	**District Councillor's Report** To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (Previously circulated) Cllr Cooper offered to take questions on the report. Cllrs Parnes asked about the provision of web casting WODC meetings and if audio could be made available even if visual is not available. Cllr Cooper asked if he could be sent the question by email so that he could follow it up.
06/01/23	**County Councillor's Report** To receive the monthly Parish report from Oxfordshire County Cllr Graham (Previously circulated) Cllr Graham provided an update to his report: - • OCC is investigating the position of parking meters and would like a representative from Woodstock Town Council to assist them. • The consultation process has now finished for the hotels parking permits • There is a new scheme started where you can buy single bus journey for no more than £2. Since the start of the scheme there has been an increase in usage • The Hensington Road Health Centre/Library is progressing well and a draft site planning has been created to show that a new facility will fit on the site and will also increase the parking provision. The cost of the build will be near £7m and OCG still need to agree if they are prepared to provided funding. Councillors asked the following questions: - • Cllr Spencer-Churchill asked if Hensington Road Memorial Garden would be kept? Cllr Graham advised that it would stay. • Cllr Grant asked about the 4.99% increase in council tax and if this was the best time to be increasing the tax? Cllr Graham explained the adult social care is part of the increase and is an increase the government recommended to be included and that the council needs to protect its services. • Cllr Parnes asked about the A44 project fund and a bid for £180m Cllr Graham asked that Cllr Parnes put his question in writing and that he will get a response for Cllr Parnes.

	It was proposed that the meeting move to agenda item 10 – Traffic Advisory Group
07/01/23	**Traffic Advisory Group** a.) **Motion** – 20mph Scheme – Proposed by Cllr Poskitt Seconded by Cllr K Bailey Motion to be consider: - *WTC approves the plans for the 20mph scheme as per the working group's suggestion.* The motion was discussed and the following amendment was proposed by Cllr Parnes and seconded by Cllr Grant To add the following wording after suggestion – subject to a consultation with the local community. It was discussed how to consult with the community and an online survey was suggested. A name vote was requested on the proposed amendment. For: Cllr Parnes, Cllr Addis, Cllr Grant, Cllr Bailey, Cllr Manby-Brown, Cllr U Parkinson, Cllr Spencer-Churchill Against: Cllr Poskitt Abstaining: None A vote was then taken on original motion with the approved amendment. For: 8 Against: 0 Abstaining: 0 It was agreed that the clerk would look into ways to hold the survey and to liaise with Cllr Parnes regarding the survey. It was therefore **RESOLVED** to approve the plans for the 20mph scheme subject to consult with the local community. b.) Parking Scheme – Councillors are asked to appoint a council member to join the group deciding positioning of notice, meters etc relating to the Parking Scheme. The item was discussed and it was decided that Cllr Poskitt would ask Cllr Lamb if she would join the group. c.) To receive an update on the A44 working group. An update about the recent meeting that OCC held regarding the A44 was provided by the clerk. It was explained that it was an initial meeting that just outlined how OCC is planning on running the project and the areas it covers and that there would be more meetings in the future. Cllr Poskitt and Cllr Spencer-Churchill have agreed to continue being on WTC A44 group. d.) To receive an update on other items raised at the group and to approve any actions required. There were no other items to be discussed
08/01/23 .	**Annual Town Meeting** Due to the Community Centre being booked on the planned date councillors are asked to approve the change of date from Tuesday 28th March 2023 to XX April 2023

	It was **AGREED** to hold the meeting on Tuesday 18th April 2023
09/01/23	**Offer of Help with Local up and Coming Events** To discuss the offer of help from Owen Mumfords (email previous circulated) It was agreed that Cllr Bailey would liaise with Owen Mumfords. Cllr Bailey to email the other councillors for suggestions.
	Agenda Item 10 was moved up the Agenda to after Item 6
10/01/23	**Property** a.) To note January's property report The report was noted b.) To consider the report from Cllr Grant concerning the following: - 1.) Community Centre - Utility costs 2.) Town Hall - Exterior and interior decorating Cllr Manby-Brown thanked Cllr Grant for raising the concerns and advised the meeting that he will find the answer to the questions. A question was raised regarding how much repairing the leak in the community centre cost. It was decided that Cllr Bleakley would be asked to provide details.
11/01/23	**Environment Working Group Report** A report was received from Cllr Manson a.) To approve the quote for tree work Only one company had submitted a quote of £7,320 + VAT The quote was put to a vote and all were in favour it therefore **RESOLVED** to accept the quote b.) To choose and approve the quote for repair/replacement of bridges It was proposed to accept the quote from company 4. This was put to a vote and all were in favour it was therefore **RESOLVED** to appoint company 4 at a cost of £5,125 + VAT c.) To approve extending the grass cutting contract for one more year at the revised prices. Which was a 10% increase on last year. During the discussion a request was made to keep the grass cutting as separate item in the budget. It was agreed the RFO would make the change. The extension to the grass cutting contract was put to a vote and all were in favour it was therefore **RESOLVED** to extend the contract for another year at the revised prices provided.
12/01/23	**Planning & Licensing** **a.) Planning Applications** To consider response to the following applications: - 1.) 22/03419/HHD 10 New Road, Woodstock Erection of single and two storey rear extension. Erection of new porch Woodstock Town Council has no comments or objections 2.) 22/03466/HHD 2 Water Brook View, Woodstock Front extension including porch and entrance hall

	Woodstock Town Council has no comments or objections 3.) 22/03515/HHD 42 Banbury Road Woodstock Erection of two storey and single storey rear extensions Woodstock Town Council is unable to comment due to the lack of documentation on the website. ACTION – The clerk will contact WODC to request further information. 4.) 22/01715/OUT Land South of Perdiswell Farm, Shipton Road, Shipton On Cherwell Erection of up to 500 dwellings with associated access, open space and infrastructure - Updated submission documents received It was proposed that item be deferred to the extraordinary meeting of the council which has been suggest to be held w/c 23rd Jan. Cllr Parnes also suggested that in the meantime the Council still submits a response which supports Bladon Parish Council's original response. It was **AGREED** to defer the item to the extraordinary meeting **b.) Botley West Solar Farm** 1.) To receive an update on the recent meeting held by WODC Cllr Graham provided a brief update including: - • WODC strongly feel that it needs to test the proposal and test the consultant process to ensure it is carried out correctly by the developers. • WODC will be preparing for the planning inspector • They will be carrying out impact assessments and asking for local input from Parish and Town Councils • They have assigned a dedicated senior officer to work on the proposal • They are looking to work together with other districts and parish/town councils 2.) To approve WTC working with and supporting WODC going forward on the work they are doing on responding to the proposal and to approve working with other local Parish Councils affected by these proposals. It was **AGREED** to work and support WODC in the work they are doing on responding to the proposal.
13/01/23	**Responsible Financial Officers Report** Due to the Christmas break, there was not enough time to prepare financial papers for December 2022. a.) To consider for approval the lists of payments processed for 30th June – 30th November 2022. (deferred from 13 Dec Meeting) It was **RESOLVED** to approve the list of payments b.) To approve the bank reconciliations presented (deferred from 13 Dec meeting) It was discussed that the bank reconciliation be signed in the meeting in future. It was **RESOLVED** to approve the bank reconciliations. c.) To note the Cost Centre report of budget against actual income and expenditure at 30th November 2022 (deferred from 13 Dec Meeting) The cost centre report was noted d.) HMRC Payments – to consider the report from Cllr Grant

A reply to Cllr Grants report was provided by the RFO and circulated prior to the meeting. The items related to staff payments including tax and NI. The payment made by the Locum Clerk in September 2022 was incorrect and was an overpayment. The Council has received a refund from HMRC

e.) VAT – to consider the report from Cllr Grant

The original question was raised in December and item G now provides an answer to the question.

f.) Budget query for 22/23 regarding VAT and budget needs for 23/24 – to consider the report from Cllr Grant

Item G now provides an answer to the question.

g.) **Motion** – VAT Exemption Calculation - Proposed by Cllr Manby-Brown Seconded by Cllr Bailey

Motion to be consider: -

WTC resolves to that DCK Accounting Ltd be requested to carry out a VAT Exemption Calculation for 2021/2022 at a cost of £205 plus VAT

Cllr Manby-Brown explained the situation with the VAT exemption and the reason for the proposal.

The motion was put to a vote and all were in favour the motion. It was therefore **RESOLVED** that the council would request DVK Accounting Ltd to carry out a VAT Exemption Calculation.at a cost of £205 + VAT

h.) **Motion** – Draft Budget and Precept Approval – Proposed by Cllr Manby-Brown Seconded by Cllr Poskitt

Background

At the 13 Dec meeting, the following item was on the agenda:

To consider the draft Budget for 2023/24 – Motion – Proposed by Cllr Manby-Brown – WTC resolves to maintain the current precept for the coming financial year at £149,073.

Because the budget was not approved at the meeting prior to the approval of the precept it is prosed to rectify the situation that the following motion is consider.

WTC to re-consider the draft Budget for 2023/24 and to approve the Budget for 2023/24 and re-approve the precept of £149,073, which was agreed at the 13 Dec meeting.

Cllr Manby-Brown explained the situation and the explained the proposal to correction the situation.

The item was discussed and the following points raised: -

- Budget – VAT allowance of £10k should be included if there any large projects
- Staff Costs – Questions regarding pension and locum costs
- Last years budget was raised by 14% and included £10k for the 20mph scheme.
- Advice from external accountants was that the precept should not be increase or dropped due to the level of reserves.
- It was pointed out that the budget should not include contingencies and the level of reserves should be set.
- Why has the staffing budget increased to £70k – Cllr Manby-Brown provided an explanation that the staffing budgets from other area have been reduced and the surplus has been included in this budget heading.

The following staff budget figures include the pension allocation which is shown as a separate line in the budget

A postive variance is an increase in budget

Budget	2022/23	2023/24	Variance
Admin	55,000	77,000	22,000
Environment	3,000	-	- 3,000
Town Hall	13,000	3,500	- 9,500
Community Centre	14,000	3,500	- 10,500
Totals	**85,000**	**84,000**	**- 1,000**

- Suggested that the donations be increased and split £3k and £2k – It was **AGREED** to increase the budget and the split of £3,000 for the annual applications and £2,000 for requests during the financial year.
- The rent on 8 Park Street was recorded incorrectly – It was **AGREED** to change the amount from £12,000 to £14,400.
- There is still an entry for the jubilee which is no longer needed – It was **AGREED** to change the reference from Jubilee to Coronation.
- There was a name on the report that requires removing – It was **AGREED** to remove the name and replace it with Cobbles

After the discussion the items were put to two individual votes, one for the budget and one for the precept.

Budget - A named vote was called for.

For: Cllr Bailey, Cllr U Parkinson, Cllr Manby-Brown, Cllr Poskitt, Cllr Spencer-Churchill

Against: Cllr Parnes, Cllr Grant

Abstaining: Cllr Addis

It was therefore **RESOLVED** to approve the budget for 2023/24

Precept – A named vote was called for.

For: Cllr Bailey, Cllr U Parkinson, Cllr Manby-Brown, Cllr Poskitt, Cllr Spencer-Churchill, Cllr Addis

Against: Cllr Parnes,

Abstaining: Cllr Grant

It was therefore **RESOLVED** to reapprove the precept for 2023/24

Cllr Bailey left the meeting

14/01/23

i.) **Motion** – Second Interim Audit – Proposed by Cllr Manby-Brown Seconded by Cllr Poskitt

Background

To help the council and the RFO achieve a positive audit in June 23 it is proposed that a second interim audit takes place (this item was deferred from 13th Decembers meeting) and that the auditor be invited to give a short talk to council members about financial matters, audit, budgets and governance.

Motion to be consider: -

WTC resolves to carry out a second interim audit on 14 February 2023 to help the Council and Responsible Financial Officer achieve a positive Final Audit in June 2023 and to invite the auditor to attend a pre-Town Council

	meeting at 5.30pm on the 14th February 2023 to give a short talk about Financial Matters, Audits, Budgets, and Governance. Cllr Manby-Brown explained the motion and it was put to a vote and all were in favour of the motion. It was therefore **RESOLVED** that a second audit would be carried out at a cost of £350 + VAT as per the deferred motion and the auditor would be invited to give a talk to the Council, before the February meeting at a cost of £60 per hour.
15/01/23	**Motions** To consider motions raised by council members. a.) Update on Resolved Items – Proposed by Cllr Parnes Background Council is asked to receive Update on Resolved but apparently not actioned submissions RE: The application for major development on 'Land South of Perdiswell Farm, Shipton Road' (aka PR10) at Cherwell District Council's online Planning Register is at the time of this report showing a revised Target Decision Date of 21/12/2022 but no Woodstock Town Council submission since 27/07/22, despite a recent Council Resolution to notify CDC's Planning Authority of WTC's full endorsement of the comprehensive submission from Bladon Parish Council in accordance with the wording of the relevant WTC Resolution at the time. WTC Resolved submission for consideration by the Planning Inspectorate, regarding support for an appeal against enforcement of a local restaurant's outdoor awnings in the particular circumstances discussed by the Council, has not been circulated to Members despite previous requests and it is unclear as to whether the submissions have been made and considered amongst the apparent absence of any progress report or outcome of the appeal process. Motion to be consider: - *(a) That Woodstock Town Council note status clarifications and explanations of any reasons for delay and instruct prompt rectification for immediate implementation of the Resolved actions and (b) that copies of WTC's submission on both matters be circulated to all Members* Cllr Parnes explain the motion. Cllr Poskitt provided an explanation. In relation to the appeal she advised that a response had been sent but it appears that appeal system is less tolerant of late responses then the planning system and WTC comments were too late to be accepted. In regards to Persidwell Farm application that she had provided a response and assumed that the Town Clerk's Assistant, who was very reliable in this respect, had submitted it. Also, Cherwell DC did not seem very efficient at uploading responses to their website and that she knew of several people who had to ask for their responses to be uploaded on to the website. She also advised that the Council will have an opportunity to respond again to the application when it reviews the latest submission at the proposed ETC the following week. The motion was withdrawn.

	b.) Legal Instructions During Botley West Solar Farm Proposal – Proposed by Cllr Parnes Seconded by Cllr Grant Background A recent press release states the national law firm Freeths has advised Photovolt Development Partners (PDVP) on its development of Europe largest ever solar farm, based in Hampshire and Oxfordshire. Motion to be consider: - *Woodstock Town Council RESOLVES: Cognisant of the wide-ranging and deep concerns in Woodstock and numerous neighbouring communities, in relation to the proposed 'Botley West' solar farm power plant, and having become aware of recent publicity announcing Freeths representation of Photovolt Development Partners on the project, the Town Council will refrain from any new instructions to Freeths (which has been a legal representative of the Town Council) until after the proposals are determined* Cllr Parnes explained the motion. Cllr Grant pointed out that though Freeths was the Councils agreed retained solicitors at the Annual TC Meeting they had agreed the option of seeking advice of specific solicitor for the particular field of expertise needed Cllr Manby-Brown suggested that the clerk be asked to look at other solicitors. The motion was put to a vote. For: 5 Against: 1 Abstaining: 1 It was therefore **RESOLVED** that WTC would refrain from any new instructions to Freeths until after the solar farm proposal is determined. ACTION – The clerk to look at other possible solicitors.
16/01/23	**Staffing Committee** To review the Staffing Committees Terms of Reference and approve any changes. It was **AGREED** to defer the item to the next meeting.
	Cllr Parnes left the meeting
17/01/23	**Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege**.** Cllr Grant proposed Seconded by Cllr Poskitt unanimously agreed
18/01/23	**Civil Monetary Claim** Due to the nature of the claim councillors are asked to approve the creation of a sub-committee comprising of the Clerk, Mayor and one other councillor. The sub-committee to work with the Council's solicitors in producing and approving the defence of the Council. The sub-committee to have delegated powers to approve the defence and to have approval to spend up to an amount to be agreed without having to return to full council. It was **AGREED** that the Clerk, Cllr Poskitt, Cllr Grant and Cllr Manby-Brown would be delegated to work on the issue, and any cost incurred would come from the Legal Fees budget
19/01/23	**To confirm the next meeting of Woodstock Town Council**

	Date and time of next meeting is 6.30pm on 14th February 2023 at Woodstock Town Hall The date and time of next meeting was confirmed.
20/01/23	**Close Meeting** Meeting closed at 8.53pm

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of an Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Wednesday 25th January 2023 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, Ann Grant, Jo Lamb, Meg Manson

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk

Members of the public attended: 1

ETC 21/01/23	**Apologies for Absence** Apologies were received from Cllrs Bailey, Bleakley, Manby-Brown, M Parkinson, U Parkinson, Parnes, Spencer-Churchill
ETC 22/01/23	**Declarations of Interests** Declarations of interests were received from: - Cllr Poskitt in relation to items under agenda item 5 due to being a District Councillor and Chair of West Oxfordshire District's Development Control Committee and Uplands Planning Sub-Committee. Cllr Addis in relation to item 5b on the agenda due to knowing the applicant.
ETC 23/01/23	**Public Speaking and Question Time** No members of the public asked to speak.
ETC 24/01/23	**Change of Date of April Town Council Meeting** Councillors were asked to approve moving the April meeting from the Tuesday 18th April to Tuesday 25th April. It was **agreed** to change the date of the April Town Council Meeting to Tuesday 25th April 2023
ETC 25/01/23	**Planning & Licensing** **a.) Street Naming** The clerk advised that the council need to choose 3 street names out of the 5 options. The item was discussed and during the brief discussion it pointed out the Wiggin should have an s on then end. It was then **agreed** that the council's preferred street names are Young, Wincott and Whitlock Actions – The Clerk to inform WODC of the choices

b.) Licensing Applications

1.) W/23/00002/PRMA Woodstock Social Club 44 Oxford Street - Woodstock Social Club - the addition of a Premises Licence to enable service of general members of the public.

The councillors discussed the item and during the discussion it was acknowledged that this change would allow members of the public to use the facilities without having to be members.

It was **agreed** that the council had no objections to the addition of a Premises Licence.

Actions – The Clerk to inform WODC of the decision

c.) Planning Applications

To consider response to the following applications: -

1.) 22/03211/LBC 14 Park Street - Internal and external alterations to replace the ground and first floor windows

The application was discussed and during the discussion councillors raised concerns about double glazing being used in a listed building and were concerned that should it be approved it would lead the way to other applications for other properties in the area. The councillors also noted the comments already submitted by the conservation officer which contained objections regarding the double glazing.

It was **agreed** that the council would object to application 22/03211/LBC due to the inappropriate use of double glazing in a listed building.

2.) 22/03367/HHD 3 Campbells Close - Two storey front extension

It was **agreed** that the council had no objections to application 22/03367/HHD

3.) 22/03430/HHD 10 Glovers Close - Single and two storey flat roof front extensions and single, two storey bay windows to rear.

It was **agreed** that the council had no objections to application 22/03430/HHD

4.) 22/03455/FUL 1 Upper Brook Hill - Construction of new dwelling with associated parking and landscaping

The application was discussed and during the discussion councillors raised several concerns. These included the possibility of causing structural issues to neighbouring properties by undermining them. Also, that the property is in a conservation area and the proposal is not in keeping with the area. There were also concerns regarding parking in the area.

It was **agreed** that the council objects to application 22/03455/FUL due to possible undermining and structural damage to neighbouring properties and due to the property not being in keeping with the area and the lack of parking.

5.) 22/03545/HHD 87 Manor Road – Erection of a two-storey side extension (previously approved 19/01818/HHD)

It was **agreed** that the council had no objections to application 22/03545/HHD

Actions – The Clerk to inform WODC of the all the above decisions

	6.) 22/01715/OUT Land South of Perdiswell Farm, Shipton Road, Shipton On Cherwell - Erection of up to 500 dwellings The application was discussed and the councillors raised many points these included: - Not really in Woodstock 1.8km from the centre of Woodstock The link between the proposal and Park View will be a rat run Is the link suitable for buses? The sewage provision in the area is at capacity and can't cope The suggestion of using Long Hanborough surgery is not a solution for lack of provision in Woodstock The parking in Woodstock is limited Lack of school spaces Reduction in the gap between Woodstock and the surrounding villages Changing in the setting of the area Impact on the World Heritage site Impact on local archaeology such as the Roman villa and the archaeology under the allotments. Police are concern about parking barns The site is not in a sustainable location The councillors then discussed if it would be possible to engage the public more. Suggestions included promoting the item on-line and with notices and maybe adding documents to the website. Is was **agreed** that the clerk would produce a response to revised application 22/01715/OUT for the councillor to review at the next meeting.
ETC 26/01/23	**Exclusion of Press and Public** This was not required as there were not confidential items raised.
ETC 27/01/23	**Close Meeting** The meeting closed at 7.20pm

Woodstock Town Council
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Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th February 2023 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Nick Manby-Brown, Meg Manson, Mathew Parkinson, Ulli Parkinson, and Sharone Parnes

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk
Cllr J Cooper – West Oxfordshire District Councillor
Cllr A Graham – Oxfordshire County Councillor

Members of the public attended: 2

WTC 01/02/23	**Apologies for Absence** Apologies were received from Cllrs K Bailey and J Spencer-Churchill
WTC 02/02/23	**Minutes of last meeting** To consider for approval, the minutes of the Town Council Meeting held on 17th January 2023 It was **Resolved** that the minutes of the Council meeting held on Tuesday 17th January 2023 be **Approved** as a true and correct record of the meeting and signed by the Mayor.
WTC 03/02/23	**Declarations of Interests** Declarations of interests were received from: - Cllr Poskitt in relation to items under agenda item 13 due to being a District Councillor and Chair of West Oxfordshire District's Development Control Committee and Uplands Planning Sub-Committee.
WTC 04/02/23	**Public Speaking and Question Time** No members of the public asked to speak.
WTC 05/02/23	**County Councillor's Report** To receive the monthly Parish report from Oxfordshire County Cllr Graham (Report circulated) Cllr Graham provided an update to his report: - • School Transport The school transport policy has been updated to prevent children losing their place when they change school location. This can happen when the school is located over a split site. They will be providing help to parents when appealing against school transport place refusal. They will be helping over 16's with independent travel. This is to help them to get into a position where they can safely and confidently travel themselves. This will save the council money in the long term. The council is committed to the spare seat scheme and it is not ending, but pressure on contracts and cost has meant costs to parents have almost doubled.

	• Budget Services are strained but not being cut. 20mph scheme budget is staying. Which means that town and parish councils don't have to pay. And there will be more money for gully cleaning and pot holes Cllr Parnes spoke. He thanked Cllr Graham for stepping in on Shipton Road and although it was a quick patch up there is still a big pot hole that needs review. The issue on a need for a wheel wash was brought up. Cllr Cooper and Cllr Graham said they would take up the issue with WODC and OCC. Cllr Graham also advise to register issues on Fix My Street. Cllr Graham then provided an update on the doctors surgery: - • Stakes holder have got together. • It is feasible that it could happen on the site and that parking may not be lost but there may be more spaces. • The doctors have concerns that there is no room for future expansion on the site. • Library cabinet member has spoken about the possibility for the library to be at Hensington Road even if the health centre doesn't happen.
WTC 06/02/23	**District Councillor's Report** To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (Report circulated) Cllr Cooper offered to take questions. Cllr Bleakley asked if WODC is backing the swimming pool and Cllr Cooper responded that WODC is wanting the pool open for the summer holidays Cllr Parnes asked if there was a danger the pool will not continue anymore and Cllr Cooper responded not that he was aware off. Cllr Parnes asked why the cabinet is now known as the Executive and Cllr Graham said it has executive functions so changed to be in line with its functions. Cllr Parnes commented on the Solar Farm impact on the sky at night and asked if he was for or against. Cllr Cooper said he was against, its in the green belt and too big. Cllr Manby-Brown commented that builders are creating havoc everyday once approved and then need for enforcement. Cllr Poskitt referred to 37 Rye Grass application and explained the conditions requested and the parking concerns.
WTC 07/02/23	**Responsible Financial Officers Reports & Other Finance Related Items** a.) To note the Cost Centre report of budget against actual income and expenditure for: - 1.) Month 9 (as at 31st December 2022) (Report Circulated) 2.) Month 10 (as at 31st January 2023) (Report Circulated) Both reports were noted b.) To approve the bank reconciliations presented for: - 1.) December 2022 (Report Circulated) It was **Resolved** to **Approve** the bank reconciliation dated December 2022 2.) January 2023 (Report Circulated) It was **Resolved** to **Approve** the bank reconciliation dated January 2023 c.) To agree to membership of Community First Oxfordshire at a cost of £85. Leaflet circulated

The membership for 2023/24 was discussed. It was proposed by Cllr M Parkinson and seconded by Cllr Grant not to join Community First Oxfordshire. The proposal was put to a vote and all were in favour.

It was therefore **Resolved** to **Approve** not joining Community First Oxfordshire for 2023/24

At this point Cllr Grant asked for the opportunity to ask question about the payments provided with the bank reconciliations as this was offered be the clerk in an earlier email.

Cllr Grant asked about the following: -

- Payment to J Lamb £6.85 – It was explained that it was postage to the Land Registry
- What is KBDR Services – It was explained that there was urgent and complicated payroll issue and this is the new local payroll provider and Cllr Grant pointed out that this change had not come to the council.
- What budget did staff Christmas presents come from – It was confirmed that they were paid from the Mayor's Civic budget.

d.) **Motion** - VMShare Software - Proposed by Cllr Manby-Brown Seconded by Cllr Poskitt

Background

VSMShare will allow the council to have a shared file facility accessible to all Councillors. And one of the first advantages of the software is that the Clerk won't have to send large Emails to all Councillors with Agenda packs. The clerk will be able to upload the documents to the server and then just send an Email letting Councillors know that the latest pack is available.

The other major advantage is that Councillors won't have to necessarily download documents to their own laptops which will help GDBR issues.

It will also give a place to share other important documents as well.

The VSMShare software provided by Microshade only costs £25 set-up and £2 per user per year. The total cost for the year will be £53. This is based on there being 14 users, 12 councillors, the clerk and the RFO.

<u>Motion to be Considered</u>

To approve the purchase of VMShare for a year.

Cllr Manby-Brown explained about the VSMShare software.

It was pointed out that the 14 users does not include the vacant assistant position and Cllr Manby-Brown was asked if extra users can be added. Cllr Manby-Brown advised they can at a cost of £2 each a year.

The motion was put to a vote.

For: 9

Against: 0

Abstaining: 1

It was therefore **Resolved** to **Approve** the purchase VMShare for a year for 14 users at a cost of £53

e.) **Motion** – Upgrading of the Town Hall's CCTV System - Proposed by Cllr Manby-Brown Seconded by Cllr J Bleakley

<u>Background</u>

At the meeting on 13th Dec 2022, Cllr Bleakley and I were given approval to investigate the CCTV system at the Town Hall. We made contact with a good local supplier who has give us a quote (provided).

We found:

1. The current system is extremely old - perhaps going back to the 80s even. The image is blurred and B&W, and there is no ability to record.
2. Upgrading this old system will be relatively easy as there are existing cables paths to follow.

3. Installing CCTV to monitor other internal areas, and externally, would be a major undertaking due to the age of the building and having to find new conduits for cables.

Motion to be Considered

That Council approve the quote for the upgrading of the CCTV system at the Town Hall

The item was discussed and during the discussion: -

Cllr M Parkinson asked if there were other options for CCTV monitoring and maybe these should be explored.

Cllr Bleakley explained that other councils pay more

Cllr Parnes asked how the CCTV in the building worked as he was not aware there was any.

It was explained where the monitoring currently covered.

Cllr Lamb commented that it would improve security for the staff and improve it quickly

Cllr Grant asked to review the contact specifically how the data will be protected and was told this was possible.

Cllr Parnes asked for assurances about data protection and access.

The motion was put to a vote.

For: 6

Against: 4

Abstaining: 0

It was therefore **Resolved** to **Approve** the upgrading the CCTV as a cost of £1,315.28 + VAT

Action – The clerk to produce documentation on the use of the CCTV to ensure GPDR and other regulations are followed

f.) **Motion** – Council Bank Card and Mobile Phone - Proposed by Cllr Manby-Brown

Background

Many items nowadays are ordered online and require a bank card. (eg Indeed, where a Councillor has used a personal card to pay for job adverts. Furthermore, a mobile number was required to activate the Indeed account. It is obviously not ideal for Councillors and Staff to use their personal cards and phones. Enquiries have been made and the ideal card to use is our own bank Unity's recommendation - brochure previously circulated.

Motion to be Considered

That Council gives approval for the Clerk to request a card from Unity, and to purchase a suitable mobile phone to be used for Council business.

Cllr Manby-Brown introduced the item and the item was discussed.

Cllr M Parkinson left the room between 7.30-7.35

It was decided to defer the motion.

Action – The Clerk is to enquire if the spending cap is monthly and to provide details of a preferred mobile phone

g.) **Motion** – Terms of Reference Finance and Asset Committee – Proposed Cllr Manby-Brown Seconded by Cllr Bleakley

Background

Terms of Reference for the Finance and Asset Committee (Terms of Reference circulated)

Motion to be Considered

The Council to approve the Terms of Reference for the Finance and Asset Committee

The item was discussed.

	Cllr Grant commented that it was not in line with the standing orders and Cllr M Parkinson said they are not adequate and can't be an initial terms of reference. Cllr M Parkinson suggested that the clerk be responsible for producing the terms of reference. Cllr Manby-Brown withdraw the motion At 7.40 Cllr Lamb left the meeting It was proposed to bring the item to the ETC meeting that is planned for Monday 20th February 2023 Action – The clerk to produce the terms of reference for the Finance and Assets Committee Cllr Grant provide a paper which was circulated at the start of the meeting which concerns a long outstanding health & safety issue at the cemetery that the needs urgently rectifying. To be able to council to consider the item Cllr Grant put forward the following motion which was seconded by Cllr M Parkinson <u>Motion to be Considered</u> *To suspend Standing Order 10 Motions at a meeting that do not need written notice.* The motion was put to a vote and all were in favour. It was therefore **Resolved** to **Suspend** Standing Order 10 Motions at a meeting that do not need written notice for this item. Cllr Grant put forward the following motion which was seconded by Cllr M Parkinson <u>Background</u> A quote for £6,600 + VAT has been received for the repair of the sloping pathway and to erect a handrail. If approved the contactor can schedule the work in next week. Further information is provided on the paper circulated. <u>Motion to be Considered</u> *WTC having experienced the quality of work of JFK Witney and the need to urgently deal with a public health and safety issue agree to the work to level up, resurface and fit handrail as specified at a cost of £6,600 + VAT* The motion was put to a vote and all were in favour. It was therefore **Resolved** to **Approve** the instructing of JFK Witney to carry out the work to level up, resurface and fit handrail as specified at a cost of £6,600 + VAT
WTC 08/02/23	**Cemetery** To approve the request to enclose two adjoining plots with a boundary of pavers. These pavers will be set into the ground so that the can be mowed over if needed. The item was discussed and was commented that this would not be appropriate for a lawn cemetery and there were concerns that slabs would not lay flat and would be an issue when the grass is cut. A suggestion was put forward to not approve the request. Cllr Poskitt proposed that the request not be approved and this was seconded by Cllr Addis This was put to a vote For: 8 Against: 0 Abstaining: 1 It was therefore **Resolved** to **Not Approve** the request to enclose the two adjoining plots with a boundary of pavers. Action – Clerk to send reply
WTC 09/02/23	**To receive an oral update of the meeting of the Environment Working Group that was held on 7th February and to consider the following recommendations from the Environment Working Group**

	Cllr M Parkinson spoke on the items. a.) To approve the Terms of Reference of the Environment Working Group Proposed by Cllr M Parkinson Seconded by Cllr A Grant The approval was put to a vote. For: 7 Against: 1 Abstaining: 1 It was therefore **Resolved** to **Approve** the Terms of Reference of the Environment Working Group b.) To approve the purchase of a Stihl electric strimmer, 2 batteries, battery charger and safety equipment. Due to fluctuating stock levels and prices and to enable the Clerk to secure the best value for the council the request is to approve a top limit for the purchase of £1,500 Inc. VAT. This figure is based on the prices on the Stihl website. Cllr M Parkinson proposed and it was seconded by Cllr M Manson. A question was asked about training and risk assessment on use. It was confirmed that user of the equipment has been on a training course The approval was put to a vote and all were in favour It was therefore **Resolved** to **Approve** the purchase of a Stihl electric strimmer, 2 batteries, battery charger and safety equipment to a total maximum cost of £1,500 inc. VAT Action – The Clerk to arrange purchasing the items c.) The EWG would also like to recommend that a professional company by engaged to carry out a full risk assessment of the council outdoor spaces During the discussion it was suggested that the risk assessment is carried out fully for all areas the council are responsible for and that the risk assessments should be reviewed annually for 2 years and fully re-assessed in the 3rd year. Cllr M Parkinson proposed and Cllr Addis seconded the above suggestion. The proposal was put to a vote and all were in favour. It was therefore **Resolved** to **Approve** that the Council would engage a professional company to carry out a full risk assessment of all areas the council are responsible for and for the risk assessments to be reviewed annually and fully re-assessed every 3 years. Action – The Clerk is to identify possible companies for the work d.) To discuss the possibility of changing the wood chip surfaces in the playgrounds to rubber matting. Cllr M Parkinson explain the benefits of changing the surface such as it is sustainable and easier to maintain as it only needs grass cutting/strimming. Cllr M Parkinson proposed and Cllr Addis seconded the proposal. The proposal was put to a vote and all were in favour. It was therefore **Resolved** to **Approve** the change of surface in the playgrounds from wood chip to a rubber matting/grassing matting surface. Action – The clerk to source quotes for the work
WTC 10/02/23	**20mph Scheme** a.) To receive an update on the actions agreed under minute 07/01/23 of the meeting held on the 17th January – regarding the proposed consultation

	The clerk explained that they had not been able to progress the survey due to work loads. b.) **Motion** - 20mph Consultation – Proposed by Cllr Parnes Seconded by Cllr M Parkinson <u>Background</u> Details to be presented at the meeting <u>Motion to be Considered</u> *The Council RESOLVES that: Woodstock Town Council, having formally Resolved to engage the constituency in consultation on the 20mph proposal document submitted for endorsement by the relevant Working Group, confirms that the Consultation shall be comprised with publication of the Working Group's full document alongside an open invitation to convey feedback on any of its contents. The consultation will remain open for two weeks and all redacted comments will be published in a summary report document to appear on the Town Council website prior to formal consideration by the Town Council as soon as possible thereafter.* Cllr Parnes explained the motion and said that it does not change the previous motion regarding the survey. It was suggested to change the wording of the motion slightly. The suggestions were to insert after the words “full document” the words “and questions on about the zones” and to remove the words “all redacted comments” and replace them with “comments with personal details redacted” Cllr M Parkinson supports the inclusion of the document in the survey and also the breaking down of the areas for comment. Cllr Parnes was happy for these words to be included. The changed motion was then put to a vote. For: 8 Against: 0 Abstaining: 1 It was therefore **Resolved** that the 20mph consultation shall be comprised with publication of the Working Group's full document and questions about the zones alongside an open invitation to convey feedback on any of its contents. The consultation will remain open for two weeks and comments, with personal details redacted, will be published in a summary report document to appear on the Town Council website prior to formal consideration by the Town Council as soon as possible thereafter. c.) To approve posting of an update regarding the scheme on the website, Facebook and notice boards. Suggested wording to be circulated After a brief discussion is was decided this was good idea. Action – Clerk to post 20mph update on website including document
WTC 11/02/23	**Update on the Request for a Memorial for Nigel Clifford** To receive an update from the Mayor Cllr Poskitt provide an update in that she had responded to an email from Robin Clifford suggesting possibly that a large photo hung in the (redecorated) office with a significant biography beneath or immediately available was a possibility. So far there had been no reply.
WTC 12/02/23	**Coronation Weekend** To discuss the Town Council involvement in the occasion. Cllr Poskitt spoke on the item.

	She explained that there are several national suggestions such as Tea on Sunday and Volunteering Monday. She also said that the Church might broadcast the service and there maybe a civil service on the Sunday. The councillors were asked for suggestions one of the suggestions was gifts for the primary school aged children in the town. This was considered a good idea. It was also discussion about holding a Town Party. The council agreed not to hold a party but to recommend to residents that they hold their own parties as they wish. Action – The Clerk to find suppliers of possible coronation gifts and costs.
WTC 13/02/23	**Planning & Licensing** a.) **Planning Applications** To consider response to the following applications: - 1.) 22/03515/HHD 42 Banbury Road Woodstock Erection of two storey and single storey rear extensions The clerk advised that West Oxfordshire District Council has all ready approved the application. So the item no longer needs to be consider. 2.) 22/03522/HHD 15 Oxford Road Woodstock Demolition of rear flat roof extension. Erection of a two storey and first floor rear extension and construction of a detached carport After a brief discussion the councillors **agreed** unanimously that they had no objection to application 22/03522/HHD b.) **Land South of Perdiswell Farm** To consider and approve the response to the re-consultation for application 22/01715/OUT (previously circulated) It was decided to defer the item to the ETC meeting planned for Monday 20th February. c.) **Botley West Solar Farm** 1.) To receive an update on the recent meeting held by the Stop Botley West Action Group Cllr Poskitt provided an update. 2.) **Motion** – Nomination of Councillors to Liaise with “Stop Botley West” Group - Proposed by Cllr Parnes Seconded by Cllr Bleakley <u>Background</u> Details to be presented at the meeting <u>Motion to be Considered</u> The Town Council RESOLVES that: Woodstock Town Council nominates [2 or 3 specified Council Members to be agreed immediately] liaisons to the "Stop Botley West" group of representatives from multiple villages in the area. It is noted that the Town Council's joining the loose 'federation' of groups neither entails any commitment of funds nor implies any current or future policy position the Council may take on the solar farms power plant proposals; rather, Council's involvement at this stage is intended for supporting information exchange, exploring common interests or concerns with neighbouring localities, and potentially utilising or contributing to shared publicity and other activities where economies of scale make doing so more expedient Cllr Parnes spoke on the item. The councillors discussed the item and Cllrs Bleakley, Parnes and Poskitt offered to be liaisons between the council and the group. The motion was then put to a vote

	For: 8 Against: 0 Abstaining: 1 It was therefore **Resolved** that Cllrs Bleakley, Parnes and Poskitt will be the liaisons between Woodstock Town Council and the "Stop Botley West" group.
WTC 13b/02/23	**Green Spaces Neighbour Plan Results** To note the results of the Green Spaces Referendum (previously circulated) At the start of this item is was noted that the agenda numbering is incorrect and as such this item is renumbered 13b The results of the referendum were noted.
WTC 14/02/23	**Motions** To consider motions raised by council members. a.) Issues Connected to Shipton Road – Proposed by Cllr Parnes Seconded Cllr Grant <u>Background</u> Details to be presented at the meeting <u>Motion to be Considered</u> *The Town Council RESOLVES that: Woodstock Town Council notes the speedy response, by the relevant developer, to excessive muck out spread out of the development along Shipton Road and appreciates the undertakings provided toward future prevention, installation of signage providing developer contact details, and reminders to contractors and suppliers that they should not turn left towards the school when leaving the site; HOWEVER, the Town Council requests consideration for installation of pre-exit vehicular 'wheel wash' facility, and calls upon the County Council to immediately assess rectification of excessive deterioration including all – and not just some -potholes on Shipton Road and review of the new junction. The Council further requests the County Council provide clarification as to when the junction plan was consulted upon.* Cllr Poskitt asked Cllr Parnes to explain the main point of the motion. Cllr Parnes explained that the developer is declining to bring in wheel wash facilities. Cllr Bleakley left the room for a few minutes. The clerk advised the final junction plans would not have been consulted upon but the original plans would have been part of the planning application consultation. The motion was then put to a vote and a named vote was requested by Cllr Parnes. For: 5 – Cllrs Parnes, Addis, Bleakley, Manson & Grant Against: 0 Abstaining: 4 – Cllrs Poskitt, M Parkinson, Manby-Brown & U Parkinson It was therefore **Resolved** the Town Council requests consideration for installation of pre-exit vehicular 'wheel wash' facility, and calls upon the County Council to immediately assess rectification of excessive deterioration including all – and not just some -potholes on Shipton Road and review of the new junction. The Council further requests the County Council provide clarification as to when the junction plan was consulted upon b.) Changing Meeting Start Time – Proposed Cllr Grant Seconded Cllr M Parkinson <u>Background</u> It came to my attention that the early start of 6.30pm for our meetings is proving somewhat difficult for our Interim Clerk, who has kindly agreed to help us out and I believe is doing a excellent job.

	Having talked this over with the Mayor (Cllr Poskitt) we agreed this should be brought to the attention of the council in the interest of accommodating our Interim Clerk. <u>Motion to be Considered</u> *WTC agrees to change the starting time of council meetings to 7.30 pm* During the discussion that Clerk pointed out that they did not realise the issue that some councillors had in attending later meetings and that as the Clerk was only temporary councillors views should come first. Cllr M Parkinson proposed an amendment to the time contained in the motion from 7.30pm to 7pm. Cllr Grant accepted the proposed change. The revised motion was then proposed by Cllr M Parkinson and seconded by Cllr Addis The revised motion was then put to a vote. For: 6 Against: 1 Abstaining: 2 It was therefore **Resolved** to change the starting time of council meetings to 7pm
WTC 15/02/23	**Term of Reference for Working Groups** Item Proposed by Cllr Grant To bridge the gap in the SO which do not include Working Groups the council are asked to agree the following suggested Terms of Reference for Working Groups. **Working Groups**. a) Working groups may be set up at any time by the agreement of Full Council and b) Governed by the full Terms of Reference agreed by Full Council and reviewed at the Council Annual Meeting or 6 months whichever is the earlier c) Working Groups may be disbanded at anytime It was **agreed** to defer the item and for it to be included with the item due to cover Standing Orders
WTC 16/02/23	**Delegation of Work** To discuss and agree to providing the clerk with delegated powers on the allocation of some items of admin related work to councillors. These items would be those where no decision making is required. Including but not limited to the sourcing of quotes and information and the update dating of the website with information provided by the clerk. The clerk explained the reason for the request to delegate work and after a brief discussion the councillors **agreed** to the clerk delegating non-decision-making admin work councillors.
WTC 17/02/23	**Staffing** a.) To receive an update on the recent tribunal - Copy of judgement available on request The Clerk informed the councillors that the judgement was in favour of Woodstock Town Council and that they could not provide any specific information as they were not involved in the case. b.) To receive an update on the work load of the RFO. The Clerk explained that they just wanted to make the councillors aware that the RFO has taken on extra work since the loss of the council's admin assistant and is currently working extra hours to manage the workload. c.) To receive an update on the recruitment process

	The Clerk advised that the adverts were placed on Indeed and also on SLCC and OALC websites and mailing lists. Currently there have not been any applications, although there have been quite a few CV's sent via Indeed they have no meet the criteria. It was suggested that an advert should be place on the notice boards and local shops such as the newsagents.
WTC 18/02/23	Due to time constraints on council meetings Cllr M Parkinson proposed to close the meeting and that any remaining items be moved to the ETC meeting planned for Monday 20th February 2023 Councillors **Agreed** unanimously to close the meeting. .
WTC 19/02/23	**Close Meeting** Meeting closed at 9pm

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Monday 20th February 2023 at 7pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Nick Manby-Brown, Ulli Parkinson, Sharone Parnes and James Spencer-Churchill

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk

Members of the public attended: 3

ETC 20/02/23	**Apologies for Absence** Apologies were received from Cllrs K Bailey, M Manson and M Parkinson
ETC 21/02/23	**Declarations of Interests** No declarations of interests were received.
ETC 22/02/23	**Public Speaking and Question Time** No members of the public asked to speak.
ETC 23/02/23	**Planning** a.) To approve Woodstock Town Council response to the following application: - 22/01715/OUT Land South of Perdiswell Farm, Shipton Road, Shipton On Cherwell - Erection of up to 500 dwellings A draft response was circulated prior to the meeting. The following comments were made: - • The site is unsustainable. • The bus stops are too far to walk to. • The Bio diversity measures are not adequate • S106 gains not being available to Woodstock • Can the two polls taken in 2014 about the previous proposal at the site be included in the response. The Clerk informed the councillors that the issue about S106 gain had been included and would be added to, and that the poll information can be included. The Clerk then request the drafting of the final response be delegated to Cllr Poskitt and the Clerk and due to the time constraints that approval of the final version be by email rather than having to arrange another meeting. It was **Agreed** to approve the final response to the re-consultation of application 22/01715/OUT via email.

	Action – Cllr Poskitt and the Clerk to produce a second draft for consideration including the reference to the previous polls During the item an update was given by Cllr Poskitt regarding CPOW request to call in the application prior to the decision being made. CPOW have sent their request to the Secretary of State. The question was raised should the council support the submission or should they wait for West Oxfordshire District Council to give an opinion once a decision on the application has been made. Cllr Poskitt said she was hoping to speak to officers at West Oxfordshire but this hasn't happened yet. It was also mention that West Oxfordshire was waiting for the decision. No decision was made as whether to support CPOW request or not. b.) To agree to Woodstock Town Council registering as a rule 6 party for the following appeal: - APP/D3125/W/23/3315391 Land East of Hill Rise, Woodstock It was **Agreed** to register as rule 6 party for appeal APP/D3125/W/23/3315391 Action – Clerk to register the council as rule 6 party
ETC 24/02/23	**Terms of Reference** a.) To approve the Terms of Reference for the following committees: - 1.) Finance & Assets Committee A draft terms of reference was previously circulated. After a brief discussion the following amendments were suggested:- To include the under the Membership section - A member unable to attend a meeting may delegate any elected councillor to take their place with notification of no less 24 hours to the Clerk To change in wording in bullet point 3 of the Budget & Precept section from "To include" to "To recommend" It was **Agreed** to **Approve** the terms of reference for the Finance and Assets Committee with the suggested amendments Action – The Clerk to make the required amendments 2.) Staffing Committee A draft terms of reference was previously circulated. After a brief discussion the following amendment were suggested:- To include the under the Membership section - A member unable to attend a meeting may delegate any elected councillor to take their place with notification of no less 24 hours to the Clerk To replace every occurrence of the word "panel" with "group" It was **Agreed** to **Approve** the terms of reference for the Staffing Committee with the suggested amendments Action – The Clerk to make the required amendments b.) To approve the Terms of Reference for Working Groups To bridge the gap in the Standing Orders, which do not include Working Groups, the council are asked to agree the following suggested Terms of Reference for Working Groups.

	Working Groups a.) Working groups may be set up at any time by the agreement of Full Council an b.) Governed by the full Terms of Reference agreed by Full Council and reviewed at the Council Annual Meeting or 6 months whichever is earlier c.) Working Groups may be disbanded at any time. This was included in error and will be covered as part of the Standing Orders review so not discussed
ETC 25/02/23	**Staffing – Town Clerk Recruitment** To agree an interview group. It was **Agreed** that the interview group would consist of Cllrs Poskitt, Bailey, Manby-Brown and that Cllr Lamb would be a substitute if required. The placing of adverts on the noticeboard and in the local shops was discussed again and Cllr Manby-Brown offered to create the advert and send it to the Clerk. Actions – Cllr Manby-Brown to create advert and the Clerk to arrange the posting of the advertisement.
ETC 26/02/23	**Finance – Council Debit/Credit Card** Cllr Poskitt proposed and Cllr Manby-Brown seconded the item The order of Item a and b were discussed out of order. b.) Approve either option 1 or option 2 to enable the clerk to source a suitable card. During the discussion it was pointed out that it has not been agreed that the council would not have petty cash and a question was asked as to how small items were being purchased. It was explained that there has not been petty cash for some time and that small items have been purchased using private debit/credit cards and then claimed back. To ensure the card is use correctly the clerk offered to produce guidelines/policy for its use The preferred option which was option 1 Unity Bank was then put to the vote For: 8 Against: 1 Abstaining: 0 It was therefore **Resolved** to **Approve** the council having a Unity Charge Card at a cost of £86 for the first year. Action – The Clerk is to produce guidelines/policy for its use including spending limits. a.) Approve a monthly spend limit It was **Agreed** that the monthly limit be set at £500 and would be open to review.
ETC 27/02/23	**Budds Close / OWL Repairs** Cllr Manby-Brown apologised that it was a late item due to its urgency.

	He explained that he and Cllr Manson went on Tuesday to look at the area and they found barbed wire along the footpath at eye height and also a fence post down in Budds Close. Because these are an emergency health and safety issue he explained that he sought opinion from Cllr M Parkinson, Cllr Poskitt and the Clerk and was given approval by the Mayor and Clerk to proceed. Due to this the work has started and the barbed wire has been removed and the post will be dealt with next week. Signs are to be put up warning of uneven steps but the steps still need reviewing. Cllr Spencer-Churchill asked who the fence in the playground belonged to. Cllr Manby-Brown confirmed it is the Town councils and went to say that 6 post in the playground need to be removed and the other post will need replacing. Cllr Parnes mentioned that the OWL Extension report referred to maintaining a fence for antisocial prevent purposes and for heritage reasons. Cllr Manby-Brown confirmed he was not suggesting its removal but that it needs looking at a future date to ensure safety. Cllr Grant asked if the contractor has £10m insurance in place. The clerk advised that she would request proof of insurance. Cllr Bleakley suggested to bring OWL to the EWG to consider a programme to improve the area. Actions – The Clerk to seek proof of insurance
ETC 28/02/23	**Exclusion of Press and Public** Council to decide if any items need to be in a confidential session by a vote Proposed by Cllr Grant and Seconded by Cllr Poskitt The exclusion of the press and public was put to a vote. It was **Agreed** to exclude the press and public from the remainder of the meeting
ETC 29/02/23	**Property** a.) To consider the monthly property report and approve any recommendations within. (copy previously circulated) Cllr Grant asked about the timings of the redecoration of the Town Hall. Cllr Bleakley confirmed the outside is schedule for spring and the internal decoration is scheduled for after the CCTV upgrade and the re-arrangement of the office. Cllr Grant pointed out a rent review was due on 2 Park Street in October and this needs to be covered and not missed. She also mentioned that the outside of Flat 4 and rear and side of the Post Office needs painting. Prior to discussing the specific leases on the agenda Cllr Parnes raised concerns about using Freeth's for the leases especially as the council had agreed at a previous meeting to look into a cheaper option not to engage them in future. The Clerk explained that these old ongoing leases that Freeth's had been instructed on prior to the council's decision and Cllr Manby-Brown

	explained that using Freeth's is an item on the agenda for Wednesday meeting with Breckon and Breckon. b.) To approve and the sign the property lease and rent deposit deed for Suite 2 Woodstock Community Centre. c.) To approve and then sign the property lease and rent deposit deed for 24 Market Place The clerk explained that she didn't think the lease should be signed yet. This was because she was not aware of who, if anyone, had reviewed the lease for accuracy, and due to not having the heads of terms she was not able to review them herself prior to the meeting. The clerk then requested delegated authority to approve the completion of the leases and deeds once she has been able to confirm them as being correct compared to the heads of terms. Cllr Manby-Brown proposed and Cllr Parnes Seconded the request. It was put to a vote and all were in favour. It was therefore **Resolved** to give delegated authority to the Clerk to approve the completion of the leases and deeds for Suite 2 Woodstock Community Centre and 24 Market Place once it is confirmed they are correct compared to the heads of terms.
ETC 30/02/23	**Bus Shelter** To approve the signing of the bus shelter agreement (copy previously circulated) Cllr Parnes raised concerns about pollution in the bus shelters and that there are new standards on bus shelters that should be considered when deciding on the actual shelter. There was also questions about the S106 bus shelter contribution from Park View and if it is affected by this agreement. Cllr Grant requested that the lease be checked by a solicitor before it is signed. It was decided to defer the signing of the bus shelter agreement to a later date.
ETC 31/02/23	**Close Meeting** Meeting closed at 8.15pm

Woodstock Town Council
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Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th March 2023 at 7pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson, Ulli Parkinson, and Sharone Parnes

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk
Rachel Peters – RFO
Cllr J Cooper – West Oxfordshire District Councillor
Cllr A Graham – Oxfordshire County Councillor

Members of the public attended: 4

WTC 01/03/23	**1 - Apologies for Absence** Apologies were received from Cllrs K Bailey, N Manby-Brown and J Spencer-Churchill
WTC 02/03/23	**2 - Minutes of last meeting** a.) To consider for approval, the following minutes: - 1. Minutes of the Town Council Extraordinary Meeting held on 25th January 2023 2. Minutes of the Town Council Meeting held on 14th February 2023 3. Minutes of the Town Council Extraordinary Meeting held on 20th February 2023 It was **Resolved** that the minutes of the Extraordinary Meeting held on Wednesday 25th January 2023 be **Approved** as a true and correct record of the meeting subject to the grammatical errors being corrected It was **Resolved** that the minutes of the Council Meeting held on Tuesday 14th February 2023 be **Approved** as a true and correct record of the meeting. It was **Resolved** that the minutes of the Extraordinary Meeting held on Monday 20th February 2023 be **Approved** at a true and correct record of the meeting subject to a name being corrected. The Mayor to sign once the corrections have been made. b.) To sign the minutes of the 8th November 2022 that were approved at the Town Council Meeting of 13th December 2023 The item was not discussed in error
WTC 03/03/23	**3 - Declarations of Interests** Declarations of interests were received from: - Cllr Poskitt in relation to items under agenda item 8 due to being a District Councillor and Chair of West Oxfordshire District's Development Control Committee and Uplands Planning Sub-Committee. Cllr Addis in relation to item under agenda item 15 due being an employee of the tenants of a property under discussion.
WTC 04/03/23	**4 - Public Speaking and Question Time** A member of the public requested to speak

	There were questions about the S106 contribution and the clerk advised that these contributions were the responsibility of OCC and that they are in contact with OCC and will provide updates when they are received. A question was also asked about how the residents can feed concerns about the new proposed development and the new link road. It was confirmed that concerns about the link road had been included in the recent town council response to the recent revised planning application.
WTC 05/03/23	**5- County Councillor's Report** The monthly report from Cllr Graham had been previously circulated. Cllr Graham provided an update to his report: - • Councillor Priority Fund – This will be continuing and if any groups would like to apply for funding it is a simple process and Cllr Graham can help with the process. Cllr Graham advised that anyone who is interested in applying should email him. • Stagecoach S7 – The issue with the new turning point has been followed up. The environment reason is not ideal, with cleaner engines and less distance to travel to the turning point. The bus company has the right of access and if the town council is to raise any concerns then they should consider the grounds to be put forward. Cllrs raised the point that the concern was to do with the buses using the town square as a turnaround point and that it is not ideal. It was not ideal when the 500 service use to do it. Cllr Graham said he would help take up the issue. Cllr Grant suggested that Item 10 be brought forward so that Cllr Graham could hear Councillors comments on the S7 service. This was agreed Cllr Parnes asked if there was any update on the parking meters as the residents had expressed they should be placed as inconspicuous as possible and Cllr Graham said he had no further update since last time but did say they would be in position in May. Cllr Lamb asked for an update on the doctor's surgery and Cllr Graham said the he had provided a report at the last meeting and that the Health Authority were of the view that it would not be possible to expanded the proposed surgery in the future. Cllr Poskitt commented that she was sure this was not the case and the council may have further comments on this
WTC 06/03/23	**6- District Councillor's Report** The monthly report from Cllrs Cooper and Poskitt had been previously circulated. Cllr Cooper provided an update to his report: - • He stated that the report had some inaccuracies and apologised for his proof reading skills. The budget breakdown omitted the Thames Valley Police proportion but the total for Band D is correct. The correct figures are: - Parish 90.12 WODC 119.38 OCC 1734.03 TVP 356.61 Total Council Tax for a band D Property £2199.90 Cllr Parnes asked if the garden waste licence fee was incorrect in a previous report and Cllr Cooper confirmed the Green waste bin charge is £45 and not £40 as reported. Cllr Parnes asked Cllr Cooper if and when s106 allocations were sent to Parish Councils Cllr Cooper replied stating they were not sent to Parish Councils but were reported in the minutes of the Audit and General purposed Committee.
WTC 07/03/23	It was agreed to move Item 10 up the agenda. **10 - Stagecoach Bus Service S7** The impact of the new route of the Stagecoach S7 bus was discussed and the main points raised were: -

	• Bus stops in the town centre are confusing and it is easy to pick the wrong bus. • There are safety and practical issues with double decker buses using the town centre to turn. • Buses should turn around at the purpose-built turn point. • Buses are stopping at unofficial stops since as near the Co-op and blocking the road. • Turn in the town might save time but when it gets stuck it creates delays to the service. • Maybe wait for awhile to allow the service to settle and for any issues that arise to be evidenced. • Old Woodstock as lost a signification amount of service • The bus was seen using Princess Ride and Cadogan Park • The route needs to be economical for the company and they have the right to use the road. • It is a new company who may not have the background information about issues. • Rather than a formal complaint maybe it should acknowledge the value of the service and just bring a few issues to their attention. It was **Agreed** that the clerk would send Stagecoach a letter which highlights the issues.
WTC 08/03/23	**7 - Responsible Financial Officers Reports & Other Finance Related Items** a.) To note the Receipts and Payments for February 2023 – Month 11 (report previously circulated) The following point was raised: - Cllr Grant asked why the VAT was no longer shown on the payment list The RFO stated that is was due to a change of finance system and would be made available soon Cllr Grant also why code 500 was being used in eth payment list yet did not appear in eth Budget document The RFO gave the same explanation as above. The report was noted. b.) To note the Cost Centre report of budget against actual income and expenditure for February 2023 - Month 11 (report previously circulated) The following points were raised: - • 20mph budget 22/23 virement needs to happen • Request for a bound version of the budget to be provided as soon as possible The report was noted c.) To approve the bank reconciliations presented for February 2023 – Month 11 (report previously circulated) It was **Resolved** to **Approve** the bank reconciliation dated February 2023 and the bank reconciliation was signed by the chair d.) To note the Interim Internal Audit report for the year ending 31st March 2023 (report previously circulated) It was pointed out that the comments regarding reserves appear to counter each other. The report was noted.
WTC 09/03/23	**8 - Planning** 1.) To note the responses submitted since the last meeting (report previously circulated) The responses were noted. 2.) To consider response to the following applications: - a.) 23/00359/S73 - Woodstock House Rectory Lane It was mention that work was going on for a long time and affecting residents. The councillors **agreed** to submit a neutral response but with a comment that the council would like to be assured that the developer will have completed the work by the June 2023 and that this would the last application. Cllr Manson left the room 7.40pm-7.45pm b.) 23/00336/HHD - Carousel 7 Oxford Road

	The councillors had no comments and **agreed** to submit a neutral response c.) 23/00335/HHD - 10 Churchill Gate The councillors had no comments and **agreed** to submit a neutral response d.) 23/00358/HHD - 24 Flemings Road The councillors had no comments and **agreed** to submit a neutral response e.) 23/00329/HHD - 40 Westland Way The councillors had no comments and **agreed** to submit a neutral response f.) 23/00373/HHD - 50 Banbury Road The councillors had no comments and **agreed** to submit a neutral response 3.) Land South of Perdiswell Farm - Response to the re-consultation for application 22/01715/OUT (response previously circulated) The response was missing the inclusion of the result of the previous town polls. It was **Agreed** the response could be sent once the town polls had be included 4.) Land East of Hill Rise – Planning Appeal The Clerk explained that rule 6 was not appropriate for the town council and that the town council has the option to send in comments directly to planning inspector. The deadline for comments is 27th March. It was **Agreed** that due to the time constraints that the Clerk and Cllr Poskitt would compose a response which would be circulated to councillors for opinion prior to being submitted to the planning inspector.
WTC 10/03/23	**9 - OCC Parking Charges** A report with the following motion by Cllr S Parnes was circulated prior to the meeting. <u>Motion to be Considered</u> *The Town Council RESOLVES:* *Woodstock Town Council (WTC) affirms its disappointment about Oxfordshire County Council's rejection of WTC's submitted objections to OCC's proposed parking charges scheme on Hotel Guest Parking Permits for Woodstock, particularly in the absence of the requested economic impact assessment. The Council further notes with significant concerns five categories of "foreseeable adverse impacts on the town and its residents" produced by an artificial intelligence platform and shall record these in the Minute of this Motion for future reference before communicating the full Minute to Oxfordshire County Council with a request for (a) reconsideration of the Council's request for an economic impact assessment prior to implementation of the parking charges schemes in the Town, and (b) OCC's explanation of what reassurances it can offer to allay concerns about the five indicated categories of "foreseeable adverse impacts".* The motion was Proposed by Cllr Parnes and Seconded by Cllr Grant Cllr Parnes explained his report.(Appendix A) During the discussion the following was mentioned: - • ChatGPT can also be asked about positive impacts and that when asked it provided 6 positives • Specific points from ChatGPT should not be included in a motion. • The recent response to PR10 referred to the parking issues and it that WTC acknowledges that there is a parking issue that needs to be addressed. • Can't support a motion by an AI. • The points are legitimate even if they are by an AI and are starting points that could be addressed. The motion was put to a vote. For: 4 - Cllrs Addis, Parnes, U Parkinson and Grant Against: 4 – Cllrs Lamb, Manson, Bleakley and Poskitt Abstaining: 1 – Cllr M Parkinson

	Chair had the casting vote and voted against therefore the motion failed.
WTC 11/03/23	**11 - Dog Waste Bin** A report on the replacement or new installation of missing bin at Sansoms Lane with the following motion by Cllr S Parnes was circulated prior to the meeting. <u>Motion to be Considered</u> *Sansoms Lane is a very well-used and important space for the Town, and for hygiene, public health and reasonable convenience of residents and visitors it is proposed that the Town Council arrange for a dog waste bin to be re-situated in the vicinity of the water treatment substation a short distance into Sansom's Lane from the Shipton Road entry point.* The motion was proposed by Cllr Parnes and Seconded by Cllr Grant Cllr Parnes spoke on the item and explained the importance of the item to residents. The main points of the discussion were: - • WTC had recently been in contact with WODC officers about bin locations, missing bins and new bins. • Request for the item to be postponed until April. • Would like the deal with issue separately • Would like to see town treated as a whole • It was pointed out that due to the lack of Clerk the original consultation was missed. • It is WODC policy no to put bins near residential estates. Maybe the bin should be located at the OWL reserve. • Request for clarification of the location. • The location was explained and it was commented that this bin was not at the expense of another bin and additional standalone bin. • Request that the bin be added to the list for consideration. It was **Agreed** to defer the item to the April meeting and to include the bin in the list
WTC 12/03/23	**12 - Update on OWL** A report was not provided but a discussion about the concrete post in the OWL took place. The main points of the discussion were: - • If the post are removed that consideration needs to be given about the protecting the boundaries. • It was agreed in the past to maintain the posts and that they have a heritage value. • Not every post needs to be removed and that not everyone thinks they have a heritage value. • Suggestion that the boundary may be marked in a different way Cllr Poskitt expressed thanks for Cllr Manby-Brown sorting out the recent work and suggested that the item be further discussed at EWG
WTC 13/03/23	**13 - Exclusion of Press and Public** Council to decide if any items need to be in a confidential session by a vote Proposed by Cllr Grant and Seconded by Cllr M Parkinson The exclusion of the press and public was put to a vote. It was **Agreed** to exclude the press and public from the remainder of the meeting**.**
WTC 14/03/23	**14 - Property** The monthly property report was discussed. A request was made to include a heading on future reports indicating who had written report. Cllr Grant request confirmation that the rent for the cobbles had be paid and was informed that it had. Discussion regarding the sharing of the utility bills at community centre took place. Cllr Grant asked what was meant by meters being fitted

	Cllr Bleakley said this was reported wrongly and meters are not being fitted. A meeting with the Property Agent had been arranged to look into meters being fitted. Cllr Addis left the meeting at 8.24pm as she had declared an interest. Renewal of the lease for 2 Park Street was discussed. The following heads of terms were proposed by Cllr Bleakley and Seconded Cllr Lamb • Two Leases – one for the flat and one for the shop premises • Lease to be for 10 years with a break clause at 5 years • Rent to be maintain at the current rate • Rent review every 3 years The proposed heads of terms were put to a vote and all were in favour. It was therefore **Resolved** to instruct solicitors to proceed with the lease based on the agreed heads of terms.
WTC 15/03/23	**15 - To confirm the next meeting of Woodstock Town Council** Date and time of next meeting is 7pm on Tuesday 25thth April 2023 at Woodstock Town Hall
WTC 16/03/23	**16 - Close Meeting** Meeting closed at 8.45pm

APPENDIX A

Parking Scheme Update
Woodstock Town Council Meeting of 14 March 2023
Report by Cllr S Parnes

On January 26th January 2023, Oxfordshire County Council's Cabinet Member for Highways took a delegated decision to approve OCC's comparatively minimalisticly publicized supplementary consultation on parking charges, this time specifically on Hotel Guest Parking Permits for Woodstock.

The County Council was informed of Woodstock Town Council's resolved objection to the proposed hotel visitors parking scheme but proceeded to approve its own proposals whilst rejecting calls for an economic impact assessment.

No subsequent update on the decision has been formally reported to Town Councillors since that time.

The proceedings are available online at https://oxon.cc/DDCMHM26012023 , starting on the timeline 1:33:20 with Cllrs Cooper and Graham, and a statement by the author of this report is at 1:38:18. The contents are self-explanatory.

Whilst many local residents, businesses and others continue to question the wisdom of the proposed scheme, it recently transpired that a popular artificial intelligence interface (ChatGPT) makes freely available the following summary of " foreseeable adverse impacts of the planned introduction of parking charges in Woodstock":

The introduction of parking charges in Woodstock may have several foreseeable adverse impacts on the town and its residents. Here are some possible impacts:

1. *Decreased footfall: Introducing parking charges could discourage visitors from coming to Woodstock, reducing footfall for local businesses. Those who would usually park in the town may opt to go elsewhere instead, impacting the local economy.*
2. *Increased congestion: With the introduction of parking charges, people may opt to park on nearby residential streets to avoid paying, causing increased congestion and inconvenience for local residents. This could lead to tensions between residents and visitors.*
3. *Reduced accessibility: The introduction of parking charges may make it harder for those who rely on cars to access local amenities and services, particularly for those who have mobility issues or live in more rural areas.*
4. *Environmental impact: The introduction of parking charges may encourage more people to drive further away from the town to avoid paying, increasing traffic and air pollution.*

5. *Social impact: The introduction of parking charges may disproportionately impact those on lower incomes, who may struggle to afford the additional costs. It may also impact young people who may be less likely to have access to a car and therefore have to rely on public transport to visit the town.*

Overall, the introduction of parking charges in Woodstock could have a negative impact on the town's economy, environment, and social fabric. It's important for the local council to consider these factors and explore alternative solutions that may address any issues while minimizing the potential adverse impacts.

Motion

Proposed by Cllr S Parnes

The Town Council RESOLVES:

Woodstock Town Council (WTC) affirms its disappointment about Oxfordshire County Council's rejection of WTC's submitted objection to OCC's proposed parking charges scheme on Hotel Guest Parking Permits for Woodstock, particularly in the absence of the requested economic impact assessment. The Council further notes with significant concern five categories of "foreseeable adverse impacts on the town and its residents" produced by an artificial intelligence platform and shall record these in the Minute of this Motion for future reference before communicating the full Minute to Oxfordshire County Council with a request for (a) reconsideration of the Council's request for an economic impact assessment prior to implementation of the parking charges schemes in the Town, and (b) OCC's explanation of what reassurances it can offer to allay concerns about the five indicated categories of "foreseeable adverse impacts".

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 4th April 2023 at 7pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Nick Manby-Brown, Mathew Parkinson, Ulli Parkinson, Sharone Parnes and James Spencer-Churchill

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk

Members of the public attended: 5

ETC 01/04/23	**1 - Apologies for Absence** Apologies were received from Cllrs K Bailey and M Manson
ETC 02/04/23	**2 - Declarations of Interests** Declarations of interests were received from: - Cllr Poskitt in relation to items under agenda item 4 due to being a District Councillor and Chair of West Oxfordshire District's Development Control Committee and Uplands Planning Sub-Committee.
ETC 03/04/23	**3 - Public Speaking and Question Time** A member of the public requested to speak on the Botley West Solar Farm. They commented on the council position on the solar farm and that the Stop Botley West posters and signage around the area is good. They also mention that the council were in talks about solar on the Community Centre building and asked what has happened. The council advised the they will still be looking in to solar on the building but due to various reasons had not be able to work on progressing it.
ETC 04/04/23	**4 - Planning Applications** To consider responses to the following application: - a.) 23/00587/HHD Little Barn 7 Farm End - Single storey rear extension The councillors had no comments to make b.) 23/00724/HHD 10 Marlborough Crescent - Garage Conversion including changing roof from flat to pitched The councillors had no comments to make
ETC 05/04/23	**5 - Botley West Solar Farm** To note an update from Cllr Parnes. Cllr Parnes read from his update report which was provided prior to the meeting. Cllr Poskitt explained that the item will likely go to a meeting of WODC full council rather than to a WODC Development Control Meeting. Cllr Spencer-Churchill commented that the Stop Botley West leaflets did not seem to have been circulated as other parishes.

	Cllr Bleakley wanted to confirm that WTC have agreed in the past to support both Bladon's response and also to support WODC in their work.
ETC 06/04/23	**6 - Finance** a.) To review and approve the Asset Register (copy circulated) Cllr Manby-Brown proposed to add the items listed and to round the figures to remove the pennies and also to work on the register in detail as soon as possible. Cllr Parnes asked where the insurance values were as these which added in the past. Cllr M Parkinson asked when the deadline was and suggested that the council brings in an external company to re-value the items. Cllr Grant raised the valuation carried out in 2017 by JS Fine Arts Auctioneers and Valuers, Banbury which has different values compared to the schedule. Approval of the Asset Register was put to a vote. For 9 Against 0 Abstaining 1 **Decision** It was therefore resolved to **Approve** the Asset Register b.) To review and approve the Risk Register (copy circulated) Cllr Manby-Brown explained that this is the formal register and is in addition to the individual risk assessments that the council has. Cllr Grant requested several amendments which were agree • Grants received - then stated grants awarded • Statutory Documents - Cllr Grant reminded the Council that had not adopted the latest Code of Conduct produced by WODC though WTC was not obliged to adopt this version • Data Protection Officer now employed by WTC from Satswana • Assets statement is incorrect the Property is contracted out to a Professional Property Agent • Trees - WTC Employs a professional company to carry out a Tree Survey annually It was suggested and agreed that the Clerk request a quote from Peninsular for the carrying out of a full risk assessment. Cllr Parnes asked who carried out the assessment and was not sure if it was adequate. The Clerk confirmed that they (the Clerk) had reviewed the assessment. A few minor changes and edits were proposed and agreed on. Approval of the Asset Register was then put to a vote. For 6 Against 2 Inc Cllr Parnes Abstaining 2 **Decision** It was therefore resolved to **Approve** the Risk Register. c.) **Motion** – Change financial software from Rialtas to Scribe (paper provided) Proposed by Cllr Manby-Brown Seconded by Cllr Bleakley Motion to be consider: - That the Council approves changing the accountancy software from Rialtas to Scribe from the beginning of April 2023 A paper was previous circulated which include costing of £1,487 for the first year including setup fees. The clerk also explained the benefits of Scribe. Approval to change accounting software to Scribe was put to the vote. For 9 Against 0 Abstaining 1 **Decision**

	It was therefore resolved to **Approve** to the change in accounting software to Scribe at an initial cost of £1,487 for the first year. d.) Motion – Renegotiating the Phone and Broadband Contracts (paper provided) Proposed by Cllr Manby-Brown Seconded by Cllr Bleakley Motion to be consider: - That the Council approves the renegotiating of the BT contract, and orders a new Broadband router. Once this is installed and thoroughly tested, that the Council approves the removal of the broadband line and the cancellation of the current internet service provider Cllr Manby-Brown explained the different phone lines that the council has and that these initial changes will save £400 per year if the council agrees to switch to BT. Cllr Poskitt asked if this would leave one line into the hall. It was confirmed that it would. Cllr Parnes asked if there would be Wi-Fi extension in the rooms. It was confirmed that there would. Cllr M Parkinson asked how long the contract is for and if the council would then be stuck with all the lines and questioned if the council needs all the lines. Cllr Manby-Brown explained that the initial lines to be re-contracted would be the Town Hall line and 2 Alarms. The Water meadow line can be removed at some point in the future by resolution of the Council. Cllr Grant asked for further clarification. The clarification was that Cllr Manby-Brown would be authorised to re-negotiate the contract for 2 Alarm lines and the Town Hall line any remaining lines will be brought back to the council for review in the future. The motion was put to the vote. For 6 Against 0 Abstaining 4 **Decision** It was therefore resolved to **Approve** that the Council's renegotiating of the BT contract, and ordering of a new Broadband router. Once this is installed and thoroughly tested, the Council approves the removal of the broadband line and the cancellation of the current internet service provider. The process is to start with the 2 Alarm lines and the Town Hall line with the other lines be brought to the council for review at a future date.
ETC 07/04//23	**7 - Bus Shelters** To consider a report and recommendation from Cllr S Parnes Cllr Parnes read from his report which was circulated prior to the meeting. Cllr Parnes then put forward the motion that was in the report and this was seconded by Cllr Grant. Cllr M Parkinson supported checking the options available. At 8.02 Cllr Spencer-Churchill left the room. Cllr Manby-Brown explained that he had been working on the issue for over a year and had found Prime Site Media for the shelter and ongoing maintenance, then the issue of S106 was raised and has delayed the issue. Discussion regarding the wording of the motion took place and proposed to alter the motion so that it reads as follows: - That the Town Council RESOLVES to prioritise the clarification of availability of S106 funding for the installation and maintenance of new and existing bus shelters, to be updated if possible at the next May meeting for further consideration. The revised wording was accepted by Cllrs Parnes and Grant. The revised motion was then put to a vote. Cllr Spencer-Churchill was not in the room when voting took place. For 9 Against 0 Abstaining 0

	Decision The revised motion was **Approved** and it was therefore resolved that the Town Council is to prioritise the clarification of availability of S106 funding for the installation and maintenance of new and existing bus shelters, to be updated if possible at the next May meeting for further consideration.
ETC 08/04/23	**8 – Update on Motion** To receive an update on the following motion regarding issues connected to Shipton Road which was resolved on the 14th February (minute no. WTC 14/02/23). And to consider any actions required. The clerk confirmed that the motion as been put to OCC for consideration. It was commented that it was timely considering the state of the road at the moment and that the previous work had started to fail.
ETC 09/04/23	**9- Motions** To consider motions raised by council members. To Display Minutes on Town Council Noticeboards Proposed by Cllr Parnes Motion to be consider: - The Council RESOLVES that: Approved Minutes should remain on display at Town Council noticeboards until superseded by subsequent Minutes, unless temporarily removed for lack of space due to time-sensitive other notices and then replaced. Cllr Grant seconded the motion and a discussion then took place. During the discussion it was mentioned that the notice boards are either blank/empty or the Town Council side is taken over with other posters etc. It was suggested that minutes be left on the notice board until next minutes are available. The length of the minutes were commented on as this can run into several pages. At 8.16 Cllr Spencer-Churchill return to the room. Cllr Grant proposed that only the 1st page of the minutes are displayed and that they contain directions on how to access the full minutes. The addition wording of "The 1st page of the" to be added to the beginning of the motion was accepted by Cllr Parnes and Cllr Grant The revised motion was then put to a vote. For 10 Against 0 Abstaining 0 **Decision** The revised motion was **Approved** and it was therefore resolved that the 1st page of the Approved Minutes should remain on display at Town Council noticeboards until superseded by subsequent Minutes, unless temporarily removed for lack of space due to time-sensitive other notices and then replaced.
ETC 10/04/23	**10 - King's Coronation** To discuss possible gifts for primary school children At 8.19 Cllr Manby-Brown left the room. A discussion about the types of gifts available to celebrate the coronation took place and Cllr Spencer-Churchill offered to help and it was suggested that Blenheim Palace may be able to help with supplying gifts at wholesale prices via their suppliers. It was decided that Cllr Grant and Cllr Spencer-Churchill would review what was available and email the Councillors with details of what was available. At 8.23 Cllr Manby-Brown returned to the room
ETC 11/04/23	**11 - Update on Possible Memorial for Nigel Clifford** Mayor to provide update.

	Cllr Poskitt provided an update and circulated a photo. The only question raised was how big the memorial would be and it was suggested it need to be big enough to read the wording. It was agreed that Cllr Poskitt would continue working on arranging the memorial
ETC 12/04/23	**12 - Doctors Surgery** To note a report providing the current situation about the proposed new surgery Cllr Poskitt spoke to her report. Several points about the replacement surgery were raised and these included: - • Questioned that the numbers may be incorrect • Could the fire station could be moved. • If not in the centre of Town then it should be near a bus stop • 60 car parking spaces seems excessive • Maybe approach the doctors to ask how patients are currently traveling to the surgery • It should be in the centre of town • Move the Fire Station to Banbury Road site It was proposed that the Council writes to WODC, OCC and other parties to express WTC concerns on the proposed new doctors surgery. Cllr Poskitt offered to write the letter on behalf of the Town Council. This suggested and the offer of Cllr Poskitt to write the letter was Proposed by Cllr M Parkinson and Seconded by Cllr L Addis The suggestion was put to a vote For 10 Against 0 Abstaining 0 **Decision** It was therefore **Agreed** that Cllr Poskitt would compile a letter on behalf of the council to be sent to WODC, OCC and other interested parties to express the Town Council concerns on the proposed new surgery. Cllr Parnes left the meeting
ETC 13/04/23	**13 - Exclusion of Press and Public** Council to decide if any items need to be in a confidential session by a vote To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential**.** Proposed by Cllr M Parkinson Seconded by Cllr Addis The exclusion was put to a vote For 9 Against 0 Abstaining 0 **Decision** It was therefore **Agreed** to exclude press and public from the remained of the meeting
ETC 14/04/23	**14 - Staffing** a.) To approve the extension of the interim clerks contract for another 3 months This was put to the vote For 9 Against 0 Abstaining 0 **Decision** It was therefore **Approved** to extend the interim clerks contract for another 3 months to 30th June 2023 b.) To approve the increase in hours for RFO and Deputy Caretaker (report to follow) The clerk circulated a report to show the cost of the additional hours. After a brief discussion the following increases in hours were proposed and put to the vote: -

	1.) RFO hours to become 25hrs a week split 12 hours RFO and 12 admin support temporary for 3 months to 30th June 2023 2.) Deputy caretaker hours to become 10 fixed hours p/w and 4 floating hours p/w temporary for 3 months to 30th June 2023 For 9 Against 0 Abstaining 0 **Decision** It was therefore **Agreed** to temporarily increase the RFO hours to 25 hours per week for 3 months until 30th June and to temporarily increase the Deputy Caretakers hours to 10 fixed with 4 floating hours per week for 3 months until 30th June.
ETC 15/04/23	**15 - Update on Encroachment Issue** To receive an oral update. The clerk provided an update and advised that we have received additional correspondence from the other parties solicitors and we are awaiting further advice from our solicitors which is due week commencing 3rd April.
ETC 16/04/23	**16 - Civil Claim** To receive an update and consider and approve any actions required. Report to be provided at the meeting The clerk advised the meeting that they have been asked to sign an amended statement declaration prepared by the Council solicitors regarding the information provided. The clerk confirmed that she was happy to sign the document on behalf of the Council and include a disclaimer that she was not employed by the Council at the time of the claim referred to.
ETC 17/0423	**16 - Close Meeting** Meeting closed at 9.13pm

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 25th April 2023 at 7pm

Cllrs. present: Elizabeth Poskitt (Mayor), Kate Bailey, John Bleakley, Ann Grant, Jo Lamb, Nick Manby-Brown, Meg Manson, Mathew Parkinson and Sharone Parnes

In Attendance: Karen Howe – Clerk
Cllr J Cooper – West Oxfordshire District Councillor

Chair for the Meeting: Cllr Poskitt **Members of the public attended:** 3

WTC 18/04/23	**1 - Apologies for Absence** Apologies were received from Cllrs Addis, Cllr U Parkinson & Cllr Spencer-Churchill
WTC 19/04/23	**2 - Minutes of last meeting** a.) To consider for approval of the Minutes of the Town Council Meeting held on 14th March 2023 The following changes were agreed: - • To appendix to the minutes the five categories from Cllr Parnes report on Parking • To correct a spelling error in Cllr Manson name **Decision** It was therefore resolved that the minutes of the Council meeting held on Tuesday 14th March 2023 be **Approved** as a true and correct record of the meeting and signed by the Mayor. b.) To sign the minutes of the 8th November 2022 that were approved at the Town Council Meeting of 13th December 2023 Cllr M Parkinson duly signed the minutes as he was the nominated Chair for the meeting held on the 13th December 2023.
WTC 20/04/23	**3 - Declarations of Interests** Declarations of interests were received from: - Cllr Poskitt in relation to items under agenda Item 14 due to being a District Councillor and Chair of West Oxfordshire District's Development Control Committee and Uplands Planning Sub-Committee and also to knowing of the requestor from Help Hub under agenda Item 9
WTC 21/04/23	**4 - Public Speaking and Question Time** No members of the public requested to speak
WTC 22/04/23	**5 - County Councillor's Report** Cllr Graham did not attend the meeting as he had recently report at the Annual Town Council meeting on the 18th April 2023
WTC 23/04/23	**6 - District Councillor's Report** There was no report from the District Councillors as they have recently reported at the Annual Town Council meeting on the 18th April 2023. Cllr Cooper offered to take questions – none were asked.
WTC 24/04/23	**7- Clerks Report** The Clerk read from the report that was previously circulated. Under the item regarding the new cooker at the community centre the Clerk advised the councillors that the electricity supply had been inspected and it was reported that a new electric fuse board was needed. **Action:** The Clerk was requested to obtains 3 quotes for the work that needs to be carried out

	There was one item requesting approval in the report which was to approve the Clerk instructing Satswana to review WTC GDPR and Date Protection Policy. Cllr Parnes requested that in addition to the above that the Clerk also follows up on the outstanding items from a previous motion (Minute WTC44/18) which are:- • A Council briefing/training session at the Town Hall – for Members and Town Hall staff – expressly on the topics of Data Protection, Privacy Rights, and related online information security issues; • An application to the Office Information Commissioner (OIC) for a free-of-charge 'Voluntary Audit' (in order that the Town Council can have authoritative guidance on the Data Protection/GDPR – related processes and structures which it has or should be aspiring to develop. **Decision** It was **Agreed** that the clerk would instruct Satswana to review WTC GDPR & Date Protection Policy, arrange a Council briefing/training session on the topics of Data Protection, Privacy Rights, and related online information security issues and would apply to OIC for a free-of-charge 'Voluntary Audit'.
WTC 25/04/23	**Responsible Financial Officers Reports & Other Finance Related Items** Items a) to e) should be read in conjunction with the RFO report (report circulated) a) To note the Receipts and Payments for March 2023 - The receipts and payments for March 2023 were noted b) To note the Cost Centre report of budget against actual income and expenditure for March 2023 – Month 12 A question was raised asking what the Public Works Loan drawdown was for. The RFO will need to research the loan and will provide the information when available. The report was noted. c) The Bank Reconciliation for March 2023 was presented for approval **Decision** It was resolved to **Approve** the bank reconciliation for Unity Bank and for the Mayor to sign them. d) To approval the cancellation of the current Red Squid contract **Decision** It was **Agreed** that WTC would cancel its current contract with Red Squid e) To note items 4 & 5 of the RFO report. The RFO explained they are currently uploading the budget on to Scribe. The items in the report were noted. f) To approve expenditure for the annual tree survey (quote to be provided at meeting) The quote was not available for the meeting **Decision** It was Agreed to give the Clerk delegated power to approve the expenditure on a tree survey as long as the cost was not significantly higher then the previous one which had a cost of £450. g) To approve the purchase of 1 Individuals licence for Adobe Acrobat Pro at a cost of £238.75 inc. Vat for 1 year **Decision** It was **Agreed** to approve the purchase of Adobe Acrobat Pro for 1 year at a cost of £238.75 inc VAT
WTC 26/04/23	**Request for Hire Charge Reduction** To consider the request from the charity Help Hub to hire facilities at the Town Hall at a reduced rate. (email circulated) During the discussion it was identified that the request does not state how often it would be. There is no indication of the number of days or hours or how many people will be attending. There was a request for the locking of doors due to privacy concerns but it was agreed this would not be possible, also is was suggested that any booking would be better to be within the Town Hall opening hours.

	Cllr Grant suggested that Room 13 may be a suitable option for their meetings. Cllr Bailey requested that the Clerk contact the charity to request further information regarding exactly what time was needed. It was suggested that rather than agreeing to a reduced rate that it should be suggested to the charity that they could apply for a grant from WTC to assist with the cost. **Action:** The Clerk to contact the Charity to request further details and also to suggest applying for a grant. Once information is received the item will be brought back to Full Council. **Decision** The Council were not minded to approve a reduction in rates.
WTC 27/04/23	**Website Email** To consider the following motion from Cllr Manby-Brown <u>Background</u> The EMail facility from the Council website is not working, due to spam issues. The advice received is that we should use a bespoke application such as MailChimp to manage Council EMails to members of the public who have subscribed to our mailing list (NB: this is not for Councillor EMails). <u>Motion to be Considered</u> That the Council approves the expenditure of £10.58 per month to MailChimp. Cllr Manby-Brown explained that the Council email system is working fine and it is the website emailing system that there is a problem with. It is caused by the email system on external pc's treating bulk emails from our website as spam and this has meant emails are being blocked. The only way around this is to use a different software to send website emails. Cllr Manby-Brown requested to defer the item as he had found another cheaper email management system which he would like to bring details of to a future meeting. **Item Deferred**
WTC 28/04/23	**Grants Process Review Working Group** To consider the following motion from Cllr Manson <u>Motion to be Considered</u> That the Council approves the creation of a Grants Process Review Working Group with the confirmation of membership to be agreed as part of the allocation of roles and responsibilities at Council's Annual Meeting and if required the Terms of Reference to submitted for approval at the same meeting. The motion was seconded by Cllr Bailey and the creation of a Grants Process Working Group was put to a vote. For 9 Against 0 Abstaining 0 **Decision** It was **Agreed** to create a Grant Process Working Group with members to be determined at the May Meeting with the Terms of References to be submitted for approval at the same meeting.
WTC 29/04/23	**S106 Working Group** To consider the following motion from Cllr Manson <u>Motion to be Considered</u> That the Council approves the creation of a S106 Working Group with the confirmation of membership to be agreed as part of the allocation of roles and responsibilities at Council's Annual Meeting and if required the Terms of Reference to submitted for approval at the same meeting. The motion was seconded by Cllr Grant and the creation of a S106 Working Group was put to a vote. For 9 Against 0 Abstaining 0 **Decision** It was **Agreed** to create a S106 Working Group with members to be determined at the May Meeting with the Terms of References to be submitted for approval at the same meeting.
WTC 30/04/23	**Review of the Standing Orders**

	To review the revised Standing Orders and then to set aside the revised Standing Orders for consideration at the next ordinary meeting of the council. The Mayor thanked the working group (Cllrs Grant, Parkinson & Spencer-Churchill), who had spent many hours reviewing and revising the Standing Orders. The draft Standing Orders were deferred to the May meeting and Councillors were asked to send any requests for further amendments to the Clerk for consideration. Cllr Grant pointed out that any amendments to the Standing Orders had to stand aside for one month so if changes were made at the May meeting then the Standing Orders would not be able to be agreed until June. **Item Deferred**
WTC 31/04/23	**Planning** 1.) To note the responses submitted since the last meeting (Report Circulated) 2.) To consider response to the following applications: - Cllr Poskitt did not take parting in any voting or decision making regarding the following application: - a.) 23/00919/LBC – Wychwood Cottage 23 Manor Road Internal alterations to carry out damp proofing works to kitchen and study/music room below floor ground level. The Councillors had no comments to make. b.) 23/00839/S73 – St Andrews 48 Manor Road Variation of Condition 2 of 19/01835/HHD to allow for a finished roof height higher than that previously approved The Councillors had no comments to make about the application specifically but would like to point out to WODC that the Council's comments from the original application are on the website and this may cause confusion as those comments are not for this application. c.) 23/00847/HHD – 25 Boundary Close Construction of first floor balcony above existing porch (South elevation) and metal framed veranda to rear (North) elevation. Conversion of existing garage into a garden room and loft conversion with dormer to create additional bedroom and ensuite together with associated works and landscaping. After a discussion it was **Agreed** that the council would object to this application on the following points:- • Over development of the site • Overlooking of the neighbouring properties which impinges on their privacy • Is not in keeping with the surrounding area. 3.) Land South of Perdiswell Farm To agree which councillor will represent WTC at the appropriate CDC planning committee meeting, which is currently expected to be in May. It was **Agreed** that Cllr Poskitt would attend the committee meeting on behalf of the Town Council once it is confirmed when the application is going to committee.
WTC 32/04/23	**Water Meadow Survey** – Requested by Cllr Manson To approve the request to allow RiverFly Monitoring including the testing of the water to be conducted monthly within the Water Meadows (email requested circulated) **Decision** It was **Agreed** to approve the request to allow RiverFly Monitoring including the testing of the water to be conducted monthly within the Water Meadows.
WTC 33/04/23.	**Coronation Update** – Requested by Cllr Poskitt To receive an update on the coronation celebration arrangements and approve any actions required. The Mayor confirmed that the commemorative mugs had been ordered. She also informed the meeting that there will be a Civic service at the Church on the Sunday at 10.30 and a parade from the Town Hall

	Cllr Grant and Bailey gave their apologies as they would be away on holiday. It was suggested that a poster should be created to inform residents of these events and Cllr Manby-Brown offered to create the poster. Cllrs Manson and Bleakley will be putting up the flags prior to the coronation.
WTC 34/04/23	**Stagecoach Bus Service S7** – Requested by Cllr Manson To discuss the impact of the new route of the Stagecoach S7 bus and agree any actions that WTC would like to take. A discussion took place and main points were: - Cllr Manson said that residents are not happy with the situation. Cllr Lamb advised that a safety audit by OCC is to take place on 3 separate days and these days are still to be identified. It was suggested that the Councils letter to Stagecoach be placed on our website and also sent to the relevant Councillors at OCC. There is a meeting of OCC full council on the 10th May and Cllr Lamb has been asked to speak. Cllr Parnes suggested that we wait for more information. It was proposed if nothing is received from Stagecoach that Cllr Lamb attends the OCC meeting to represent WTC. **Decision** It was agreed the Cllr Lamb would attend the meeting should no further information be received from Stagecoach. 8.13pm Cllr Manson left the room
WTC 35/04/23	**Update on Letter to OCC - Issues Connected to Shipton Road** – Requested by Cllr Parnes Update on any responses to letter to OCC regarding highways issues within the Shipton Road area, and consideration of any related matters arising since last month's ETC where the item was discussed under agenda item 8 An update had been included in the Clerks report but she added that the potholes are scheduled to be fixed week of the 25th April. 8.17pm Cllr Mason returned to the room. It was mentioned that more damage is occurring on Princes Ride, Hensington Road and Shipton Road. Also, that the camber on the junction of Shipton Road and the new development is an issue.
WTC 36/04/23	**Prioritise Road Surface Repairs** To consider a report and the following motion from Cllr S Parnes <u>Motion to be Considered</u> Woodstock Town Council RESOLVES to issue request to OCC to prioritise road surface repairs on Hensington Road, Shipton Road, Princes Ride and anywhere else in the town where substantial deterioration is presenting clear danger to vehicles, motorists, cyclists and pedestrians. The motion was seconded by Cllr Grant. 8.20pm Cllr Bleakley left the room Cllr Parkinson suggested an amendment to the motion. This was to remove the wording “anywhere else in the town” and to add at the end of the motion the words “that are travelling to and from the school” Cllr Parnes agreed to the amendment and the following amended motion was put to the vote. Cllr Bleakley was not in the room for the vote. <u>Amended Motion</u> Woodstock Town Council RESOLVES to issue request to OCC to prioritise road surface repairs on Hensington Road, Shipton Road, Princes Ride where substantial deterioration is presenting clear danger to vehicles, motorists, cyclists and pedestrians that are travelling to and from the school For 8 Against 0 Abstaining 0 **Decision** The amended motion was **Approved** and it was therefore resolved that Woodstock Town Council would issue a request to OCC to prioritise road surface repairs on Hensington Road, Shipton

	Road, Princes Ride where substantial deterioration is presenting clear danger to vehicles, motorists, cyclists and pedestrians that are travelling to and from the school.
WTC 37/04/23	**May Meeting** To consider the following motion from Cllr Grant <u>Background</u> At the ETC meeting held on Tuesday 4th April due to the time needed for the Clerk to explore the use of s106 money as per the motion agreed at Item 7 Bus Shelters it was suggested that Annual Town Meeting of the Council be divide into 2 meetings <u>Motion to be Considered</u> WTC agrees to the May meeting being held in 2 sessions Meeting 1 Tuesday 9th May 2023 for the statutory requirement of the Council Meeting 2 Tuesday 23rd May 2023 to complete council business to date. 8.30 Cllr Bleakley returned to the room. Cllr Parkinson seconded the motion The motion was put to the vote For 9 Against 0 Abstaining 0 **Decision** It was **Agreed** to hold the May meeting over 2 sessions.
WTC 38/04/23	**Meeting Schedule** To consider and approve the proposed meeting schedule for 2023/24 (copy circulated) Cllr Grant proposed • That due to no August meeting that the July meeting should be moved forward to 18th July and the September meeting moved forward to the 5th of September. • Due to Bank Holidays that the January meeting is moved to the 16th January and that the April meeting is moved to the 16th April. It was also suggested that due to the elections on the 2nd May 2024 the May meeting should be on 21st May 2024 The meeting schedule including the proposed dates above was put to a vote. For 9 Against 0 Abstaining 0 **Decision** It was **Agreed** to approve the meeting schedule for 2023/24 as detailed in the table below

Date	Meeting Type and Location	Start Time
Tuesday 9th May 2023	Town Council **Annual** Meeting – Town Hall	7pm
Tuesday 23rd May 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 13th June 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 18th July 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 5th September 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 10th October 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 14th November 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 28th November 2023	Town Council **Budget** Meeting – Town Hall	7pm
Tuesday 12th December 2023	Town Council Monthly Meeting – Town Hall	7pm
Saturday 9th or 16th December 2023	**Mayors Carols To be confirmed by the Mayor**	**TBA**
Tuesday 16th January 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 13th February 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 12th March 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 26th March 2023	Annual **Town** Meeting Community Centre	7.30pm
Tuesday 16th April 2023	Town Council Monthly Meeting – Town Hall	7pm
Tuesday 21st May 2023	Annual Town Council Meeting – Town Hall	7pm

WTC 39/04/23	**Recording of Meetings** To consider the following motion from Cllr Manby-Brown Seconded by Cllr Manson

	Motion to be Considered That the Council agrees that whoever is taking Minutes uses the existing Digital Voice Recorder to record the meeting. Additionally, that the Council asks Cllrs Manby-Brown and Manson to research a more formal sound and perhaps vision system to bring back to Council for discussion. After a brief discussion Cllr Grant asked for a re-wording for the motion and it was also suggested to split the motion it to 2 parts a and b. It was agreed that wording of the motion be change and the motion to be put to the vote would be as follows: - a.) The Council agrees the use of the recently purchased digital recorder to be used to record all Town Council Meetings b.) Additionally, that the Council authorises Cllrs Manby-Brown and Manson to research a more formal sound and perhaps vision system to bring back to Council for discussion. The first part of the motion (a) was put to the vote. For 9 Against 0 Abstaining 0 **Decision** It was **Agreed** that the Council would use the recently purchased digital recorder to be used to record all Town Council Meetings The second part of the motion (b) was put to the vote. For 9 Against 0 Abstaining 0 **Decision** It was **Agreed** that the Council would authorises Cllrs Manby-Brown and Manson to research a more formal sound and perhaps vision system to bring back to Council for discussion.
WTC 40/04/23	**Code of Conduct** - Requested by Cllr Poskitt To consider the adoption of WODC suggested Code of Conduct (copy circulated) Cllr Poskitt explained the WODC had provided the Code of Conduct last year and over 6 months have past and the Council can now reconsider adopting the WODC Code of Conduct. Cllr Grant raised concerns about the wording within the policy as the wording is not applicable to a Town Council as it refers to having to refer to WODC Monitoring Officer and the wording of the Nolan principles have been completely changed. Due IT issue the Councillors only had one clear day to review the policy and Councillors requested more time to understand the policy and to raise any further questions/concerns. It was agreed to defer the item until the May meeting. **Item Deferred**
WTC 41/04/23	**Attendance at Confidential Session** - Requested by Cllr Parnes Position and clarifications on exclusion of Council Members from confidential session Cllr Parnes explained about the contradictory information that has be received in the past about attendance at confidential sessions. The Clerk advised that she had looked for additional information and also at what the policy was at principal councils in Oxfordshire and also further afield and that none of those Councils exclude members from confidential session as observers. The following motion was proposed by Cllr Poskitt and was put to the vote. Non-Committee members would be permitted to remain during confidential session of all committee meetings. For 7 Against 0 Abstaining 2 **Decision** It was **Agreed** that the Non-Committee members would be permitted to remain during confidential session of all committee meetings. **Action:** The Clerk and Standing Orders Group is to provide the wording for inclusion in the Standing Orders.
WTC 42/04/23.	**Issuing Arising from Employment Tribunal** - Requested by Cllr Parnes (paper circulated) To clarify and consider matters arising from Council's conduct in the legal proceedings, and from Judge's remarks.

	Prior to the discussion on the item it was suggested that the Council go into confidential session but there was no seconder. Cllr Manby-Brown spoke and prior to reading from his prepared note he expressed disappointment that Cllr Parnes had tabled this item and concerns. Cllr Manby-Brown confirmed that he was only involved as technical support for the Council witnesses. Cllr Parnes spoke about the tribunal decision and the observations that the Judge had made and Cllr Parnes said that lessons could be learnt from this complaint and things could have been done better. A question was raised about how Cllr Lamb had been selected to represent the Council. Cllr Lamb stated that the witness decision was taken by the Council's solicitor and Locum Clerk at the time and it was agreed she should represent the Council. Cllr Grant question if she had heard Cllr Lamb correctly in that the Locum Clerk and Solicitor had given Cllr Lamb permission to speak on behalf of the Council Cllr Lamb confirmed that was how she was chosen. Cllr Grant said that it should not have happened this way and that everyone should have been interviewed. Cllr Poskitt said that issue had now been dealt with and that it will not be discussed at future meetings
WTC 43/04/23	**Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege**.** This item was not required
WTC 44/04/23	**To confirm the next meeting of Woodstock Town Council** Date and time of next meeting is 7pm on Tuesday 9th May 2023 at Woodstock Town Hall The date and time of next meeting was confirmed as 7pm on Tuesday 9th May 2023 at Woodstock Town Hall
WTC 45/04/23	**Close Meeting** The meeting closed at 9.10pm

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the Annual meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 9th May 2023 at 7pm

Cllrs. present: Elizabeth Poskitt (Retiring Mayor), Nick Manby-Brown (Mayor), Linda Addis, Kate Bailey, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson, Ulli Parkinson, Sharone Parnes and James Spencer-Churchill

In Attendance: Karen Howe – Clerk

Chairs for the Meeting: Cllr Poskitt & Cllr Manby-Brown **Members of the public attended:** 4

23/05/01 WTC	**1 - Election of Town Mayor and the Signing of Declaration of Acceptance of Office** The meeting started with the retiring Mayor (Cllr Poskitt) thanking everyone for the past year. Cllr Poskitt then called for nominations for Mayor. The nomination received were: - Cllr M Parkinson - Proposed by Cllr Grant Seconded by Cllr Spencer-Churchill Cllr Manby-Brown - Proposed Cllr Bleakley Seconded by Cllr Lamb Cllr Grant requested a named vote and the nominations were put to the vote Cllr M Parkinson received 6 votes – Cllrs Addis, Grant, M Parkinson, U Parkinson, Parnes, Spencer-Churchill Cllr N Manby-Brown received 6 votes – Cllrs Bailey, Bleakley, Lamb, Manby-Brown, Manson, Poskitt Due to the vote being tied at 6-6 the retiring Mayor (Cllr Poskitt) used her casting vote to vote in favour of Cllr Manby-Brown The retiring Mayor congratulated Cllr Manby-Brown and Cllr Manby-Brown thanked Cllr Poskitt for all of the work that she has done. **Decision** Therefore, Cllr Nick Manby-Brown was voted in as Mayor and he duly signed the declaration of acceptance of office and took the Chair.
23/05/02 WTC	**2 - Election of Deputy and the Signing of Declaration of Acceptance of Office** The Mayor (Cllr Manby-Brown) called for nominations for Deputy Mayor. The nominations received were: - Cllr Lamb - Proposed by Cllr Manby-Brown Seconded by Cllr Poskitt Cllr M Parkinson – Proposed Cllr Grant Seconded by Cllr Spencer-Churchill Cllr Grant requested a named vote and the nominations were put to the vote. Cllr Lamb received 6 votes – Cllrs Bailey, Bleakley, Lamb, Manby-Brown, Manson, Poskitt Cllr M Parkinson received 6 votes – Cllrs Addis, Grant, M Parkinson, U Parkinson, Parnes, Spencer-Churchill Due to the vote being tied at 6-6 the new Mayor (Cllr Manby-Brown) had the casting vote. Prior to deciding the Mayor asked for the views/opinions of the other Councillors. Councillors raised several points for and against each nomination including: - • Grateful for Cllr Lamb's work but she has held the position for the past 2 year and it might be time for a change • Due to Cllr Parkinson losing the first vote on a clearly equal divide that he should be given the position of Deputy Mayor Cllr's Lamb and Parkinson were then given the opportunity to speak. Cllr Lamb said that she was happy to be or not to be Deputy Mayor but was concerned that Cllr M Parkinson would not have the time to commit to the position.

	Cllr M Parkinson said he thought it odd that others were making assumptions about his availability and that he would not have put himself forward if he did not have the time. He also said that he has much to bring to the Council and feels that he has a lot of experience. Cllr Manby-Brown then made his casting vote in favour of Cllr M Parkinson as Deputy Mayor and said that he thought this choice would be a good start for the Council. **Decision** Therefore, Cllr M Parkinson was voted in as Deputy Mayor and he duly signed the declaration of acceptance of office.
23/05/03 WTC	**3 - Apologies for Absence** Apologies were received from WODC Cllr Cooper and OCC Cllr Graham
23/05/04 WTC	**4 - Declarations of Interests** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct No declarations were received
23/05/05 WTC	**5 - Appointment of Members to Committees, Working Groups and other WTC Roles** The recommended number of members for each committee, group etc is in brackets. a.) To approve that the Finance and Asset Committee is disbanded and becomes a working group The Mayor explained why it is proposed to disband the committee. Cllr Parnes raised concerns about the right of access to the Working Group as some members may be excluded from the group. The proposal was split into 2 parts 1.) Disband the Finance and Asset Committee and 2.) Create a Finance and Asset Working Group Proposed Cllr Manby-Brown Seconded Cllr M Parkinson Each part was put to a vote 1.) Disband the Finance and Asset Committee For 12 Against 0 Abstaining 0 **Decision** It was **Agreed** to disbanded the Finance and Asset Committee 2.) Create a Finance and Asset Working Group For 8 Against 1 Abstaining 3 **Decision** It was **Agreed** to create a Finance and Assets Working Group b.) If it is not approved to disband the Finance and Asset Committee then to appoint members to the Finance and Asset committee (5) **Item not Required** c.) To approve that the Staffing Committee is disbanded and becomes working group. The Mayor explained why it is proposed to disband the committee. Concerns about the right of access to Working Groups was raised again. The proposal was split into 2 parts 1.) Disband the Staffing Committee and 2.) Create a Staffing Working Group Proposed Cllr Manby-Brown Seconded Cllr Addis Each part was put to a vote 1.) Disband the Staffing Committee For 11 Against 0 Abstaining 1 **Decision** It was **Agreed** to disbanded the Staffing Committee 2.) Create a Staffing Working Group For 11 Against 1 Abstaining 0 **Decision** It was **Agreed** to create a Staffing Working Group d.) If it is not approved to disband the Staffing Committee then to appoint members to the Staffing Committee (5)

	Item not Required e.) To Appointment Members to the following: - 1.) Finance and Assets Working Group (6) It was **Agreed** to appoint Cllrs Bleakley, Grant, Lamb, Manby-Brown, Parnes and Poskitt 2.) S106 Working Group (3-4) It was **Agreed** to appoint Cllrs Manson, Parnes and Poskitt 3.) Grants Working Group (3-4) It was **Agreed** to appoint Cllrs Bailey, Lamb, Manson, M Parkinson and U Parkinson 4.) Staffing Working Group (5) It was **Agreed** to appoint Cllrs Bailey, Lamb, Parnes, U Parkinson and Poskitt with Cllrs Grant and Manby-Brown as pre-approved substitutions. 5.) Environmental Working Group (5) It was **Agreed** to appoint Cllrs Grant, Manby-Brown, Mason, M Parkinson, Spencer-Churchill with the addition of Mr M Parkinson the Watermeadows Volunteer Warden. 6.) Website, Social Media and Newsletters Working Group (2-5) (note this was previously known under roles as the News Editors) It was **Agreed** to appoint Cllrs Bailey, Manson, Manby-Brown and Poskitt 7.) Christmas Lights Working Group (2-3) It was **Agreed** to appoint Cllrs Lamb, Spencer-Churchill and Manby-Brown 8.) Events Working Group (2-5) It was **Agreed** to appoint Cllrs Addis, Bailey, Manson, Manby-Brown and Poskitt 9.) Emergency Planning & Counter Terrorism (2) It was decided to change the name of the group to Emergency Action Group and to include winter weather under the responsibilities. It was **Agreed** to appoint Cllrs Bailey, Bleakley, Manby-Brown, M Parkinson and Spencer-Churchill 10.) OALC (1) It was **Agreed** to appoint the Mayor (Cllr Manby-Brown) 11.) International Connections (2) It was **Agreed** to appoint the Mayor (Cllr Manby-Brown) and Cllr Poskitt The terms of references for the above groups will be presented as soon as possible for approval at a future meeting of the full council.
23/05/06 WTC	**6 - Appointment of Members to Serve on Joint Ventures and Outside Bodies** The recommended number of members are in brackets Joint Ventures: - 1.) Traffic Advisory Working Group (3) It was **Agreed** to appoint Cllrs Bleakley, Parnes and Spencer-Churchill with Cllr M Parkinson a pre-approved substitution. 2.) Community Development Group (3) It was **Agreed** to appoint Cllrs Grant, Parnes, Poskitt and Spencer-Churchill 3.) WODC Parish/Town Liaison (1 + Town Clerk) It was **Agreed** to appoint the Mayor (Cllr Manby-Brown) and the Clerk 4.) Stop Botley West Group (3) It was **Agreed** to appoint Cllrs Bleakley, Manby-Brown, Parnes and Spencer-Churchill Outside Bodies 5.) Public Transport (2) No longer required 6.) Bloom (1) It was **Agreed** to appoint Cllrs U Parkinson and Poskitt 7.) A44 Group (2) It was **Agreed** to appoint Cllrs Poskitt and Spencer-Churchill 8.) Relief in Need (1) It was **Agreed** to appoint Cllr Poskitt 9.) Exhibition Fund (1) It was **Agreed** to appoint Cllrs U Parkinson and Poskitt 10.) Oxford Airport Consultant Committee (1 + authorised stand in)

	It was **Agreed** to appoint Cllr Spencer-Churchill with Cllr Manby-Brown as a pre-approved substitution 11.) Village Travel Network (1) It was **Agreed** to appoint Cllrs Bleakley and Spencer-Churchill The Mayor suggested that the groups bring a report to the Council at the end of the year.
23/05/07 WTC	**7 - Review of Professional Bodies Used by Woodstock Town Council** Cllr Manby-Brown read through the list and the following comments were received. To note that the professional bodies currently used by WTC are: - 1.) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth) 2.) Property Agent – Breckon & Breckon (contract expires 23/24) 3.) Bank – Unity Trust Bank 4.) Investments – The Public Sector Deposit Fund managed by CCLA 5.) Internal Audit – Mulberry and Co 6.) Payroll Services - KBDR 7.) Insurance – Zurich (contract until 31st May 2024) 8.) Employment & HR Advisors – Peninsula Ltd 9.) Fire Safety Equipment – Chubb Fire (rolling contract) It was suggested that the contract was reviewed 10.) Data Protection Officer Service - Satswana Limited (annual contract renewal June 23) 11.) IT Support/Provision – Microshade (Citrix/Emails), Netwise (Website), BT (Broadband & Phones), Martin Edwards (Local/Onsite IT Support) The Clerk confirmed that the Council no longer has a contract with Oxford Digital as they have stepped away. 12.) Photocopier – Thames Valley Copiers (contract for 3 years expires Nov 25) 13.) Tree Management – Boward Trees Ltd Dowdeswell Forestry Services and Colin Briggs should also be included under Tree Management 14.) Weed Control (Not Streets) – Complete Weed Control (contract for 3 years expires Feb 25) 15.) Grass Cutting – N Prickett (contract for 1 year expires Feb 24) 16.) Water Meadow Management Plan – BBOWT (5 year plan expires Sept 27)
23/05/08 WTC	**8 - To Note the Schedule of Meetings of the Town Council for 2023-2024** To note the schedule of meetings for 2023-24 which was approved at the meeting of the Town Council on 25th April 2023. (Copy Circulated) The meeting schedule was noted
23/05/09 WTC	**9 - To confirm the next meeting of Woodstock Town Council** Date and time of next meeting was confirmed as 7pm on Tuesday 23rd May 2023 at Woodstock Town Hall
23/05/10 WTC	**10 - Close Meeting** Meeting closed at 7.56pm

Woodstock Town Council

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Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 23rd May 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson, Ulli Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe – Clerk
Cllr J Cooper West Oxfordshire District (WODC) Councillor

Chairs for the Meeting: Cllr Manby-Brown **Members of the public attended:** 7

23/05/11 WTC	**1 - Apologies for Absence** Apologies were received from Cllrs Bailey and Spencer-Churchill and from OCC Cllr A Graham
23/05/12 WTC	**2 - Declarations of Interests** Cllr Poskitt declared an interest in Item 5 Planning due to being a WODC Councillor
23/05/13 WTC	**3 - Public Speaking and Question Time** 2 Members of public requested to speak. The first gentleman spoke about the Hill Rise Development Planning Appeal. He urged Councillors to attend the hearing in support of CPOW and their case against the application and also WODC case. Cllr Poskitt explained that she had been asked to speak on behalf of CPOW. The second gentleman circulated copies of a paper then spoke about the new parking restrictions that have been introduced in Woodstock. He commented that OCC had not listen to a vast majority of residents & business. He produced a petition signed by many businesses who are concerned with the changes and impact on them. He asked if the question on the paper he circulated could be answered. It was also commented that location of some of the meters are not ideal.
23/05/14 WTC	**4 - Woodstock Town Council Value Statement** – Proposed Cllr Manby-Brown Seconded Cllr M Parkinson Cllr Manby-Brown explained why he had drawn up the statement. Cllr Parnes commented that he felt the statement unnecessary and that there are other existing documents that apply. There is room for conflict between this and other standards and this should be checked against those to ensure that it doesn't conflict. If the document had a link to the source document it might help remove any confusion. Cllr Poskitt commented that it is only a value statement and not legally binding. Thought it read well. Cllr Grant asked what will happen to the statement if it is agreed? Is it going to be placed on the website? If it is put on the website it should have a link to the full documents so there is no confusion on the legislation that the public needs to refer to if there is an issue/complaint. Cllr Grant also suggested to change the title of the document to "Council Business at a Glance". Cllr Manby-Brown is happy if some councillors do not want to accept the statement Cllr Lamb said that the views of everyone can be accommodated if we link to legislation. It was proposed that the title be change to Council Business and Procedures at a Glance and the document would include a list of policies. This proposal was put to the vote For 9 Against 0 Abstaining 1 **Decision** It was **Agreed** to that the title would be Woodstock Town Council Value Statement - Council Business and Procedures at a Glance and the document would include a list of policies.
23/05/15 WTC	**5 - Planning** 1.) The responses submitted since the last meeting were **noted**

	2.) To consider response to the following applications: - a.) 23/00921/OUT Land South of 2 and 3 Cadogan Park – Outline application with some matters reserved for the erection of a detached house and associated ancillary works including the provision of access. Cllr Grant had reviewed a report concerning trees on the site and said that it also mentions a pound on site. It was noted that WTC had responded in the past. The follow concerns were raised:- The trees on site would be negatively affected Access to the site is narrow and may cause problems The councillors **agreed** to Object to the application due to the issues with the trees. b.) 23/01150/HHD 10 Cadogan Park - Removal of existing conservatory. Extend existing garage and create first floor above together with single storey rear extensions and associated alterations to existing dwelling. The councillors had no comments and **agreed** to submit a neutral response
23/05/16 WTC	**6 - County Councillor's Report** Cllr Graham provided his report. Cllr Grant raised concerns about the grass/verge cutting as the tall growth of the verges was obscuring driver's views. Cllr M Parkinson informed the meeting that people can register on Fix my Street and report any areas that need cutting
23/05/17 WTC	**7 - District Councillor's Report** The report was circulated a comment was made about the new parking restrictions and Cllr Cooper responded that all District Council candidates were in favour of the parking. Cllr Parnes stated that this was incorrect. No further questions were raised
23/05/18 WTC	**8 - 20mph Survey Response** a.) The outcomes of the recent consultation were **noted** b.) To discus and agree on any further actions needed. It was **agreed** that the results of the survey be sent to relevant parties including OCC highways and for a copy to be placed on the website
23/05/19 WTC	**9 - Review of the Standing Orders** Cllr Parnes asked if the part of the Standing Orders that covers question time could clarified so the councillors and public can put forward questions. Cllr M Parkinson pointed out that the Standing Orders would have to stand aside if changes are made. Cllr Grant pointed out that it does not need to be in the Standing Orders, you can still ask questions. Cllr Parnes was happy to bring the request back at another time. The adoption of the revised Standing Orders was put a vote For 10 Against 0 Abstaining 0 **Decision** It was **Agreed** to adopt the revised Standing Orders Cllr Poskitt requested that a hard copy of the agreed Standard Orders be supplied to Councillors
23/05/20 WTC	**10 - Party Wall Agreement 18A Hensington Close** **Decision** It was **Agreed** to give the clerk delegated power to agree to the party wall agreement which includes the temporary placing of scaffolding on the council's land in the OWL
23/05/21 WTC	**11 - Request to Run Botanical Training at Woodstock Water Meadows** The council received a request from BSG Ecology to carryout training 2 to 3 times a year at the Water Meadows. The following motion was proposed by Cllr Grant

	a.) WTC agrees to the request of BSBI Ecology for field skill training. b.) The Clerk together with Cllr Manson and volunteer warden Mr Parkinson to arrange dates that do not interfere with any scheduled work on the Water Meadows. c.) The Council request the following document copies • Public Liability cover • Members and participant insurance cover • Risk Assessment The motion was put to the vote For 10 Against 0 Abstaining 0 **Decision** It was **Agreed** to approve the request from BSBI Ecology for field skill training and that the clerk together with Cllr Manson and Volunteer Warden to arrange the dates so that they do not interfere with any scheduled work on the Water Meadows and that the following documents are to be provided 1.)Public Liability 2.)Members and Participant Insurance Cover and 3.)Risk Assessment
23/05/22 WTC	**12 - WUFA Defibrillator** – Proposed Cllr Bailey Seconded Cllr Manby-Brown A motion was included with in the documents circulated prior to the meeting. Cllr Poskitt requested that WUFA be officially thanked for their generous offer. Cllr Bailey that she was carrying out an audit of Defib in the area as some location do not appear to be registered online. The following motion was put to the vote a.) WTC accepts the gift of a defibrillator from WUFA b.) Agrees the cost of £225 + VAT to install it at the Community Centre to the wall outside the kitchen, in a visible location. c.) Accepts the ongoing costs of • New pads every 2-4 years at an approximate cost of £50-£70 • Possible need for replacement battery 4-6 years at an approximate cost of £100-£300 d.) Cllr Bailey, the RFO Rachel Peters together with the Deputy Caretaker takes responsibility of the maintenance of the equipment, reporting back to council for agreement of any maintenance needed together with costs WTC e.) To be reviewed if change of staff or councillors f.) The Finance and Assets Working Group establish a new budget line for this equipment together with a recommendation to be agreed by full council where the cost is to be vied from to ensure this important facility is in full working order. For 10 Against 0 Abstaining 0 **Decision** It was **Agreed** to accept the gift of a defibrillator and to install it at a visible location on the outside wall of the Community Centre at a cost of £225+VAT and to accept the possible ongoing costs of £50-£70 for new pads every 2-4 years and replacement battery every 4-6 years at a cost of £100-£300. And that the Finance and Assets Working Group is to recommend for approval at full council an new budget line for this equipment with a recommendation of where the budget is to be vied from. And that Cllr Bailey, the RFO and Deputy Caretaker takes responsibility for the maintenance of the equipment including the reporting back to council for approval of any maintenance needed together with costs and that this is reviewed if there is a change of staff or councillors.
23/05/23 WTC	**13 - Mayors and Consort Chains** – Request by Cllr Grant The council were asked to consider:- a.) Council are asked to consider if first names or just initials should be engraved b.) To agree to the clerk to seek revised quotes for the engraving to be present to the council for consideration once received. c.) To agree to the clerk arranging the replacement security pins on the Mayors chain so long as the cost does not exceed a figure to be agreed at this meeting. After a discussion is was **agreed** that the Clerk would investigate the matter further and return to a future meeting with costs and will also review the list of names and dates prior to any engraving going ahead.

23/05/24 WTC	**14 - Meet the Councillors Events –** Proposed Cllr Bleakley Seconded Cllr Manby-Brown Cllr Manby-Brown requested to defer the item **Item Deferred**
23/05/25 WTC	**15 - OALC Seeking Nomination for Executive Committee** There were no volunteers for this position
23/05/26 WTC	**16 - Letter from Editor of the Woodstock and Bladon News** – Requested by Cllr Poskitt The council discussed the recent letter from Woodstock and Bladon News and heard from the editor. It was suggested that they might also want to contact Bladon to see if they can offer any assistance. Cllr Lamb asked the Editor what the circulation figure is? The Editor advised that they print 500 she then wenyt on to suggest the Council could buy advertising space. She also said that she would like to build a legacy. Cllr Parnes suggest crowd funding. It was also suggested that the Council could promote it on their website.
23/05/27 WTC	**17 - Bus Shelters A44 Park View** Cllr Parnes report was discussed Cllr Manby-Brown advised the Councillors that he had emailed OCC Cllr Graham about the shelters. He then went on to readout his email about the County using the S106 and the lose of benefit to the rest of the town. Cllr Parnes commented that if the Clerk is to check into the S106 could the town take a position on the illumination and advertising. Cllr Manby-Brown was not happy to make a decision on these matters yet. Cllr Manson suggested that the EWG could look into short term fixes for the other shelters. Cllr Poskitt said that urgent works were need to the Hensington Gate bus shelter and basic repairs are needed regardless of the outcome of this meeting. There was no seconder to progress the item to a vote so it was suggested it be brought back the next meeting with futher information. **Item Deferred**
23/05/28 WTC	**18 - Pay and Display Machines in the Town Centre** – Proposed Cllr Parnes Seconded Cllr Grant The report and following motion were discussed. <u>Motion to be Considered</u> The Town Council RESOLVES to write to the chief executive of Oxfordshire County Council to express WTC's disappointment in not being informed and consulted on final plans for locations of the parking charge meters in the town prior to their appearing on the streets, and seeking clarifications on whether the deployment of meters should be subject to planning consultation and planning consent especially bearing in mind the designated conservation area with the locations being among the most widely photographed landmark locations in the town, and raising concerns about proper access for the disabled. Cllr Parnes commented that there was no report on their locations. Cllr Poskitt advised that Cllr Lamb had was given delegation. Cllr Lamb said that she was not at the meeting when nominated. She then went on to say that a meeting about locations had taken place with OCC were they went through the location of each meter. Some locations were changed due to restrictions such as basements, legal and psychical issues such as the Sun, Cllr M Parkinson said he could accept the restrictions around locations but some locations are ridiculous. Cllr Parnes said that Councillors know the area better than the OCC team. Cllr Grant said the meter in the car park means stepping into the road and also thanked Cllr Lamb for getting the proposed one by the Stocks moved The motion was put to the vote and a name vote was requested. For 8 – Cllrs Addis, Bailey, Grant, Manby-Brown, Manson, M Parkinson, U Parkinson and Parnes Against 0

	Abstaining 2 – Cllrs Lamb and Poskitt **Decision** It was **Agreed** that the Council would write to the chief executive of Oxfordshire County Council to express WTC's disappointment in not being informed and consulted on final plans for locations of the parking charge meters in the town prior to their appearing on the streets, and seeking clarifications on whether the deployment of meters should be subject to planning consultation and planning consent especially bearing in mind the designated conservation area with the locations being among the most widely photographed landmark locations in the town, and raising concerns about proper access for the disabled
23/05/29 WTC	**19 - Town Council Facebook Operation** After a brief discussion it was suggested that Councillors call the Facebook Admin Councillors to report any problems. Cllr Parnes agreed to withdraw the motion. **Motion Withdrawn**
23/05/30 WTC	**20 - Botley West Solar Farm** Cllr Parnes provided an overview of the recent meeting of the group. The group have created a new leaflet. The group have also been looking into the financials and the sources of the projects funding. This has shown there is Russian money involved and they are hoping this might make Blenheim reconsider. The is a protest walk plan during the Blenheim Food Festival and starts from the Bladon Gate at 2pm
23/05/31 WTC	**21 - Exclusion of Press and Public** Not required
23/05/32 WTC	**22 - To confirm the next meeting of Woodstock Town Council** Date and time of next meeting was confirmed has 7pm on Tuesday 13th June 2023 at Woodstock Town Hall
23/05/33 WTC	**23 - Close Meeting** Meeting closed at 8.19pm

Woodstock Town Council

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Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 13th June 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Ulli Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe – Clerk, Cllr A Graham Oxfordshire County Council (OCC)
Councillor Cllr J Cooper West Oxfordshire District (WODC)

Chair for the Meeting: Cllr Manby **Members of the public attended:** 10

23/06/01 WTC	**1 - Apologies for Absence** Apologies were received from Cllrs Bailey, M Parkinson and Spencer-Churchill 19.04 Cllr Parnes arrived at the meeting
23/06/02 WTC	**2 - Declarations of Interests** Cllr Poskitt declared an interest in Item 5 Planning due to being a WODC Councillor. Cllr Manson declared an interest in Item 5 Planning due to being an applicant. Cllrs Grant, Poskitt, Parnes and Addis declared an interest in Item 9 Grants as they have connections to one or more of the groups requesting funding.
23/06/03 WTC	**3 - Public Speaking and Question Time** 3 members of the public spoke during this item The first member of the public addressed the Council regarding Green Week and also about the proposed Botley West Solar Farm and asked the Council to take time and to put politics to one side and ensure that they check the facts about solar from legitimate sources. The second speaker addressed the Council regarding the new Parking Scheme and raised concerns about the scheme being brought in without proper representation from the Town Council and also requested that some Councillors should resign over the issue. The final speaker also addressed the Council regarding the new Parking Scheme and raised that it was causing great concern to the retail businesses in the Town and having a negative effect on them. They also commented that a survey, consultation and Town Poll showed the scheme was not wanted but the Town Council only acknowledged the Poll and did not endorse it. They also raised concerns with the process taken when the Council voted on the item in November 2021.
23/06/04 WTC	**4 - Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 4th April 2023 **Decision** It was resolved that the minutes of the Council meeting held on Tuesday 4th April 2023 be **Approved** as a true and correct record of the meeting and was signed by the Mayor. b) Minutes of the Town Council Meeting held on 25th April 2023 c) Minutes of the Annual Town Council Meeting held on 9th May 2023 A request was made to defer the approval of the minutes for the 25th April and 9th May to future meeting. **Item Deferred**
23/06/05 WTC	**5 - County and District Councillor's Report** To receive the monthly reports from OCC and WODC Councillors OCC Cllr Graham addressed the Council. Cllr provided an update to the S7 bus turning issue. He informed that Council that OCC had carried out the safety audit of busses turning around the Town Square and although he had only just received the report he noted that there were 10 recommendations listed including

	that the buses should return to the using bus turning area that is located the other side of Old Woodstock. He said this could mean the cutting of services but hoped it would be possible to achieve the return of services to Old Woodstock. The report also it included that the practice of bus turning around the Town Square was not safe. He said OCC would be informing the bus company of its findings. He also reported that the Coach drop off point outside the Bear was also not safe and other recommendations included the cutting of vegetation. A report will now be presented to the Cabinet Member for Highways for approval. Cllr Graham also said that the Marlborough School planning application for another classroom also included a new coach drop off point so that the coaches do not have to park on the road. He also confirmed that the free 1 hour parking will be changed to so that the time is reset at midnight so that the parking is available daily and not restricted by the 24hr no return policy. Cllr Graham asked for any questions. Cllr Poskitt raised concerns about double decker buses going through Princes Ride and Cllr Grahams advised Cllr Poskitt to send him an email about the issue. Cllr Parnes raised several questions including: - 1) At the last TAC meeting a map of installation of parking meters was present and you said that it would be sent to the Clerk to be circulated. Did you send it? Cllr Graham said he could not recall but thought he would have and the Clerk confirmed she had received it and apologised for not circulating it. 2) A small rumble strip has been added to the Park View/Shipton Road junction and although a little bit better it does not appear to be adequate and when buses are using the road it is still quite dangerous for cyclists. Cllr Graham asked that Cllr Parnes send him an email with the details. 3) The new double yellow lines in front of the Newsagents/Co-op is having a detrimental effect on the business and is there any scope for reviewing them. Cllr Lamb then asked if the County decides to issue a TRO can it be challenged by the bus company. Cllr Graham said it is possible but unlikely. Cllr Manby-Brown reminded Cllr Graham about the bus shelters and asked if he could help Cllr Parnes raised concerns that the Council had not be made aware of any correspondence with Cllr Graham regarding the bus shelters. Cllr Grant asked, if due to the beautiful weather, if there was any possibility of finding funding to open Woodstock Swimming Pool so that the children could enjoy themselves. Cllr Graham said that he was representing OCC at this meeting so the question was passed to Cllr Copper to answer during his speaking time. 7.30pm Cllr Bleakley left the meeting WODC Cllr Cooper addressed the Council Cllr Cooper started by answering the question about opening the swimming pool and said unfortunately not this year but he would be putting a recommendation to WODC to change the budget to allow the swimming pool to be open for longer next year.
23/06/06 WTC	**6 - Community First – Woodstock Community Development Project** To receive a report from Kay Sentance Community Coordinator at Community First Oxfordshire on the Woodstock Community Development Project (Briefing Report to be Circulated) Kay Sentance explained why the project was created and that she has been employed over a 3 year period to aid bringing together the residents of Woodstock due to the building of new homes. Kay also informed the council that her job was now winding down as the community seemed to be integrating. The Council was supplied with a briefing of the work carried out. Cllr U Parkinson asked about access to the notice board at Park View. Kay Sentance replied that she was aware of the issue but the notice board was now being left unlocked, although it may still be stiff to open due to warping in the present weather. The staff in the sales office are willing to help. Cllr's Poskitt and Manby-Brown thanked Kay for her work.

23/06/07 WTC	**7 - Mayor's & Clerks Reports** To receive an oral report from the Mayor and a report from Clerk. (Copy to be provided) The Clerk presented her report first and covered the following points: - 1) Cleaning of the Bus Shelters has been arranged and the Deputy Caretaker has removed vegetation and swept out shelters 2) A window cleaner has been agreed to clean the screens of the bus shelters at a cost of £180 3) For Insurance purposes we need to get the Town Hall Valued, this cannot be delayed so a valuation has been arranged at £800+VAT 4) Health and safety Assessments are to be carried out using Peninsula. The cost for using Peninsula is £144+VAT per month/£1731.96 + VAT per annum. Now that the contract with Peninsula is complete the Clerk will be arranging for one of their representatives to visit to review all H&S documents. 5) The Town Hall steps in Market Street have been severely damaged by a passing vehicle. As the Town Hall is a listed building the Clerk would contact the council Property Agent regarding repair 6) The Clerk will be requesting confirmation of liability insurance from existing and new contractors. 7) The RFO will be sending out a copy of the cemetery rules to the funeral directors for them to past on to the families of new burials. 8) The LNR registration of the Water Meadows as a Nature Reserve is ongoing. 9) Water meadows: The BSG have been made aware of the Councils agreement for them carrying out Field Training on the Water Meadow and we are just waiting for confirmation of dates. 10) Community Centre: Electric work has now been completed and the cooker has been installed. Also, the gifted Defib has been installed 11) A proposed monthly Newsletter to update Councillors and subscribers to the website is expected to be tested in a few days' time. Cllr Parnes asked for clarification as to the ownership of the bus shelters and if they are covered by the Council's insurance. **Action** The clerk to confirm the ownership of the shelters The Mayor gave the following updates: - 1) There has been anti-social behaviour at the New Road Playground 2) The police have advised that there is a spate of thefts happen in the area. 3) The PA system at the Community Centre had a bad crackling sound which has now been dealt with. 4) The step outside the Town Hall have been damaged by a vehicle. The repair of them is being looked into. 5) The Mock Mayor have lost their storage at the Black Prince and their equipment is being temporarily stored in the Town Hall cellar. 6) Due to the new parking restrictions in New Road the Community Centre bookings have dropped which means a loss of revenue for the Council. 7) There will be an ETC called for Tuesday 27th June 2023 to deal with planning applications, tree issues and the repair of the OWL steps
23/06/08 WTC	Please note that number 8 was missing from the Agenda, for the sake of accuracy the council agreed the numbers should remain as they appeared on the Agenda
23/06/09 WTC	Please note that number 9 was missing from the Agenda, for the sake of accuracy the council agreed the numbers should remain as they appeared on the Agenda
23/06/10 WTC	**10 - Finance** a) To note the Payments and Receipts reports for April 2023 (Copy to be provided) Payments of £24,597.95 inc. VAT of £2,583.38 and Receipts of £95,942.82 inc. VAT of £7,775.43 for April 23 were **noted**. b) To note the Payments and Receipts reports for May 2023 (Copy to be provided) Payments of £16,135.28 inc. VAT of £1,474.60 and Receipts of £4,299.79 inc. VAT of £0.00 for May 2023 were **noted.**

c) To note the Summary of Receipts and Payments for period ending 31st May 2023. This report shows actuals compared to budget. (Copy to be provided)

The report was **noted.**

d) To approve and sign the Bank Reconciliation for the period ending 31st May 2023.

Cllr Poskitt asked that the 2 months of April and May be clearly defined.

Decision

It was resolved to **Approve** the Bank Reconciliation showing a balance of £314,038.75 for the period ending 31st May 2023 and for the Mayor to sign the reconciliation

e) To note the Internal Audit Report included within the AGAR. (Copy of AGAR to be provided)

Cllr Parnes requested that that this and the following items be deferred due to several issues that he had.

The Mayor advised that there was no time to defer these reports.

The Internal Audit Report was **noted**.

f) To consider, approve and sign the Annual Governance Statement for 2022/2023. This is Section 1 of the AGAR. (Copy of AGAR to be provided)

The Mayor informed the council that he was obliged to read out the 9 items on page 4 for agreement of the Council.

Cllr Parnes said that he had concerns with Items 2 & 3 of the statement and asked that it be noted that he could not support a yes response to these.

Statement items 1-4 were marked Yes. The Mayor informed the Council that item 5 will be marked No as the risk assessment should have been agreed by 31st March 2023 but was not agreed until the 4th April 2023. Statement items 6-8 were marked Yes.

It was **agreed** to record Yes against items 1-4 and 6-8 and to record No against item 5

g) To consider, approve and sign the Annual Accounting Statement for 2022/2023. This is Section 2 of the AGAR. (Copy of AGAR to be provided)

The Council were informed that the figures in the Statement are from the Auditor and cannot be changed.

It was **agreed** that the Mayor would sign the Statement and that the minute reference would be added once the minutes are available.

h) To note the period of Electors' right to inspect the accounts. Dates to be confirmed at meeting.

The RFO left the room to check the dates in the documents in the office and confirmed that the dates of inspection are 5th June until 14th July 2023 with the notice issued on the 4th July 2023.

The dates for the period of Electors' right to inspect the accounts were **noted**.

The Mayor expressed his thanks to the RFOl for the good work she had carried out and said the Auditor was very impressed with her work

8pm Cllr Bleakley returned to the room

23/06/11 WTC

11 - Grants

To consider and approve, if appropriate, grant applications to the Town Council that received in 2022/23. (Document to be circulated)

Decision

It was resolved to **Approve** the following grant awards for 2022/23 totalling £3,000: -

WDSK Scout & Guide Hut	£500	Volunteer Link Up	£200
WDSK Youth Club	£500	Citizen Advice West Oxon	£200
Sustainable Woodstock	£300	WDSK U16 Football Team	£300
Old Woodstock Mock Mayor	£300	WDSK Chapel Trust	£500
Woodstock Ladies Circle	£200		

23/06/12 WTC

12 - Cemetery Fees for the Lawn Cemetery and Hensington Road Cemetery

To approve the increases to the existing Cemetery Fees which were last published 1st September 2020. (Copy of fee document to be provided.)

Due to 2 entries on the list not being clear it was suggested to defer the item to the ETC on Tuesday 27th June.

Item Deferred

23/06/13 WTC	**13 - Planning** a) To note the responses submitted since the last meeting (Report to be Circulated) The responses were **noted.** b) To consider responses to the following applications: - 1) 23/01186/FUL – 31 Oxford Road Erection of various single and two storey extensions along with construction of a detached garage The application was discussed. The councillors **agreed** to Object to the application and to submit similar wording to that that was used the last time when a similar planning application was submitted on this site. **Action** Cllr Poskitt to liaise with the Clerk re-wording 2) 23/00968/FUL – Parkwood Veterinary Group 62 Hensington Road Erection of single storey extensions to existing veterinary practice with associated works to external areas including the redesign of car parking. The councillors had no comments and **agreed** to submit a No Objection response 3) 23/00839/S73 – St Andrews 48 Manor Road Variation of Condition 2 of 19/01835/HHD to allow for a finished roof height higher than that previously approved. The councillors had no comments and **agreed** to submit a No Objection response 4) 23/01208/HHD – The Old Bank House 15 Market Street Replacement of existing pitched roof lights with new pitched roof lights 8.15pm Cllr Manson left the meeting while the application was discussed. The councillors **agreed** that due to Cllr Manson being a fellow councillor that no comment would be made apart from declaring that the applicant is a fellow councillor. 8.20pm Cllr Manson returned to the room.
23/06/14 WTC	**14 - Staffing** Proposed Cllr N Manby-Brown These items were seconded by Cllr Poskitt 1) To approve a 3-month extension to the Interim Clerks contract until 31st September on the same terms as previously agreed. **Decision** It was unanimously **agreed** to extend the Interim Clerks existing contract until 31st September. 2) To approve a 3-month extension to the previously approved (Minute Ref ETC 14/04/23) temporary increase hours of the RFO and Deputy Caretaker. **Decision** It was unanimously **agreed** to extend the temporary increase of hours for the RFO and Deputy Caretaker until 31st September.
23/06/15 WTC	**15 - Cemetery Notice** To approve the wording for a notice to be placed at the Cemetery to remind users of the cemetery rules specifically those regarding items adorning the grave areas. (Copy of wording to be provided.) Proposed Cllr M Manson Seconded Cllr N Manby-Brown The council were asked to approve the word below for incorporation in to a sign for placement in the cemetery in the same location as the existing signage. **Decision** It was unanimously **agreed** for the wording on the signage to be as follows: - **POLITE NOTICE**

	Woodstock Town Council strives to ensure that the lawn cemetery is maintained with the respect that it deserves. Mowing and strimming the grass, however, is becoming increasingly problematic due to the number of plants, ornaments and flowers that adorn the grave areas. Whilst appreciating the desire to remember those who have been lost, could we please ask you to help us keep the cemetery neat and tidy by remembering the points as outlined in the Rules and Regulations above. In particular: Planting shrubs, trees, etc in the cemetery is not allowed, and flower holders should be incorporated within the memorial or positioned by the headstone or at the head of the grave if no stone is in place. They should not be positioned further down the length of the grave as this prevents the grass from being mowed. We very much appreciate your help, thank you.
23/06/16 WTC	**16 - Working Groups Terms of References** To approve the terms of reference for the following working groups: - 1) Grants Process Working Group 2) S106 Working Group 3) Staffing Working Group 4) Finance & Assets Working Group It was pointed out that the word committee needs to be removed where it appears in any of the documents and also to remove Mayor from the membership. **Decision** It was unanimously **agreed** to **approve** the Terms of References for the Grants Process Working Group, the S106 Working Group, the Staffing Working Group and the Finance & Assets Working Group Cllr Grant requested the Terms of reference for the Environment Group be considered The Council agreed that these should be presented to council at the ETC to be held on Tuesday 27th June 2023.
23/06/17 WTC	**17 - Request to OCC for the Reinstatement of Parking Bays in Front Co-op & Newsagents** The motion by Cllr Parnes and Seconded by Cllr Grant was tabled. Cllr Parnes explained the issues behind the motion and after a brief discussion the motion was put to the vote. Cllr Parnes requested a named vote. For 5 - Cllr's Addis, Grant, Manson, Parnes and U Parkinson Against 4 – Cllr's Bleakley, Lamb, Manby-Brown and Poskitt Abstaining 0 **Decision** It was **Agreed** that the Council would action the following motion: - To write to the Oxfordshire County Council chief executive, Leader, and Cabinet Member for Highways, notifying that the town council implores OCC to withdraw the new double yellow lines outside the Co-op convenience store and Mary & Martin newsagents and to fully restore car parking bays there. The Town Council asks OCC to note that the new double yellow lines are likely to have a severe adverse impact upon the economic viability of both shops which play an important role in the town's recognised status as a rural service centre. Additionally, it was widely understood that under the new parking charges scheme implemented by OCC the bays at issue would be retained at least as ultra- short-stay parking for up to 30 minutes.
23/06/18a WTC	**18a - Request to OCC for Regarding Parking Signage on Properties in the Centre of Woodstock** To consider the following Motion by Cllr Parnes and Seconded by Cllr Grant. **<u>Motion</u>** Woodstock Town Council RESOLVES to (a) ask OCC for evidence of any previous WTC consent to mount parking notice signage on the external wall of the Town Council's market street property; (b) for WTC to notify OCC of immediate withdrawal of any such consent if previously given; and (c) for WTC to request OCC provide to WTC copies (redacted where appropriate) of any consent they hold for displaying OCC signage on exterior walls of non-OCC properties in the Town.

	Cllr Parnes explained the motion and during the discussion that followed the was a request to clarify section (b) and Cllr Grant offered the following amendment: - To add the words 'on WTC buildings' after the word consent. This was seconded by Cllr U Parkinson and accepted by Cllr Parnes. The amended motion was put to the vote. Cllr Parnes requested a named vote. For 4 - Cllr's Addis, Grant, Parnes and U Parkinson Against 4 – Cllr's Bleakley, Lamb, Manby-Brown and Poskitt Abstaining 1 – Cllr Manson The vote was a tied vote. The Mayor used his casting vote and voted against the motion. **Motion Fell**
23/06/18b WTC	**18b - Request for an Apology from Leader of Oxfordshire County Council** To consider the following Motion by Cllr Parnes **Motion:** Woodstock Town Council RESOLVES to write to the Leader of Oxfordshire County Council to request a written apology for falsely stating on a recent BBC Politics South programme that the new OCC parking scheme for the Town was supported by Woodstock Town Council. The motion was seconded by Cllr Grant After a brief discussion the motion was put to the vote. Cllr Parnes requested a named vote. For 2 - Cllr's Grant and Parnes Against 6 – Cllr's Bleakley, Lamb, Manby-Brown, Manson, U Parkinson and Poskitt Abstaining 1 – Cllr Addis **Motion Fell**
23/06/19 WTC	**19 - Purchasing of Audio Recording Equipment for Meetings** To consider the following Motion from Cllr Manby-Brown. (Report to be circulated) **Motion:** That the Council approves the purchase of the audio recording system that will be used for Council meetings, and if required at other events at a cost of £2,162.50. It was suggested to defer the item to allow for a trial of the equipment at the next meeting prior considering it purchase. **Item Deferred**
23/06/20 WTC	**20 - To confirm the next meeting of Woodstock Town Council,** Date and time of next meeting is 7pm on Tuesday 18th July 2023 at Woodstock Town Hall The date and time of next meeting was confirmed as 7pm on Tuesday 18th July 2023 at Woodstock Town Hall.
23/06/21 WTC	**21 - Close Meeting** The meeting closed at 9pm

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 27th June 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Kate Bailey, Ann Grant, Jo Lamb, Meg Manson, Ulli Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe – Clerk, Cllr A Graham Oxfordshire County Council (OCC) Councillor Cllr J Cooper West Oxfordshire District (WODC) Councillor

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 10

23/06/22 ETC	**1 - Apologies for Absence** Apologies were received from Cllrs Bleakley, M Parkinson and Spencer-Churchill
23/06/23 ETC	**2 - Declarations of Interests** Cllr Poskitt declared an interest in Item 4 Planning due to being a WODC Councillor. Cllrs Manson and U Parkinson declared an interest in Item 4 Planning due to being a member of Woodstock Bowls & Tennis Club.
23/06/24 ETC	**3 - Public Speaking and Question Time** Kate from Woodstock Bowls and Tennis club addressed the Council regarding the planning application for the installation of sports lighting to serve a block of three tennis courts and a separately enclosed single tennis court at Woodstock Bowls and Tennis Club. Kate pointed out that this lighting was not flood lighting but much more subtle LED lighting placed at court level and would enable extended use of the Tennis Courts during winter month especially for the coaching of young members. Included in the proposal was that the lights would not be in use after 9.30pm. Questions were the asked by the councillors. Cllr Poskitt asked what the 2 high post in the application where for. Kate explained that these were an option to enable the player to see high balls. They are something they would like but can work without them. Cllr Lamb raised the issue that people nearby are concerned about is the noise level and asked for clarification on the cut of time. Would it be 9.30pm or 8pm? Kate said that this is something that can be discussed and that they are suggesting 9.30pm as they do not feel that this time is particularly late. Cllr Parnes also raised concerns with a 9.30pm cut off time with the noise and light and asked if neighbours had been asked. Cllr Parnes also asked why the application had been submitted again when it had been refused in the past. Kate explained that the previous application was for flood lighting which is more intrusive Cllr Parnes raised a point that the planning application form asks if the owner of the land has been notified and that he was surprised to see the application reach this stage before the WTC as the owner had been approached Kate said that she was not involved in the application and did not believe that the club needed the Landlords permission. Cllr Grant then asked a question to the Council about the area just being registered as a Green Space and does anyone know if lights can be added to a designated Green Space.
23/06/25 ETC	**4 - Planning Applications** To consider responses to the following application: - a.) 23/01279/HHD 28 Bear Close - Demolition of existing rear extensions, erection of single storey rear extension and internal works. Alteration to front window and installation of air source heat pump The councillors had no comments and **agreed** to submit a neutral response.

	b.) 23/01402/FUL Woodstock Bowls and Tennis Club - Installation of sports lighting to serve a block of three tennis courts and a separately enclosed single tennis court. The councillors discussed the application Cllr Grant raised the point about Green Spaces again Cllr Poskitt said Green Spaces is like Greenbelt and maybe it should be mentioned. Cllr U Parkinson also raised concerns regarding increase traffic and light pollution. Cllr Parnes asked that it is noted that WTC has corporate interest in the property. He also said that he was concerned that we have not heard the views of the neighbouring residents and asked that we have more time to consult with the neighbours and asked for the item to be deferred. Cllr Manson understood the concerns about the previous lighting but the new technology is more superior and light leakage is reduced. In regards to traffic this will only be a slight increase in the winter months. Cllr Poskitt said it can be seen from WODC website that the neighbours have provided comments Cllr Manby-Brown also pointed out that some have written in support. A discussion about the cut off time took place. Cllr Parnes then raised a point of order regarding his proposal to defer the item and asked if there was a seconder so that it can be voted on. Clerk advised that they would need to check if an extension of time for responding could be given by WODC. Cllr Grant seconded the proposal to defer. Clerk advised that it would be possible to request and extension of time. Cllr Parnes asked for a named vote. The request to defer the item was put to a vote For (3) Cllrs Grant, U Parkinson and Parnes Against (5) Cllrs Bailey, Lamb, Manson, Manby-Brown and Poskitt Abstaining (1) Cllr Addis **Decision** The motion fell A final discussion about cut off time took place and it was proposed that the council response with a request that the lighting not be used past 8.30pm and that the response also referrers to the site being an allocated Green Space. The proposal was put to a vote. For 5 Against 4 Abstaining 0 **Decision** It was **agreed** that the council would provide a response to the consulation requesting a cut-off time of 8.30pm and to ask the WODC to consider that the site is an allocated Green Space when making their decision. c.) 23/01361/FUL Marlborough School Shipton Road Woodstock - Construction of new two storey teaching building, extension of existing sports changing room facilities, and modifications and improvements to external areas to provide additional car parking and to improve vehicle access. During the discussion Cllr Parnes requested that WODC ask for S106 contributions towards for example the Swimming Pool. It was **agreed** that the council has no objections to the application but would submit a comment regarding requesting S106 contributions.
23/06/26 ETC	**5 - Trees Survey Report** a.) To note the tree survey report produced by Dowdeswell. The RFO has sought quotes for the works identified in the report. Cllr Manby-Brown referred to the report and explained that there are 3 categories of risk and that 16 trees required urgent works and these need to carried as soon as possible.

	b.) Should 3 quotes be received by the time of the meeting then the council are asked to approve a quote for the tree works. Only one quote had been received at the time of the meeting. d.) Should not all the quotes be received by the meeting then to approve delegated powers to the RFO and Clerk to approve a quote for the works to a maximum cost of £10,000 plus VAT Cllr Grant pointed out that the RFO cannot be given delegated powers unless the regulations are suspended. Due to this ruling this item could not be agreed The discussion continued about how to carry out the urgent works. Cllr Grant suggested that the Clerk and 3 Councillor be given the delegated power to meet when the quotes have been received and agree on the best value for money considering the urgent turnaround time and that the work was urgently needed. They could only approve quotes up to the value of £10,000. A report would be included on the July Agenda to inform the Council of the action taken under the jurisdiction of the Clerk. Cllr Grant asked if the Clerk was happy with this suggestion and she agreed. The Mayor said he would like to be one of the councillors, Cllr Poskitt also agreed to be a 2nd councillor, Cllr Grant asked Cllr Manson if she would be prepared to be the third and she agreed. The Mayor asked the council to agree to the new proposal **Decision** It was **agreed** that the Clerk and Cllrs Manby-Brown, Manson and Poskitt be given the delegated power to meet when the quotes have been received and agree on a quote to a maximum value of £10,000 plus VAT taking into account best value for money considering the urgent turnaround time and that the work is urgently needed. And to include a report on the July Agenda to inform the Council of the action taken under the jurisdiction of the Clerk.
23/06/27 ETC	**6 - Purchasing of Audio Recording Equipment for Meetings** To consider the following Motion from Cllr Manby-Brown. (Report to be circulated) **Motion**: That the Council approves the purchase of the audio recording system that will be used for Council meetings, and if required at other events at a cost of £2,162.50 Cllr Manby-Brown introduced the item and explained it has been hard to find quotes and that he has received one quote so far but is happy to seek others. Councillors requested further information regarding the equipment proposed and Cllr Manby-Brown suggested that he ask the company to bring the equipment to the next meeting for a demonstration. **Item Deferred**
23/06/28 ETC	**7 - To confirm the next meeting of Woodstock Town Council,** Date and time of next meeting is 7pm on Tuesday 18th July 2023 at Woodstock Town Hall The date and time of next meeting was confirmed as 7pm on Tuesday 18th July 2023 at Woodstock Town Hall.
23/06/29 ETC	**8 - Close Meeting** The meeting closed at 7.51pm

Woodstock Town Council

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Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 11th July 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, John Bleakley, Jo Lamb, Ulli Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe – Clerk, Cllr J Cooper West Oxfordshire District (WODC) Councillor

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 7

23/07/01 ETC	**1 - Apologies for Absence** Apologies were received from Cllrs Bleakley, Grant, M Parkinson and Spencer-Churchill
23/07/02 ETC	**2 - Declarations of Interests** None given
23/07/03 ETC	**3 - Public Speaking and Question Time** 2 members of the public requested to speak. The first speaker said there are issues that need to be fed up to the government and these include: - Food security, which is vital, and is being undermined by solar farms Concerns about the shell company being used and also about the technology being/becoming outdated. The second speaker raised concerns about the report provided by the applicant did not look into other options and there are other options being worked on by other regions that should be considered and referred to.
23/07/04 ETC	**4 - Botley West Solar Farm Response to Scoping Opinion for EIA** This is to approve the response to the Planning Inspector's consultation on the Scoping Opinion for EIA for Botley West Solar Farm. Please note that this is not the actual planning application and is a consultation on what should be included in the Environmental Impact Assessments and Environmental Statements to be submitted with the DCO application. It was pointed out this response was a collaboration with Bladon Parish Council. Cllr Parnes informed the meeting of a petition that MP Robert Courts had started which was opposing the solar farm and ask the people consider signing it. It was suggested that the response be sent to both WODC and OCC for information and published on the website. The council were asked to agree to the submission of the response. Proposed by Cllr Manby-Brown and Seconded by Cllr Poskitt All were in favour **Decision** It was **agreed** that the response be sent to the Planning Inspector and copied to WODC and OCC for their information.
23/07/05 ETC	**5 - Close Meeting** The meeting closed at 7.16pm

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Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 18th July 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson, Ulli Parkinson and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk), Cllr A Graham Oxfordshire County Council (OCC)
Councillor Cllr J Cooper West Oxfordshire District (WODC)

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 6

23/07/06 WTC	**1 - Apologies for Absence** Apologies received from Cllrs Bailey and Spencer-Churchill Cllr Poskitt was absent at the start of the meeting
23/07/07 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr M Parkinson for Item 15 Property due to knowing the owner of the restaurant wishing to rent a WTC property Cllr Poskitt for Item 10 Planning as she is a member of WODC All councillors for Item 10b-1 due to the Community Centre being next to the application site
23/07/08 WTC	**3 - Public Speaking and Question Time** The first member of the public to speak spoke on behalf of a resident of Cockpit Close concerning the parking issues since the introduction of the new parking scheme. Cllr Lamb said that she had spoken to the resident and also to the OCC officer about the residents suggestions. Cllr Graham requested that the resident's email be sent him and he would see what he could do. A representative from Sustainable Woodstock addressed the Council regarding the Botley West Solar Farm. She explained how solar power is vital and the Council should push back and check the facts used by the Stop Botley West Group before objecting. She that the Sustainable Woodstock website as links to useful information. Another resident informed the Council of a fallen tree in the Water Meadows that was blocking a bridge. Cllr Manson assured the resident that it was being dealt with.
23/07/09 WTC	**4 - Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 25th April 2023 Two amendments were made to minute ref 42/04/23 – to change "Cllr Grant said that is" to "Cllr Grant said that it" and "should not have happened that" to "should not have happened this" **Decision** The amendments were accepted an it was therefore resolved that the minutes of the Council meeting held on Tuesday 25th April 2023 be **Approved** as a true and correct record of the meeting and signed by the Mayor b) Minutes of the Annual Town Council Meeting held on 9th May 2023 One amendment was made to minute ref 23/05/01 on the 10th line should read Cllr Manby-Brown not Cllr M Parkinson **Decision** The amendment was accepted and it was therefore resolved that the minutes of the Council meeting held on Tuesday 9th May 2023 be **Approved** as a true and correct record of the meeting and signed by the Mayor c) Minutes of the Town Council Meeting held on 23rd May 2023 **Decision** It was therefore resolved that the minutes of the Council meeting held on Tuesday 23rd May 2023 be **Approved** as a true and correct record of the meeting and signed by the Mayor

23/07/10 WTC	**5 - County and District Councillor's Report** To receive the monthly reports from OCC and WODC Councillors OCC Cllr Graham offered to take questions on his report and also mentioned:- • Hensington Road would be closed Wednesday to Friday for highway repairs which were long overdue. This means the Hensington Road Car Park will be inaccessible and may cause parking problems. • The £2 bus fare is continuing until October. • There is a meeting with OCC Chief Exec to move forward how the buses turning in the centre of Woodstock will be dealt with. Also, any TRO would also exclude all coaches. Cllr M Parkinson explained a issue with buses not turning up and asked if OCC could rise the issue with the bus company.Cllr Graham ask Cllr M Parkinson to email him with the details. WODC Cllr Cooper offered to take questions on his report. No questions were asked Cllr Poskitt arrived during this item at 19:20
23/07/11 WTC	**6 - Mayor's & Clerks Reports** To receive an oral report from the Mayor and a report from Clerk. The Mayor informed the meeting of the following: - • The new email format is working well and another email will be sent out in a couple of weeks • The Mock Mayor was held on the town Square and went well, former Cllr Rachel Faulkner is this years Mock Mayor. The Clerk requested permission to employ a temporary member of Staff for 2 mornings a week. It was agreed that the Clerk would look into this and report back to the Council at a future meeting
23/07/12 WTC	**7 - Finance** a) To approve and sign the Bank Reconciliation for the period ending 30th June 2023 (Copy provided) **Decision** It was resolved to **Approve** the Bank Reconciliation showing a balance of £313,618.94 for the period ending 30th June 2023 and for the Mayor to sign the reconciliation b) To note the Payments and Receipts Reports for June 2023 (Copy provided) Cllr Grant raised the following points and questions: - • Requested that all payments show the budget code they are allocated from • Commented that the payments to WODC for playground inspections were very high and that she thought the EWG had suggested the inspections be lessened but in keeping with requirements • Under the heading of ROSPA a payment to Wickstead had been logged. It was explained that Wickstead are to do the annual Playground inspection and ROSPA would be carrying out a survey on all other areas such as the Water Meadow, OWL etc • Asked what the £49.50 payment to Peninsula was for. It was explained that this was for the new Health and Safety contract. Payments of £33,337.49 inc. VAT of £4,297.47 and Receipts of £11,893.44 for June 23 were **noted** c) To note the Summary Cost Centre Report as at 30th June 2023. This report shows actuals compared to budget. (Copy provided) Cllr Grant said that the £3,887 surplus under code 4990 Coronation needs to be reallocated and that the Councils needs to carry out a budget review. The Cost Report was **noted** d) To note the transfer £150,000 from the Unity Trust Current Account to the higher interest rate Unity Trust Instant Access Account Cllr Grant raised the following points: - • £150,000 was too larger a sum to be deposited as only £85,000 was a guaranteed payment should the bank fold. • Also, that any financial investment movement should be agreed by full council The transfer was **noted** e) To approve the list of signatories for Unity Trust Bank Accounts **Item Deferred** f) To note the estimated loss of revenue from the Community Centre of £2,660 for 2023/24. This is due to the cancellation of several long-term bookings who have cancelled due to the new parking controls.

	The item was **noted** g) To note that Dowdeswell were chosen as the contractor to carry out the urgent Tree Works as identified in the recent Tree Survey report. Cllr Grant asked for what was the amount of the quote agreed. It was confirmed that is was £10,035 which was £35 over the approved delegated spend limit.
23/07/13 WTC	**8 - Renewal of Internal Audit Contract** To consider and approve the renewal of the Internal Audit Contract **Item Deferred**
23/07/14 WTC	**9 - Insurance** a) To receive oral update on the Council Insurance Policy The Clerk provided an update on the reasons why the premiums have increased and also that the Water Meadows are covered by the policy. b) Due to the increase in insurance premiums to approve a movement of £10,000 from General Reserves to the Council Insurance budgets for 2023/24. The actual allocation to specific insurance budgets will be based on the breakdown to be supplied by the insurance company once received. **Decision** It was unanimously **agreed** to **Approve** the movement of £10,000 from the General Reserves to the Councils Insurance budgets for 2023/24 with the allocation to be based on the information provided by insurance company.
23/07/15 WTC	**10 - Planning** a) To note outcome of the following Planning Appeals: - 1) 22/03522/HHD – 15 Oxford Road – Appeal Dismissed 2) 22/02568/HHD – 31 Oxford Road – Appeal Dismissed The outcomes were **noted** b) To consider responses to the following planning applications: - 1) 23/01669/HHD – 30 New Road Single storey rear extension to replace existing conservatory and external WC. Alterations to porch roof and forming of new pedestrian access in front boundary wall. It was acknowledged that the Council is a neighbour to the application site. The councillors had no comments and **agreed** to submit a No Objection response 2) 23/01603/LBC – 2 Market Place Internal alterations to reopen an existing doorway between both properties (2 Market Street and 1 High Street) to enlarge the existing restaurant space. The councillors had no comments and **agreed** to submit a No Objection response c) To consider a response to the following licensing application: - 1) Street Trading Consent - Alex Crepes for a 2 day event (26th & 27th August 2023) trading between 13:00 and 22:30 in the Market Square Please note that this is not a planning application any comments can only relate to Public Safety, Public Order and/or Preventing nuisance or annoyance The councillors had no comments and **agreed** to submit a No Objection response d) To consider the following motion regarding the Hill Rise Planning Appeal - Proposed by Cllr Poskitt and seconded by Cllr Lamb <u>Background</u> Listening to the presentation of C-POW members at the Appeal and knowing the efforts they put into preparing a video about the site and its problems and the considerable amount of time some of them spent in the Appeal sessions, WTC - which has always strongly opposed the development - should express its thanks for the massive effort the group has put into fighting the Appeal. <u>Motion</u> *Woodstock Town Council resolves to write to C-POW thanking them for all the time C-POW members have spent in researching, putting together their presentations, taking part in discussions at the Hill Rise Appeal and, for several of them, spending many hours sitting through the Appeal process* **Decision** It was unanimously **agreed** that the Clerk would write to C-POW thanking them for all the time C-POW members have spent in researching, putting together their presentations, taking part in discussions at the Hill Rise Appeal and, for several of them, spending many hours sitting through the Appeal process

23/07/16 WTC	**11 - Botley West Solar Farm** To consider the following motion proposed by Cllr Manson and Seconded by Cllr Manby-Brown Motion Based on current available information regarding the Botley West Solar Farm Project, WTC opposes the project in its present form. Cllr Manby-Brown opened the discussion. Cllr Manson suggest that events involving the Solar Farm proposal, both those for and against the Solar Farm proposal, be put on to Facebook Cllr U Parkinson asked if the wording of the motion could be stronger. The Clerk explained that the wording was to show that the Council have not pre-determined their position on proposal. As when the application is submitted additional or different information may become available. **Decision** It was unanimously **agreed** that WTC opposes the Botley West Solar Farm Project in its present form. Cllr Poskitt passed on thanks from Wootton PC and the Council thanked the Clerk for all her hard work on the scoping report response.
23/07/17 WTC	**12 - Purchasing Audio Recording Equipment for Meetings** This item was deferred from the last meeting to allow for a demonstration of the system to be arranged for this meeting. To consider the following motion by Cllr Manby-Brown Motion The after an appraisal of the trial that the Council approves the purchase of the audio recording system that will be used for Council meetings, and if required at other events at a cost of £2,162.50 Cllr Manby-Brown explained the system was being demonstrated at the meeting. It was proposed to remove the word The at the start of the motion. The motion was proposed by Cllr Manby-Brown and seconded by Cllr Lamb **Decision** It was unanimously **agreed** to approve the purchase of the audio recording system that will be used for Council meetings, and if required at other events at a cost of £2,162.50
23/07/18 WTC	**13 - To Receive an update on the Adverse Possession Land Claim** a) An oral update to be provided at the meeting The Clerk informed the Council that the claim was no longer being pursued. b) To approve a movement of £7,000 from General Reserves to create a new Legal Fees Budget (code 4421) under Environment 201 for 2023/24. This is to cover the expected legal fees for the case. Proposed by Cllr M Parkinson and seconded by Cllr Manby-Brown **Decision** It was unanimously **agreed** to approve the movement of £7,000 from the General Reserves to create a new Legal Fees Budget (code 4421) under Environment 201 for 2023/24 to cover the expected legal fees for the adverse possession land claim.
23/07/19 WTC	**14 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** Proposed Cllr M Parkinson and seconded by Cllr Grant It was unanimously **agreed** to exclude the press and public from the meeting
23/07/20 WTC	**15 - Property** a) To review contents of the report from Breckon & Breckon and agree to any actions required (Copy provided) The contents of the report were **noted** b) To receive an oral update on the renewal of the lease for 2 Park Street and to agree any actions required. The was an update provided in the Breckon & Breckon report and the Clerk advised that they were still working on the item and would report back at future meeting. A supplementary report on the leasing of the Cobbled are to the rear of the Town Hall was presented The Council discussed the report and made suggestions which the Clerk will inform Breckon & Breckon of and the Clerk will report back at a future meeting.

23/07/21 WTC	**16 - To Review and Approve the Changes to Contract of the Caretaking Staff** To consider the recommendation in report to be provided. Proposed by Cllr Bailey a) To approve backpay of £549.36 to be paid to the Deputy Caretaker Proposed by Cllr Addis and seconded by Cllr Manson **Decision** It was unanimously **agreed** to approve the backpay payment of £549.36 to the Deputy Caretaker b) Item not required c) Item not required d) To approve the permanent appointment of the Deputy Caretaker as Caretaker with the revised Job Description provided to replace the current Job Description. Cllr Grant requested several additions to the job description which the Clerk made a note of and said she would include them. Proposed by Cllr M Parkinson and seconded by Cllr Grant **Decision** It was unanimously **agreed** to appointment the current Deputy Caretaker as Caretaker on SCP 5 of the 2022/23 pay scale. Hours to be worked per week are a minimum of 8hrs with an additional 4hrs per week if needed totalling a maximum of 12hrs per week.
23/07/22 WTC	**17 - To Receive an update on the Civil Claim** The Clerk updated Council on the Civil claim and informed them that this was on going and now in the hands of a Solicitor
23/07/23 WTC	**18 - To confirm the next meeting of Woodstock Town Council,** Date and time of next meeting is 7pm on Tuesday 5th September 2023 at Woodstock Town Hall The date and time of next meeting was confirmed as 7pm on Tuesday 5th September at Woodstock Town Hall.
23/07/24 WTC	**19 - Close Meeting** The meeting closed at 8.45pm

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 8th August 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson, Ulli Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk)

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 7

23/08/01 ETC	**1 - Apologies for Absence** Apologies received from Cllrs Bailey and Spencer-Churchill
23/08/02 ETC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr M Manson for Item 4 Planning as she is the owner of a property to be discussed Cllr J Bleakley for Item 4 Planning as he is a neighbour of one of the properties to be discussed Cllr Poskitt for Item 4 Planning as she is a member of WODC Cllr Addis for Item 8 Property as she is an employee of the tenant of the property being discussed
23/08/03 ETC	**3 - Public Speaking and Question Time** A member of the public requested that the Council reconsiders their decision of not spraying the weeds in the street of Woodstock as the town is looking messy in various areas They also suggested that due to the value, and for security reason, that the signed photograph of Sir Winston Churchill that is hanging in the Mayors parlour should be screwed to the wall.
23/08/04 ETC	**4 - Planning Applications** a) To consider response to the following applications: - 1) 23/01459/LBC The Old Bank House Replacement of existing pitched roof lights with new pitched roof lights Cllrs Bleakley and Manson left the room for this item The councillors had no comments and **agreed** to submit a Neutral response 2) 23/01870/FUL & 23/01742/LBC Woodstock House, Rectory Lane Replacement main entrance gates including external lighting, recessed entry panel, recessed letter box relating to the conversion of property currently being undertaken. Cllrs Bleakley and Manson returned to the room for this item The councillors had no comments and **agreed** to submit a Neutral response Cllr Manby-Brown said that he would bring the complaints from the residents of Park Lane and Rectory Lane regarding the extremely long time of 6 years that this development has been going on to the September meeting. b) To note that the following application was incorrectly validated by WODC. Please note that this incorrect validation has not changed the application and WTC has already provided comments. 1) 23/01402/FUL Woodstock Bowls and Tennis Club, Cadogan Park Installation of sports lighting to serve a block of three tennis courts and a separately enclosed single tennis court. Cllr Parnes spoke on the item and about due process not being followed due WTC not being given the 21-days notice by the Tennis Club. The application has been revalidated and now still stating that the lights would be on until 9.30pm. Cllr Grant asked if Green Spaces could be considered as well, as this area is now a designated Green Space and is lighting allowed to be erected. Cllr Parnes proposed a motion to request that our WODC Councillors call the application in to Committee for decision and not to be decided by delegation. Motion

	In view of procedural inaccuracy, WTC request that our WODC representatives Cllr Cooper and Poskitt call this application in to Committee and not be dealt with by delegation Proposed by Cllr Parnes and seconded by Cllr Lamb Cllr Parnes requested a named vote For 8 – Cllr's Addis, Bleakley, Grant, Lamb, M Parkinson, U Parkinson, Parnes and Poskitt Against 0 Abstaining 2 – Cllr's Manby-Brown and Manson **Decision** It was **agreed** that in view of procedural inaccuracy, WTC request that our WODC representatives Cllr Cooper and Poskitt call this application in to Committee and not be dealt with by delegation
23/08/05 ETC	**5 - Botley Solar Farm Petition** To consider the following motion proposed by Cllr S Parnes <u>Background</u> Petition wording is provided in the supporting paper (copy circulated) <u>Motion</u> Woodstock Town Council RESOLVES that the Town Council shall be a signatory of the petition by the Town's Member of Parliament - Mr Robert Courts MP - online at https://www.robertcourts.co.uk/botleysolarfarmpetition The Town Council understands the subject of the petition is planned for debate in Parliament, and WTC supports the clear message being sent by residents of West Oxfordshire Cllr Parnes explained about the petition Cllr Grant seconded the motion Cllr Parnes requested a named vote. For 6 – Cllr's Addis, Bleakley, Grant, Lamb, U Parkinson and Parnes Against 1- Cllr Manby-Brown Abstaining 3 – Cllr's Manson, M Parkinson and Poskitt **Decision** It was **agreed** that Town Council would sign the petition by the Town's Member of Parliament Mr Robert Courts MP.
23/08/06 ETC	**6 - Parking Enforcement Officer Parking** To consider the following motion proposed by Cllr S Parnes <u>Motion</u> The Town Council RESOLVES to notify the County Council that residents have documented enforcement officer parking on double yellow lines in the Town, which - regardless of entitlement - gives a worse impression of the parking scheme and the Town Council requests the County Council to ensure this practice does not continue. Cllr Parnes explained the concerns and provided pictures. Cllr Grant seconded the motion A discussion took place which included the suggestion of the complaint be sent directly to the company that OCC had delegated the enforcement to. Cllr Parnes said it may be more effective for OCC to raise the issue. Cllr Parnes asked for a named vote. For 4 – Cllr's Addis, Grant, M Parkinson and Parnes Against 6 – Cllr's Bleakley, Lamb, Manby-Brown, Manson, U Parkinson and Poskitt Abstaining 0 **Motion Fell** Cllr Parnes left the meeting
23/08/07 ETC	**7 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** Proposed Cllr M Parkinson Seconded Cllr Grant It was unanimously **agreed** to exclude the press and public from the meeting

23/08/08 ETC	**8 - Property** To receive an oral update on the renewal of the lease for 2 Park Street and to agree any actions required. Due to Cllr Addis declaring an pecuniary interest in the item the Council agreed to swap the order of agenda items 8 and 9
23/08/09 ETC	**9 - Civil Claim** a) Oral update to be provided at the meeting regarding the current position in the process and timescales. The Clerk provided a brief outline of the amended defence document from the solicitor and informed she was happy to sign it. **Decision** It was **agreed** that the Clerk should sign the amended defence documents b) To agree to disbandment of the panel and for the Clerk to bring future items to full council for consideration. Proposed by Cllr Manby-Brown and seconded by Cllr Poskitt **Decision** It was **agreed** to disband the panel and for the Clerk to bring future updates on the matter to the full council Cllr Addis left meeting
23/08/10 ETC	**8 - Property** To receive an oral update on the renewal of the lease for 2 Park Street and to agree any actions required. The Clerk provided an update and explained that rent on commercial leases are Vatable and that she needs confirmation that the Council will not change it position of charging VAT on commercial property for this lease. **Decision** It was **agreed** that Council will charge VAT on this lease and the Clerk should progress the lease and have delegated responsibility for signing/sealing the lease once it is ready.
23/08/11 ETC	**10 - Close Meeting** The meeting closed at 8.02pm

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Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 5th September 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb, Mathew Parkinson, Ulli Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk), Rachel Peters (RFO)

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 6

23/09/01 WTC	**1 - Apologies for Absence** Apologies received from Cllrs Bailey, Bleakley, Manson and Spencer-Churchill.
23/09/02 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for Item 4 Planning as she is a member of WODC
23/09/03 WTC	**3 - Public Speaking and Question Time** The owner of 31 Oxford Road addressed the council and explained that she had addressed all the objection to the planning applications that had previously resulted in refusal by WODC and requested that WTC now support her amended application 2 neighbours spoke to the council supporting the amended planning application
23/09/04 WTC	**Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 13th June 2023 **Decision** The minutes of 13th June 2023 were approved with amendments as a true record of the meeting and signed by the Mayor. b) Minutes of the Town Council Meeting held on 27th June 2023 **Decision** The minutes of 27th June 2023 were approved as a true record of the meeting and signed by the Mayor c) Minutes of the Extraordinary Town Council Meeting held on 11th July 2023 **Decision** The minutes of 11th July 2023 were approved with one amendment as a true record of the meeting and signed by the Mayor
23/09/05 WTC	**5 - County and District Councillor's Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> Cllr Graham spoke regarding the Stagecoach bus attempting to turn around the Town Square careering across the path and into the old Nat West Bank building. He said that he has been in contact with the Leader of OCC and the Highways department expressing his concerns and asked for immediate action as this incident proved beyond doubt that this practise must be discontinue immediately. Cllr Graham advised that the Leader of OCC had on Monday instructed Stagecoach Chief Executive that their buses must use the Wootton turning facility Cllr Lamb asked 'what exactly are OCC seeking to do as she felt there should be a statutory ruling that buses and coaches should not be allowed to use the Town Centre as a turning point' Cllr Graham said this was completely under the control of OCC and should Stagecoach not voluntarily use Wootton turning point then a temporary traffic order could be applied for and if needed a permanent TRO can be applied for and that these orders would stop all buses and coaches. Cllr Graham said he would update the Council as soon as he heard anything further. Cllr Parnes asked if the health and safety study is available to the public Cllr Graham replied that he saw no reason why not. <u>WODC Report</u>

	Cllr Poskitt asked if there were any questions Cllr Grant asked if there was any further confirmation of the time and of the Botley West Solar Farm public event that was in the WODC Cllrs report. The Clerk said she had had some information of this and it seemed the event would be later on in the year Cllr Parnes asked if WODC Planning Committee had called in the Tennis Club application Cllr Poskitt (WODC) said she was not sure and the agenda for the next meeting was not out yet.
23/09/06 WTC	**6 - Mayor's & Clerks Reports** To receive an oral report from the Mayor and a report from Clerk. <u>Mayor's Report</u> The Mayor said he was going to report on the Stage Coach Bus incident but this had already been covered earlier in the meeting He also mentioned the 2 events that have taken place in the Town Centre. Woodstock Live over the Bank Holiday weekend and Salon Prive that was held on Thursday 31st August. He hoped to call an Events Working Group Meeting to discuss further these events and any improvement that could be made for next year and discuss up and coming events. <u>Clerk's Report</u> 1) Filming Request for Approval The Council has received a request to hire the Mayors Parlour on Tuesday the 24th October and to be allowed to use the Town Hall as the bank location for their short film "Rock-a-bye". They have been advised that we do not own the town square and that we need to contact OCC regarding permission to film in the public area. **Decision** It was **agreed** to the Town Hall being used by the film company providing that the necessary security needs were in place and that the Clerk, RFO and Mayor to oversee the process. 2) Mowing of Meadows 5 & 6 at the Water Meadows Approval The Council are looking to have meadows 5 & 6 cut using non-mechanical means. Cllr Manson has been in contacted with somebody who uses Shire Horses and the relevant equipment to mow and bale grassland. Cllr Manson has been provided will an approximate cost of a maximum of £2,500 plus VAT. Cllr Manby-Brown Proposed and Cllr M Parkinson Seconded. **Decision** It was **agreed** to approve expenditure of up to £2,5000 plus VAT for the mowing and baling of grass on meadows 5 & 6 of the Water Meadows and to give delegated powers to the Clerk and Cllr Manson to agree on the best contractor to use for works. 3) Request to Place a Bench in the Lawn Cemetery The Council have been asked by a local family if it would be possible to place a bench in the cemetery in a space that is currently in the hedging near their family's graves. They have offered to purchase and maintain the bench. They are happy to meet any requirements the Council may have regarding the type of bench. Cllr Grant had circulated the Councils Policy for memorial benches in the Cemeteries. The Council agreed that as the Policy was long overdue a review, the Clerk would write to the family and explain the situation. 4) Purchase of Wildlife Cameras The Council were informed that an order has been placed for the 4 wildlife cameras which are to be used at the Water Meadows and that we have also purchased rechargeable batteries and a battery charger. The total cost for this is £975.97 inc. VAT. Cllr Grant pointed out that the Council had agreed £887 including VAT and the Bicester Green Gym had donated £1000 towards the infra-red Cameras and stipulated for this purpose only. The Council needed to decide whether to return any surplus money to the Bicester Green Gym or request an agreement to use the money for another purpose on the Water Meadow. 5) Tree Works The Council were informed that due to the health and safety risk they posed the medium risk trees on the water meadows in area G8 have been dealt with at a cost of £2,865 + VAT.
23/09/07 WTC	Cllr Grant requested that item 9 Planning to be move to here on the Agenda so that members of the public that were in attendance for this item would not have to sit through items 7 & 8. This was seconded by Cllr Manby-Brown and all agreed.

23/09/08 WTC

9 - Planning

a) To consider responses to the following planning applications: -

1) 23/01186/FUL – 31 Oxford Road
Erection of various single and two storey extensions (amended)

Cllr Poskitt provided details on the amendment and suggested no objection.

The Councillors then discussed the application

It was **agreed** that the Council has no objections to the application but would submit the comments on the following: -

1. That the preservation of the trees are taken into account
2. A Construction management plan to be in place

b) To note the start of West Oxfordshire District Council's 'Ideas and Objectives' Consultation
The consultation runs from 30th August to 25th October 2023 and is focused on the Draft Local Plan.

A brief discussion took place regarding the consultation's request for sites to be identified for housing, other infrastructure and green spaces amongst other suggestions.

Cllr Parnes suggested putting forward the Police Station site for a new library. This idea was supported and the Clerk asked for further ideas to be emailed to her.

Item Noted

To be discussed at a further meeting.

c) To note Cherwell's Local Plan is being presented to CDC Executive on the 4th September and the start of the consultation on the Local Plan is expected to start mid-September.
Item Noted
To be discussed further once received.

23/09/09 WTC

7 - Finance

a) To approve and sign the Bank Reconciliation for the period ending 31st July 2023
Decision
It was resolved to **approve** the Bank Reconciliation showing a balance of £293,565.25 for the period ending 31st July and for the Mayor to sign the reconciliation

b) To note the Payments Report for July 2023
Payments of £30,587.83 inc VAT of £1,256.95 for July 2023 were **noted.**

c) To note the Receipts Report for July 2023
Receipts of £10,6444.17, which included a VAT repayment of £8,355.45, for July 2023 were **noted.**

d) To note the Summary Cost Centre Report as at 31st July 2023. This report shows actuals compared to budget.
The report was **noted.**

e) To approve the list of signatories for Unity Trust Bank Accounts
Cllr Bleakley will be asked if he still wishes to be a signatory
It was **agreed** that the approved signatories would be Cllrs Grant, Lamb, Manby-Brown, M Parkinson and Poskitt.

f) To approve the Cemetery Fees for both the Lawn Cemetery and Hensington Road Cemetery.
Decision
It was resolved to **approve** the Cemetery Fees for both the Lawn Cemetery and Hensington Road Cemetery as detailed in the table below and for them to be implemented from the 1st October 2023.

	Fees 2023
Purchase of Exclusive Right	
Purchase of Exclusive Right of Burial in earthen graves (For the exclusive right of burial a reservation to such right for 75 years, or such extended period as may sometimes be approved)	£347
Purchase of Exclusive Right for the interment of cremated remains in a section of the cemetery reserved for such purpose	£136
Cancellation/amendment fee for reserved plots	£55
Interment	
For the interment of the body of a person whose age at the time of death exceeded 12 years	£286
For the interment of the body of a person whose age at the time of death did not exceed 12 years or for the interment of the body of a still-born child.	No fee

For the interment of ashes in the section of the cemetery reserved for such purposes, or (subject to the agreement of the ERB holder or executor(s) of the deceased's will) in an existing family grave	£132
Memorial Stones – all at single rate	
The right to erect or place on a grave a Memorial Headstone in respect of a plot for which the Exclusive Right of Burial has been purchased	£154
For each inscription after the first	£72
Other Charges	
Family history search	£28

23/09/10 WTC

8 - Retrospective Notice Regarding Transfer of Funds

To consider the Motions put forward by Cllr Grant

Cllr Manby-Brown explained that the error was in good faith and was to move the funds in to a higher interest rate account with Unity Bank who are who the Council currently Banks with.

Cllr Manby-Brown proposed that each item listed should be voted on separately and this was agreed.

The individual parts of the motion were then put to the vote

Motion

1 - a) *The council accepts the breach of Financial Regulations by the transfer of £150,000 from the Unity Trust Current Account to the higher interest rate Unity Trust Instant Access Account as an unfortunate oversight.*

The following amendment was proposed by Cllr Manby-Brown and seconded by Cllr Poskitt. The amendment was to remove the word 'unfortunate' from 1a) of the motion.

The proposer and seconder of the motion did not agree to the amendment and so the amendment was put to a vote.

For 4 Against 3 Abstaining 1

The amendment was passed and it was **agreed** to remove the word 'unfortunate' from 1a of the motion.

This part of the motion was then voted on.

For 7 Against 0 Abstaining 1

It was **agreed** that the council accepts the breach of Financial Regulations by the transfer of £150,000 from the Unity Trust Current Account to the higher interest rate Unity Trust Instant Access Account as an oversight

b) *Are conscious that £85,000 in any bank is the maximum protected amount*

It was **agreed** that the Council are conscious that £85,000 is the maximum protected amount.

2 – a) *Agree to carry out the following action*

b) With the up most urgency the Clerk and RFO will research an alternative investment for £65,000 of the above amount to be transferred as early as possible

It was **agreed** that the Clerk and RFO will research an alternative investment for £65,000 of the above amount to be transferred as early as possible

c) Call an ETC to inform the council of suggested investment of the residue £65,000 confirming agreement of the full Council for the transfer of this investment

The motion was amended to: -
Bring information to the next available meeting of suggestion for the investment of the residue of £65,000 for the agreement of the full council.

It was **agreed** to bring information to the next available meeting of suggestion for the investment of the residue of £65,000 for the agreement of the full council

d) Remind the Council of the list of signatures at present and consider any change they may wishes to make to this list.

This item had already been discussed earlier under item 7

The RFO left the meeting

23/09/11 WTC

Membership of the Rural Market Town Group

The Council discussed joining the Rural Market Town Group and decided not to join.

23/09/12 WTC.

Environmental Working Group (EWG)

a) To note the meeting notes from 30th May 2023 meeting of the EWG
Item Noted

b) To consider and approve if appropriate the recommendations from EWG meeting held on the 11th August 2023 (Meeting notes circulated)

	It was suggested by Cllr Grant that due to the absence of Cllr Manson that the recommendations be deferred to the next available meeting of the full council. **Item Deferred**
23/09/13 WTC	**Terms of Reference for the Environmental Working Group** To approve the Terms of Reference for the Environment Working Group. It was suggested that the terms of reference should including the additional wording of: - 'Non-member councillors are allowed to attend to observe only'. It was also suggested that all Working Groups Terms of Refence should including the same wording. It was **agreed** to include the wording 'Non-member councillors are allowed to attend to observe only' in all Working Groups Terms of Reference.
23/09/14 WTC	**Change of Submission Deadline for Agenda Items** To consider the following Motion by Cllr M Parkinson and Seconded by Cllr Manby-Brown <u>Background</u> This motion is being put forward to ensure that the clerk has enough time to properly consider documents submitted for agendas. Whilst this is a deadline for submission, councillors are encouraged to submit documents and motions as soon as practicably possible for each agenda. <u>Motion</u> *Woodstock Town Council resolves to alter the deadline for motions and papers to be amended from 12pm the Wednesday before the agenda deadline to the Tuesday 12pm.* **Item Deferred**
23/09/15 WTC	**Addition of Google Search to the Council's Website** To the following Motion by Cllr S Parnes Seconded by Cllr Grant <u>Motion</u> *The Town Council RESOLVES, in the interests of improved transparency and enhanced accessibility, to instruct its website services provider, NetWise, to install and activate a publicly accessible Google search feature on the Town Council website. The search facility is to be the paid subscription version which does not show advertisements.* After a brief discussion the following amendment to the motion was suggested and agreed to: - To remove the word 'Google' and also the last sentence of the motion. The motion was put to the vote and Cllr Parnes requested a name vote. For 6 – Cllrs Addis, Grant, Lamb, M Parkinson, U Parkinson and Parnes Against 0 Abstaining – Cllrs Manby-Brown and Poskit **Decision** It was **agreed** that the Town Council in the interests of improved transparency and enhanced accessibility, will instruct its website services provider, NetWise, to install and activate a publicly accessible search feature on the Town Council website
23/09/16 WTC	**Speed Humps Along Hensington Road** To consider the following motion by Cllr S Parnes Seconded by Cllr Grant <u>Motion</u> The Town Council RESOLVES to write to Oxfordshire County Council, being the HIghways Authority for our constituency, to request urgent inspection and re-evaluation of newly placed speed bumps on Hensington Road, which appear to be uncharacteristically and inconsistently high, and therefore dangerous, as evident from increasing visible scrape marks. After a brief discussion the motion was put to a vote. Cllr Parnes requested a name voted. For 6 – Cllrs Addis, Grant, Lamb, M Parkinson, U Parkinson and Parnes Against 0 Abstaining – Cllrs Manby-Brown and Poskit **Decision** It was **agreed** that the Town Council will write to Oxfordshire County Council, being the HIghways Authority for our constituency, to request urgent inspection and re-evaluation of newly placed speed bumps on Hensington Road, which appear to be uncharacteristically and inconsistently high, and therefore dangerous, as evident from increasing visible scrape marks
23/09/17 WTC	**Mayors Chain Engraving** To consider the following Motion by Cllr Manby-Brown and Seconded by Cllr M Parkinson <u>Motion</u>

	That the Town Council approves:- 1) The expenditure of £672.50 plus VAT for the engraving of the chain. 2) For security reasons, to also approve the cost of train travel for 2 people to deliver and collect the chain. During a brief discussion Cllr Grant asked if the cost was for hand or electronic engraving and how much the travel cost for 2 people would be and who would be travelling. Cllr Manby-Brown confirmed that it was hand engraving and that the travel cost would be around £100 and anyone was welcome to join him. It was agreed that when a Mayor is in office for consecutive years that the dates would be recorded a one date. Cllr Grant suggested that the Consort/Mayoress Chain also needed engraving and felt it sensible to do the two together. Cllr Manby-Brown advised that the Consort Chain was currently not accessible as it was locked in the broken safe and may have to be dealt with separately. Cllr Grant suggested the cost should be increased and capped at £1,200 inc VAT and delegation be given to the Clerk and Cllr Manby-Brown action. It was **agreed** to set a budget of £1,200 inc VAT for engraving and travel expense of the Mayor and Consort Chain's and that delegation be given to Cllr Manby-Brown and the Clerk be to arrange the engraving.
23/09/18 WTC	**Maintenance of Bus Shelters** To consider and approve the Heads of Terms for a contract with Primesite Media for the maintenance of 3 bus shelters in Woodstock. **Item Withdrawn** Cllr Parnes left the meeting.
23/09/19 WTC	**Staffing** 1) Approve extending existing temporary contract of the Clerk to the 31st December 2023 **Decision** It was unanimously **agreed** to extend the temporary contract of the Interim Clerk until 31st December 2023. 2) Approve extending existing temporary increase in hours of the RFO to the 31st December 2023 Cllr Grant requested that 'Admin Assistant' be added as the employee was undertaking both positions at present. **Decision** It was unanimously **agreed** to extend the temporary increase in hours of the RFO/Admin Assistant to the 31st December 2023.
23/09/20 WTC	**Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** **Item not required**
23/09/21 WTC	**To confirm the next meeting of Woodstock Town Council,** Date and time of next meeting is 7pm on Tuesday 10th October 2023 at Woodstock Town Hall was confirmed.
23/09/22 WTC	**Close Meeting** The meeting closed at 8.30pm

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 26th September 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb, Meg Manson and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk), Cllr J Cooper (WODC)

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 0

23/09/23 ETC	**Apologies for Absence** Apologies received from Cllrs Bailey, Bleakley, U Parkinson, Parnes and Spencer-Churchill.
23/09/24 ETC	**Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for Item 4 Planning as she is a member of WODC
23/09/25 ETC	**Public Speaking and Question Time** No members of the public present
23/09/26 ETC.	**Planning Applications** a) To consider response to the following applications: - 1) 23/00921/OUT Land South Of 2 And 3 Cadogan Park Woodstock Outline application with some matters reserved for the erection of a detached house and associated ancillary works including provision of access. Note the application is a re-consultation Cllr Poskitt explained the application and what the amendments appeared to be. Following a brief discussion the council **agreed** to submit a Neutral response with the following requests/comments: - • That there should be a construction Management Plan • Measures to minimise the creation of noise and dust • Restriction on construction working hours. • Protection of trees on site 2) 23/02242/HHD 31 Blackberry Way Woodstock Part conversion of integral garage to create additional living space The council **agreed** to submit a No Objection response.
23/09/27 ETC	**Close Meeting** Meeting closed at 7.09pm

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Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 10th October 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb and Meg Manson

In Attendance: Karen Howe (Clerk), Rachel Peters (RFO), OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 8

23/10/01 WTC	**1 - Apologies for Absence** Apologies received from Cllrs Bailey, Bleakley, M Parkinson, U Parkinson, Parnes, Poskitt and Spencer-Churchill
23/10/02 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Addis for Item 8 Grants – Cllr Addis is involved with community events Cllr Grant for Item 8 Grants – Cllr Grant is a volunteer committee member of Woodstock Youth Club
23/10/03 WTC	**3 - Public Speaking and Question Time** 2 members of the public addressed the Council Speaker 1 - Gave the Council an overview of Soldiers of the Oxford Museum (SOFO) and explained that the museum is a purely self-funding venture. They expressed the amazing support that they receive and asked if the Councillors reach out to help expand this support. Detail about SOFO is available on their website. Speaker 2 - Made comments regarding Item 13 Buses Using Woodstock Town Centre. They said that are delighted that Stagecoach have agreed to return to using the turning point at Wootton as not only is it safer but it also improves Old Woodstock access to buses. They advised that the Council should meet with OCC to move toward the possible introduction of a Road Traffic Act to prevent the use of the town Centre as a turning circle for daily buses
23/10/04 WTC	**4 - Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 18th July 2023 **Item Deferred** b) Minutes of the Extraordinary Town Council Meeting held 8th August 2023 **Item Deferred**
23/10/05 WTC	**5 - County and District Councillors' Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> In addition to Cllr Graham's report that was circulated prior to the meeting Cllr Graham also informed the Council about the following: - • That the long duration of the work on the A44 Pear Tree roundabout was almost at an end after many long months and hoped it would improve travel times • The Traffic Advisory Group (TAG) meeting is to be held on Monday 23rd October at 10 am in the Mayors Parlour. Other traffic concerns will be discussed at this meeting. • The consultation for the 20mph scheme will start at the end of October and will continue for one month. Once completed it is hoped that approval will be given for the scheme in January and if approved the works to implement the scheme would be carried out in April–May 2024. <u>WODC Report</u> Cllr Cooper paid tribute to Mrs Hibberd who had sadly passed away on Wednesday 27th September. Mrs Hibberd had been the Caretaker to WTC for over 15 years. Cllr Cooper said that she also did more than that and was also involved with the Youth Club as a leader and helped the youngest residents of the Town. The report from WODC Cllrs Cooper and Poskitt was circulated prior to the meeting and Cllr Cooper offered to take questions.

	Cllr Grant asked Cllr Cooper if the WODC grant scheme could be used to fund a paid youth leader. Cllr Cooper said he would seek information and send Cllr Grant an email
23/10/06 WTC	**6 - Mayor's & Clerk's Reports** To receive an oral report from the Mayor and a report from Clerk. <u>Mayor's Report</u> The Mayor provided the following updates: - • The ongoing work on the telephones and internet project had now been completed. • There had been a considerable amount of Graffiti in and around the New Road Playground. Cllr Manby-Brown and Manson had visited the site as soon as they were aware of this and a lot of the Graffiti has already removed and UBICO would be dealing with the rest. The damage has been reported to the police • Remembrance Sunday is the 12th November and he hoped as many Councillor as possible would attend service. He also said that a reception in the Assembly Room afterwards has been organised • A valuation of the Councils Assets in the Town Hall has been carried out. • The Mayors Chain was in the process of being engraved to catch up the last 8-10 years of Mayors names and dates. <u>Clerk's Report</u> • There have been reports of fallen trees in the Water Meadows and at the OWL reserve and these are being dealt with. • We have purchased 4 new life saving rings for the Water Meadows and will be disposing of the old outdated ones • The maps for the 20mph scheme had been circulated and may be discussed at the next meeting • The appeal for the development at Hill Rise had been won by Blenheim. But due to it only coming in late that afternoon she had not had time to read it.
23/10/07 WTC	**7 - Finance** a) To approve and sign the Bank Reconciliation for the period ending 31st August 2023 **Decision** It was resolved to **approve** the Bank Reconciliation showing a balance of £280,219.19 for the period ending 31st August and for the Mayor to sign the reconciliation b) To note the Payments Report for August 2023 Payments of £15,339.41 inc VAT of £1,689.96 for July 2023 were **noted.** Cllr Grant requested that the appropriate budget code was included in future payments list so that it is clear as to which budget allocation the payment is from. The RFO noted this request. c) To note the Receipts Report for August 2023 Receipts of £1,998.35 for August 2023 were **noted.** d) To approve the quote for removing the medium priority trees at the OWL and Water Meadows Cllr Grant requested that the sum for the OWL and Water Meadows tree works be defined separately under the allocated budget headings. The RFO said she would ask the contractor for separate costings. **Decision** It was **agreed** to **approve** the quote of £5,245+VAT to carry out the tree surgery works as listed in VTA as medium priority trees. The approved quote is split as follows: - OWL area G1 and Water Meadows area G7 £2,995+VAT and to complete Water Meadows area G2 £2,250+VAT. e) To approve the quote for the repairs to Green Lane Cemetery water pipe. The RFO explained that during the excavation of a new grave in the cemetery extension the grave diggers cut through the water pipe going to the allotments. Three contractors had been contacted but only one has come back with a quote for the repairs. The quote provided was: -

For digging out existing gravel. Lifting the gravel pads. Finding the water pipe. Re-route and connecting the water pipe. Burying the pipe. Putting the gravel pads back and making good.
Includes cost for supply gravel, excavator, labour and the removal of any waste at a total cost £2,640 + VAT

Decision
It was **agreed** to **approve** the quote of £2,640+VAT to carry out the repairs to the Green Lane Cemetery water pipe.

f) To approve the repayment of the Public Works Loan.
Item deferred

23/10/08 WTC

8 - Grants

a) To receive an oral update on grants

Cllr Manson informed the Council that ideally these grants would have been agreed at the November 2022 Budget setting meeting for payment from the 1st April 2023, however this had unfortunately not been the case and a table of suggested grant awards has been produced for the Council to consider.

Moving forward the council needs to review the application form, the advertising of the grants and the timing of approvals.

b) To consider and approve, if appropriate, grant applications to the Town Council that have been received for 2023/24.

Proposed by Cllr Manby-Brown and seconded by Cllr Lamb

Cllr Grant requested a named vote

For 3 – Cllrs Lamb, Manby-Brown and Manson

Against 1 – Cllr Grant

Abstaining 1 – Cllr Addis

Decision

It was **agreed** to **approve** the grants payments as detailed in the table below: -

		23/24 amount
1.	WDSK Scout & Guide Hut	£500
2.	Volunteer Link Up	N/A
3.	Woodstock Youth Clu	£300
4.	Citizens Advice Core Service	£300
5.	Sustainable Woodstock	£300
6.	WDSK Football Club	£300
7.	Mock Mayor	£500
8.	WDSK Chapel Trust Garden	£500
9.	Woodstock Ladies' Circle	£200
10.	Woodstock & Bladon News	£0

23/10/09 WTC

9 - Woodstock in Bloom

To approve the request from Woodstock in Bloom to purchase two 1m^3 wooden planters to replace the hiring of the two 3-tier plants in front of the Town Hall.

Dr Edwards read the request from the Committee of Woodstock in Bloom to the Council. A copy had already been circulated prior to the meeting.

Cllr Grant suggested that the planters should be purchased by the Council using the remainder of the budget allowance for King Charles III Coronation and that commemorative plaques could also be added to each planter. The Mayor thought this was a good idea and supported the suggestion.

Decision

It was **agreed** that Dr Edwards and Cllr Grant would liaise and bring a motion including suitable wording for the plaques for approval at the next meeting.

19:34 the RFO left the meeting

23/10/10 WTC	**10 - Working Groups and Budget Bids** To agree that all Working Groups meet as soon as possible to discuss and submit budget bids for the 2024/25 draft budget in preparation for the Budget Meeting to be held on the 28th November 2023. **Decision** It was **agreed** that working groups would meet and submit budget requests.
23/10/11 WTC	**11 - Urgent Planning Committee** To consider the following motions by Cllr Grant Motion 1) WTC agrees to the forming of an Urgent Planning Committee to cover the planning applications that are submitted by WODC for comment by WTC 2) Agrees the Terms of Reference 3) Agrees to the members that wish to serve on this committee **Item deferred to next meeting**
23/10/12 WTC	**12 - Policy to Control and Upkeep the Water Meadows** To discuss, amend and if appropriate agree the Water Meadow Policy proposed by Cllr Grant **Item deferred to next meeting**
23/10/13 WTC	**13 - Buses Using Woodstock Town Centre** To consider the following motion by Cllr Lamb Motion The Town Council RESOLVES to write to Oxfordshire County Council requesting it, in the interests of public safety and pursuant to the recommendations set out in the Independent Safety Report, to take all necessary steps to obtain the appropriate Statutory Regulation from the Government's Traffic Commissioners banning all buses henceforth from using High Street, Park Street and Market Street as a turnaround point. A discussion on the motion took place and concerns about the stopping of all bus was raised. It was suggested that the Council request a meeting with OCC to discuss the matter further. Cllr Lamb agreed to withdraw the motion. **Motion Withdrawn** The Council **agreed** to request a meeting with OCC to discuss the matter further.
23/10/14 WTC	**14 - Objects on Loan to The Oxfordshire Museum, Woodstock** To approve the request from The Oxfordshire Museum to renew the loan agreement for 11 objects for another 3 years. **Decision** It was **agreed** to **approve** the renewal of the loan agreement for the 11 objects already on loan to The Oxfordshire Museum for a period of 3 years.
23/10/15 WTC	**15 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** Proposed by Cllr Addis and seconded by Cllr Lamb **Decision** It was **agreed** to close the meeting to the public. The recording/filming device was turned off.
23/10/16 WTC	**16 - Renewal of Internal Auditor Contract** To approve the instruction of Mulberry & Co as our internal auditors for 2023/24 accounting year. **Decision** It was **agreed** to **approve** the engagement of Mulberry & Co as internal auditors for the 2023/24 accounting year.
23/10/17 WTC	**17 -Civil Claim** The Clerk provided a brief update on the claim.
23/10/18 WTC	**Close Meeting** The meeting closed at 7.57pm

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Interim Town Clerk: Karen Howe

Minutes of an EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 24th October 2023 at 7pm

Cllrs. present: Linda Addis, Ann Grant, Jo Lamb, Mathew Parkinson and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk)

Chair for the Meeting: Cllr M Parkinson Deputy Mayor **Members of the public attended:** 3

23/10/19 ETC	**1 - Apologies for Absence** Apologies received from Cllrs Manby-Brown (Mayor), Bailey, Bleakley, Manson, U Parkinson, Parnes and Spencer-Churchill
23/10/20 ETC	**2 - Declarations of Interests** Declarations of interest received from: - Cllrs M Parkinson and Poskitt for Item 4 Planning Applications – Both councillors are members of WODC and have been involved with developing the Local Plan
23/10/21 ETC	**3 - Public Speaking and Question Time** 3 members of the public addressed the Council Speaker 1 – Said that they wished to bring to the Council attention that The Local Government Act 1972 states that when a Council Member fails to attend any meeting for six consecutive months from the date of their last attendance, they ceases to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires and that according to the minutes Cllr Spencer-Churchill's last attendance was 9th May 2023. Cllr Grant explained that the attendance record also included any attendance that was official business of the council and not just the monthly meeting attendance. The next 2 speakers wished to express their objections to the planning application at 19 Park Lane which the Council would be discussing later in the meeting. They were concerned about the blocking of their natural light to their properties due to such a large double storey extension and the raising of the eastern boundary wall WTC Councillors suggested that the members of the District Council Cllr Poskitt and Cllr M Parkinson could call this application into committee rather than it be under delegated power of a planning officer.
23/10/22 ETC	**4 – Planning Applications** Cllr M Parkinson suggested that items 3 and 4 of this agenda item be moved up the agenda. It was **agreed** to move the items up the agenda. a) To consider the following applications: - 3) 23/02619/HHD 19 Park Lane Woodstock Erection of two storey and single storey rear extension, raise height of Eastern boundary wall 4) 23/02620/LBC 19 Park Lane Woodstock Internal and external works to include erection of two storey and single storey rear extension with amended fenestration and changes to internal layout. Raise height of Eastern boundary wall and construction of replacement garage together with associated landscaping works. Both applications were discussed together Cllrs asked Cllr Poskitt to request WODC that the application be referred to Uplands Planning sub-committee for determination. It was **agreed** that the Council will object to the application and its response would cover the following comments: - i) The proposed extension is over development of the site ii) It is not in keeping with the ascetics and sensitivity of surrounding properties

	iii) No justification for raising the height of the eastern boundary wall 1) 23/02530/HHD - 29 Bear Close Woodstock Due Proposed garden office/studio outbuilding. It was **agreed** that the Council has no objection to the application. 2) 23/02189/FUL & 23/02190/LBC - St Mary Magdalene Church Park Street Replacement of the existing lead roofs on the nave and isles with an insulated roof comprising of terne coated stainless steel It was **agreed** that the Council has no objection to the application. a) To consider the West Oxfordshire Local Plan Consultation The consultation was discussed and it was suggested that the Council's response should include comments covering the following: - • Affordable housing numbers • Homes to include Solar Panels • Sensitivity to the number of homes and type • Adequate and timely provision of infrastructure • Sewage overload • Climate Change • Bio-diversity • Adequate health centres for number of residents • Children's health both mentally and exercise with better diets • Consideration to home numbers with places like Witney, Chipping Norton Carterton taking a larger share • Protect places like Eynsham Long Hanborough and Woodstock from over development that have already taken a lot of development • Consider smaller village prospects of small developments • Consideration to the density of development • Developing new settlements • Concentrate on Brown Field sites • Consider a good mix of facilities for both residents and tourism **Decision** It was **agreed** to delegate the creation and submission of the response to the Clerk and Cllr Poskitt. b) To consider the Cherwell Local Plan Consultation The consultation was discussed and it was suggested that the Council's response should include comments covering the following: - • Comments on the Kidlington Sites • Issues identified in the Council's response to Land East of Park View **Decision** It was **agreed** to delegate the creation and submission of the response to the Clerk and Cllr Poskitt.
23/10/23 ETC	**Close Meeting** The meeting closed at 8.10pm

Woodstock Town Council

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Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th November 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Kate Bailey, John Bleakley, Ann Grant, Meg Manson, Mathew Parkinson, Sharone Parnes and Elizabeth Poskitt.

In Attendance: Karen Howe (Clerk), OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 6

23/11/01 WTC	**1 - Apologies for Absence** Apologies received from Cllrs Lamb, U Parkinson and Spencer-Churchill
23/11/02 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for Item 8 as she is a member of Woodstock in Bloom Cllr Poskitt for Item 9 as she is a member the Royal Park 900 Years Association Cllr Addis for Item 15 as she is an employee of the tenant
23/11/03 WTC	**3 - Public Speaking and Question Time** 1 member of the public addressed the Council A representative from Sustainable Woodstock addressed the Council on the Botley West Solar Farm. He said that at a public meeting held recently he was surprised at the lack of community benefit from the Solar Farm and he urged the Council to highlight the need for the solar farm to provided benefits for the community. An example given was annual financial contributions. Cllr Poskitt asked the Clerk if this was mentioned in the Council reply. The Clerk confirmed that this was included in the reply and she advised that whether the Council agreed with the Solar Farm or not the Council should be investigating possible benefit for the Community. Cllr Parnes requested a minute's silence in respect for the passing of Dr Trevor Turner a local GP who had served the Community for many years and for Mrs Hibberd who has served WTC as a Caretaker for many years. A minute's silence was held
23/11/04 WTC	**4 - Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 18th July 2023 **Decision** The minutes of 18th July 2023 were approved as a true record of the meeting and signed by the Mayor. b) Minutes of the Extraordinary Town Council Meeting held 8th August 2023 **Decision** The minutes of 8th August 2023 were approved as a true record of the meeting and signed by the Mayor c) Minutes of the Town Council Meeting held on 5th September 2023 **Decision** The minutes of 5th September 2023 were approved as a true record of the meeting and signed by the Mayor. d) Minutes of the Extraordinary Town Council Meeting held 26th September 2023 **Decision** The minutes of 26th September 2023 were approved as a true record of the meeting and signed by the Mayor.

23/11/05 WTC	**5 - County and District Councillors' Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> Cllr Graham provided the following update: - 1) Park View Bus Shelters - The 2 Bus shelters had now been installed at Park View. 2) He said that during December the fare on the Stage Coach buses would only be £1 3) Update on the 20mph scheme - The consultation is live and it is planned that the decision will be made January and if agreed the work will be done April –May 2024 4) The bus turning point was now being used by Stage Coach and at the moment no permanent ruling for not using the Town centre to turn had been affirmed. Also, there is a meeting planned this month to discuss the matter. 5) Pedestrian Safety measures that had been agreed would be included if and when the 20mph speed limit was introduced Cllr Graham offered to take questions. Cllr Parnes asked the following questions: - 1) Was there any funding left from the installation of the Bus Shelters and if so what could it be used for. 2) Would WTC have any obligation to look after these new shelters 3) Why wasn't WTC consulted on the design of these shelters as many residents objected to the illuminated advertising and to protect the users from pollution the screen at the rear of the shelter should in fact been at the front. Cllr Graham replied that he would look into the remaining funds and that the Town Council would have no obligation to look after the shelters. He also requested the Cllr Parnes send him details of the comments from residents on the style of the bus shelter and their objections to the advertising on the shelters. Cllr Manson asked if Cllr Graham could assist with getting the trees in the town centre cut as they were now very tall and branches were falling off. WTC had been trying to get this done since 2016. Cllr Graham asked that the Clerk send him details of the recent requests made to OCC for the works to be carried out. <u>WODC Report</u> Cllr Cooper offered to take questions on the WODC report that had previously be circulated. Cllr Grant requested clarification of last paragraph of the report regarding changes to 'absent vote' application. Cllr Poskitt said that the report provided as much information as she knew but felt voters would be informed of any changes.
23/11/06 WTC	**6 - Mayor's & Clerk's Reports** To receive an oral report from the Mayor and a report from Clerk. <u>Mayor's Report</u> The Mayor reported the following: - • The Remembrance Day parade, Church Service and reception had gone well and the rain had kept off. • The Police were now aware of the who had done the graffiti in the playgrounds and the youths involved would be doing community service. It was suggested they be put to work with wire brushes to clean of the offensive graffiti. • The Mayors Carols are being cancelled this year. Cllr Grant requested the return of the gifts for the children she had purchased and she would use them at a Youth Club sale. This was agreed <u>Clerk's Report</u> The Clerk read from her report that was circulated prior to the meeting. The report included items deferred from previous meetings.

	1) Urgent Planning Committee Motion The motion was taken in 3 separate parts: WTC *a) Agrees to the forming of an Urgent Planning Committee to cover the planning applications that are submitted by WODC for comment by WTC.* Proposed by Cllr Grant Seconded by Cllr Addis For 8 Against 1 Abstained 0 **Decision** It was **agreed** to form an Urgent Planning Committee *b) Agrees the Terms of Reference (copy circulated)* Proposed by Cllr Grant Seconded by Cllr Poskitt For 5 Against 0 Abstained 4 **Decision** The Terms of Reference were **agreed** *c) Agrees to the members that wish to serve on this committee* It was **agreed** for Cllrs Grant, Parnes, M Parkinson and Poskitt would serve on the Urgent Planning Committee **2) Submission Deadline for Agenda Item** The Clerk explained that to enable a change in the Standard Orders then in accordance paragraph 28b of the Standing Order a special motion needs to be proposed in writing and signed by at least 8 councillors. This requirement was fulfilled at the meeting with 8 councillors signing a document proposing the following motion: - WTC agrees to delete paragraph 9a & 9b and replace with: -- The deadline for requesting an item be put on the agenda, together with motions and reports is 12noon, 5 working days prior to the meeting date (as our meetings are usually on a Tuesday this would result in the Tuesday before) The motion was then set aside to be brought back at the next full meeting of the Council Cllr Grant urged the Councillors to be mindful of the Clerk's workload and put this change into practice from now if they could even though it is not yet binding. **3) Repayment of the Public Works Loan** The clerk advised this item be deferred to the Finance and Asset Working Group to be consider during the draft Budget meeting. The Clerk also informed the meeting that due to strong winds over the last few days urgent tree works had been required. There were trees in the OWL (one of which had damaged a residents Green House) and a tree in the Water Meadows that required work. These were being dealt with under the Clerks delegated powers as they are urgent works and that the cost is £2,400. The Clerk also advised she was dealing with the damage to the green house.
23/11/07 WTC	**7 - Finance** a) To approve and sign the Bank Reconciliation for the period ending 30th September 2023 **Decision** It was resolved to **approve** the Bank Reconciliation showing a balance of £360,671.99 for the period ending 30th September 2023 and for the Mayor to sign the reconciliation b) To approve and sign the Bank Reconciliation for the period ending 31th October 2023 **Decision** It was resolved to **approve** the Bank Reconciliation showing a balance of £346,174.87 for the period ending 31th October 2023 and for the Mayor to sign the reconciliation c) To note the Payments Report for September 2023

	Payments of £39,238.21 inc VAT of £5,451.54 for September 2023 were **noted.** d) To note the Payments Report for October 2023 Payments of £37,699.74 inc VAT of £3,311.78 for October 2023 were **noted.** e) To note the Receipts Report for September 2023 Receipts of £119,691.01 inc VAT of £2,863.33 for September 2023 were **noted.** f) To note the Receipts Report for October 2023 Receipts of £23,202.62 inc VAT of £6,405.12 for October 2023 were **noted.** g) To note the Summary Cost Centre Report as at September 2023. This report shows actuals compared to budget. The report was **noted.** Although not on the agenda a Cost Centre Report for October 2023 was circulated prior to the meeting.
23/11/08 WTC	**8 - Woodstock in Bloom** To consider the following motion proposed by Cllr Grant Seconded by Cllr Manby-Brown <u>Motion</u> Woodstock Town Council agrees to the purchase of a pair of 100 cm cubed Versailles Planters (from Taylor Made of Coventry) together with compost and Commemorative Plaques for the Coronation of King Charles III at a Total cost of £1,600 from the surplus Coronation budget allowance 23/24 of £3,887 After a brief discussion the motion was put to a vote. Cllr Poskitt did not vote on the motion as she had declared an interest. Vote: For 8 Against 0 Abstained 1 **Decision** It was **agreed** to **approve** the purchase of a pair of 100 cm cubed Versailles Planters (from Taylor Made of Coventry) together with compost and Commemorative Plaques for the Coronation of King Charles III at a total cost of no more than £1,600 which is to be funded from the surplus Coronation budget allowance 23/24.
23/11/09 WTC	**9 - Woodstock and the Royal Park 900 Years Association** To consider a request from the association for a loan of £2,450 towards the publication of their book on Woodstock Buildings which will be repaid in £500 instalments from the sale of the books. Proposed Cllr Poskitt Seconded Cllr Manby-Brown Due to Cllr Poskitt declaring an interest in this item she withdrew as the proposer. Cllr Grant agreed to propose the motion. After a brief discussion the motion was put to a vote. Cllr Poskitt did not vote on the motion as she had declared an interest. Vote: For 8 Against 0 Abstained 1 **Decision** It was **agreed** to **approve** a loan of £2,450 to Woodstock and Royal Park 900 Years Association on condition that the loan will be repaid in instalments of £500 from the sale of the books.
23/11/10 WTC	**10 - Flag Pole Maintenance** To approve the quote from Flags UK for £1,616.66 plus VAT for carrying out maintenance including repainting of the flag pole at the Town Hall. Please note should the pole not require painting then the cost will be £1,416.66 plus VAT. **Decision** It was **agreed** to **approve** the maintenance of the flag pole to be carried out at a maximum cost of £1,616.66 plus VAT
23/11/11 WTC	**11 - Grants** To consider the following motions proposed by Cllr Manson and Seconded by Cllr Manby-Brown. a) <u>Motion</u>

	The Grants Working Group recommends that the annual Grant budget be increased to a total of £10,000 which will be allocated in two tranches, each up to £5,000, across the financial year. b) Motion The Grants Working Group recommends a review of the application process in terms of time frame and documentation and has provided a proposed schedule, policy and application form for comment. **Item Deferred**
23/11/12 WTC	**12 - Cemetery** To consider the report (copy provided) and the following motion from Cllr Manby-Brown Motion To request the Environment Working Group to review the 2008 Cemetery Seat Placement Policy and the 2014 Cemetery Policy, and to present their findings and new Policies to Full Council by the March 2024 meeting. It was **agreed** for the Environmental Working Group to progress this item.

23/11/13 WTC	**13 - Traffic Advisory Group**
	Cllr Poskitt provided the following update: -
	• The safety barrier work at the Black Prince would be carried out from January to March and this would mean the road being partially closed.
	• A two-way cycle path beside Bladon Chains is being suggested. This would help cyclist avoid the roundabout.
	• There is to be a game Fair in July and the traffic issues are being looked into
	• On Street parking
	  o So far 314 resident permits 184 visitor permits and 38 business permits have been issued. 3 hotel owner permits have been issued but it did seem that hospitality is not taking up the customer permits.
	  o Average takings per month £7,500
	  o Displacement did not seem a noticeable problem except perhaps in Brook Hill having 19 cars parked when before 15 parked.
	Cllr M Parkinson pointed out that 4 of the ticket machines seemed permanently out of order with the one outside the museum being extremely tiresome to disabled drivers as this is where most of the disable bays are situated. He said he would report to OCC.

23/11/14 WTC	**14 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** Proposed by Cllr Grant and seconded by Cllr Addis **Decision** It was agreed to close the meeting to the public. The recording/filming device was turned off.
23/11/15 WTC	**15 - Property Report** a) To approve the Head of Terms for the leasing of the Cobble area **Decision** It was **agreed** to **approve** the following Heads of Terms for the area known as the Cobbles: - • Type of Agreement:- Licence • Annual Rent:- £1,500 in advance • Area: - Within the redline as indicated on the map • Use:- For hospitality only Conditions: - 1) All furniture is to stay within red line area and access to the right of way for pedestrians that runs adjacent to the area (shaded blue on map - indicative) is to be kept clear at all times. 2) The area is to be regularly cleaned and kept tidy and litter free 3) The requirements to maintain and clean etc apply at all times during the term of the agreement including periods when the area is not in use.

	4) Any flower containers are to be maintained at all times 5) All furniture to be removed between 30th November and 31st March a) Requests for specific one off events between 1st November and 31st March to be decided by application for such to the full council Exception to November to March restrictions a) Special Concession: Should the Easter weekend be at the end of March chairs and tables maybe placed in the area for this 6) The Council reserves the right to request the removal of the furniture if there is any misuse that effects the public or surrounding area or if there is any default on the agreement. 7) Any licence or planning required is the responsibility of the tenant and a copy of any licence or planning consent is to be provided to the council. b) To approve the sealing of the lease for 2 Park Street. Proposed Cllr M Parkinson and seconded by Cllr Grant Cllr Addis did not vote on the item as she had declared an interest. Vote: For 8 Against 0 Abstained 1 **Decision** It was **agreed** that the lease for 2 Park Street, Woodstock would be sealed and signed by the Clerk, The Mayor and Cllr M Parkinson. The lease was duly sealed and signed at the meeting.
23/11/16 WTC	**16 - Staffing** To approve appointing the Interim Clerk as the Permanent Clerk for Woodstock Town Council. (Heads of Terms of employment provided) Proposed Cllr Bailey and seconded by Cllr Manby-Brown **Decision** It was **agreed** to **approve** the appointment of Karen Howe as a permanent Clerk to Woodstock Town Council in line with the Heads of Terms provided. Thanks was given to Karen for the work that she has done so far.
23/11/17 WTC	**17 - Close Meeting** The meeting closed at 8.05pm

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 28th November 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk), Rachel Peters (RFO)

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 3

23/11/18 WTC	**1 - Apologies for Absence** Apologies received from Cllrs Bailey, Bleakley, U Parkinson, Parnes and Spencer-Churchill
23/11/19 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for Item 4 Planning – Cllr Poskitt is WODC member for Woodstock Cllr Addis for Item 4 Planning – Cllr Addis is Chairperson of the Social Club Cllr Manby-Brown for Item 4 Planning – Cllr Manby-Brown is a member of the Social Club Other Councillors declared that they know the applicant for Planning Item 6.
23/11/20 WTC	**3 - Public Speaking and Question Time** 2 members of the public addressed the Council Speaker 1 – Addressed the Council to object to the planning application for 1 Upper Brook Hill. They raised concerns about the digging into the bank by 10.5m and the prospect of subsidence for the cottages next to the site. Speaker 2 – Address the Council about their retrospective planning application for a fence. He explained that he was originally informed that he did not need planning permission. He also said that he had removed a large conifer hedge that had become overgrown and replaced it with the fence.
23/11/21 WTC	**4 - Planning** a) To consider the following applications: - 1) 23/02607/LBC - Social Club 44 Oxford Street Internal and external alterations to replace the existing front door (pertaining to the Woodstock Social Club) and the window above doorway. Alterations to include creating a new doorway on front elevation, along with changes to internal layouts and the replacement and lowering of third floor flooring and ceiling to second floor, to increase head height in third floor bedroom (pertaining to the flat at 44 Oxford Street). 2) 23/03015/HHD - Social Club 44 Oxford Street Alterations to include creating a new doorway on front elevation (pertaining to the flat at 44 Oxford Street). Both of the applications above were discussed at the same time. **Decision** It was **agreed** that in the absence of a Conservation report the Council had no objections. 3) 23/02821/FUL - Store 16 Oxford Street Conversion of former retail store building to create a ground floor bedsit and a first floor 2 bed flat together with associated works to include an external stair, insertion of rooflights and modification to existing rooflights. During the discussion concerns were raised about trying to fit 2 dwellings into the space rather than 1 dwelling. **Decision** It was **agreed** that the Council had no objections but would comment on the issue of 2 dwellings rather than 1. 4) 23/02843/HHD - 22 Flemings Road Erection of fence (retrospective) **Decision**

	It was **agreed** that the Council had no objections 5) 23/02875/HHD - 81 New Road Proposed rear and side single storey extension internal alterations and alterations of fenestration During the discussion it was suggested that the council ask WODC to ensure there is a construction management plan. **Decision** It was **agreed** that the Council had no objections but would request a construction management plan to protect the neighbours. 6) 23/02890/FUL - 1 Upper Brook Hill Construction of a dwelling together with associated works During the discussion it was pointed out that there have been multiple application on the site. This application is out of keeping with the other properties in the area. There also a risk of the building works causing subsidence to neighbouring properties. **Decision** It was **agreed** that the Council would object to application and the response will cover the following points: - • Not in keeping with the surrounding area and other properties • More suitable locations in Woodstock to build • Concerned about the excavation of the bank with regard to possible subsidence of the neighbouring dwellings. • The previous comments by the Conservation Officer are still relevant to this application.
23/11/22 WTC	**5 - Urgent Planning Committee – Membership** To agree any additional members for the planning committee. **Item Deferred**
23/11/23 WTC	**6 - Budget 2024/25** To discuss the provisional draft budget and any budget bids put forward. To agree any inclusions and changes. The Clerk went through the draft budget with Council. The budget was reviewed line by line. The main points covered were: - • Staff Salary would be amalgamated to one line with breakdown of information when required. Pay awards had been taken into account plus 18 hours per week further admin assistance and 10 hours per week for an Environmental Warden. • Election £500 removed as billing from WODC comes in the following financial year • The Civic chain residue budget from 23/24 would be carried over for the Consort chain to be engraved up to date. • Insurance is still ongoing • Town Hall rates to be looked into • Cemetery rates to be queried whether they are charged if the cemetery does not make a profit. • S137 allocation to be considered whether this amount should all be under Grant applications. • Grant to be considered in 2 parts £5000 that would be included in the precept and a further £5000 could be created from the reserves if there is surplus money. • Remove £5000 from Grants and add to playground maintenance • Play Ground allocation to be reviewed • Tree works to be all in one amount wherever the trees maybe. Add £2000 making £10,000 • Grass cutting figure minus St Mary's Church Yard as now under s137 • Town Hall General Maintenance add £200 making £500 • Town Hall shop needs to pay towards electricity • Community Centre tenants need to pay towards electricity • Remove Town Maps £5500 • Due to the income generated from funeral cost being such a variable figure there would be no budget target set and any income will be moved at the end of the year into a maintenance/improvement reserve for the cemetery. • Due to the income generated from weddings being such a variable figure there would be no budget target set and any income will be moved at the end of the year into a maintenance/improvement reserve for the Town Hall. After much discussion it was agreed for suggested changes to the Draft Budget to be presented to the Council at the December meeting for further comment and agreement The Mayor thanked both the Clerk and the RFO for their hard work producing the Draft Budget.

23/11/24 WTC	No Item 7 on the agenda
23/11/25 WTC	**8 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature. Proposed by Cllr Manby-Brown and seconded by Cllr Grant **Decision** It was agreed to close the meeting to the public. The recording/filming device was turned off.
23/11/26 WTC	**9 - Civil Claim** The Clerk provided an update on the ongoing claim
23/11/27 WTC	**Close Meeting** The meeting closed at 8.23pm

Woodstock Town Council

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Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th December 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk) and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended: 4**

23/12/01 WTC	**1 - Apologies for Absence** Apologies received from Cllrs Bailey, Bleakley and U Parkinson Cllrs Parnes and Spencer-Churchill were not in attendance Cllr M Parkinson arrived at 7.05pm
23/12/02 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for Item 7 Planning – Cllr Poskitt is WODC Member for Woodstock
23/12/03 WTC	**3 - Public Speaking and Question Time** 2 members of the public addressed the Council Speaker 1 – Spoke on the Solar Farm application and urged the Council to be proactive in identifying and to securing benefits for Woodstock regardless of WTC opinion on the application. There is no government process to ensure community benefits are secured. Any requests for benefits/improvements for Woodstock have to be requested during the application process and not afterwards as once the project is agreed there is no mechanism to negotiate any benefits afterwards. Speaker 2 - Remarked that the consultation sessions had not been well attended to date and asked that the Council encouraged better attendance.
23/12/04 WTC	**4 - Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 10th October 2023 **Decision** The minutes of 10th October 2023 were approved with amendments as a true record of the meeting. b) Minutes of the Extraordinary Town Council Meeting held on 24th October 2023 **Decision** The minutes of 24th October 2023 were approved with amendments as a true record of the meeting. c) Minutes of the Town Council Meeting held on 14th November 2023 **Decision** The minutes of 14th November 2023 were approved with amendments as a true record of the meeting. d) Minutes of the Town Council Meeting held on 28th November 2023 **Decision** The minutes of 28th November 2023 were approved with amendments as a true record of the meeting. The approved minutes were signed by the Mayor.
23/12/051 WTC	**5 - County and District Councillors' Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> OCC Cllr Andy Graham sent his apologies and had asked the Mayor to convey the following 3 points: - 1) The new timetable for the S7 bus had been completed and would start in January. It has been confirmed the buses would use the Wootton turning circle and would no longer use the town centre to turn. 2) Library discussion is progressing well. 3) The Woodstock parking scheme has now been in place for 6 months and Cllr Graham requested comments/complaints to be sent to him by Christmas. Cllr Grant: said she thought this was a very tight timescale

	Cllr M Parkinson requested that the Clerk contact Cllr Graham to ask for an extension to mid-January. It was **agreed** that the Clerk would contact Cllr Graham to request more time. <u>WODC Report</u> WODC Cllr Cooper offered to take questions on the report. No questions were asked. Cllr Poskitt provided an update on the following planning applications: - • The Appeal for 10 Glovers Close had been dismissed • The application for 19 Park Lane had been approved by WODC The Mayor asked Cllr Cooper if he wanted to report on the Publica situation. Cllr Cooper replied that there was a cost worry that would be looked at and reviewed over the next few months and Cllr Poskitt said that as several Councils were pulling out of the Publica contract WODC would be looking into cost very carefully but had little choice but to pull out from aspects the contract.
23/12/06 WTC	**6 - Mayor's & Clerk's Reports** To receive an oral report from the Mayor and a report from Clerk. <u>Mayor's Report</u> The Mayor informed the meeting of the following: - a) The first monthly newsletter had been electronically circulated and he hoped this would grow and include information/calendar of events on 'What's on in the Town' b) On Friday 22nd December he would be hosting Christmas drinks in the Parlour for the Staff and asked Councillors to join them. <u>Clerk's Report</u> The Clerk informed the meeting of the following: - a) That WTC had received a freedom of information request asking how much the Council had spent on Christmas Lights and Leisure b) That the mid-year internal audit would be carried out tomorrow on Wednesday 13th December.
23/12/07 WTC	**7 - Planning** To consider responses to the following planning applications: - a) 23/02890/FUL - 1 Upper Brook Hill - Construction of a dwelling together with associated works. The Clerk read out the Conservation Officer response and asked if the Council wished to remove their objection based on the new information supplied. It was **agreed** unanimously that the Council objections to the application still stood. b) 23/03048/HHD - Vine Cottage 125 Manor Road - Conversion of part of garage to create studio/gym It was **agreed** that the Council has no comments and would submit a no objection response to the application c) 23/02970/HHD – Beau Bay 5 Taylors Close - Conversion of loft to create additional living space, to include insertion of two front dormer windows It was **agreed** that the Council has no comments and would submit a no objection response to the application
23/12/08 WTC	**8 - Finance** a) To approve and sign the Bank Reconciliation for the period ending 30th November 2023 **Decision** It was resolved to **approve** the Bank Reconciliation showing a balance of £329,518.89 for the period ending 30th November 2023 and for the Mayor to sign the reconciliation b) To note the Payments Report for November 2023 Payments of £28,862.22 inc VAT of £3,737.95 for November 2023 were **noted.** c) To note the Receipts Report for November 2023 Receipts of £4,803.87 which included VAT of £460.00 for November 2023 were **noted.** **d)** To note the Summary Cost Centre Report as at 30th November 2023. The report was **noted.**
23/12/09 WTC	**9 - Budget 2024/25** a) To approve the Budget for 2024/25 (Copy of Budget provided) During the discussion it was agreed to move the £400 Stamp Budget to the Office & Stationery Budget. Also, during the discussion Cllr M Parkinson requested 2 further amendments to the budget: -

	1) To double the Christmas Lights Budget from £10,000 to £20,000. Cllr M Parkinson felt the Council needed to improve the seasonal light display as he had received much complaint regarding this year's display. Cllr M Parkinson stressed he did not wish to raise the precept to achieve this increase. 2) To amalgamate all items shown under the S137 section of the budget to one single heading of Grants. The second amendment which was to amalgamate the S137 items was voted on first. Proposed by Cllr M Parkinson Seconded by Cllr Grant Vote For: 4 Against: 3 Abstained: 0 The first amendment which was to increase the Christmas Light Budget was discussed further. Due to there being no obvious place from which to vire the money. Cllr Grant suggested that at each quarter budget review any underspend identified at the review be considered for adding to the Christmas Lights Budget. Cllr M Parkinson agreed with this suggestion. **Decision** It was **agreed** unanimously to consider that any underspends identified during the 2024/25 budget reviews may be added to the Christmas Light Budget. b) To approve the Precept for 2024/25 Proposed Cllr M Parkinson Seconded by Cllr Addis **Decision** It was **agreed** unanimously to set the precept for 2024/2025 at £149,000
23/12/10 WTC	**10 - Standing Orders** After a brief discussion the following motion was put to a vote. <u>Motion</u> To approve the deletion of paragraphs 9a & 9b and for them to be replaced with the following paragraph: The deadline for requesting an item to be put on the agenda, together with motion and reports is 12 noon, 5 working days prior to the meeting date. (as our meetings are usually on a Tuesday this would result in the Tuesday before) Proposed by Cllr Manby-Brown Seconded by Cllr Grant Vote For: 7 Against: 0 Abstained: 0 **Decision** It was **agreed** to the deletion of paragraphs 9a & 9b and for them to be replaced with the following paragraph: The deadline for requesting an item to be put on the agenda, together with motion and reports is 12 noon, 5 working days prior to the meeting date. (As WTC meetings are usually on a Tuesday this would result in the Tuesday before)
23/12/11 WTC	**11 - Grants** <u>Motion</u> The Grants Working Group recommends a review of the application process in terms of time frame and documentation and has provided a proposed schedule, policy and application form for comment. (Documents provided) Cllr Manson introduced the item and after a discussion the following amendments were suggested: - a) The Grants Policy amendments: - • Point 3. change the word expects to requires • Remove the word aid and replace with awards b) The Grant Schedule amendments: - • Change the notification time line 1 week to 2 weeks • Change the payment time line from 2 weeks to 3 weeks c) The Application Form: - • No suggested amendments All amendments were unanimously agreed and the motion with the above amendments was put to a vote. Proposed by Cllr Manson Seconded by Cllr M Parkinson **Decision** It was **agreed** unanimously that WTC agrees to adopt the Grants Policy, Grant Schedule 2024/25 and Application Form with the agreed amendments for the processing of grant applications to Woodstock Town Council.

23/12/12 WTC	**12 - Christmas Opening Hours** To agree to the closing of the Town Hall office for the Christmas break. It is proposed to close the office from 12 noon on Friday 22nd December and to re-open at 9am on Wednesday 3rd January. During the discussion it was explained that although the office would be closed that the Town Council would still be contactable via telephone and email during this time. **Decision** It was **agreed** unanimously to close the Town Hall office between 12 noon on Friday 22nd December 2023 and 9am on Wednesday 3rd January 2024
23/12/13 WTC	**13 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** Proposed by Cllr M Parkinson and seconded by Cllr Addis **Decision** It was **agreed** unanimously to close the meeting to the public. The recording/filming device was turned off
23/12/14 WTC	**14 - Civil Claim** The Clerk provided an oral update on the current civil claim
23/12/15 WTC	**15 - Close Meeting** The meeting closed at 8.22pm

Woodstock Town Council

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Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Town Clerk: Karen Howe

Minutes of an EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Wednesday 3rd January 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb and Elizabeth Poskitt

In Attendance: None

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 0

24/01/01 ETC	**1 - Apologies for Absence** Apologies received from Cllrs Bailey, Manson and U Parkinson Cllrs Bleakley, M Parkinson, Parnes, and Spencer-Churchill were not in attendance.
24/01/02 ETC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for Item 4 Planning – Cllr Poskitt is WODC Member for Woodstock
24/01/03 ETC	**3 - Public Speaking and Question Time** There were no members of the public to address the Council
24/01/04 ETC	**4 - Planning Applications** To consider the following applications: - 1) 23/02956/HHD - 7 Cadogan Park Demolition of existing single storey side and rear extension and rear conservatory. Erection of a single storey rear and side extension and two storey rear and side extension with proposed dormer windows, alterations to fenestration and associated external and internal alterations. This application was withdrawn prior to the meeting so was not discussed. 2) 23/03168/HHD - 34 Westland Way Installation of a glazed roof lantern within flat roof of existing garage (part retrospective) It was **agreed** that the Council has no objection to the application. 3) 23/03268/HHD - 17 Green Lane Change of external materials to dwelling house and detached garage (retrospective) It was **agreed** that the Council has no objection to the application.
24/01/05 ETC	**Close Meeting** The meeting closed at 7.04pm

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 16th January 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Kate Bailey, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson, Ulli Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Minute Taker:** Cllr Poskitt **Members of the public attended:** 8

24/01/06 WTC	**1 - Apologies for Absence** Apologies were received from the Town Clerk Karen Howe Cllr Spencer-Churchill was not in attendance Cllrs Bailey and Bleakley arrived during item 3a
24/01/07 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for Item 9 Planning – Cllr Poskitt is WODC Member for Woodstock
24/01/08 WTC	**3 - Public Speaking and Question Time** There were five members of the public who spoke about the Botley West Solar Farm. The first speaker pointed out that whatever the views of Council were on the proposal, the present consultation was the last opportunity for the public to suggest what the developers should offer to provide benefit for the many towns and villages affected by the proposal - if it were approved. The second speaker agreed and pointed out that the developers needed specific requests (he gave the example of widening the footpaths through the solar fields) and also suggested that there should be some agreement with the developers for reduced charge electricity to local communities. The third speaker pointed out that Blenheim's Ten-Year Plan stated that UNESCO would not support solar farms within the WHS but also specifically it did not support solar in the wider setting of the WHS. He pointed out that the report of the Blenheim charity published in December 2023 did not mention the Botley West proposal in its financial statement. The fourth speaker stressed the importance of WTC and residents giving their views on the matter. She stressed the need to move away from fossil fuels and talked about a talk the previous evening at the Woodstock Society which pointed out that we must invest in solar and wind energy and that the wider use of hydrogen would require storage means which were as yet unresolved.
24/01/09 WTC	**4 - Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 12th December 2023 **Decision** The minutes of 12th December 2023 were approved with the following amendments following changing 'is' to 'it' as the fourth word of the third line on page 4 as a true record of the meeting and signed by the Mayor.
24/01/10 WTC	**5 - County and District Councillor's Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> County Cllr Andy Graham said that OCC Education Committee would be sitting that week to look at using money from Rural Service Provision to support young people in the county. It would review the situation and work with District Councils to provide funds especially to rural towns and villages rather than the larger towns in the County. The County Cllr Cabinet member for Transport would be determining later in the week the towns and villages to be included it the next tranche of 20mph limits. Woodstock would be one of these. It is intended that the change – assuming it will be approved by the Cabinet Member for Transport – will come in together with other changes to road markings planned a few years ago. Stagecoach and the Oxford Bus Company are investing £4million towards electric buses in the county.

	The opportunity for comments on the parking scheme in Woodstock would close at the beginning of the next week. The Comments will be considered and OCC will make efforts to improve the scheme where indicated. A summary of the recommendations would be available at the end of the month. Cllr Parnes requested Cllr Graham to provide a written summary for WTC but Cllr Graham stated that he preferred to present his report verbally so as to be more up to date at the meeting. Cllr Parnes also commented that there still has not been any action to his comments put on Fix My Street in November. Cllr Graham asked Cllr Parnes to email him with the specifics of the complaint and he would act as appropriate. <u>WODC Report</u> Cllr Cooper presented the previously circulated written paper from the District Cllrs. There were no comments.
24/01/11 WTC	**6 - Mayor's & Clerk's Reports** To receive an oral report from the Mayor and a report from Clerk. <u>Mayor's Report</u> The Mayor stated that the second of the monthly emails from the Council had been circulated at the end of December. The next was planned for the start of February. He had met with the group of 'cultural organisations' the previous day and it was decided that WTC should try to include a 'What's On' in the monthly email. On Wednesday February 7th between 10am and 3pm, there would be an Antiques Valuation Day in the Assembly Room organised by JS Fine Art who have been revising the valuation of Town Council property. There is no entrance fee but donations will be sought towards the Mayor's Charities (Motor Neurone Disease Association, British Legion; Blue Sky Thinking). <u>Clerk's Report</u> No Clerk's report due to the Clerk being absent.
24/01/12 WTC	**7 - Finance** a) To approve and sign the Bank Reconciliation for the period ending 31st December 2023 **Decision** It was resolved to **approve** the Bank Reconciliation showing a balance of £360,523.17 for the period ending 31st December 2023 and for the Mayor to sign the reconciliation b) To note the Payments Report for December 2023 Payments of £11,693.11 inc VAT of £759.74 for Dec 2023 were **noted.** c) To note the Receipts Report for December 2023 Receipts of £42,699.14 inc VAT of 2,731.34, for December 2023 were **noted.** d) To note the Summary Cost Centre Report as at 31st December 2023. This report shows actuals compared to budget. The report was **noted.** e) To note the completion of the 2022/23 audit and the external auditors report (Copy provided) **Item Deferred** During the item Cllr Parnes raised a point about using public money to purchase the gift vouchers that were given to staff at Christmas and raised concerns about the authorisation process followed and the budget used. Cllr Grant said she had emailed the Clerk and that the Clerk replied she would report back in February.
24/01/13 WTC	**8 - Woodstock Football Club** To approve the payment of £1,500 to Woodstock Football Club as a contribution towards the grass cutting costs for 2022 and 2023 **Item Deferred**.
24/01/14 WTC	**9 - Planning** To consider responses to the following planning applications: - a) 23/03141/HHD – 15 Marlborough Crescent Removal of existing garage and conservatory. Erection of a single storey side extension and construction of front porch It was **agreed** that the Council has no objections to the application b) 23/03065/LBC - 77 Manor Road Internal and external alterations to include the replacement of existing front door, two dormer window casements, and the bow shop window along with roof works to replace the battens and felt with the addition of insulation and to change Stonesfield slate with Cardinal Stonesfield tiles. It was **agreed** that the Council has no objections to the application

24/01/15 WTC	**10 - Botley West Solar Farm Proposal** To receive an update and agree how to proceed with the response on the current consultation which is due by the 8th February 2024. **Item Deferred** In view of the absence of the Clerk who had already begun preparing comments for the Council to consider, it was agreed to postpone this item and to have an ETC so that Council's comments could be sent by the consultation closing date of February 8th
24/01/16 WTC	**11 - Restrictive Covenant – 10 Cadogan Park** To approve the response to the request regarding the restrictive covenant on 10 Cadogan Park (Report provided) **Item Deferred**
24/01/17 WTC	**12 - OWL Step Improvements** To review/approve the quotes for new steps in the OWL (Report provided) A paper had been circulated with two estimates for repair of the OWL steps at the Verenia Court end of the OWL newer section. However, Cllr Grant thought there was an agreement associated with the development of this part of the OWL reserve suggesting that after a period of time, Verenia Court could close off access to the OWL at this end. The expensive repair of the steps should be considered with that in mind. It was therefore agreed to look into this but meanwhile Cllr Manby -Brown proposed and Cllr Poskitt seconded to close the steps on the OWL extension due to health and safety concerns. This proposal was put to a vote. **Decision** It was **agreed** unanimously to close the steps on the OWL extension due to health and safety concerns.
24/01/18 WTC	**13 - Parking Review Comments** To receive comments on and/or suggested improvements for the recently introduced parking scheme in Woodstock and agree how to relay these comments/suggestions on to Oxfordshire County Council. Cllr Grant presented the results of a survey of retailers she and Cllrs Parnes and Addis had carried out since the parking restrictions were introduced. Several Cllrs questioned the objectivity of that survey and it was agreed to send it as a survey carried out independently by these three Cllrs with no endorsement of the other Cllrs. Cllr Parnes proposed the amendment below and Cllr Grant seconded the amendment. WTC also submits the results of the 2021 Town Poll on free parking which had been sent to OCC some time ago just after it had taken place some years ago. Cllr Parnes called for a named vote: For: Cllrs Addis, Grant, Mathew Parkinson, Ulli Parkinson, Parnes. (5) Against: Cllrs Bailey, Bleakley, Lamb, Manby-Brown, Manson, Poskitt (6) **The motion fell.** **Decison** It was **agreed** unanimously to send OCC the Parking comments previously sent to Cllr Graham and the three Cllrs recent report provided it clearly indicated that it was material collected by these three Cllrs and did not necessarily reflect the Council's view.
24/01/19 WTC	**14 - Handover Between Retiring and New Councillors** <u>Motions</u> a) That the Council approves the extension of Emails for a period of 3 months at a cost of £5 per month per Councillor. b) That the Council approves the purchase of business cards for Councillors and staff at a maximum cost of £250. Proposed by Cllr N Manby-Brown, seconded by Cllr M Manson The Mayor spoke about how difficult the seven new Cllrs joining in 2021 had found understanding Council business and taking responsibility for on-going issues. He proposed Cllrs be allowed to keep their Council emails for a period of three months after leaving the Council to help with transfer of responsibilities. He further proposed that Cllrs be provided with business cards to allow for better communication with the public and other parties. Cllrs Parnes and Grant questioned the legality of maintaining email access. Cllr Manby-Brown stated that he had discussed this with the Clerk and she had not considered this illegal. Cllr Grant also considered business cards unnecessary. Cllr Poskitt found her WODC business card useful when meeting people since they provided printed details to give to new contacts. There was considerable discussion which reached no resolution. **Motion Withdrawn**

22/01/20 WTC	**15 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** Proposed by Cllr M Parkinson and seconded by Cllr Poskitt It was **agreed** unanimously to close the meeting to the public. The recording/filming device was turned off
24/01/21 WTC	**16 - Property Management Contract** To consider the recommendations in the report regarding the future management of council's properties. (Copy provided) Cllrs discussed the recommendations in the tabled report regarding the future management of Council's properties and agreed that worked need to be carried out to progress the re-tendering of the contract. Cllr Lamb proposed that the Clerk writes to the Property Agent giving them 6 months' notice of termination of the contract. This was agreed unanimously. Cllr Parnes left the meeting at this point.
24/01/22 WTC	**17 - Civil Claim** To receive an oral update on the ongoing Civil Claim Cllrs were given an oral update on the ongoing Civil Claim.
24/01/23 WTC	**18 - Close Meeting** The meeting closed at 8.40pm

Woodstock Town Council

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Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Town Clerk: Karen Howe

Minutes of an EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Friday 9th February 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Ann Grant, Jo Lamb, Meg Manson and Elizabeth Poskitt

In Attendance: Karen Howe – Clerk

Chair for the Meeting: Cllr Manby-Brown **Members of the public in attendance:** 1

24/02/01 ETC	**1 - Apologies for Absence** Apologies were received from: Cllrs Addis, Bailey, Bleakley, M Parkinson, U Parkinson, Parnes and Spencer-Churchill
24/02/02 ETC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for all items under Item 4 Planning – Cllr Poskitt is WODC Member for Woodstock.
24/02/03 ETC	**3 - Public Speaking and Question Time** There were no public speakers or questions.
24/02/04 ETC	**4 - Planning** To consider the following applications: - a) 23/03406/FUL – 19 New Road, Woodstock Demolition of existing dwelling, erection of a replacement dwelling. It was **agreed** that the Council has no objections to the application but would provide comments in the response to cover- • the disruption and inconvenience to the adjoining house, noise, dust etc • No 21 neighbour on the other side as these houses are close together • The change to the symmetry view of the street b) 24/00129/HDD – 6 The Ley, Woodstock Erection of part single, part two storey front extension and two storey rear extension It was **agreed** that the Council has no objections to the application c) 24/00242/FUL – 31 Oxford Road, Woodstock Erection of double garage, single storey link extension and minor alterations (amendments to 23/01186/FUL) It was **agreed** that the Council **objected** to the application due the application not addressing the concerns of the previously similar application which was refused in 22/23. The concerns on the application are almost identical and there is also concerns over the protection of the trees.
24/02/05 ETC	**5 - Botley West Solar Farm** To consider Woodstock Town Council's response to the Phase Two Consultation for Botley West Solar Farm. The council conveyed their grateful thanks to the Clerk, Karen Howe for all her hard work in producing the Draft Response. There were request to ensure that the response included reference to: - • Fencing on both sides of the Samson Way Footpath • Views from the Oxfordshire Way • Mitigation requested should refer to other examples of £1,000-£5,000 per MW • Fencing will total over 180km • 17 times bigger than any other solar from that WODC have had to consider The Council agreed that the final documents should be sent to Cllr Manson and Manby-Brown for proof reading
24/02/06 ETC	**6 - Close Meeting** The meeting closed at 7.32pm

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Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 27th February 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb, Meg Manson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Town Clerk Karen Howe, OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 6

	The Mayor opened the meeting by introducing himself and the Clerk and welcomed members of the public. He informed the Council and members of the public that the meeting was being recorded both audio and visual
24/02/01 WTC	**1. Apologies for Absence** Apologies for absence were received from Cllrs Bailey, Bleakley, M Parkinson, U Parkinson and Spencer-Churchill
24/02/02 WTC	**2. Declarations of Interests** There were no declarations of interest declared
24/02/03 WTC	**3. Public Speaking and Question Time** There were three members of the Public that addressed the Council. The first speaker supported the purchase of a sound speaker system for the Assembly Room and other areas. The second speaker had noticed that for some months the item under exclusion of the public and press was the Civic claim yet there had not been any information in the minutes. The Clerk explained that due to the sensitivity of the claim the Council had placed it in the hands of their legal representative and had been advised at this time to keep it confidential. The third speaker urged the Council to be more transparent and was concerned about the reputation of the Council being brought down.
24/02/04 WTC	**4. Minutes of Previous Meetings** To consider for approval the Minutes of the Town Council Meeting held on Tuesday 3rd January 2024 **Decision** The minutes of 3rd January 2024 were approved with the following amendment which was to remove the word 'interim' from the heading as the Clerk was now holding a permanent position for the Council.
24/02/05 WTC	**5. County and District Councillors Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> County Cllr Graham reported on the following: - • Update on the changes to the S7 bus route. He said he was saddened by the decision of the Stagecoach Company to reschedule their bus timetable due to agreeing not to use the town centre as a turnaround. OCC was not given much time to be consulted on the change but he had looked into the changes and it now seemed there was little that could be done to change Stagecoach's mind. This now means that Woodstock will no longer be served by the S7 bus after 6pm in the evening as from 6th March 2024. This is very disappointing but the S3 will still be running. Cllr Graham suggested monitoring the situation and decide a little later if a campaign would be useful. • Extension to the Marlborough School.

	The extension will be started in June 2025 and hopefully completed by the Autumn of 2026. He was aware of the traffic congestion mainly due to parents dropping their children off, and that damage was being caused to the grass verge due to it being parked on. Many schools have the same problem. Cllr Graham also mentioned that a footpath has been reinstated and is now being used regularly by school children but the safety aspect of crossing to this path needs to be considered. He suggested that a pedestrian crossing could be lobbied for and requested that the Councillors discuss this among the local people and inform him at the next meeting what their opinion is. He did say that pedestrian crossings can take some time to achieve. • LED Lighting Cllr Graham said that he was aware of the concerns with the new LED lighting that was being introduced gradually and of the glare that can occur if they are not well positioned/angled or shaded properly. • Parking Scheme The suggestions for parking scheme improvements that were collated by WTC are being considered and he stated that quite a few of them will be implemented in the next six months. Cllr Graham opened the floor to questions. • Cllr Parnes thanked Cllr Graham for his prompt action with the enquiry about the temporary closure of Straight Mile. He also expressed his concern that the issue with the S7 bus timetable had not be picked up earlier and that these changed had been made after the feedback regarding the turnaround in the town centre. He felt the changes would lead to people using their cars more. Cllr Graham Agreed • Cllr Lamb said she hoped that the S7 timetable would be open to changes and that less buses in the day would perhaps give the opportunity to lay on more buses in the evenings, so that people did not have to revert back to using their cars. Cllr Graham reiterated on his earlier remark that he felt Stagecoach had made their mind up and that we would probably not be able to change their policy. • Cllr Poskitt commented on the safety aspect outside the Marlborough School and the chicane that is in place and wondered if having a crossing so close would cause more problems. Cllr Graham said this would be part of the program. <u>District Councillors Report</u> The council received a written report from WODC Cllrs Poskitt and Cooper. Cllr Cooper opened the floor for questions • Cllr Parnes pointed out that there had been no mention of the results of the Parking Survey carried out on the WODC Hensington Road free Car Park. Cllr Cooper said they were waiting for the conclusion. OCC Cllr Graham and WODC Cllr Cooper left the meeting at this point.
24/02/06 WTC	**6. Mayor's & Clerk's Reports** <u>The Mayor's Report</u> The Mayor informed the meeting of the following: - • The Council has sent out our third newsletter and the next one is due in two days' time. The subscribers are going up and more cultural events will be included as they come in. • The Antique Valuation day held on the 7th February went very well and £233 was raised for charity which has been passed on to them. JS Arts of Banbury said they would like to come back later on in the summer and hold another Valuation Day. He also thanked Cllr Poskitt for providing tea, coffee and cakes at the event. • Regarding the recent Oxford Mail article, The Mayor was going to read out a statement but changed his mind. He said that the article published on the 7th February, titled "Woodstock Mayor uses public money to pay the staff gifts", will be dealt with in a meeting in two weeks' time. He did say that the story was obviously sent by a Councillor because council emails with un-redacted names were sent to the press. This

	has caused quite a big problem and some of these issues have got to be addressed. The Mayor went on to say that personally he is thinking about taking legal action but has not yet made any decision. <u>The Clerk Report</u> The Clerk informed the meeting that she has been away due to a family bereavement and went on to report the following: - • WTC has to go out to tender for the grass cutting contract and the request for quotes will be sent out within the next few days and hopefully the quotes will be available for the next meeting. Cllr Parnes enquired about the notification of road closures. The Clerk said that a link has been added to the Council's website which links to a mapping system that shows existing and future road closures. Cllr Manby-Brown said that the link would be added to the monthly newsletter as well.
24/02/07 WTC	**7. Finance** a) To approve and sign the Bank Reconciliation for the period ending 31st January 2024 **Decision** It was resolved to **approve** the Bank Reconciliation showing the balance of £338,925.36 for the period ending 31st January 2024 and for the Mayor to sign the reconciliation. b) To note the Payments Report for January 2024 c) To note the Receipts Report for January 2024 d) To note the Summary Cost Centre Report as at 31st January 2024. This report shows actuals compared to budget. The Council **agreed** to **defer** Financial Items b) c) and d) of this report until the next meeting e) To note the completion of the 2022/23 audit and the external auditors report. The completion of the 2022/23 audit and the report were noted. f) To approve the creation of the following budgets relating to the £5,071 cost of the October 2022 elections. 1) Election Expense Income Budget of £5,071 2) Election Expenses Budget of £5,071 The clerk was asked to provide the council with a copy of the invoice and request a breakdown of the costs from WODC if not on the invoice. **Decision** It was **agreed** unanimously to create an income budget of £5,071 and an expenditure budget of £5,071 for election costs.
24/02/08 WTC	**8. Woodstock Football Club** To approve the payment of £1,500 to Woodstock Football Club as a contribution towards the grass cutting costs for 2022 and 2023. The Clerk explained that the two mentioned payments had not been paid and asked the Council's agreement for £1,500 to be paid to the Woodstock Football Club. **Decision** The council agreed unanimously
24/02/09 WTC	**9. Restricted Covenant – 10 Cadogan Park** To approve the response to the request regarding the restrictive covenant on 10 Cadogan Park The Council discussed the request and it was decided to delegate a reply to the Clerk with the assistance of Cllr Lamb. The reply will be circulated to Councillors by email for any comments before the reply is sent. Cllr Parnes left the meeting at 7.49pm
24/02/10 WTC	**10. PA System**

	To consider the report (copy provided) and the following motion from Cllr Manby-Brown Motion That the Council approves the purchase of the SubZero SZPA-815 300W 15" PA System at a cost of £399 inc VAT to be funded from budget code 4929 PA – Outdoor Event The purchase of a PA System was discussed as per the report. During the discussion it was decided to change the budget to be used to the Coronation budget. The council noted the kind donation of £100 from a member of the public towards this equipment and thanks will be related by the Clerk **Decision** The council agreed the purchase of equipment SubZero SSPA -185 300W-15-PA system at a cost of £399 inc VAT. To be funded from budget line 4990 Coronation surplus budget.
24/02/11 WTC	**11. Property** To consider the report and the following motion Motion WTC agrees when the Council goes out to tender for the management of properties available for rental within the Property Portfolio that two separate contracts are put out to tender- one contract to manage residential properties and one contract to manage the commercial properties. **Item Deferred**
24/02/12 WTC	**12. Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature. Proposed by Cllr Poskitt and seconded by Cllr Addis It was agreed unanimously to close the meeting to the public. The recording/filming device was turned off
24/02/13 WTC	**13. Civil Claim** To receive an oral update on the ongoing Civil Claim Cllr Manby-Brown attended the initial hearing at the Court as it was listed as open to the public but he did not stay for the full duration of the hearing. The Clerk informed the Councillors that the claim was being dealt with through the small claims court.
24/02/14 WTC	**14 - Close Meeting** The meeting closed at 8.20pm

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Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th March 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb, Meg Manson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Town Clerk Karen Howe & WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 3

24/03/01 WTC	**1 - Apologies for Absence** Apologies were received from Cllrs Bailey, Bleakley, M Parkinson, U Parkinson and Spencer-Churchill
24/03/02 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for Item 11 Planning – Cllr Poskitt is WODC Member for Woodstock
24/03/03 WTC	**3 - Public Speaking and Question Time** There were no public speakers or questions.
24/03/04 WTC	**4 - Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council. a) Minutes of the Extraordinary Town Council Meeting held on 16th January 2024 During the item the Mayor remembered that he had not informed the room that the meeting was being recorded. Cllr Parnes asked the Mayor to state that it is video and audio being recorded and also said he was concerned that the Council had not got all the legal requirements in place. The Clerk assured the Council that she had checked the requirements and had already provided this information to Cllr Parnes. The Mayor advised that there were quite a few changes needed to the minutes and that he would sign the minutes after the meeting. The Clerk read through the amendments to the minutes. Cllr Parnes requested that it be minuted that he did not agree with minute 24/01/12 items 7a, 7b and 7c. **Decision** The minutes of 16th January were approved with amendments as a true record of the meeting and to be signed by the Mayor.
24/03/05 WTC	**5 - County and District Councillors Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> There was no County Council report as Cllr Graham was not in attendance. <u>WODC Report</u> The Council received a written report from WODC Cllrs Poskitt and Cooper. Cllr Cooper opened the floor for questions. Cllr Parnes asked about the status of the Woodstock Swimming Pool and why Chipping Norton has received such a large funding grant recently but the Woodstock pool had not. Cllr Cooper said that WODC does not own the Chipping Norton Lido, they are an independent facility which is why they were approved for a grant. Cllr Poskitt added that as she understood it Chipping Norton received this fund as did another pool but she could not remember which one. She went on to say this is not government funding, it is some other funding

	Cllr Grant asked Cllr Poskitt to explain the item in the report on Lighting at the Bowls and Tennis Club Cllr Poskitt asked in what way. Cllr Grant replied that the report under Bowls and Tennis Club Lighting stated 'with conditions which included the lighting only being on if the Courts were not in use. The Clerk said she had meant to amend this typo by removing the word not
24/03/06 WTC	**6 - Mayor's Report** The Mayor informed the Council that he had nothing to report
24/03/07 WTC	**7 - Clerk's Report** a) To receive a report regarding gift vouchers given to staff at Christmas. **Item Deferred** due to report not being issued in time for discussion b) To approve the re-allocation of the payment made towards the cutting of a tree in St Mary from Civic budget to Grass Cutting budget. **Item Deferred** due to no report available. c) To approve the extension of the existing grass contract until the 31st March to allow for time to send out requests for new quotes. **Decision** It was **agreed** that the grass cutting contract would be extended to 31st March 2024. d) To consider the request from a resident to cut the overgrown bushes at the triangle opposite The Crown Inn due to obscuring the view of traffic from the right. The Clerk was advised that this area is looked after by Woodstock in Bloom. It was agreed that the Clerk would contact the group. e) To discuss and approve any actions for the upcoming Town Meeting which is to be held on the 26th March. The Council agreed that a draft Agenda should be published for the notice boards and website, with an invitation for Agenda items to be submitted to the Clerk. As this is a Town meeting it is for the attendees to agree the Agenda. f) To approve the change of date of the Annual Council Meeting from the Tuesday 21st May to Tuesday 14th May – this is to enable the meeting to be held within the statutory requirement of no later than 14 days after the election. **Decision** It was **agreed** to change the date of the meeting from the 21st May to the 14th May. g) To receive an oral update if needed The Clerk had nothing more to report
24/03/08 WTC	**8 - Finance** a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 29th February 2024 **Decision** It was resolved to approve the Bank Reconciliation showing a balance of £340,019.10 for the period ending 29th February 2924 and for the Mayor to sign the reconciliation b) To note the Payments Report for January 2024 Payments of £23,447.94 inc VAT of £2,228.12 for January 2024 were noted. c) To note the Receipts Report for January 2024 Receipts of £1,850.13 inc VAT of £0, for January 2024 were noted.
24/03/09 WTC	**9 - Membership of OALC** To approve the annual membership to Oxfordshire Association of Local Councils (OALC) at a cost of £757.15 inc VAT of £126.19 **Decision** It was **agreed** unanimously to **approve** the annual membership to OALC at a cost of £757.15 inc VAT of £126.19

24/03/10 WTC	**10 - Weed Control** To approve the quote of £2,484 inc VAT of £414 for the supply and application 3 times a year (Apr, Jul and Oct) of total herbicide for the control of weeds and grass in kerbs, channels, pavements and the control of knotweed in the community woodland and 41 Brook Hill. Proposed by Cllr Addis and Seconded by Cllr Grant **Decision** It was **agreed** unanimously to **approve** the quote of £2,484 inc VAT of £414 for the supply and application 3 times a year (Apr, Jul and Oct) of total herbicide for the control of weeds and grass in kerbs, channels, pavements and the control of knotweed in the community woodland and 41 Brook Hill.
24/03/11 WTC	**11 - Planning** To consider the following applications: - a) 24/00396/FUL – 7 Cadogan Park Conversion of existing bungalow to create a one and a half storey dwelling with front and rear extensions and associated works It was **agreed** that the Council has no objections to the application b) 24/00490/HHD – 10 Cadogan Park Demolition of existing rear conservatory. Erection of a two-storey side and single storey rear extension. It was **agreed** that the Council has no objections to the application
24/03/12 WTC	**12 - Request from Cottsway to Suggest Names for New Properties** Cottsway have started on the Ryegrass scheme in Woodstock and have asked if WTC would like to put forward suggestions for names for the 4 blocks of apartments that are being built. **Item Deferred** to the next meeting
24/03/13 WTC	**13 - Offer from the Commonwealth War Graves Commission** To consider the offer from CWGC to install a sign to let the public know of the war graves in Hensington Road Cemetery. **Decision** It was **agreed** that the Council would take up the offer from CWGC to install the signage and it was agreed that the sign should be attached to the wall of the double middle gated of the cemetery. The Clerk was delegated to decide which of the 2 sizes of sign offered would fit best.
24/03/14 WTC	**14 - Stagecoach S7 Bus** To discuss the change of timetable/route of the S7 Stagecoach bus and to agree any actions. During the discussion Cllr Parnes proposed the following motion which was seconded by Cllr Grant. <u>Motion</u> That the Council write a letter to the manager of Stagecoach and express its disappointment that it hadn't consulted further with the Town Council prior to the changes being made. During the discussion Cllr Grant suggested that the Council should write on behalf of the residents and that would be a good idea to include in the letter an invite for representative of Stage Coach to speak at the Town Meeting on Tuesday 26th March which would give the attendees a chance to explain the problems that had cropped up since the change of timetable. Cllr Poskitt suggested that the letter should not complain about the process and should concentrate on the concerns of the users. Cllr Lamb said she had raised concerns with OCC Cllr Graham including the timings for commuters to return to Woodstock and that the buses should run slightly later in to the evenings to account for commuters. Cllr Poskitt also said the timings in the morning are an issue. Cllr Lamb said that the letter could start with telling Stagecoach the we appreciate them no longer using the Town Centre to turnaround rather then being negative. It was proposed to amend the motion and Cllr Parnes accepted the amendment.

	Decision It was **agreed** that the Clerk would write to Stagecoach outlining the concerns of those that used their service and offer an invitation to attend the Town Meeting At 7.40pm the Mayor left the meeting and handed over the Chair to Cllr Poskitt.
24/03/15 WTC	**15 - Cycle Stands** To discuss the recent installation of cycle stands and to agree any actions. During the discussion the Mayor return to the meeting and took back the Chair. During the discussion it was felt that the design of the newly erected Cycle racks was not in keeping with the town. Cllr Manson felt that the ones in Summertown were much better and volunteered to go and photograph them and send them out to Councillors. This would perhaps be useful to write to OCC encouraging them change the racks to something more suitable for our historic town. Cllr Parnes left the meeting during this discussion
24/03/16 WTC	**16 - Property** To consider the report and the following motion <u>Motion</u> WTC agrees when the Council goes out to tender for the management of properties available for rental within the Property Portfolio that two separate contracts are put out to tender - one contract to manage residential properties and one contract to manage the commercial properties. **Item Deferred**
24/03/17 WTC	**17 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** Proposed by Cllr Addis and seconded by Cllr Poskitt It was **agreed** unanimously to close the meeting to the public. The recording/filming device was turned off
24/03/18 WTC	**18 - Civil Claim** To receive an oral update on the ongoing Civil Claim The Clerk informed the Councillors that the necessary papers had been signed and submitted and that there was nothing else to report.
24/03/19 WTC	**19 - Close Meeting** The meeting closed at 8.10pm

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Town Clerk: Karen Howe

Minutes of an EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 27th March 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Ann Grant, Jo Lamb, Meg Manson and Elizabeth Poskitt

In Attendance: Town Clerk Karen Howe & WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 4

	The attendees were informed that meeting was being filmed and recorded.
24/03/20 ETC	**1 - Apologies for Absence** Apologies were received from Cllrs Addis, Bailey, Bleakley, M Parkinson, U Parkinson, Parnes and Spencer-Churchill
24/03/21 ETC	**2 - Declarations of Interests** Declarations of interest received from: - Cllr Poskitt for all items under Item 4 Planning – Cllr Poskitt is WODC Member for Woodstock Cllr Grant for Item 4 a) Planning – Cllr Grant is a neighbour of the applicant.
24/03/22 ETC	**3 - Public Speaking and Question Time** There were no public speakers or questions.
24/03/23 ETC	**4 - Planning** To consider the response to the following planning and licensing applications: - a) 24/00593/HHD – 22 Brook Hill, Woodstock Erection of an entrance porch and single storey rear side extension to create attached outhouse It was **agreed** that the Council has no objections to the application but would include comments that the neighbours concerns regarding plumbing noise and hardstanding should be taken in to account. b) 24/00609/HHD – 15 Oxford Road, Woodstock Demolition of extension and erection of the two storey rear extension It was **agreed** that the Council has no objections to the application c) W/24/00279/PRMA – Blenheim Lodges, Bladon New premises licence It was **agreed** that the Council has no objections to the application
24/03/24 ETC	**5 - Pension Policy** To approve Woodstock Town Council pension policy. The Clerk talked the council through this document with her recommendations and explained that this document can be amended at any time. She also informed the Council that there is a response deadline of the 31st March and if returned late a penalty charge of £150 would be charged. **Decision** It was **agreed** that as the document could be amended at any time that the Council accept the Clerk's recommendations and the policy be returned to OCC Pension. It was also **agreed** that the Clerk would consult the RFO on any items within the policy that may concern her as the only employee signed up at this moment in time to the scheme and that any changes would be brought to Council at a later date for agreement and for OCC to be informed of any amendments agreed. WODC Cllr J Cooper left at this point 7.20 pm
24/03/25 ETC	**6 - Grass Cutting Contract** To consider the quotes received for the grass cutting/grounds maintenance contract.

	The Clerk informed the Council that she had attempted to get 3 quotes for the contract but had on received one response. The quote received for a 3 year contract was £10,990 per year excluding VAT with annual prices increases to be agreed. **Decision** It was **agreed** to accept the quote from Nigel Pickett for the works at a cost of £10,990 per year excluding VAT for a period of 3 years with annual price increases to be agreed.
24/03/26 ETC	**7 - Staff Gifts** To receive an oral update **Item Deferred** to April's meeting
24/03/27 ETC	**8 - Exclusion of Press and Public** To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature**.** Proposed by Cllr Manson and seconded by Cllr Manby-Brown It was **agreed** unanimously to close the meeting to the public. The recording/filming device was turned off
24/03/28 ETC	**9 - Cobbles Licence** To approve the licence for the renting of the Cobble area to Brotherton's Brasserie for execution/completion. Cllr Lamb suggested that Clause 15 be amended to read: - To maintain a policy of third party and third party insurance to a sum of not less than £5,000,000.00 in connection with the exercise of the Rights and to procure the noting of the Licensor's interest on such policy of insurance and further to provide a copy to the Licensor before beginning the exercise of the Rights **Decision** It was **agreed** unanimously that the Clerk would amend the wording of Clause 15 and would arrange for the Licensee to initial the change and the Clerk and the Mayor be delegated to seal and sign the amended initialled licence.
24/03/29 ETC	**10 - Civil Claim** To receive an oral update on the ongoing Civil Claim Due to the Clerk leaving the Council there were concerns about continuity until the case was complete. The present Clerk, although leaving the Councils employment as Clerk, has offered to continue if needed as a casual employee to assist with the Civil Claim until the case is complete. Cllr Grant proposed and Cllr Manby-Brown seconded the following proposal. That the Council approves the employment of the outgoing Clerk on a casual basis to assist with the Civil Claim. **Decision** It was **agreed** unanimously to approve the employment of the outgoing Clerk on a casual basis to assist with the Civil Claim.
24/03/30 ETC	**11 - Close Meeting** The meeting closed at 7.40pm

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 16th April at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Kate Bailey, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk), OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 12

24/04/01 WTC	**1 - Apologies for Absence** Apologies received from U Parkinson Cllr M Parkinson and Spencer-Churchill where not in attendance. Cllr Lamb arrived at 7.02pm and Cllr Poskitt arrived at 7.05pm
24/04/02 WTC	**2 - Declarations of Interests** No declarations of interest were received.
24/04/03 WTC	**3 - Public Speaking and Question Time** 3 members of the public addressed the Council Speaker 1 – Requested an update on the OWL extension access. • Cllr Manby-Brown informed the meeting that working on the legal position of the access was still being worked on. He also said that the fencing that was installed to stop people from using the steps until they are repaired keeps being broken down. Speaker 2 – The second speaker thanked Cllr's Manson, Lamb, Bailey, and Manby-Brown for the good work they have done while on the Council. • Cllr Manby-Brown thanked the speaker for their thanks and also for the donation they gave towards the recently purchased speaker system. Speaker 3 – The third speaker also thanked the outgoing Councillors.
24/04/04 WTC	**4 - Minutes of Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 9th February 2024 b) Minutes of the Town Council Meeting held on 27th February 2024 c) Minutes of the Town Council Meeting held on 12th March 2024 **d)** Minutes of the Extraordinary Town Council Meeting held on 27th March 2024 **Decision** The minutes of 9th February, 27th February, 12th March, and 27th March 2024 were approved with suggested grammar amendments as a true record of the meeting and for the meetings to be signed by the Mayor the next morning once the amendments had been made.
24/04/05 WTC	**5 - County and District Councillor's Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> Cllr Graham provided the following information in addition to his report. • The lamps in the street lighting in Market Street are to be replaced with softer lighting rather than LEDs to eliminate glare to be more in keeping with the area. He said had been assured that it would be done if not done already. • The 20 mph signage has been introduced and although the council had agreed to the planned layout on reflection he felt there could be improvements made and would welcome comments on the signage. He asked the Council to collate comments and if possible bring them to the next council meeting. • Special Educational Needs schools - OCC has agreed to a fund to prevent children who attend SEN schools from being bused out of the County and 2 new SEN schools are being built. One was opening in Banbury called Oakwood School and the second was in process • Money had been allocated to improve road surfaces in the county, this was not for potholes but for actually completing resurfacing on several roads that were in very poor condition. Cllr Graham said that the pothole work would continue.

	• Funding for Cycling and walking improvements has also been allocated and he would report back at a future meeting once the infrastructure has been looked at to accommodate improved facilities for healthy living. Cllr Graham offered to take questions. • Cllr Lamb asked if the change to the street lights also included the High Street. Cllr Graham said the he believed that the whole of the town centre would be included. • Cllr Bleakley asked if there was any update on the Library. Cllr Graham said there was no update at the moment and that he was waiting for one more hurdle to be passed and once this has happened he would then be in a position to share more information, although they are awaiting further designs. • Cllr Bailey asked if there was any update on the opening of the nursery facility on the Park View estate. It was meant to open in November, then it was delayed until March but it is still not open. Cllr Graham said that he would bring the issue up with Blenheim as they are very much involved. Cllr Bailey informed Cllr Graham that the building belongs to OCC and it would be helpful to have an update on how it will be moved forward, it would be lovely for the community to have the facility. Cllr Graham asked if the Clerk could send him an email regarding the issue as this would help him to get a response from OCC officers. He advised that if anyone converses with Councillors or Officers to make sure it is via email as it makes tracking questions etc easier. • A member of the public raised concerns over the dangerous state of the road near Woodstock House. They said it was due to the heavy lorries that the developer used and that the developer had agreed that they were responsible for re-surfacing the road. Would you be able to attend to the problem, please? They also made comments about a recent newspaper article about the Solar Farm and that the journalist had visited the two new Blenheim developments and that they had noted that there was no solar on any of the roofs. They also commented on the increase of vehicles using the Town Gate and that they believe this contravenes a gentlemen's agreement that was in place a few years ago which was to not let vehicles use the Town Gate as a point of entry for visitors. Cllr Graham said that solar on the roofs of the developments was a District Council issue. He also said that he is overdue a meeting with Blenheim and that he would ask about the use of the Town Gate entrance. He said the issue with Rectory Lane is a highway matter and he would look into the issue. <u>WODC Report</u> Cllr Cooper said that there had been judicial review granted on the Salt Cross development at Eynsham which is making the developer place solar panels on houses. Cllr Cooper offered to take questions. No questions were asked,
24/04/06 WTC	**6 - Mayor's Reports** Cllr Manby-Brown said that this was his last report as Mayor. He wished the new Council every success in the future and welcomed the 3 new councillors and 2 ex-councillors to the Council. He then thanked outgoing Cllr's Manson, Bailey, Bleakley, and Lamb and said they had been a huge help to the Council and the Town and that they would be missed. He thanked the 3 members of staff and said that working with them had been one of the highlights of his year as Mayor. He finished by saying that we can all be proud of what we have all achieved and that we leave the Council in a good financial state.
24/04/07 WTC	**7 - Finance** a) To approve and sign the Bank Reconciliation for the period ending 31st March 2024 **Decision** It was resolved to **approve** the Bank Reconciliation showing a balance of £342,242.34 for the period ending 31st March and for the Mayor to sign the reconciliation b) To note the Payments Report for February 2024 Payments of £30,906.38 inc VAT of £3,785.80 for February 2024 were **noted.** c) To note the Receipts Report for February 2024 Receipts of £32,000.12 inc VAT £4,211.62 for February 2024 were **noted.** d) To note the Payments Report for March 2024 Payments of £10,786.78 inc VAT of £932.65 for March 2024 were **noted.** e) To note the Receipts Report for March 2024 Receipts of £13,426.50 inc VAT of £0 for March 2024 were **noted.**
24/04/08 WTC	**8 – VAT** a) To note the outcome of a recent review of the treatment of VAT received and paid by the Council.

	The meeting was informed that after a review of commercial rental income has been shown that the Council has not paid £8,499.19 of VAT to HMRC. The internal auditor has helped the RFO to sort out this issue and there should be no penalties or interest to pay Cllr Parnes asked if this cost would be paid from an existing budget or if it could be written off. The Clerk advised it would need to be paid from existing budget provision. The council **noted** the underpayment of VAT to HMRC from the rental income from the Council's commercial properties to the sum of £8,499.19. b) To approve instructing DCK to review the VAT Partial Exemption for 2022/23 and 2023/24 at a cost of £235 + VAT for each year Cllr Grant raised a point that the Council had agreed to DCK to review the VAT Partial Exemption for 21/22 and that the councillors had not been sent the report. Cllr Grant requested that the report for 21/22 be sent to all councillors and that the reports for 22/23 & 23/24 be circulated once completed. **Decision** The council **agreed** for the company DCK to review the VAT Partial Exemption for 2022/23 and 2023/24 at a cost of £235 + VAT for each year. Cllr Bleakley left the meeting at 7.31pm and returned at 7.36pm
24/04/09 WTC	**9 - Re-allocation of Expenditure** To approve the re-allocation of the payment made towards the cutting of a tree in St Mary's Church from the Civic Budget to the Grass Cutting Budget The report that was circulated prior to the meeting was discussed. During the discussion it was **agreed** that a Civic Budget Policy should be produced. **Decision** It was **agreed** that the Council retrospectively approve that the £500 expenditure be covered by the underspend on code 4402 Churchyard Grass Cutting which has an underspend of £624.83.
24/04/10 WTC	**10 – Staff Gifts** To discuss the gifting of vouchers to staff. The report provided by the clerk, which included the internal auditor's opinion that no breach of the Council's financial regulation had occurred, was discussed. Cllr Parnes raised that a previous report was circulated at a previous meeting prior to the item being deferred. The Clerk apologised to Cllr Parnes for including her own opinions/comments in the report which directly referred to Cllr Parnes, During the discussion, there were various comments made. Some Councillors still felt that there was a breach of financial regulations. Other Councillors raised concerns about the way the issue was taken to the Oxford Mail, that internal council emails had been sent to the Oxford Mail, and that the issue should have come to the Council first and not the papers.
24/04/11 WTC	**11 - London Oxford Airport Consultation** To consider a response to the recent consultation regarding Airspace Change Proposal It was **agreed** that the Clerk would respond requesting to be kept informed of any future consultation especially any that involve changes to any change in flight paths.
24/04/12 WTC	**12 - Cemetery Policy** To approve the revised Cemetery Policy. The Cemetery Policy was reviewed due to the RFO recently attending a course regarding memorial testing. Amendment to paragraph 7.5 was requested and accepted. Cllr Manson asked about the signage that is not yet in place regarding keeping graves tidy. The Clerk said she would check what has happened. It was **agreed** to adopted the Cemetery Policy with agreed amendments.
24/04/13 WTC	**13 - Memorial Stability Testing** To approve the payment of up to 30 additional hours for the RFO to carry out Memorial Stability Testing. The Council were informed that the RFO had recently completed training which enables her to carryout the testing rather than the Council employ a professional company to carry out the testing. Cllr Grant said this would be a great advantage to the Council to ensure that the Council is conforming to the required Health and Safety. And that it would also be a financial benefit to the Council to be able to deal with this in house. **Decision**

It was **agreed** to pay the RFO up to 30 hours for memorial stability testing at a cost of £16.02 per hour and that the testing should be carried out within 2 months.

Cllr Parnes left the meeting.

24/04/14 WTC

14 - Approve Meeting Schedule for 2024/25

It was **agreed** to approved the Meeting Schedule below for 2024/25.

Meeting Schedule 2024-2002

Please note.

- All Town Council meetings start at 7.00pm
- Additional meeting may be called to allow transactions of the Council Business.
- Please refer to the website or notice boards for any changes and additional meetings
- The Annual Town Meeting held at the Community Centre starts at 7.30 pm

2024/25	
Tuesday 14th May	Town Council Annual Meeting
Tuesday 28th May	Town Council Monthly Meeting
Tuesday 18th June	Town Council Monthly Meeting
Tuesday 9th July	Town Council Monthly Meeting
Tuesday 13th August	**No Meeting**
Tuesday 10th September	Town Council Monthly Meeting
Tuesday 8th October	Town Council Monthly Meeting
Tuesday 12th November	Town Council Monthly Meeting
Tuesday 26th November	Town Council Budget Meeting
Tuesday 10th December	Town Council Monthly Meeting
Mayors Carols Saturday 7th, 14th or 21st December	**To be confirmed by the Mayor**
2025	
Tuesday 14th January	Town Council Monthly Meeting
Tuesday 11th February	Town Council Monthly Meeting
Tuesday 11th March	Town Council Monthly Meeting
Tuesday 25th March	**Annual Town Meeting at CC**
Tuesday 8th April (Easter 20th)	Town Council Monthly Meeting
Tuesday 15th May	Annual Town Council Meeting

24/04/15 WTC

Exclusion of Press and Public

To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature.

Proposed by Cllr Grant Seconded by Cllr Poskitt

It was **agreed** to move the meeting into Confidential session.

The recording device was turned off.

24/04/16 WTC

15 - Staffing

a) To approve the ongoing temporary increase in hours of the RFO for a period of 6 months
The council considered the recommendation contained in the report produced by the Clerk.
Decision
The Council **agreed**
1) To approve the increased hours of the RFO to 25hrs the hours are split 12-hour permanent RFO and 13 Hours for Administration Assistant cover for a period of 6 months.
2) To pay the same hourly rate for both positions of £16.02 per hour

b) To note the reduced hours of the Clerk
The Clerk confirmed that she had given her notice and that her leaving date is the 15th of May 2024. She informed the meeting that she has outstanding leave, which she would be taking between now and the 15th of May. She also advised that due to taking the outstanding leave she would only be working one day per week.

Cllr Poskitt opened a discussion regarding advertising for a new permanent Clerk.

The Council agreed to advertise for a full-time Clerk and then later for a Deputy Clerk.

Cllr Poskitt suggested that she and Cllr Grant work together with the Clerk to advertise the vacancy. This suggestion was **agreed.**

24/04/17 WTC

16 - Civil Claim

There was nothing to report

24/04/18 WTC

17 - Close Meeting

The meeting closed at 8.22pm